Student Rights, Rules, Responsibilities

Contents

Introduction ...................................................... 2
  2 Welcome to the University of New Hampshire
  2 Statement of Shared Civic Commitment
  3 Declaration of Student Rights and Rules
  3 Statement of Agreement

Student Code of Conduct and Conduct Process .......... 4
  4 Preface
  4 Definitions
  4 Judicial Authority
  5 Proscribed Conduct
  6 Conduct Policies and Administrative Procedures
  11 Discriminatory Harassment Procedures
  11 Interpretation and Revision

Alcohol, Tobacco, and Other Drug Policies .......... 12
  12 UNH Alcohol Policy
  12 Parental Notification in Cases of Alcohol or Other Drug Violations/Arrests
  12 Residential Alcohol Policy and Regulations
  12 Greek Policy
  14 UNH Tobacco Policy
  15 Commitment to Helping

Academic Policies ........................................ 16
  16 Definitions
  16 Admission
  16 Registration and Withdrawal
  17 Attendance and Class Requirements
  18 Academic Requirements
  20 Requirements for Graduation
  21 Grades and Honors
  23 Library Regulations
  23 Academic Honesty

Administrative Policies and Regulations ............ 25
  25 Affirmative Action and Equity Policies
  26 Hazing Policy
  26 Financial Responsibilities
  30 Health Services

31 Residential Rules and Regulations
32 Dining Hall Policies
32 University ID Cards
33 Intercollegiate Athletics
33 UNH Policy on Scheduling of Games and Practices
34 Student Organization Recognition Policies
36 Sport Clubs
36 Meetings and Speakers
37 Student Participation in University Committees
37 Administrative Separation and Procedures for Readmission
38 Outdoor Assemblies and Events
39 Commercial Activities on Campus
40 Motor Vehicles
40 Health and Safety
41 Bicycles
41 Grievance and Complaint Procedures
42 Appeals Procedures for Graduate Students
43 Acceptable Use Policy for Information Technology Resources at UNH
43 UNH Behavioral Intervention Team

The University and Federal, State, and Local Laws .... 45
  45 The Family Educational Rights and Privacy Act
  46 Alcohol and Illegal Drugs
  50 Annual Campus Crime Report: Safety and Security Information
  52 Statement on sexual misconduct, dating violence, domestic violence and stalking

Room and Board Agreement ........................... 53
  53 General Provision
  54 Use of Dwellings and Grounds
  54 Payment/Cancellation/Refund—Housing
  55 Resident Meal Plans
  55 Dining Hall Information and Policies
  56 University Housing Community Standards
  58 Eviction

Index ......................................................... 59
Introduction

Welcome to the University of New Hampshire

The University offers a wealth of resources to support your success. The opportunities to learn and to grow are virtually limitless, and are shaped primarily by your motivation to embrace the intellectual and personal challenges of a college education. As with any community, ours has rules that have been developed to ensure a supportive and appropriate environment for learning. While these rules pertain primarily to students, they are consistent with the expectations for all members of the UNH community.

This year’s Student Rights, Rules and Responsibilities outline those expectations that the University has established to foster an environment conducive to learning on – and beyond – the University campus. One crucial aspect of this environment is our collective commitment to respecting the rights, dignity, and worth of all community members. As a land, sea, and space grant University, we recognize that our “classroom” extends throughout the universe and we hope that you will carry this same sense of respect to all corners of the world, beginning with our host community of Durham. For this reason, we ask that you take time to review all of these documents in order to understand the values and rules of this community.

For the vast majority of our students, college will be a challenging and worthwhile experience. We hope that taking the time to become familiar with the expectations and rules outlined in this document will allow you to focus on the best parts of college life and to truly discover your own future at UNH.

Again, welcome to the University of New Hampshire. If there is anything we can do to help you to succeed and to realize your dreams, please let us know.

Statement of Nondiscrimination

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. The University does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, disability, veterans’ status, or marital status, in admission or access to, or treatment or employment in, its programs, activities or services. Inquiries regarding discriminatory harassment (including sexual harassment) should be directed to: The Director & Title IX Coordinator, Affirmative Action and Equity, Thompson Hall 305, 105 Main Street, Durham, NH 03824-3547, Telephone (603) 862-2930, TTY (603) 862-1527, Fax (603) 862-2936 or Email dms@unh.edu; or to the Boston Office, Office for Civil Rights (OCR), U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, Telephone (617) 289-0111, Fax (617) 289-0150, TDD 800-877-8339. Email OCR.Boston@ed.gov; or to the Executive Director, State of New Hampshire Commission for Human Rights (NHCHR), 2 Chennell Drive Unit 2, Concord, NH 03301-8501, Telephone (603) 271-2767, Fax (603) 271-6339, or Email humanrights@nhsa.state.nh.us.

Statement of Shared Civic Commitment

The Town of Durham and University of New Hampshire Statement of Shared Civic Commitment

The University of New Hampshire and the Town of Durham share common values and standards. Each is committed to creating a positive social environment for its members and to enhancing the welfare of all. The university’s location within the Town of Durham creates a special relationship that requires mutual respect, open and continuous communication, and the fulfillment of civic responsibilities by community members. We are collectively committed to cooperation in the resolution of mutual problems.

Civic Standards of the University of New Hampshire and the Town of Durham

A sound community is based on the principles of respect for individual integrity, respect for individual rights, responsible stewardship in the care of the physical environment, respect for law, and cooperation and service. All members of the community should make a conscientious effort to live by the following standards based on these principles.

Respect for Community

Community members show respect for the integrity and worth of all persons. Such respect requires one to:

- Act in ways that are constructive, honest, and considerate.
- Value basic civil rights as guaranteed by the Constitution of the United States.
- Accept persons whose race, color, religion, sex, national origin, ability, sexual orientation, gender identity or expression, veteran status, marital status or age may differ from one’s own.

Respect for Environment

Community members value and protect our natural and physical environment. Respect should be exhibited not only in the downtown area but in residential neighborhoods as well. Young children, working older adults and elderly residents need quiet time and deserve a peaceful quality of life. Respect for the environment also means placing trash in containers and taking a moment to pick up and dispose of litter.

Respect for Law and University Policy

Community members abide by the policies of the University of New Hampshire as applicable, and obey the laws of the Town of Durham, the State of New Hampshire, and the United States of America. They accept accountability for their individual actions. Special emphasis should be placed on obeying laws and policies regarding:

- The sale, purchase, and consumption of alcoholic beverages;
- The sale and/or use of illicit drugs;
- Violent, indecent or disruptive behavior including sexual and domestic violence and harassment;
- Landlord-tenant contractual relationships; and
- The protection of public and private property.

It is the intention of the University and the Town of Durham to treat all members of the community with fairness, dignity, and respect. We are collectively committed to addressing violations of law and University policy in a timely, predictable, meaningful and consistent manner.

February 4, 2004

Updated May 21, 2014

Updated May 21, 2015

As used in this publication, “(fs)” denotes the rules within the jurisdiction of the Faculty Senate, “(gc)” for Graduate Council, and “(ad)” denotes administrative rules. Those rules denoted with “(ad/ss)” are within the jurisdiction of the administration and the Student Senate.
Declaration of Student Rights and Rules

Preamble

Universities are dedicated to the promotion of learning and scholarship. To achieve that purpose, they are obliged to provide the conditions in which such learning can take place. This obligation carries with it certain rights of the universities to protect and preserve themselves in order that they may continue to provide the appropriate environment. Thus, a proper condition for individual learning is one in which the rights of the individual members thereof, are recognized and balanced.

Within that framework, these declarations are made for all students at the University of New Hampshire.

Right to pursue learning and right of expression

The rights of the individual to pursue learning and to express his or her views responsibly are of paramount importance in an academic environment.

Right to participate in University governance

Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.

Right to assemble and associate

Students may organize and assemble to pursue their common interests, subject to the guidelines established through the University governance structure.

Right to due process

Students are guaranteed the right of fair hearing and appeal in all matters of judgment of academic performance and personal conduct. See Code of Conduct for review process of violation forms.

Right of confidentiality of student records

Student records are maintained in the University, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations specified in the federal government’s Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g). By University policy, no records shall be kept that reflect political or ideological beliefs or associations. (Please refer to page 44.)

Rights and responsibilities under the law

Individual rights under the United States Constitution shall not be abridged by the University.

Responsibility for standards of conduct

Students shall accept the responsibility of adhering to standards of conduct as established through the University governance structure.

Academic responsibilities

Each student shall be responsible for meeting the academic standards established for the course of study in which she or he is enrolled, and these standards shall be the only basis for evaluating the student’s academic performance.

Responsibility to Monitor Information Technology

Identification Address

The University of New Hampshire often communicates with students on official matters in written form. The progression of technology has prompted the University to adapt both its administrative and educational communications to benefit from this technology. In those instances when the University chooses to communicate with students through technology (including but not limited to email, portal communications, and electronic messaging), it often does so with the use of University-generated UNH Username. The University will provide and maintain this UNH Username; it will be the responsibility of the student to monitor official communication sent by the University to this UNH Username on the UNH email system, as well as those posted to the UNH Portal (MyUNH/Blackboard) and accessible with this UNH username.

Room and Board Agreement

Students shall be responsible for knowing and adhering to the terms and conditions set forth in the University Room and Board Agreement as published in the Student Rights, Rules, and Responsibilities.

Statement of Agreement

Students are responsible for knowing the information contained herein, and enrollment at the University of New Hampshire is considered as acceptance of all conditions specified in this handbook. Students should also be aware that some programs may impose additional obligations.

Extensive efforts have been made to be sure that the contents of this handbook are complete and up to date, but the University also reserves the right to change any of the policies, rules, or regulations, according to established guidelines, as may be necessary in the interest of the University.

Note: In cases where the print document and the on-line document differ what is displayed on line will serve as the official version of the handbook.

1. Procedures governing student grievances can be found in Administrative Policies and Regulations Section 28, page 41. These declarations also apply to graduate students. Regulations concerning the admission and academic standing of graduate students may be found in the graduate catalog. Regulations concerning the library, financial policies, and health services apply equally to graduate and undergraduate students. Regulations concerning student conduct, organization, and housing also apply to graduate students unless specifically excluded within the policy. The administration of regulations concerning graduate student conduct, organization, and housing lies with the dean of the Graduate School. The dean of the Graduate school reserves the right to refer cases involving graduate student misconduct to the Vice President for Student and Academic Services Office for the purpose of a hearing.
The Student Code of Conduct and Conduct Process

Preface

Community standards of behavior are intended to preserve and protect the University’s educational mission of teaching, research, and public service, as well as promote every student’s academic achievement and personal development. To attain these aspirations, students must live, work, and learn in an environment of civility and respect where both rights and responsibilities are deeply valued and highly cherished. For the University community to thrive, the rules of conduct under which we operate must be clear and understood by our members. The Student Code of Conduct attempts to codify and explain our standards of behavior and responsibility, as well as the rights and remedies accorded to all members of our community.

Article I: Definitions

1. The term “University” means The University of New Hampshire (UNH).
2. The term “student” includes all persons taking courses at UNH, both full-time and part-time, pursuing undergraduate or graduate studies, those enrolled through the Office of Continuing Education, and those who live in University housing. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by UNH, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Finance and Administration or designee.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UNH, including adjacent streets and sidewalks.
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The term “Hearing Board,” refers to a group of persons designated by the Vice President for Finance and Administration or designee to determine whether a student has violated the Student Code of Conduct and, if so, recommend sanctions.
9. The term “Hearing Officer,” means a University official designated by the Vice President for Finance and Administration or designee to determine whether a student has violated the Student Code of Conduct and impose sanctions.
10. The term “Appellate Board” or “Appellate Officer” means any persons or person authorized by the Vice President for Finance and Administration or designee to consider an appeal to a Hearing Officer’s or Hearing Board’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed.
11. The term “Procedural Advisor” means any person selected by the Vice President for Finance and Administration or designee to advise hearing officers, hearing boards, and complainants on procedural issues related to adjudication of the Student Code of Conduct.
12. The term “Student Advisor” means any student, faculty or staff member selected by the Office of Community Standards to advise a Respondent in the conduct process.
13. The term “Complainant” means any University community member who submits a charge alleging that a student violated the Code of Conduct.
15. Witnesses - A witness is a person who has personal knowledge of the incident in question. Character witness testimony is considered irrelevant and will not be permitted.
16. The term “shall” is used in the imperative sense.
17. The term “may” is used in the permissive sense.
18. The Vice President for Finance and Administration or designee is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.
19. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Rights, Rules, and Responsibilities publication, the University Room and Board Agreement, and the Graduate/Undergraduate Catalogs.
20. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
21. The term “plagiarism” 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 acknowledgement. It also includes the unauthorized use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
22. The term “aggravating factor” is defined as a circumstance(s) attending the commission of misconduct that adds to its seriousness. Examples may include, but are not limited to, violence, violation of a trust or duty, premeditation of a violation, use of force, or a previous conduct violation.
23. The term “mitigating factor” is defined as a circumstance(s) that may be taken into consideration to reduce a sanction. A mitigating factor does not constitute a justification or excuse for the misconduct in question.
24. The term “hosting” is defined as having a gathering consisting of one or more individuals who are not the assigned residents of a University Housing residence hall room or apartment where the gathering is occurring.

Article II: Judicial Authority

1. The Director of the Office of Community Standards or designee shall determine the composition of Hearing Boards and Appellate Boards.
2. The Director of the Office of Community Standards and the Assistant Vice President for Student and Academic Services or their designees shall develop policies for the administration of the University student conduct system and procedural rules for the conduct of hearings. Policies and procedures shall be approved by the Vice President for Finance and Administration or designee after consultation with appropriate faculty, students, and staff.
3. Written decisions made by a Hearing Board and/or a Hearing Officer shall be final, pending the normal appeal process.
Article III: Proscribed Conduct

A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or at activities pursued under the auspices of the University or which adversely affects the University Community and/or the pursuit of its objectives.

B. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct; for example, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University 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 Hearing Officer or Hearing Board under the Student Code of Conduct, however, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University 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. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

3. The University Conduct System is an administrative process. It is not a criminal law process, nor is it intended to resemble one.

C. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty. See Academic Policies, 097, Procedures for Dealing with Academic Misconduct. These take precedence over the Code of Conduct.
   b. Furnishing false information to any University official, faculty member or office.
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
   d. Tampering with the election of any University recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.

3. Conduct which results in:
   a. Physical harm.
   b. Threatening or endangering the health or safety of any person;
   c. Intimidation (implies threats)
   d. Coercion (pressuring another unreasonably until an act is not truly voluntary)
   e. Harassment
   f. Unwelcome physical contact.
   5. Stalking, defined as repetitive, menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the community. Stalking includes the use of any electronic means.
   6. Relationship abuse, which is here defined as the act or attempt to commit any of the above violations listed in paragraph 3, 4, or 5 above by a current or former sexual or intimate partner, under circumstances that constitute a threat to the victim’s safety.

7. Unwanted sexual contact, which includes but is not limited to any sexual contact as defined by RSA 632-A:1 (IV) without seeking and receiving expressed permission. Unwanted sexual contact includes sexual contact when a person’s ability to give expressed permission is compromised due to mental/physical disability and/or mental/physical incapacity due to substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of these.

8. Sexual misconduct, which includes, but is not limited to, any sexual activity as defined by RSA 632-A:1 (V) without seeking and receiving expressed permission. Sexual misconduct includes sexual activity when a person’s ability to give expressed permission is compromised due to mental/physical disability and/or mental/physical incapacitation due to substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of these.

9. Attempted or actual theft of or possession of stolen property of the University or property of a member of the University community or other personal or public property.

10. Intentional or reckless damage to property of the University or property of a member of the University community or other personal or public property.

11. Fire safety violations including, but not limited to:
   a. Intentionally or recklessly causing a fire which damages University or personal property or which causes injury.
   b. Failure to evacuate a University controlled building during a fire alarm.
   c. Improper use of University fire safety equipment.
   d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on University property.

12. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify one-self to these persons when requested to do so.

14. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

15. Violation of any approved University policy, rule, or regulation, published in hard copy or available electronically or on any official university Web site, including but not limited to the University Room and Board Agreement, Fire Safety Regulations, University Dining Policies, and University Alcohol and Drug Policies. The breakdown follows:
   a. Violation of published policies: housing (solicitation),
   b. Violation of published policies: housing (pets),
   c. Violation of published policies: housing (prohibited items)
   d. Violation of published policies: housing (rights of others/noise),
   e. Violation of published policies: housing (hall sports),
   f. Violation of published policies: housing (other),
   g. Violation of published policies: affirmative action,
   h. Violation of published policies: other.

16. Use, possession, manufacturing, or distribution of narcotic or other controlled substances except as expressly permitted by law. (See Alcohol, Tobacco, and Other Drug Policies, page 12, and pages 46–50.) The breakdown follows:
a. Use of narcotic or other controlled substances
b. Possession of narcotic or other controlled substances
c. Distribution of narcotic or other controlled substances
d. Possession of drug paraphernalia, including but not limited to, bongs, pipes, or one-hitters.
e. Hosting a gathering where the use of narcotics or other controlled substances has occurred/common sources
f. Manufacturing of narcotic or other controlled substance

17. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and University regulations. The breakdown follows:

a. Use/possession/distribution of alcohol by individual under legal age,
b. Public intoxication,
c. Excessive consumption of alcohol,
d. Alcohol in common area of residence halls/apartment areas,
e. Possession/consumption of alcohol in room of individual under legal age,
f. Providing underage people with alcohol,
g. Hosting a gathering where prohibited drinking has occurred/common sources,
h. Under the influence of alcohol resulting in injury/illness,
i. Violation of UNH alcohol policy. (See Alcohol, Tobacco, and Other Drug Policies, page 12, and pages 46–50.)

18. Guest responsibility means that all UNH students are responsible for the behavior of their guests when on University property and may be held accountable for violations of any University rule by their guests. The definition of “guest” includes, but is not limited to, any person(s) a student invites into his/her room or apartment building or to the campus, and/or any person(s) involved in activity in his/her room or apartment which violates any provision of the Student Code of Conduct.

19. Illegal or unauthorized possession, or use of firearms, explosives, fireworks, other weapons, or dangerous chemicals. See USNH Online Policy Manual (OLPM) UNH.111.J.1-5.

20. Participation in a campus demonstration which disrupts the normal operations of the University and infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or in or around public ways in the town of Durham, failure to disperse when so directed by police or university officials; intentional obstruction which unreasonably interferes with the free flow of pedestrian or vehicular traffic, on University premises or at University sponsored or supervised functions, or in or around public ways in the town of Durham.

21. Conduct that is unacceptable because the behavior is one or more of the following:

a. Disorderly
b. Lewd
c. Obscene
d. Breach of peace
e. And/or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

22. Theft or other abuse of computer time, including but not limited to:

a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
b. Unauthorized transfer of a file.
c. Unauthorized use of another individual’s identification and password.
d. Use of computer and/or computing facilities to interfere with the work of another student, faculty member or University Official.

e. Use of University computer facilities and/or computing technology to send or post obscene, harassing, or abusive messages.
f. Use of computer and/or computing facilities to interfere with normal operation of the University computing system.

23. Abuse of the Conduct System, including but not limited to:

a. Failure to obey the summons of a University official who has responsibility for any aspect of the conduct system.
b. Falsification, distortion, or misrepresentation of information before a Hearing Board or University Hearing Officer.
c. Disruption or interference with the orderly conduct of a conduct proceeding.
d. Instituting a student conduct proceeding knowingly without cause.
e. Attempting to discourage an individual’s proper participation in, or use of, the conduct system.
f. Attempting to influence the impartiality of a member of a Hearing Board prior to, and/or during the course of, the conduct proceeding.
g. Harassment (verbal or physical) and/or intimidation of a member of a judicial system prior to, during, and/or after a judicial proceeding.
h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
i. Influencing or attempting to influence another person to commit an abuse of the conduct system.

24. Knowingly assisting in the violation of any of the provisions of this Code.

25. Criminal convictions of or violations of local state or Federal laws otherwise not covered under this Code.

Article IV: Conduct Policies and Administrative Procedures

A. Charges

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Director of the Office of Community Standards or designee who is responsible for the administration of the University conduct system. Any charge shall be submitted no later than twelve (12) months after the occurrence of the alleged incident and the discovery of the identity of the student(s) involved. Complainants are encouraged to file charges as soon as possible after the alleged incident to ensure witness and evidence availability. If a student has withdrawn or withdraws after the filing of such charges, either (1) a “hold” will be placed on the student’s academic record and the student notified that disciplinary action may be initiated upon the student’s application for readmission, or (2) the University may proceed to resolve the disciplinary action.

2. Investigation: The Director of Community Standards or designee may conduct an investigation to determine if there is sufficient evidence to file charges and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director or designee. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, or if they are found by the Director of Community Standards or designee to require a hearing a formal conduct hearing shall be scheduled.

3. Any student ineligible to register for or attend classes at any one USNH institution because of a pending student disciplinary charge shall be ineligible to register for or attend classes at any other USNH institution for as long as the charge remains pending.

4. Members of a recognized student organization may be charged as an organization and/or individually with violation(s) of the Student Code of Conduct. Guidelines for Charging Student Organizations:
a. One or more officers or authorized representatives acting in the scope of their capacities, commit the violation.

b. One or more members commit the violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization.

c. The violation is committed at an activity funded by the organization.

d. The violation occurs as a result of an event sponsored by the organization.

e. One or more members of an organization or its officer’s permit, encourage, aid or assist in committing a violation.

f. Members of an organization fail to report to appropriate University authorities knowledge or information about a violation.

5. Medical Amnesty—When a student acts on behalf of another student and request help to emergency personnel or a UNH staff member for a condition stemming from the use of alcohol, both the student(s) offering assistance and the student in need of medical attention have the option of filing for medical amnesty. If medical amnesty is determined to be applicable, the student involved would have to attend an alcohol awareness course provided by the Office of Health Education and Promotion at Health Services. Pending completion of the alcohol awareness course the student will be found not responsible the alcohol violation(s) of the Code of Conduct. Guidelines for Medical Amnesty:

a. Medical amnesty may be granted for the student needing medical attention once per student as long as the student is enrolled at UNH. A student acting on behalf of another student needing medical attention may be granted medical amnesty once per student as long as the student is enrolled at UNH.

b. Students who wish to apply for medical amnesty will have to do so within two business days after meeting with the complainant. The student must have proof that professional help was requested.

c. Prior alcohol violations could reduce a student’s likelihood of being granted medical amnesty.

d. Parents or legal guardians of the student applying for medical amnesty will be notified of the student’s arrest by the police as per normal process. Parents or legal guardians will be notified of the student’s conduct violation(s) through the Office of Community Standards as per normal process allowed under FERPA (Family Educational Rights and Privacy Act).

e. The student applying for medical amnesty will assume the costs associated with the alcohol awareness course.

f. Recognized UNH Student Organizations are not eligible to apply for medical amnesty.

B. Informal and Formal Action

Informal Action

In some cases of student misconduct a disciplinary hearing may not be necessary. This is most often true when the student admits responsibility and the violation typically results in a sanction up to probation, rather than a separation sanction.

1. In this case, the student might receive a Violation Form. The Violation Form will contain information about the alleged violation; including date, location, and nature of the incident. The student must choose to resolve the matter at this level by accepting responsibility and prescribed sanctions. If the student wishes to discuss the incident and prescribed sanctions with the person who prepared the notice of conduct violation, s/he must contact that person within 48 hours of receiving the Violation Form. A meeting will then be held to finalize facts around the incident and sanctions. Following that meeting, the person who prepared the Violation Form will decide the appropriate resolution of the complaint. Decisions made in meetings are final if sanction is less than probation. In the event that the complainant is the first hand observer of the incident, and a meeting is requested, then an alternate staff member will conduct the meeting. A summary of the resolution will be filed in the Office of Community Standards and becomes part of the respondent student’s disciplinary file.

2. If one of the sanctions includes probation, the respondent may request a review. The scope of the review is limited to a) affirm or reduce the sanction, and b) determine if a preponderance of the evidence supported the finding of responsibility. The respondent is eligible for a review only after s/he meets with the complainant. A written request for review must be delivered to the Office of Community Standards within two business days after the Violation Form is finalized between the complainant and respondent. In the event the student chooses not to return the completed form within two business days, then resolution of the case becomes final.

3. If a student is charged with a second violation which does not rise to the level of a separation sanction then the complainant and respondent can meet informally to resolve the case. This meeting is an opportunity for the respondent to discuss the allegations of misconduct with the complainant, which may be a Residence Hall Director, UNH Police Officer, or other University professional staff member, or University student. During the Informal Meeting, the respondent will be invited to discuss and review information contained in the incident report, and will be encouraged to ask questions concerning all charges against him or her, as well as the available options for resolution within the UNH student conduct system. If an agreement is reached at the Informal Meeting, it will be summarized in a written formal agreement containing the violation(s) of the Student Code of Conduct for which the respondent has accepted responsibility, and the agreed upon sanctions. All agreements on responsibility and sanctions are subject to final approval of the Director of Community Standards or designee. This written agreement becomes part of the student’s disciplinary file that is maintained in the Office of Community Standards.

Formal Action

Hearings. Disciplinary Hearings (for Hearing Procedures, see Section C). In cases involving serious violations of the Student Code of Conduct, or in the event that the new violation could result in a separation sanction the respondent shall have the right to a hearing to determine responsibility for the charges and impose the appropriate sanctions. For potential eviction cases, responsibility and sanctions shall be decided by a hearing officer only. For violations that could result in suspension or dismissal the student may ask for a hearing before a hearing officer or hearing board. A serious violation is defined as misconduct containing one or more of the following conditions:

a. Misconduct that caused physical harm to others
b. Misconduct that jeopardized the safety and/or wellbeing of others
c. Misconduct that caused an adverse impact to the residential or University community
d. Misconduct that caused serious damage to University property or the property of others
e. Misconduct that violates conditions of probation or indicates repeated violations
f. Misconduct that involves hosting a gathering where prohibited drinking has occurred/common sources
g. Misconduct that is a violation of the University Drug Policy
h. Misconduct that harms others because of their particular race, religion, gender, sexual orientation or other category protected by law or university policy.

i. Misconduct that is a felony under State or Federal Law.

j. If a student is found guilty or responsible for three violations, which can involve court or conduct, within a calendar year, the sanction of one semester suspension will normally be recommended by the complainant. This includes criminal violations that normally occur in the town of Durham, NH.
C. Hearing Guidelines

1. Notice of charges: The Office of Community Standards shall present a notice of all charges to the respondent in written form. The notice shall include a copy of the complaint, together with the hearing date, time, and place. The respondent and complainant (if a student) may request in writing the names of Hearing Board members, or Hearing Officer. The date set for a hearing, shall not less than three nor more than fifteen calendar days after the respondent has been notified of the hearing date by the Office of Community Standards. The respondent may waive the three calendar day notice. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of the Office of Community Standards or designee.

2. Adjudicatory Standard - The Hearing Officer/Hearing Board will determine whether the respondent is “responsible” or “not responsible” for the alleged violation(s). The respondent will be presumed “not responsible” until determined otherwise by a preponderance of evidence. A preponderance of evidence is reached when the Hearing Officer/Hearing Board determines that it is more likely than not that the respondent violated the Student Code of Conduct as alleged in the charges.

3. Hearings shall be conducted by a Hearing Officer or Hearing Board according to the following guidelines:

a. Hearings normally shall be conducted in private. The respondent or complainant, if a student, may file a written request to allow other persons to attend the hearing. The request may be granted, in the discretion of the officer or board, if it is found that the presence of third parties is unlikely to disrupt the proceedings, intimidate the either party, intimidate any witness or result in the unlawful disclosure of student record information.

b. In hearings involving more than one respondent, the Hearing Board Chairperson, or Hearing Officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

c. Advisors: When the complainant and/or the respondent are students, they have the right to be assisted by a student advisor. The complainant and/or the respondent are responsible for presenting their own cases. The primary role of a student advisor who is a volunteer trained by the Office of Community Standards is to offer guidance to respondents (and complainants if they are students) before, during, and after a hearing. The student advisor does not represent a respondent at any point during the student conduct process. When criminal charges are pending or have the potential to be pending, the respondent may have an attorney present. The attorney may not participate in the hearing.

d. Testimony: The complainant the respondent and/or the Hearing Board or Hearing Officer shall have the privilege of presenting their case subject to the right of questioning by the Hearing Officer or Hearing Board.

e. Documentary Evidence: Either party may submit records, exhibits, and written statements as evidence. Documents may be received for inclusion in the hearing record if the Hearing Officer or Hearing Board Chairperson finds that they meet guidelines for admitting evidence.

Guidelines for Evidence: The system does not apply formal rules of evidence, but the presiding person at the hearing may exclude evidence on the ground that it is unduly cumulative, irrelevant, constitutes character evidence or would waste the fact-finder’s time. Written or oral statements with respect to someone’s good or bad character are not admissible. The conduct process is not tasked with judging an individual’s character.

f. Procedural Rulings: All procedural questions are subject to the final decision of the Hearing Officer or Hearing Board Chairperson or procedural advisor.

g. Non-attendance: If a complainant or respondent chooses not to attend a hearing the officer or board shall proceed with the hearing. The hearing officer or hearing board, if applicable, will determine responsibility and assign sanctions. The non-attending party shall be bound by the outcome of the hearing as if that person were present at the hearing. Except in the case of a student charged with failing to obey the directions of a Hearing Board, Hearing Officer, or University official, no respondent may be found to have violated the Student Code of Conduct solely because the respondent failed to appear before a hearing body and no complaint may be dismissed solely because the complainant failed to appear. In all cases, the evidence in support of the charges shall be presented and considered.

h. Determination: Any hearing heard by a Board shall determine, by majority vote whether the student has violated each section of the Student Code of Conduct with which the student is charged. A tie vote results in a finding of “not responsible” for the charge(s) in question. The Hearing Board may also recommend sanctions according to the procedures discussed in section D.

i. Hearing Board or Officer: In cases where a separation sanction of suspension or dismissal from the University may be a likely outcome, respondents have the right to choose a Hearing Board to resolve the charges. In all other cases, the respondent will have a Hearing Officer determine responsibility and sanctions for the charges.

j. Hearings scheduled to occur at the end of an academic semester, including, but not limited to reading days and final exams, and during the summer, and over winter break, shall be assigned to a Hearing Officer, regardless of the severity of the charge.

k. The respondent is bound by their election of a board or officer, which appears on the Summary of Informal Meeting Form and is thereafter barred from requiring a different adjudicator.

4. Record: There shall be a single verbatim record, such as an audio recording, of all hearings before a Hearing Board or Hearing Officer. Deliberations of Hearing Boards shall not be recorded. The record shall be the property of the University. Recordings of the hearing are kept only for the length of the appeals process, at which time they are deleted.

5. Finality: If a respondent is found not responsible for a violation of the Student Code of Conduct, and the finding is upheld by the Appellate Board or Appellate Officer, the student may not be charged again for the same incident unless there is a preponderance of new evidence that could not have been found at the time of the original hearing and the Director of Community standards or designee determines that the interests of justice and harmonious community life require that the subsequent complaint be accepted. The Director of Community Standards or designee may dismiss any complaint if it is found that the complaint arises from substantially the same facts as a previously adjudicated complaint or has been filed for the principle purpose of interfering with the respondent’s return from a period of suspension.

6. If the respondent is a graduate student, the Hearing Board or Appellate Board shall include a student from the Graduate School.

D. Sanctions and Sanction Process

In recommending and determining sanctions, a Hearing Board or Hearing Officer may consider the student’s present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors.

1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.

b. Disciplinary Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period. Probation can also impact a student’s ability to participate in university programs, study away and university scholarships.

c. Loss of Privileges—Denial of specified privileges for a designated period of time, including but not limited to, participation in University athletics, membership in recognized student organizations, and use of specified University facilities.
(1) **Banned from Entry**—Prohibited presence in specific buildings or group of buildings on campus (including residence halls) for a definite period of time. Time period must be specified.

(2) **Prohibition Against Personal Contact**—Prohibited contact or presence near a specific person for a definite period of time. Time period must be specified.

d. **Fines**—Previously established and published fines may be imposed. For more information on fines, please visit the Office of Community Standards Web site: www.unh.edu/ocs

e. **Restitution**—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. **Educational Sanctions**—Reflection papers, Ethics, Anger Management, or Alcohol/Drug Awareness Classes, service to the University, or other related educational assignments (such assignments must have the prior approval of the Director of Community Standards or designee).

g. **Deferred Housing Eviction**—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Eviction will commence the semester immediately following the conclusion of the conduct process.

h. **Housing Eviction**—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. **Deferred University Suspension**—Separation of the student from the University for a definite period of time after which the student is eligible to return. Suspension will commence the semester immediately following the conclusion of the conduct process.

k. **University Suspension**—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students are banned from campus for the duration of their suspension. Readmission to the University requires application and acceptance through the Office of Admissions. A student ineligible to register for or attend classes at any one USNH institution because of suspension entered upon a finding(s) of responsibility for violation(s) of the institution’s Student Code of Conduct shall be ineligible to register for or attend classes at any other USNH institution during the entire period of suspension.

l. **University Dismissal**—Permanent separation of the student from the University. Students may conduct administrative business on campus with prior notice to University Police. A student ineligible to register for or attend classes at any one USNH institution because of permanent dismissal entered upon a finding(s) of responsibility for violation(s) of the institution’s student code of conduct shall be ineligible to register for or attend classes at any other USNH institution for a period of two years following the date on which the student was permanently dismissed.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. The minimum sanction for those found responsible for sexual misconduct that includes sexual penetration as defined by RSA 632-A:1,V, is suspension for one year or until the survivor graduates or otherwise leaves the University for an indefinite period of time, whichever is longer.

4. When a student has been found to have violated the Code of Conduct and the Hearing Officer or Board finds facts demonstrating that the respondent has directed his or her behavior towards someone because of that person’s actual or perceived particular race, color, religion, sex, age, national origin, sexual orientation, gender identity and expression, disability, veterans’ status, marital status, or other category protected by law or UNH policy, the Board or Officer may recommend enhanced sanctions and the sanctioning Hearing Officer may impose enhanced sanctions as s/he deems appropriate within the Code.

5. Other than University dismissal, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record. Disciplinary records may be voided by the Director of the Community standards or designee for good cause, upon written petition of respondents. Factors to include: a. the present demeanor of the petitioner, b. the conduct subsequent to the violations, c. nature of the violation and the severity of any damage, injury, or harm resulting from it. Cases involving the imposition of sanctions other than housing expulsion, University suspension or University dismissal shall be expunged from the student’s confidential record three years after final disposition of the case. Cases of housing expulsion and University suspension shall be expunged from the student’s confidential record five years after the final disposition of the case. Cases of dismissal will be held permanently.

6. The following sanctions may be imposed upon organizations:

a. Those sanctions listed above in Section D 1. a. c. d. e. and f.

b. Disciplinary Probation - a written reprimand for violation of specific regulations. Specific terms of the probation may include loss of privileges, or other discretionary sanctions as described in Article IV.D.1.f. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the organization is found to be violating any institutional regulation(s) during the probationary period.

c. **Organization Suspension** - loss of privileges which may include loss of University recognition, for a specific period of time. Organization Suspension may also include other discretionary sanctions which are imposed for the purpose of assisting the organization in bettering itself, and with expectation that the organization completes these sanctions by the imposed timelines, regardless of University recognition status.

d. **Organization Dismissal** - permanent loss of all privileges including University recognition.

e. Members of a recognized student organization may be charged collectively as an organization and/or individually with violations of the Student Code of Conduct.

7. In order to consider imposing one of the following sanctions, Residential Eviction, Residential Expulsion, University Suspension or Dismissal or Organization Suspension or Organizational Dismissal, one or more of the following conditions must be present:

(a) Misconduct that caused physical harm to others.

(b) Misconduct that jeopardized the safety and/or wellbeing of others.

(c) Misconduct that caused an adverse impact to the residential or University community.

(d) Misconduct that caused serious damage to University property or to the property of others.

(e) Misconduct that violates conditions of probation or indicates repeated violations.

(f) Misconduct that harms others because of their particular gender, race, color, gender identity, ethnicity, national origin, age, disability, religion, marital status, pregnancy, sexual orientation, personal appearance, veteran status, genetic information, or any other legally protected characteristic or university policy.

(g) **Misconduct that involves hosting a gathering where prohibited drinking has occurred/common sources.**

(h) **Misconduct that is a violation of the University drug policy.**

8. If a student or organization fails to comply with sanctions imposed in a University judicial case, the student or organization may be sanctioned with University suspension.

9. **Written Decision Hearing Officer:** When a Hearing Officer is selected by a respondent to hear a case and when that hearing Officer determines that the evidence and testimony of a case violate the Student Code of Conduct and warrant a penalty, the Hearing Officer shall impose an appropriate sanction(s). The Hearing Officer shall include a written summary of testi-
moneny, finding of fact, sanction(s), and the reasons therefore, which shall be included in the record.

10. Written Decision Hearing Board: When a Hearing Board determines that the evidence and testimony of a case violate the Student Code of Conduct and warrant a penalty, it shall recommend a sanction(s) to a Hearing Officer.

The Hearing Board shall include a written summary of testimony, findings of fact, recommended sanction(s), and reasons therefore, which shall be included in the record. The entire record shall be forwarded if possible within one business day, to a Hearing Officer.

The Hearing Officer shall, within three business days after receiving the Hearing Board’s recommended sanction(s), render a written decision and reasons therefore, which shall be included in the record. The Office of Community Standards shall send a copy of the decision to the respondent(s). Within the three business days period, the Hearing Officer may request the Hearing Board to clarify its recommendation and, upon receipt of clarification, may proceed to decide the matter. Any decision shall be based solely on the record of the Hearing Board, as may be clarified.

E. Appeals

1. A decision reached by the Hearing Board or Hearing Officer a sanction imposed by a Hearing Officer, may be appealed by the respondent(s) or complainant(s) to an Appellate Board or Appellate Officer within two business days after the written hearing decision is distributed. Such appeals shall be in writing and shall be delivered to the Office of Community Standards.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

a. Procedural Integrity: To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the respondent a reasonable opportunity to present a rebuttal of those allegations.

b. Preponderance of Evidence: To determine whether the decision reached regarding the respondent was based on a preponderance of evidence, that is, whether the facts in the case were sufficient to establish that it is more probable than not that a violation of the Student Code of Conduct occurred.

c. Sanction: To determine whether the sanction(s) imposed was appropriate for those cases that resulted in probation, eviction, residential expulsion, suspension and/or dismissal. The Appellate Board or Appellate Officer shall not increase the sanction(s) imposed by a Hearing Officer. In cases of misconduct that constitutes crimes of violence or non-forcible sex offenses, the Appellate Board or Appellate Officer in deciding any appeal, may increase the sanction(s) imposed by the Hearing Officer.

d. New Evidence: To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing and could not reasonably have been discovered at the time of the hearing.

3. If an appeal is granted by the Appellate Board or Appellate Officer, based on new evidence or procedural error, the case shall be remanded to the original Hearing Board or Hearing Officer for reopening of the hearing. If an appeal is granted based on inappropriate sanction or lack of a preponderance of the evidence, the Appellate Board or Appellate Officer shall render the appropriate determination and/or sanction.

F. Interim Restrictions

In certain circumstances, the Director of Community Standards or designee may impose interim restrictions such as University suspension or residence hall eviction or relocation prior to the hearing before a hearing body. Interim restrictions are effective immediately without prior notice. Interim restrictions for organizations include, but are not limited to, ceasing all activities, meetings, and/or events.

1. Interim restrictions may be imposed only:

a. To ensure the safety and well-being of members of the University community or preservation of University property;

b. To ensure the student’s own physical or emotional safety and well-being;

c. If the student poses a definite threat of disruption of or interference with the normal operations of the University.

2. During the interim restrictions, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as determined to be appropriate.

3. The Director of Community Standards or designee shall notify the Associate Dean of the student’s college, who will in turn notify the student’s faculty of the interim restriction(s).

4. A student restricted on an interim basis shall be given an opportunity to appear personally before a Hearing Officer as soon as practicable, but within ten calendar days from the effective date of the interim restriction, to discuss the following issues only:

a. The reliability of the information concerning the student’s conduct, and

b. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a threat to the safety and well-being of members of the University community.

G. Rights of All Parties in the Conduct Process

11. Respondent’s Rights. Students and organizations that are charged with alleged violations of any University rules have the right to the following:

a. Fair notice of charges, including time and place of the alleged violation so that he/she understands the charges being made against him/her.

b. At least three calendar days’ notice before a hearing.

c. Knowledge of the name(s) of the person(s) bringing charges and the time and place of the hearing.

d. A formal hearing, if the situation is not resolved in an informal meeting or if the charges are determined by the Director of the Office of Community Standards to have merit as outlined in Article IV, A. Charges, 2, which includes an opportunity to respond to charges.

e. The opportunity to have the assistance of a trained student advisor in preparing for a hearing and during a hearing as defined by conduct system policies. Only students selected, trained, and supervised through the Office of Community Standards may serve as a Student Advisor. In the case of crimes of violence or non-forcible sex offenses the office may provide a faculty or staff member the University to serve as the respondent’s advisor.

f. Request an appeal of a decision of the Hearing Board/Hearing Officer by an Appellate Board or Appellate Officer.

g. Notice of the results of formal hearings and appeals.

h. Resolution of charges in accordance with conduct system policies.

i. To be assumed not responsible until complainant has demonstrated, through evidence, that the respondent more likely than not violated the rule(s) of conduct.
j. Right to remain silent: A student or student organization against whom charges have been made may choose not to testify in his/her own defense. This choice shall neither preclude the right to present and question witnesses nor consider other evidence, nor shall it be regarded as an admission of responsibility.

k. The right to an attorney’s counsel if criminal charges are pending or likely.

2. Complainant’s Rights. The person reporting a violation of University rules has the right to the following:

a. A formal hearing, if the situation is not resolved in an informal meeting.

b. At least three calendar days’ notice of the time and place of a formal hearing in order to prepare for that hearing.

c. The advice in preparing for a hearing of a student advisor chosen from the pool of trained student advisors (available through the Office of Community Standards) when the complainant is a student.

d. Request an appeal of a decision of a hearing body.

e. Notice of results of formal hearings and appeals

Additional Rights of Respondent’s and Victim’s in Cases of Discriminatory Harassment.

a. The opportunity for concurrent written notification with respect to hearings, hearing outcomes, and appeal decisions.

b. The opportunity to participate in the formal hearing in person with or without a screen separating both parties, or by telephone or video conferencing from separate locations.

c. The opportunity to have the assistance throughout the entire conduct process of any advisor of their choice. If the respondent or victim does not select their own advisor, the Director of Community Standards or designee will appoint a faculty or staff member to serve as their advisor.

d. In the case of the victim, the opportunity to participate in the hearing as a co-complainant or a witness.

e. The opportunity to have another individual in addition to the advisor present at the hearing.

f. Both parties have a separate right of appeal regardless of the outcome of the hearing.

Article V: Discriminatory Harassment Procedures

The Director of Community Standards or designee may appoint an independent investigator to investigate allegations of student misconduct involving discriminatory harassment. The independent investigator will provide recommendations to the Director of Community Standards regarding whether conduct charges should be filed. All information and relevant documentation gathered by the independent investigator shall be given to the Director or designee and may be used as evidence in a student conduct case.

Article VI: Interpretation and Revision

The Director of Community Standards or designee may appoint an independent investigator to investigate allegations of student misconduct involving discriminatory harassment. The independent investigator will provide recommendations to the Director of Community Standards regarding whether conduct charges should be filed. All information and relevant documentation gathered by the independent investigator shall be given to the Director or designee and may be used as evidence in a student conduct case.
UNH Alcohol Policy

The University is committed to establishing and maintaining an environment that fosters mutually beneficial interpersonal relations and a shared responsibility for the welfare and safety of others. Because alcohol can have a significant effect on that environment, the University has adopted this policy for governing alcohol use by students, staff, faculty, visitors, and guests. While University policy permits responsible consumption of alcohol at some places and times, the consumption of alcohol should never be the primary purpose or focus of an event. Alcohol-free social events are encouraged.

1. A request for approval to serve alcoholic beverages form must be submitted to Conferences and Catering for each function being planned where alcohol, beer or wine will be served. This form must be submitted 30 days prior to the event. All bar service must be provided by Conferences and Catering, as holder of the Liquor License. If requests are received with less than 30 days notice, Conferences and Catering has the right to deny approval and service will not be granted.

2. The acquisition, distribution, possession, or consumption of alcohol by members of the UNH community must be in compliance with all local, state, and federal laws.

3. Non-alcoholic beverages must be provided at events where alcoholic beverages are served.

4. Institutional restrictions on alcohol use on UNH property vary by location, and, in some cases, by time.
   a. University residence halls and apartment complexes. Residents of legal drinking age may consume alcohol in their rooms or apartments. Alcohol may not be consumed in common areas such as lounges, hallways, etc.
   b. Dining halls. During periods when dining halls are not open to students and are assigned to workshops or conferences, alcohol may be served and consumed.
   c. MUB, Hamel Recreation Center, Field House. Alcohol may not be consumed in these facilities.
   d. Whittemore Center Arena, skyboxes, and skybox lounge. As a “sports/entertainment complex,” state law imposes special restrictions on alcohol consumption in the Whittemore Center arena, its skyboxes, and skybox lounge. For more information, contact the Manager of Centerplate Concessions.
      (i) Arena and skyboxes. As required by law, no alcoholic beverages may be sold or consumed in arena or skybox seating at any intercollegiate or interscholastic event. Furthermore, this policy prohibits distribution, possession, or consumption of alcohol in the arena or skyboxes at any event either sponsored by a student organization or which attracts a substantial number of audience members who are under the legal drinking age. Consistent with the foregoing restrictions, alcohol may be served and consumed at a limited number of approved events in the arena and skyboxes.
      (ii) Skybox lounge. Alcohol may be served to private groups at approved events in the skybox lounge.
   e. The President’s Residence. Alcohol may be served and consumed in compliance with all local, state, and federal laws.
   f. Academic, administrative, and classroom buildings (any UNH building not included in the previous categories). Consumption of alcohol is permitted only as part of an approved event, such as a reception for a visiting scholar or a celebration of a special accomplishment. The dean or vice president who is sponsoring the event must give the required approvals.
   g. UNH grounds. Consumption of alcohol is permitted only as part of an approved event. The Assistant Vice President for Business Affairs must give the required approval.

5. UNH has an interest in off-premise events held in its name. If alcohol is used illegally or inappropriately at such events, the University may take steps to protect its interests.

6. Any request for variation from this policy must be submitted to Conferences and Catering.

7. This policy will become effective on July 1, 2010.

Parental Notification in Cases of Alcohol or Other Drug Violations/Arrests

The University may notify parents when their son or daughter is charged with a violation of the University’s alcohol or other drug policies, including violation of local, state, or federal laws regarding use or possession of alcohol or other drugs that are also violations of institutional policy.

Only parents of financially-dependent students under age 21 will be notified, unless the student’s health or safety is jeopardized. (July 2003)

Residential Alcohol Policy and Regulations (ad/ss)

As members of the University community, students are expected to obey the law and assume full responsibility for the choices they make regarding alcohol use. Students, not the University or its staff, are accountable for all outcomes related to legal, illegal, and/or irresponsible use of alcohol. Following are specific tenets of the residential alcohol policy.

1. Possession and/or consumption of alcohol is not permitted by anyone under age 21. A legal age drinker may have just one open alcohol container at a time for personal consumption.

2. Possession or consumption of alcohol is permitted only in rooms, suites or apartments where at least one of the assigned residents is at least 21 years old, and only by those of legal age.

3. Alcohol is not permitted in any of the common or public areas of residence halls or apartment buildings.

4. Providing underage people with alcohol is illegal and, therefore, not permitted.

5. All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, or excessive amounts of alcohol in bottles or cases, are strictly prohibited in residence halls and apartments. The host(s) of such activity may receive a sanction of eviction or greater.

6. In all circumstances when staff respond to and confront an illegal drinking activity, empty alcohol containers may well be considered an aggravating factor connected with the current illegal activity.

7. A person who is under the influence of alcohol and whose behavior leads to injury or illness may be considered to be in violation of the alcohol policy.

Greek Social Policy

Statement of Purpose: The Interfraternity Council (IFC), the Panhellenic Council (PHC), and the United Greek Association (UGA) of the University of New Hampshire (UNH) have established this set of rules to reduce risk for the members and associates of its recognized organizations. The implementation, monitoring, and enforcement of this policy is essential in fostering a safe, positive and respectful environment for the recognized Greek system at the University of New Hampshire.
Throughout the course of this document, the terms “fraternity”, “chapter”, and “organization” are used to identify both men’s and women’s Greek organizations. The term “event” is used to identify social event (defined below). The terms “member” refers to under-graduate/graduate student member enrolled full-time at UNH.

Statement of Risk: The Social Policy of the IFC, PHC, and UGA of UNH includes the following provisions and shall apply to all fraternity entities and all levels of fraternity membership. IFC, PHC, and UGA do not approve social events, but must be informed as to their occurrence.

Social Event: Any event held on chapter premises, or any situation sponsored or endorsed by the chapter, or any event an observer would associate with the fraternity/sorority where alcohol is present. Social events include, but are not limited to, formal third-party vended events (“cocktails”), fraternity sponsored/hosted events, and brotherhood/sisterhood events.

1. Authority
   a. All recognized organizations of the IFC/PHC/UGA at UNH must adhere to this policy unless written documentation is received by the chapters respective council at least seven days prior to the event. The chapter’s respective council must give final approval of such an exception. No exception may violate any local, state, federal laws and/or National policies.
   b. The monitoring body for each organization is its respective Greek council and the Greek Life Coordinator.
   c. The sponsoring organization(s) must follow all state and local laws, the IFC/PHC/UGA Social Policy, FIPG/insurance, National/International regulations, and the UNH Student Rights, Rules and Responsibilities Handbook.
   d. If the sponsoring organization(s) fail(s) to comply with all state and local laws, the IFC/PHC/UGA Social Policy, FIPG/insurance, National/International regulations, and the UNH Student Rights, Rules and Responsibilities Handbook in the preparation for the function, the IFC President, the PHC Risk Coordinator, or the UGA President have the authority to cancel the said function prior to its start.

2. Responsibility
   a. Students and organizations may be referred to the appropriate conduct board to answer allegations about behavior.
   b. The sponsoring organization(s) is/are responsible for providing a safe environment for its members and guests. The sponsoring organization(s) must be in compliance with all fire codes and regulations, with particular attention to the maximum occupancy rating of the event as determined by the Durham Fire Department.

3. Registering a Social Event
   a. A roster from each recognized organization must be submitted within the first two weeks of each new semester to the Office of Greek Life. The roster must include all members names, student ID numbers, executive position and executive phone numbers and email addresses. Events may not be registered before these rosters are received.
   b. Social Chairs and Presidents must schedule a meeting with the Greek Life Coordinator prior to holding their first social of the year in order to verify all policies and procedures are understood and to maintain the safety of the event.
   c. Any recognized organization planning to host an event must inform IFC/PHC/UGA and the Greek Life Coordinator by 12:40 pm on the Tuesday preceding the scheduled event. The method for notifying these people is to fill out the Greek Social Event Registration Form. This form is located on Wildcat Link under Office of UNH Greek Life. This deadline may be waived at the discretion of the IFC Secretary, the PHC Risk Coordinator, or the UGA President if they are contacted by a chapter prior to the deadline for an extenuating circumstance. All events must be registered for a Thursday, Friday or Saturday only. Alcohol related events are not to begin before 6:00 pm, unless otherwise approved by the IFC/PHC/UGA Executive board. Events must end by 2:00 am. Guests and alcohol are not permitted to enter a registered social event after 1:30 am. An event may not be hosted by an organization(s) for more than a total of five hours. The exact hours of the registered event must be indicated on the party registration form.
   d. Co-sponsored social events between a Fraternity and Sorority involving alcohol are strictly forbidden, with the exception of those held at a third-party vendor site.
   e. On the Thursday prior to the registered social event, the social chair must hand-in to the Greek Life Coordinator or email to the Greek Life Coordinator, the guest list for the event. During the event, each guest that actually attends shall be marked off by a chapter member. This list must contain actual members that plan to attend and not just be a chapter roster. The marked guest list should be typed or clearly identifiable must be submitted to the Greek Life Coordinator by 12:40 pm on the Tuesday following the event.
   f. An organization may not sponsor or host more than one social event within a 24 hour period.
   g. No social events may be held with organizations that are not recognized by the University of New Hampshire. No social events may be held during freshmen summer orientation. No social events may be held prior to the first Friday of the week classes begin each semester.
   h. The IFC/PHC/UGA strongly recommends the presence of independent security assistance for monitoring of guest behavior, ID verification and overall assistance in risk management.

4. Social Event Rules and Requirements
   a. In reference to guests, all social events shall be strictly BYOB (Bring Your Own Beer or Alcohol). No one under the legal drinking age of 21 should consume or bring alcohol into an event. No one shall be allowed by the sponsoring organization(s) to bring more than six, 12-ounce beers, or four 12-ounce wine coolers into the event. Any alcoholic beverage other than beer or wine coolers is strictly prohibited.
   b. No alcoholic beverages may be purchased through chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under the legal “drinking age”). The purchase or use of bulk quantity of common sources of such alcoholic beverages (i.e. Kegs or cases, punch, lined trash cans, party balls, “brothers’ beer”, etc.) is prohibited. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
   c. To bring alcohol into a social event, invited guests must produce proper identification, such as a valid driver’s license or passport indicating that they are least 21 years of age. These individuals must wear a wrist-band given by the sponsoring organization(s). Wristbands shall be picked up from the Greek Life Coordinator prior to the event occurring. Wristbands are funded by IFC/PHC/UGA. Individuals who are under 21 must also show proof of identification. In addition, IFC/PHC/UGA require the checking of UNH ID for all guests, and the chapter must identify any non-UNH guest on their list.
   d. Student(s) perceived as being intoxicated will not be permitted to enter the social event.
   e. Under no circumstances may any person(s) who voluntarily or involuntarily leave the premises, be allowed to re-enter the social event, with the exception of residents and members of the sponsoring organization(s).
   f. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden. All social events are to be closed functions with invited guests only. All guests must present proper identification. Only members attending the event are allowed to invite guests. Guests are limited to three people per each member attending the event.
g. The sponsoring organization(s) is/are responsible for providing seven monitors for all social events. At least one of the monitors must be an executive officer of the organization. There must be at least one monitor present at the entrance to the social event at all times throughout the duration of the event. All of the names of the monitors must be submitted on the event registration form. All monitors must be accessible at all times during the event. All monitors will be substance-free before and during the event.

h. The sponsoring organization(s) is prohibited from collecting money in association with a social event (i.e., Donations, tickets, raffles, bands).

i. An adequate amount of alternative food and beverages, and a sign indicating their location must be available at all functions where alcohol is present. The alternative food and beverages must be located in an easily accessible area of the event. A supply of alternative food and beverage must be kept throughout the duration of the registered event.

j. Sponsoring organization members are permitted to search backpacks, bags, and parcels. If a guest does not permit such a search, the sponsoring organization or any of its members has the right to deny that guest entrance to the social event.

k. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or any event that any observer would associate with the fraternity, is strictly prohibited.

l. All rush activities associated with any chapter will be a DRY rush function.

m. No alcohol shall be present at any pledge/associate/novice/new member program, activity or ritual of the chapter.

n. No member shall permit, tolerate, encourage, or participate in "drinking games".

o. Social events must be contained inside the facility; drinking on the lawn is prohibited.

5. Third-Party Vendors

a. Third-party vendors must be licensed and insured. The third-party vendor must sell alcohol by the drink at a true cost, may not charge a flat-rate at the entrance for all you can drink or to subsidize the cost of drinks, and must identify all customers and serve only those of drinking age.

b. No fraternity may be allowed to obtain a liquor license for any purpose. The third-party vendor is responsible for having their own liquor license.

c. No advertising is allowed for social events in which alcohol is present.

d. No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross from sales of alcohol) where alcohol is given away, sold, or otherwise provided to those present.

6. Other Risk Areas

In compliance with FIPG/insurance, National/International regulations, state and local laws and the UNH Student Rights, Rules and Responsibilities handbook.

HAZING: No chapter, colony, student or alumnus/a, under any circumstance shall conduct nor condone hazing activities. See UNH Hazing Policy for more detail.

SEXUAL VIOLENCE: No chapter, under any circumstance, shall tolerate or condone any form of sexist or sexually abusive/violent behavior on the part of its members whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, including but not limited to date rape, gang rape, physical or verbal harassment.

7. Violations

Students and organizations may be referred to the appropriate conduct board to answer allegations about violations to this policy. This policy falls under the jurisdiction of all State and Local laws, and the UNH Student Rights, Rules and Responsibilities Handbook and policies. Any additional violations of codes besides the IFC/PHC/UGA social policy will be handled by the appropriate judicial body or bodies.

UNH Tobacco Policy

Preamble

The University of New Hampshire (UNH) joins with the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. UNH further recognizes that environmental tobacco smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. In light of these health risks, UNH hereby adopts a tobacco policy that addresses prevention, reduction and cessation actions as they pertain to tobacco/smoking issues.

UNH supports the health goals of the U.S. Public Health Service (USPHS) to reduce the proportion of adults who smoke to below 12% by the year 2010, and to positively influence our community by helping people to remain or become tobacco/smoke free. Efforts to promote a tobacco/smoke-free environment have led to substantial reductions in the number of people who smoke, the amount of tobacco products consumed, and the number of people exposed to environmental tobacco smoke. At the same time, the simple message of “smoke-free” can sometimes be misrepresented to mean “smoker-free” or “anti-smoker.” Our intent is to institute a policy that respects the rights of smokers and non-smokers. We acknowledge the Centers for Disease Control and Prevention (CDC) statistics that an estimated 32 million smokers (about 70% of all smokers) report that they want to quit smoking completely. We recognize that the implementation of a tobacco/smoking policy will have an immediate effect on our smokers and have included prevention, education and cessation initiatives to support the non-use of tobacco products.

Policy

In order to protect the health, safety and comfort of University students, faculty and other academic appointees, staff, and visitors, and consistent with state law (RSA 155:64-77), it is the policy of the University of New Hampshire to restrict smoking in facilities and on grounds owned and occupied or leased and occupied by the University. Where the needs of smokers and non-smokers conflict, smoke-free air shall have priority. In addition, UNH supports education programs to provide smoking cessation and prevention initiatives to our students, faculty and other academic appointees and staff. This policy supersedes all other tobacco/smoking policies at UNH.

Procedures

1. Education

a. The UNH tobacco policy shall be included in the new employee and student orientation program, in the Student Right, Rules, and Responsibilities, in admissions application materials and other campus documents where appropriate.

b. UNH encourages employees and students not to smoke by offering educational information and providing information about smoking cessation classes offered through university departments or offices, health care providers, nonprofit organizations or other groups.

c. UNH Health Services, Office of Health Education & Promotion, will provide prevention and cessation programs to students upon request and offer other prevention and education initiatives that support non-use and address the risks of tobacco smoke.

d. USNH health and wellness programs and services will offer prevention and cessation programs to faculty and staff.

2. Nonsmoking Areas

a. Inside all buildings owned and occupied or leased and occupied by UNH.

b. University vehicles.

c. Outdoor Areas:
Commitment to Helping

The University of New Hampshire believes that most individuals can use alcohol in low-risk ways without any increased harm or negative consequences to themselves or others. However, the University also recognizes that some individuals will use alcohol in high-risk way which can negatively impact themselves and/or their community. A problem exists when one’s use of alcohol causes physical or emotional harm, impairs one’s judgment, infringes upon the rights of others, or interferes with one’s work relationships, or daily life. The University regards alcohol problems as it does other behavioral/medical ones and does not attach a moral or social stigma to such personal difficulties. However, persons with such problems will be held fully responsible for their behaviors that violate University regulations or state or local laws.

Alcohol and other chemical dependency problems can be treated successfully if they are identified as early as possible and if appropriate treatment programs are promptly instituted. When the capacity to make informed decisions regarding alcohol and other drug use has been impaired or compromised, prompt and appropriate intervention can help a majority of the individuals involved. The University is committed to encouraging and assisting its members (both individually and groups) who are experiencing these problems to obtain the help they need. The University is also committed to providing educational and counseling services aimed at preventing these problems from developing.
01 Definitions

01.1 Classification of Undergraduate Students

01.11 Degree candidate. A student who has been formally admitted into a program leading to a degree awarded by the University of New Hampshire. (See 03.12.)

01.111 Part time. Enrolled in fewer than 12 credits in a given semester.

01.112 Full time. Enrolled in 12 or more credits in a given semester.

01.12 Special student. A student who has not formally been admitted into a program leading to a degree awarded by the University of New Hampshire. Such students are usually restricted to part-time study unless permission is granted by the Office of Admissions. (See 5.21(fs), 5.22(fs), 06.22(fs).)

02 Admission

Within the limits of its resources, the University shall be open to all qualified students. If the number of students to be admitted must be restricted for lack of adequate staff or facilities, admission shall be based as far as possible on individual merit and, in the case of special programs, on other relevant criteria. The only departure from a completely nondiscriminatory admission policy that is consistent with the University's educational mission is one that is imposed by its public, tax-supported character. Consequently, duly qualified New Hampshire residents are to be given preference as state law now requires. Students from other states and foreign countries are approved for admission every year in accordance with the University's long-standing interest in maintaining a diverse student body.¹

02.1 Entrance Conditions

02.11(fs) Entrance classifications. Students may qualify for participation in University coursework under any one of three different classifications:

1. Bachelor's degree candidacy
2. Associate's degree candidacy
3. Special student status

The specific criteria for acceptance to the above student classifications are set forth in the University catalog. The director of admissions may approve the admission of a student who does not fully meet these criteria, provided there is adequate evidence that the student is capable of pursuing his or her proposed curriculum satisfactorily.

02.12(fs) Transfer admission. Candidates who have earned college-level course credit at the University or at other accredited colleges prior to admission but following completion of high school will be considered as transfer candidates for admission. Their credit and class standing at the University of New Hampshire will be determined by the quantity and quality of work completed at the previous institution. ¹ (See 06.23(fs).)

02.13 Entrance health requirements. Undergraduate students who have been formally accepted for bachelor's or associate degree candidacy and who register for 12 or more semester credit hours must have a complete medical record on file with University Health Services. This record consists of a confidential computerized medical history questionnaire to be completed prior to admission.

Students wishing exemption from this requirement on religious grounds must make a written request to the executive director of University Health Services.

02.14 Immunizations. All undergraduate and graduate students must provide acceptable evidence of immunity to measles, mumps, and rubella (MMR). For most students this documentation will be a copy of a professional, health care provider-signed document of receipt of two doses of the vaccine, with dates administered. Other acceptable evidence of immunity is a birth date before 1/1/57 or documented evidence of having had all three of the diseases. Students failing to meet one of these criteria upon arrival on campus will be denied registration.

03 Registration and Withdrawal

03.1 Registration

03.11(fs) Quota of semester credits. Any student enrolled in courses totaling more than 20 credits must have received the approval of his or her college dean.

03.111 Fees for credits in excess of 20. Students enrolled in courses totaling more than 20 credits after the fifth Friday of classes will be billed the appropriate surcharge on a per-credit basis. (See 03.11(fs) regarding the dean's approval.) No refund will be made if the student subsequently drops a course, bringing the course load to 20 or fewer credits. A student, during the course of his or her career, may petition the Registrar for a waiver of these requirements for up to 6 credits in activity-type courses; these may be composed of 3 such 2-credit courses, 6 such 1-credit courses, or 12 such half-credit courses, or a combination thereof.

03.112 Class standing. A.A. and baccalaureate undergraduates are assigned class standing on the basis of semester credit hours of academic work completed with a passing grade, as follows: to be a sophomore, 26 credit hours; to be a junior, 58 credit hours; to be a senior, 90 credit hours. A.A.S. candidates: to be a senior, 26 credit hours. (See also 05.11(fs).)

03.12 Failure to register. Credit will be given only for those courses² for which a student has properly registered.

03.13 Auditing. Any student of the University may, with the approval of his or her adviser and the continuing consent of the instructor concerned, audit any course at the University upon payment of the regular fees. The deadline for requesting an audit grade is Friday of the fifth week of classes. The change is accomplished by submitting a change of registration card to the Registrar's Office. (See also 03.14 and 05.23(fs).)

Subsequent requests for change to audit will be by petition to the Registrar for compelling reasons only, requiring approval of the course instructor, the student's adviser, and the dean of the student's college.

03.14 Change of registration. Within academic deadlines, students may drop or add a course in Webcat by using a Registration Access Code (RAC) or filing a change of registration form with the Registrar’s Office, completed with approval from the instructor and the student’s adviser. (See 03.14(fs) and 03.144(fs).)

¹ Note: 01-07 apply only to undergraduates unless otherwise specified. Graduate students should refer to the Graduate Catalog for information concerning academic policies for graduate students. Sections 08 and 09 apply equally to undergraduate and graduate students.

1. Transfer candidates may also be considered for a second degree. (See 06.232(fs).)

2. Course refers to a unit of work, such as English 401, Mathematics 425, while “curriculum” refers to a group of courses, such as the forest resources curriculum, chemistry curriculum, general liberal arts curriculum, etc.
03.141(fs) Failing a prerequisite. A student who fails a prerequisite to a course for which she or he is registered must drop the course, following the procedure outlined in rules 03.144(fs) and 03.145(ad/ss).

03.142(fs) Deadline for adding courses. A student may add a course to his or her schedule before the third Friday of classes each semester. The addition may be made in Webcat by use of a Registration Access Code (RAC) through the semester’s second Tuesday (4:30 PM) or by filing with the Registrar’s Office a change of registration form signed by that instructor and the student’s adviser. A student may add a course after the third Friday only for compelling reasons, which must be presented in a petition signed by the course instructor and approved by the student’s adviser and the dean of the student’s college.

03.143(fs) Deadline for dropping courses. A student may drop a course before the fifth Friday of classes (or third Friday of classes for courses of less than a semester’s duration) in Webcat by use of a Registration Access Code (RAC) through the semester’s second Tuesday (4:30 PM) or by filing with the Registrar’s Office a change of registration form signed by the instructor of the course and the student’s adviser.

A student may drop a course after the fifth Friday of classes only for compelling non-academic reasons, which must be presented in a petition signed by the course instructor and approved by the student’s adviser and the dean of the student’s college. This petition is subject to approval by the Academic Standards and Advising Committee. (See 7.132(fs) and 7.11(fs) regarding grades for courses dropped; and 11.14 regarding refund of tuition.)

03.15 Variable credits. Credits in a variable credit course are established either by the student with departmental approval or assigned by the department at the beginning of the semester. In either case, the student may make the change by use of a Registration Access Code (RAC) through the semester’s second Tuesday (4:30 PM) or by a change of registration form with the Registrar’s Office.

03.2 Transfers

03.21 Change of college. A bachelor’s degree candidate may change from one college in the University to another only with the approval of the deans and departments of the colleges involved. The appropriate form, obtained from the Registrar’s Office website, must be completed and filed with the Registrar. An associate degree candidate must apply through the Office of Admissions to change colleges.

03.22 Change of curriculum or major. A student may change his or her curriculum or major to another within the same college by submitting a request through the online change of major process. This change must be approved by his or her adviser and department chairperson in the curriculum or major that the student is leaving, and by the adviser and department chairperson in the major or curriculum to which the student wishes to transfer. Dual Majors: Students with dual majors must maintain a 2.5 grade point average to continue as dual majors.

03.23 Issuance of transcripts. A student is required to satisfy University accounts before the Registrar will issue an official transcript and/or diploma as evidence of work done at this University. (See 11.21 and 11.22.)

03.3 Withdrawal from the University

03.31 General rule. A student may withdraw from the University in any semester by obtaining a withdrawal form from the Registrar’s Office. Until mid-semester, students may withdraw from the University without academic liability, receiving a grade of W in all courses. Students withdrawing from the University after mid-semester must be assigned a WP or WF by their instructors.

The WF will be computed into the student’s grade-point averages. Failure to register in any regular semester or to formally withdraw is considered a lapse in a student’s degree status and a transcript notation is recorded “degree status discontinued.” The student must subsequently apply for readmission. (For tuition rebate, see 11.241; for housing rebate, see 11.243; for dining rebate, see 14.5. For withdrawal grades, see 7.132(fs). For withdrawal for reasons of health, see 22.)

03.32 Leave of absence. Students planning a one- or two-semester absence from the University, who have at least a 2.50 cumulative average and at least two consecutive semesters of matriculated enrollment may apply for a leave of absence from the University. Applications must be filed prior to the first day of classes of the term for which the leave is desired.

A leave of absence is a privilege accorded students who are in good overall standing at the University and who plan to pursue academic activities away from UNH. Forms to start the process are available at the Registrar’s Office, Stoke Hall.

03.33 Medical Withdrawals/Leaves. Any student wishing to withdraw or temporarily leave UNH for medical reasons should go first to University Health Services. If possible, the student should bring medical documentation supporting his/her wish to withdraw, as such documentation will be required before the withdrawal can be processed. Students withdrawing for medical reasons are held academically accountable as outlined in section 03.31. Refund policies are based on the timetables outlined in other sections of this publication.

Students are prohibited from participation on a study away program while withdrawn for health reasons or during their first semester following a health withdrawal. Exceptions to this policy will be granted only for unusual circumstances by the Academic Standards and Advising Committee, upon consultation with the Center for International Education or National Student Exchange, Health Services, and the Associate Dean of the student’s college. For more information contact the Dean’s office of the College of enrollment.

04 Attendance and Class Requirements

04.1 Attendance

04.11(fs) General. Every student is expected to accept the responsibility for satisfactory attendance in each course for which she or he is registered. What constitutes satisfactory attendance shall be determined in each course by the instructor within the framework of rules 04.12(fs) to 04.16.

04.12(fs) Absences from examination and laboratory periods. Any student who is absent without excuse from an announced test, quiz, examination, or laboratory period may, at the discretion of the instructor, be penalized for such absence or be allowed to make up the work missed.

04.13(fs) Excused absences. The designation of excused absences and the assignment of any subsequent makeup work are the prerogative of the course instructor. It is expected that instructors will be reasonable in the exercise of this prerogative. In general, students may be excused for reasons such as (a) ill health, (b) participation in official intercollegiate events, (c) personal emergencies, and (d) instructional trips, and they will then not be subject to academic penalty.

04.131(fs) Absence on voting day. In order that UNH students may fully exercise their constitutional right to vote in New Hampshire state and federal elections, no examinations will be scheduled on the first Tuesday of November, and such should be designated in the University calendars. Opportunities for makeup of other scheduled exercises on those days should be provided where necessary. Faculty are requested to cooperate to the fullest extent with students from communities scheduling elections at other times.

04.14(fs) Absences in certain courses. In courses where a student’s grade or credit may be affected by his or her record of attendance, as in certain courses of the Department of English, Department of Kinesiology, Department of Music, and the ROTC programs, unexcused absences may entail penalties of lowered grades or loss of credit.

04.15(fs) Excessive absences. When students absent themselves from class to such extent that their own progress or that of the class or group is seriously
impairment, they will be reported to the dean of their college by their instructor. When reports are received by a college dean, the dean will consider each student’s class standing, academic record, and other pertinent factors; the dean may then (a) warn the student against continued absences by letter or by interview, (b) place the student on scholastic warning—see 05.11(fs)—or (c) report the student to the Academic Standards and Advising Committee for a decision as to whether she or he shall continue in the University.

**04.16 Weekly common exam hours.** Friday, 2:10 – 5:00 pm, Thursday, 7:10 – 9:00 pm (Fall 2015 semester only), and Tuesday, 6:30 pm – 9:30 pm (beginning Spring 2016) are University “free” hours, reserved for convocations or common exams for multi-section courses. Normally, classes and labs are not scheduled during these hours. The Registrar may allow exceptions to this policy; however, any Common Exam scheduled during these hours must provide a make-up exam time for any student who has a regularly scheduled class or lab during the Common Exam time.3

**04.2 Class Requirements**

**04.21(fs) Class period.** The normal class period for recitation and lectures shall be from one hour to ninety minutes, and for laboratory exercises, from two to five hours. Ten minutes shall be deemed sufficient for the change of classes.

**04.211(fs) UNH Credit Hour Policy.** The University of New Hampshire is in compliance with the federal definition of credit hour. For each credit hour, the university requires, at a minimum, the equivalent of three hours of student academic work each week. Academic work includes, but is not limited to, direct faculty instruction, e-learning, recitation, laboratory work, studio work, field work, performance, internships and practice. Additional academic activities include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

**04.212(fs) Class visitation.** Visitors may be admitted to individual classes with the consent of the instructor. Active participation by a visitor in class discussions is permitted only upon invitation of the instructor.

**04.213(fs) Student Use of Electronic Devises in the Classroom.** Regarding the policy on cell phone/PDA/pager/digital music player/laptop/other electronic device use during class, students may not use cell phones, PDAs, pager, digital music players, laptops and other electronic devices during class unless designated by the course instructor. If use of any of these items is permitted by the course instructor, these items are not allowed to be used for non-class activities. If you, the student, have a learning disability that requires the use of one of these items, you must provide evidence from the Disability Services for Student Office (DSS), to inform the course instructor of this situation so that he or she can accommodate your use. Also, if you need to leave a cell phone on for an emergency situation, you should inform the course instructor at the beginning of the class session as well as keep the phone on in a silent mode, so as not to disrupt the course.

**05 Academic Requirements**

**05.1 Requirements**

**05.11(fs) Minimum acceptable level.** A cumulative grade-point average of 2.00 is the minimum acceptable level for undergraduate work in the University and for graduation from the University. The Academic Standards and Advising Committee examines the records of students periodically and may warn academically deficient or potentially deficient students, or may exclude, suspend, or dismiss those who are academically deficient. (See 05.51, 05.52, 05.53.)

**05.2 General Course Requirements**

**05.21 For students who are admitted as baccalaureate degree candidates.** In addition to the particular requirements for specific degrees, all candidates for a bachelor’s degree must obtain a passing grade in a minimum of 128 credits in courses numbered 400-799, must maintain a cumulative grade-point average of at least 2.00 for all courses taken at the University in which a grade is given, and must successfully meet the following General Education or Discovery Program requirements. (Discovery Program requirements apply to students admitted as first-year students in Fall 2010 and after.)

**General Education Requirements**

1. One course in writing skills (must be taken during a student’s first year);
2. One course in quantitative reasoning (must be taken during a student’s first year);
3. Three courses in biological science, physical science, or technology, with no more than two courses in any one area;
4. One course in historical perspectives;
5. One course in foreign culture;
6. One course in fine arts;
7. One course in social science;
8. One course in works of philosophy, literature, and ideas.

These required courses shall not be waived on the basis of special examinations or placement tests and cannot be taken on a pass/fail basis. No single course may be counted in more than one general education category. Academic departments may or may not permit general education courses to count toward requirements for a major. Students should check with their major advisor to determine whether a course can be counted toward the major and should obtain written confirmation from the advisor if approved.

**Discovery Program Requirements**

**Discovery Foundation Skills**

*Inquiry course INQ.* This course may fulfill a Discovery category and/or a departmental requirement. It should be taken during a student’s first or second year or prior to completion of 57 credits. All students entering in academic year 2011 or later are under Discovery Requirements. For students who transfer in with 26 or more credits, the INQ requirement is waived automatically.

**One course in writing skills WS.** Most students will satisfy the first-year writing requirement with English 401. This course should be taken during a student’s first year or prior to completion of 32 credits.

**One course in quantitative reasoning QR.** This course is normally completed by the end of the first year or 32 credits.

**Discovery in the Disciplines**

Students must take one course from each Discovery category at the 400-600 levels. Inquiry courses that carry Discovery category designations may be used to satisfy this requirement.

1. One course in Biological Science (BS);
2. One course in Physical Science (PS);
3. One course in Environment, Technology, and Society (ETS);
4. One course in Fine and Performing Arts (FPA);
5. One course in Historical Perspectives (HP);
6. One course in Humanities (HUMA);
7. One course in Social Science (SS);
8. One course in World Cultures (WC) (also may be satisfied by approved study abroad programs).

* One of these courses must have a lab component. (DLab)

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3. Common exam times are not applicable to Thompson School courses.

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4. Degree requirements for the University of New Hampshire-Manchester associate’s degree are described in the UNHM Semester Bulletin and TSAS Undergraduate Course Catalog.
Academic Policies

Discovery and Integrative Understanding

One senior capstone experience, supervised and approved within the major. The capstone requirement may be satisfied through a course, created work or product, or some form of experiential learning. Departments may allow honors theses, mentored research projects, and other special student activities to substitute for designated department capstones.

The University Dialogue, focusing on grand challenges we face as a society, is an opportunity to engage in the intellectual life of the University. Each year, the University engages a different theme, presented through experiences in and outside the classroom. It is not a course and does not require registration—it is an enriching experience.

Additional Information

Discovery Program requirements shall not be waived on the basis of special examinations or placement tests, except for the College Board Advanced Placement tests and the College Level Examination Program (CLEP) tests.

The required courses cannot be taken on a pass/fail basis. No single course may be counted in more than one Discovery discipline category. Academic departments may or may not permit Discovery courses to count toward requirements for a major. All Discovery courses carry 3-4 credits.

In addition, all students admitted (whether first-time admits or transfers) beginning September 2000, will be required to complete four “writing-intensive” courses. The four courses must include English 401 (Freshman Composition) and three additional “writing-intensive” courses, one of which must be in the student’s major, and one of which must be at the 600-level or above. Writing Intensive courses cannot be taken on a pass/fail basis.

05.211(fs) Major department. “Major department” as used in the specifications of University Discovery Requirements will be understood to mean the student’s declared major.

05.212(fs) Minors. Students may earn a minor in any undergraduate discipline designated by the University. A minor typically consists of 20 credits with C- or better and a 2.00 grade-point average in courses that the minor department approves. Courses taken on the pass/fail basis may not be used for a minor. No more than 8 credits used to satisfy major requirements may be used for a minor. There is no limit on the number of overlapping credits allowed between minors.

05.22 (fs) Privileges of an auditor. An auditor may, with the consent of the instructor, take examinations but shall receive no academic credit. (See 03.13.)

05.23(fs) Examinations. Examinations at the end of each semester may be given in any course, but all such examinations must be scheduled and given at the time they are scheduled with the following exceptions: Practical examinations covering laboratory work may be given during the last five days of classes preceding the examination period. In courses of a modular nature with several instructors, the instructor of the final module may schedule a final examination during the last week of classes if approval is first obtained from the college dean. These exceptions apart, no announced oral or written test may be given during the last five days of classes preceding the examination period. If a student is scheduled for more than two final exams in one day and chooses to take only two final exams on that day, the middle exam will be rescheduled. The instructor, in consultation with the student, will schedule a makeup exam.

05.24(fs) Prerequisites. Courses that have other courses as prerequisites must be so described in the University catalog. Chairpersons of departments, with the approval of the dean of the college concerned, will determine such courses, but if more than one college is affected, approval of the Academic Senate must be secured. (See 03.141(fs).)

05.25(fs) Credit by examination. In exceptional cases only, permission to gain credit by examination may be granted to a matriculated student who by study, training, or experience outside the University has acquired skill or knowledge equivalent to that acquired by the undergraduate in a college course, such examination to be on the material covered by the course.

05.26(fs) Advanced credit. Students entering the University who demonstrate to the Office of Admissions, the department concerned, and the college faculty satisfactory achievement on approved placement examinations will be granted course credit.

05.3 Exemptions

05.31(fs) Waiver of requirements in a prescribed curriculum. The requirement of a given course in any prescribed curriculum may be waived by the faculty of the student’s college. The student’s petition must be approved by his or her major adviser and the dean of his or her college. Waiver of requirements in the Discovery Program. Students may petition the Discovery Committee in order to waive or replace a requirement. The student’s petition must be approved by his or her major adviser and the dean of his or her college.

05.32(fs) Transfer credit. A course passed with a C grade or better at another regionally accredited institution may be accepted for credit with the approval of the department concerned and the dean of the college in which the student is registered.

Any UNH student who is ineligible for participation in a UNH-managed/UNH-approved study away program and who enrolls in a non-UNH study away program may not transfer credits earned in that program to his or her UNH degree.

Credits for a C grade or above are transferrable from one institution to another within the University System (Granite State College, Keene State College, Plymouth State College, and the University of New Hampshire). Grades received in courses for which a student has been granted transfer credit will not appear on the UNH transcript and will not affect the student’s grade-point average.

05.33 (fs) Thompson School Courses. Baccalaureate and Associate in Arts degree candidates may take 200-level Thompson School courses for credit with the following stipulations:

1. The TSAS course must be transferable to UNH at the time it is taken.
2. Grades received in 200-level courses will be recorded on the student’s transcript but will not affect or be included in the student’s GPA. Baccalaureate degree candidates cannot register for COM 209.
3. TSAS courses may not be used for general education (1984 - 2009), writing-intensive, or foreign language requirements. Only TSAS courses that are at 400 - 600 level and Discovery approved may count for Discovery requirements.

05.4 Exclusion from a Course

05.41(fs) After enrollment. A student may be excluded from any course after enrollment, with or without penalty, upon recommendation of the instructor and with the approval of the dean of the college in which the student is registered, as soon as it becomes reasonably apparent that such student is unqualified to carry the course successfully.

5. This power will usually be delegated by the faculty to the dean or to a committee.
6. See Note 5.
7. A student is advised to complete a prior approval form, available at the Registrar’s Office, before enrolling for such a course at another institution.
8. A list of transferable courses is available in the Admissions Office and at the Registrar’s Office.
05.5 Academic Exclusion, Suspension, Dismissal

05.51 Exclusion. Students whose academic progress is uncertain, as evidenced by a mixture of generally low grades, incomplete courses, and administrative failures, may, upon determination by the Academic Standards and Advising Committee, be excluded from further attendance until such time as their academic standing can be clarified, usually by resolution of incomplete courses. In addition, exclusion may be necessary to resolve questions concerning major departmental requirements or University academic standards. Exclusion is a temporary action and will be changed to suspension or dismissal not later than mid-semester following the exclusion action unless the student resolves the situation. If exclusion is not promptly resolved, then the student’s preregistration, registration, and University housing will be canceled.

05.52 Suspension. Students whose averages fall below the minimum required grade-point average for their class and/or who have demonstrated insufficient progress toward their degrees may be suspended. A student suspended from the University for academic reasons will not be readmitted as a degree candidate until one regular UNH academic year semester (fall or spring) has elapsed from the time of suspension. Therefore, the student will not be eligible to take courses in the regular session or in the Division of Continuing Education. In addition, a student suspended in June may not enroll in any course in the Summer Session immediately following his or her suspension. A student who has been suspended for academic reasons and who is later readmitted as a degree candidate will not be granted transfer credit for academic work taken at other institutions during the period covered by the next full semester following his or her suspension. (See 05.54)

05.53 Dismissal. A student who has been suspended once and whose average remains substantially below the minimum grade-point average for his or her class and who continues to demonstrate insufficient progress toward his or her degree must be dismissed. Only under extraordinary circumstances will a student be readmitted after having been dismissed. However, students who are dismissed may take courses as non-matriculated (special) students through the Division of Continuing Education after one regular UNH semester has elapsed. (See 05.54.)

05.54 Readmission after suspension or dismissal. A student who is suspended from the University and who wishes to apply to the Academic Standards and Advising Committee for permission to be readmitted should present reasons indicating that she or he can successfully resume college work. Suspension from the University shall be for not less than one semester. A second suspension is considered a dismissal. Only under extraordinary circumstances will a student be readmitted after having been dismissed for academic reasons. (For readmission after withdrawal for reasons of health, see 22.2.)

05.60(fs) Study Away Eligibility and Student Conduct Policy. Any student sanctioned by the University Student Conduct System for a serious violation of the University of New Hampshire Student Rights, Rules, and Responsibilities, including but not limited to academic dishonesty, repeated drunk and disorderly behavior, illegal drug activity, destruction or theft of property, or physical or sexual assault must satisfy the following conditions prior to consideration for participation in a UNH-managed or UNH-approved study away program:

1. The student must have satisfied all conditions and/or sanctions imposed as a result of the infraction, including probation;
2. The student must submit to the university’s Academic Standards and Advising Committee (ASAC) a statement explaining why the University can be confident that he/she will behave appropriately during the study away program and receive ASAC’s approval. (Approved April 2005)

These same conditions will apply in instances where the conduct issue has been addressed through the court system rather than through the University’s Student Conduct system.

05.61(fs) Study Away Academic Eligibility. Students enrolled in UNH baccalaureate degree programs may participate in approved study away programs provided they meet the following eligibility criteria:

1. Must have earned at least 32 credit hours, at least 12 of which must have been earned at the University of New Hampshire at the baccalaureate level;
2. Must have a minimum 2.5 cumulative grade point average at the time of application to and at the time of departure for the study away program.
3. Must have a declared major.

Transfer students, including transfer students from Thompson School of Applied Science (TSAS) are not eligible to study away during the first semester of their baccalaureate program at UNH.

Students enrolled in the degree programs of the Thompson School of Applied Science may participate in approved study away programs appropriate for two-year degree candidates. TSAS students must meet the following eligibility criteria:

1. Must have earned 32 credits, at least 12 of which must have been earned at the University of New Hampshire at the associate degree level;
2. Must have a minimum 2.5 cumulative grade point average at the time of application to and at the time of departure for the study away program.

Special consideration will be given to those students who, although below the 2.5 cumulative GPA threshold, have demonstrated promise in the previous two semesters. Those who wish to be considered for academic variance must petition for an academic variance with the support of their advisor and their Dean’s Office. Petitions for academic variance are subject to approval by the Academic Standards & Advising Committee.

(Approved December 2004)

06 Requirements for Graduation

06.1(fs) Student Responsibility for Knowledge of Requirements

A student is held responsible for all work required for graduation and for the scheduling of all the necessary courses.

06.2 Requirements

06.21(fs) Academic. To be graduated from the University, a student must obtain a passing grade in a minimum of 128 semester hours; for associate degree graduation, 64 semester hours.

The student must attain a cumulative grade-point average of at least 2.00 for all courses taken at the University in which a grade is given.

The student must also meet the curricular, departmental, scholastic, and other requirements that have been sanctioned by the proper authorities. (See 05.1, 05.2, 05.3.)

06.22(fs) Residence. “Residence” is being enrolled in University of New Hampshire courses after admission to and matriculation in a degree program. Students who are candidates for bachelor’s and associate degrees must attain the last one-fourth of their credits toward the degree in residence unless granted permission by the Academic Standards and Advising Committee to transfer part of this work from other accredited institutions.

06.23(fs) More than one degree. A student may obtain more than one undergraduate degree, subject to the limitations as stated in the footnote to 06.232(fs), by completing all the curricular, departmental, scholastic, and other requirements for each degree.

06.231(fs) Transfer credit. Transfer credit is awarded for courses that have been completed with a grade of C or better, provided those courses are comparable to courses offered at the University of New Hampshire.

06.232(fs) Dual degree for transfer students. Transfer students already holding a baccalaureate degree from another accredited institution may pursue an additional dissimilar baccalaureate degree at the University of
New Hampshire, provided they fulfill the requirements for the dual degree listed in the undergraduate catalog."

The degree received at the first institution will be accepted by the University of New Hampshire as awarded by that institution.

06.3(fs) Certification of Candidate for Graduation
Candidates for graduation shall be certified as to their college requirements by the several college faculties to the Registrar, who shall recommend them to the president for their appropriate degrees provided they have satisfied all University requirements for graduation.

07 Grades and Honors

General regulations
Every instructor must be prepared to discuss and to explain the basis for her or his evaluation of students. If, after consulting the instructor, a student still believes that she or he was treated unfairly, she or he has the right to seek redress from the chairperson of the department or program in which the course is offered. Under exceptional circumstances, a final appeal may be made to the dean of the college in which the program is offered.

07.1 Grades

07.11(fs) The grading system in the undergraduate colleges and schools.
The Faculty Senate recognizes that grade inflation exists at the University of New Hampshire. The senate, therefore, states that throughout this University the grade of C shall indicate competent, acceptable performance and learning in undergraduate courses; the grade of B shall indicate superior performance and learning; the grade of A shall indicate excellent performance and learning. These standards shall apply equally to all undergraduate courses, instructors, departments, subjects, and colleges.

An instructor may assign grades as listed below. In general, these are letter grades. The intermediate grades are designated by adding a plus or a minus to the letter grade. Grade points assigned to plus grades are 0.33 higher than those assigned to the letter grade without the plus. Grade points assigned to minus grades are 0.33 lower than those assigned to the letter grade without the minus. In certain cases, where the format of the course creates difficulties for this type of grading, the course will be designated "credit/fail" if authorized by the faculty of the department in which the course is taught, the dean of the appropriate school or college, and the provost and vice president for academic affairs.

- A (4.00) excellent
- A- (3.67) intermediate grade
- B+ (3.33) intermediate grade
- B (3.00) superior
- B- (2.67) intermediate grade
- C+ (2.33) intermediate grade
- C (2.00) satisfactory, competent

The semester hours or other work units covered by the F grade shall be considered in full in figuring the average, except that the F awarded in a pass/fail grading alternative or in a credit/fail course shall not be figured in the average. (See 07.112(fs).) Courses covered by the CR or P grades shall not be considered in figuring the average. (See 07.111(fs).) The number of grade points for a course is determined by multiplying the numerical equivalent of the grade times the semester hours of the course. The grade-point average is determined by the sum total of grade points divided by the sum total of graded credits (courses taken under the pass/fail grading alternative or in a credit/fail course are not included in the divisor). The grade-point average is calculated to two decimal places.

The University administrative requirements for a dual degree are as follows:

General Policy
The option to pursue two baccalaureate degrees simultaneously enhances and broadens the education of certain students at the undergraduate level. The program is only for those students who can adequately handle the requirements for two different degrees and who can reasonably allocate the additional time and effort needed for the program.

Requirements
1. Students desiring a dual degree must petition the college dean or deans involved for permission to pursue a dual degree.
2. If the student is planning to take one degree in a highly prescribed curriculum, she or he should register as a freshman in the appropriate school or college for that curriculum.
3. It is expected that a candidate for two degrees will complete 32 credits beyond those required for the first degree.
4. It is expected that students will maintain a minimum 2.5 cumulative grade-point average.
5. Students can earn more than one Bachelor of Science (B.S.) degree, provided that each degree is in a different field. Students cannot earn more than one Bachelor of Arts (B.A.) degree.

Supervision
As soon as a student is accepted as a candidate for two degrees, the appropriate dean(s) will appoint supervisors for each of the proposed majors. The supervisors and the student will work out a basic course plan for the two degrees and inform the appropriate dual degree dean(s) of the plan. The supervisors will maintain joint control over the student’s academic program. The deans’ offices and the supervisors will receive copies of the grade reports and other records for students pursuing two degrees.
No course dropped at the University of New Hampshire with a grade above F nor any course taken from another institution will be used in figuring the grade-point average.

07.111(fs) Courses repeated. If a student repeats a course, the former credits and grade points shall be deleted from his or her cumulative record (the letter grade shall remain) and the repeated course information shall be added. Students may not use the pass/fail grading alternative to repeat a course. (See 07.112(fs).) A notation will be made on the student's record beside the grade received on the repeated course indicating that it is a repeat. Both the original course and the repeated course must be UNH courses.

07.112(fs) Pass/fail. An undergraduate student working toward a bachelor's degree may elect to use the pass/fail grading alternative for a maximum of 4 credits per semester, not to exceed 16 credits during the student's matriculation. The student must obtain the approval of his or her adviser in order to use the pass/fail alternative for a particular course. The pass/fail grading alternative may not be used in the following courses:

1. Courses that are used to fulfill Discovery/General Education Requirements;
2. Writing Intensive requirements
3. Major and minor requirements;
4. To repeat a course previously taken; and
5. For B.A., B.F.A., and B.M. candidates, in courses that are used to meet the foreign language requirement.

The minimum passing grade requirement for a course taken pass/fail is D-(0.67). The course grade of a pass/fail course will not be calculated into the grade-point average of the student, but the pass or fail will be recorded on the student's transcript. In the event of a pass, the student will receive the course credits (credit hours) toward degree requirements. The undergraduate student may elect the pass/fail grading alternative without permission or knowledge of the faculty member (course instructor). Upon request, the Registrar shall inform the instructor of any course of the percentage of students enrolled as pass/fail. The student must opt for or drop the pass/fail grading alternative prior to the end of the add period (the third Friday of classes) and must obtain the approval of his or her adviser.

Associate in arts and associate in science degree candidates, after completion of a minimum of 16 credits at the University of New Hampshire on a regular graded basis of A to F, may use the pass/fail grading alternative for grading in a maximum of 8 credits. The pass/fail grading alternative may be used for a maximum of 4 credits per semester. The pass/fail grading alternative may not be used in any of the courses that fulfill the General Education Requirements, i.e., groups 1 through 8, or for the Discovery Program Requirements. Pass/fail may not be used for courses in the student's declared option. The minimum passing grade for credit is D-(0.67). Any grade below this minimum will be considered as a fail.

07.12(fs) Freshman and new transfer reports. Shortly after mid-semester, freshmen and new transfer students will receive progress reports indicating their mid-semester level of performance in all courses. Instructors must report via webcat, a satisfactory or unsatisfactory grading of the student's performance up to that time for specific courses.

07.13 Incomplete courses

07.131(fs) Courses not completed. A notation of incomplete (IC) shall be recorded on a student's record only if a major portion of the entire work of the course has been completed and if the instructor approves the student's request for additional time to complete the coursework. An incomplete report form must explain the circumstances, must indicate how the incomplete is to be changed to a final grade, and must be signed by the instructor and filed with the final grade roster. The initiation and responsibility for finishing the incomplete work rests with the student.

When the work of the course has been completed, a final grade for the term will be submitted on a special grade form to the student's college dean. The form indicating completion of the work must be filed with the Registrar no later than the middle of the semester immediately following the one in which the incomplete was granted. A petition requesting an extension of time beyond mid-semester, if approved by the instructor, may be submitted to the dean of the student's college. An extension will be granted by the dean only under unusual circumstances.

If the work is not completed within the specified time, the grade will be recorded as F. Note: An Incomplete in your final semester will delay your graduation date even if the course is not required for graduation.

07.132(fs) Courses dropped. If a student withdraws from a course prior to the fifth Friday of classes, registration for that course will not appear on his or her permanent academic record. If, normally for compelling nonacademic reasons, a student submits an approved petition to drop a course after the fifth Friday (third Friday in shorter courses) and before mid-semester, he or she will receive a grade of W. Students dropping individual courses by approved petition after mid-semester must be assigned a WP or WF by their instructors. The WF will be computed into the students' grade-point averages.

07.14(ad) Grade changes. Requested grade changes submitted before the middle of the semester immediately following the one in which the grade was granted may be approved by the dean. After mid-semester, students must petition the Academic Standards and Advising Committee.

07.2 Honors

07.21(fs) Classification. An undergraduate degree student, after completion of at least 12 graded semester hours in University of New Hampshire courses, will be designated as an honor student for a given semester if the student has (a) completed at least 12 graded (not CR or P grades) semester hours for that semester and earned at least a 3.50 semester grade-point average or (b) earned at least a 3.50 cumulative grade-point average and at least a 3.50 semester grade-point average regardless of the number of graded credits that semester. These categories will be used: 3.50 to 3.64 (honors); 3.65 to 3.84 (high honors), and 3.85 to 4.00 (highest honors).

07.22(fs) Honors at graduation. Baccalaureate degree candidates who have earned honors for their entire work at the University will be graduated with honors based on the final cumulative grade-point average, provided that a minimum of 64 graded semester hours has been completed in University of New Hampshire courses. The Latin equivalent of the honors classification will appear on the student's academic record and diploma. The student's honors classification will be noted in the Commencement program.

Students graduating in academic years 2012-13, 2013-14 and 2014-15 will be graduated with honors according to the following categories: 3.20 to 3.49 (honors); 3.50 to 3.69 (high honors); and 3.70 to 4.00 (highest honors). Students graduating in academic year 2015-16 and subsequent years will be graduated with honors according to the following categories: 3.50 to 3.64 (honors); 3.65 to 3.84 (high honors); and 3.85 to 4.00 (highest honors).

07.23(fs) Honors at graduation. Associate in arts, associate in science, and associate in applied science degree candidates who have earned honors for their entire work at the University will be graduated with honors based on the final cumulative grade-point average, provided that a minimum of 60 graded semester hours has been completed in University of New Hampshire courses. The English equivalent of the honors classification will appear on the student's academic record and diploma. The student's honors classification will be noted in the Commencement program.

Students graduating in academic years 2012-13, 2013-14 and 2014-15 will be graduated with honors according to the following categories: 3.20 to 3.49 (honors); 3.50 to 3.69 (high honors); and 3.70 to 4.00 (highest honors). Students graduating in academic year 2015-16 and subsequent years will be graduated with honors according to the following categories: 3.50 to 3.64 (honors); 3.65 to 3.84 (high honors); and 3.85 to 4.00 (highest honors).

07.3(fs) Educational Reprieve. Upon petition to the Academic Standards and Advising Committee, a former matriculated UNH student who has taken no courses for five or more consecutive years may, prior to readmission to

10. No Peter T. Paul College of Business and Economics course may be taken on a pass/fail basis by a student majoring in business administration, economics, or hotel administration.

11. Pass/fail and credit/fail courses are not graded courses.
UNH, request "educational reprise." The procedure permits retention of the previous credit from all courses in which grades of C- or better were earned; but the former cumulative grade-point average, although retained for informational purposes on the academic record, will not be used. A new grade-point average will be started upon readmission. Graduation honors will be based only on the restarted grade-point average, provided a minimum of 64 graded semester hours (32 graded hours in an associate degree program) has been completed at the University subsequent to the reprise. The notation "educational reprise" will appear on the student's academic record.

09 Academic Honesty

Honesty is a core value at the University of New Hampshire. The members of its academic community both require and expect one another to conduct themselves with integrity. This means that each member will adhere to the principles and rules of the University and pursue academic work in a straightforward and truthful manner, free from deception or fraud.

Any attempts to deviate from these principles will be construed as acts of academic dishonesty and will be dealt with according to the rules of due process outlined below.

The value of honesty and the expectation of conduct that goes with it are intended to reinforce a learning environment where students and faculty can pursue independent work without unnecessary restraints. At the same time, the University recognizes its responsibility to encourage and inculcate values and standards of conduct that will guide its students throughout their careers.

The academic honesty policy provides standards of conduct for individuals only. Policies relating to recognized student organizations are described elsewhere. Such organizations, however, are expected to conform to the values and standards that govern their members as individuals within the UNH community. It is expected that students attending the University will conduct themselves in accordance with the rules and regulations of the University. Students must acknowledge the University's right to take disciplinary action, including suspension or dismissal, for failure to comply with the expectations delineated by this policy.

This policy establishes the expectations of the University of New Hampshire for academic honesty and defines situations that constitute academic misconduct. Finally, it presents the due process that follows should misconduct occur.

While it is impossible to list all cases that might arise, the following are provided as examples of academic dishonesty.

09.1 Written Classroom Examinations

Presenting the work of other students as one's own, or assisting another student to do so, in a written classroom examination is considered to be cheating. Cheating may also occur when a student violates the conditions governing the examination.

Examples include, but are not limited to the following.

1. Using oral, written, visual, or other form of communication intended to give or receive improper assistance;
2. Looking at or copying another's work;
3. Using unauthorized materials (texts, notes, etc.);
4. Having a surrogate take an exam;
5. Altering your work after an exam has been returned and before resubmitting it;
6. Obtaining and/or using an upcoming exam ahead of time.

09.2 Out-of-Class Work

Collaboration or aid on out-of-class work, when prohibited by the instructor, is considered to be cheating. Such unauthorized activity includes, but is not limited to the following:

11. Receiving outside help on take home exams;
2. Consulting with others about homework, laboratory reports, etc.;
3. Copying another's homework, laboratory reports, etc., and submitting them as your own.

09.3 Plagiarism

The unattributed use of the ideas, evidence, or words of another person, or the conveying of the false impression that the arguments and writing in a paper are the student's own. Plagiarism includes, but is not limited to the following:

Use of the library's technology resources is subject to acceptance of the library's Acceptable Use Policy and the University's IT Acceptable Use Policy. The Library's policy is posted to the desktop of each library-owned computer and must be agreed to when using any library workstation. The policy can also be found on the library's web site (http://www.library.unh.edu/about-us/policies/acceptable-public-computer-use-policy).

Violation of the terms of this agreement may result in disciplinary and/or legal action.

08 Library Regulations

08.1 University Libraries

The University Libraries on the Durham campus consist of the main Dimond Library with a natural science resource center, writing center, academic technology support and media lab, three science branch libraries: the Chemistry Library, the Engineering-Mathematics-Computer Science Library, and the Physics Library and a storage building. The UNH Manchester Library is located on the Manchester campus. For detailed information about the UNH Library, go to the website: www.library.unh.edu or ask staff at any Library location.

08.2 Library Hours

Hours for all libraries are posted on the Library's website (http://www.library.unh.edu/about-us/hours), as are exceptions due to semester breaks, examination periods, etc.

08.3(ad/ss) General Regulations

Students are welcome in the libraries during all open hours. Some areas are available for collaborative work while other areas have been designated "quiet zones."

All students wishing to borrow items from the library must show their UNH identification cards or another valid photo ID. A borrower of any library material is held responsible for its return by the due date, or renewal if applicable. Non-reserve materials may be returned at the Dimond Library, any branch library, or the outdoor book drop at the Thompson Hall parking lot. Reserve materials must be returned to the library location from which they were borrowed.

08.4 Borrowing

Most library materials may be borrowed for four weeks but are subject to immediate recall if needed for reserve or if urgently needed by another borrower. A "hold" may be placed on any book in regular circulation. Reserve books circulate for a more limited time and most Special Collections and reference materials do not circulate. Most periodicals may be accessed electronically through the online catalog. Other materials (DVDs, print journals, popular magazines, laptops, media equipment, calculators, etc.) may have different borrowing terms.

08.5(ad/ss) Fines

Fines for overdue materials are charged to ensure equal access to materials for all library users. Please refer to Rule 11.22, Failure to Pay University Accounts. The system of fines is established by the Dean of the Library. Books that are damaged or lost will be charged the cost of replacement plus a processing fee. When material is returned within a year and undamaged, the replacement cost will be credited. Anyone who steals or willfully mutilates library materials or property will be subject to disciplinary and/or legal action. NH RSA 202-A.24 Offenses Against Libraries.

08.6(ad/ss) Use of Library Computing Technology

Use of the library's technology resources is subject to acceptance of the library's Acceptable Use Policy and the University's IT Acceptable Use Policy. The Library's policy is posted to the desktop of each library-owned computer and must be agreed to when using any library workstation. The policy can also be found on the library's web site (http://www.library.unh.edu/about-us/policies/acceptable-public-computer-use-policy).

Violation of the terms of this agreement may result in disciplinary and/or legal action.
individual cases will be handled initially by the instructor of the course. Procedures for handling such cases shall be as follows:

1. The acquisition by purchase or otherwise of a part or the whole of a piece of work which is represented as the student’s own;
2. The representation of the ideas, data, or writing of another person as the student’s own work, even though some wording, methods of citation, or arrangement of evidence, ideas, or arguments have been altered;
3. Concealment of the true sources of information, ideas, or argument in any piece of work.

09.4 Misrepresentation
The deliberate falsification of information substituted in place of the truth is misrepresentation and includes but is not limited to the following:

1. Having another person represent or stand in for oneself in circumstances where the student’s attendance and/or performance is required;
2. Leaving a class, laboratory, etc. without permission but after attendance has been taken;
3. Presenting false academic credentials;
4. Having another person author one’s written work;
5. Submitting work originally submitted for one course to satisfy the requirements of another course, without prior consent of the current instructor (it is assumed that the current instructor expects the work to be original);
6. Forging or using another’s signature;
7. Altering or destroying academic records and documents;
8. Presenting false data, experimental results, or physical results.

09.5 Academic Policy
Violations of academic policy that are considered as academic dishonesty include but are not limited to the following:

1. Removing materials from the library without proper authority;
2. Infringing on the rights of other students to fair and equal access to academic resources;
3. Duplicating course materials expressly forbidden by the instructor;
4. Ignoring or willfully violating class or laboratory instructions or policies.

09.6 Computers
Violations of computer codes of ethics distributed at the University will be considered academic dishonesty.

09.7 Procedures for Dealing with Academic Misconduct
A student shall be informed of any accusation of academic misconduct. The procedure for handling such cases shall be as follows:

11. Individual cases will be handled initially by the instructor of the course concerned, as required by the instructor’s professional responsibility to assess the performance of his or her students. The instructor will notify the student of the alleged infraction and what course of action and penalty the instructor believes is appropriate. The student must be allowed an opportunity to rebut the allegation. The initial notification and conference are to be conducted informally. The chair of the department offering the course should be apprised of any actions taken. The penalty imposed by the instructor may not exceed failure in the course, in which case the student should be informed in writing that a failing grade is being assigned for academic misconduct and that further appropriate action may be taken by the student’s college dean. Cases shall be reported to the student’s college dean at the discretion of the instructor and department chair, except when a failing grade in the course is assigned for academic misconduct, in which case the student’s college dean shall be notified of that fact.

2. Cases involving academic misconduct by students not enrolled in the course in question will be referred to the student’s college dean, in which case the procedures detailed in section (1) above will be followed.

3. The student’s college dean, when informed of an academic misconduct case as in (1) or (2) may take appropriate further action including suspension or dismissal; however, such action shall not take place before the student has been advised by the dean or his/her representative in writing in a timely fashion (normally before the semester succeeding the precipitating infraction) of the charges, and not before the student has been given an opportunity to explain or reply to the charges.

4. Any student penalized under those procedures may appeal the decision. In any appeal, the student involved has the right to the presence of an advisor of the student’s choice drawn from the University community.

(a) to appeal an instructor’s decision, a written request for appeal must be sent to the student’s college dean in a timely fashion, normally within 30 days, unless the student presents evidence of circumstances preventing such a timely response. Normally within two weeks the dean will schedule a meeting with the student to afford the student an opportunity to explain or reply to the charges. A dean’s appellate decision can be appealed further to the Academic Standards and Advising Committee, which will consider the appeal only on the basis of procedural irregularities. Any new data or evidence that becomes available will return the case to the student’s college dean.

(b) In cases where the student’s college dean is the primary respondent, or in cases where the student’s college dean imposes a significant further penalty beyond that imposed by the course instructor, appeals of the dean’s decision must be made in writing and in a timely fashion (as defined in 4(a)) directly to the Academic Standards and Advising Committee. The chair of that committee will respond normally within two weeks by scheduling a hearing to afford the student an opportunity to explain or reply to the charges. In such a case that committee will hear substantive as well as procedural complaints. In any such case the representative of the student’s college dean to the Academic Standards and Advising Committee will be excused from the committee’s deliberation.

As approved by the Faculty Senate (February 25, 1991)

09.8 Reporting
It shall be the responsibility of the student’s college dean to report to the Academic Standards and Advising Committee all actions and all appeals from students resulting from cheating cases.

Note: Cases involving graduate students are referred to the Associate Dean of the Graduate School. Appeals of the Associate Dean’s decision can be made to the Dean of the Graduate School who may, at his/her discretion, refer the case to the Graduate Council for review. Students who are dismissed by the Associate Dean and wish to appeal that decision should follow the procedures for graduate students dismissed for academic reasons.
10.2 Policy on Harassment and Sexual Harassment

The University of New Hampshire is committed to establishing and maintaining an environment that puts concern for the dignity of its members among the central ethical dimensions of its intellectual enterprise. Discrimination and discriminatory harassment (including sexual harassment), unjustifiably interferes with members of the academic community and creates a circumstance in which access to education and work is diminished.

The University is committed as well to the free and open exchange of ideas, active discourse, and critical debate so necessary to a university. Accordingly, all members of the University of New Hampshire community have the right to hold and vigorously defend and promote their opinions. The exercise of this right may result in members of the community being exposed to ideas that they considered unorthodox, controversial, or even repugnant.

It is the policy of the University of New Hampshire to uphold the constitutional rights of all members of the university community and to abide by all United States and New Hampshire State laws applicable to discrimination and harassment. In accordance with those laws, all members of the UNH community will be responsible for maintaining a university environment that is free of intimidation and harassment. Therefore, no member of UNH may engage in harassing behavior within the jurisdiction of the university that unjustly interferes with any individual’s required tasks, career opportunities, learning, or participation in university life.

The requirements of federal and state law determine the definition of discriminatory harassment. The relevant body of law stipulates that any behavior may be considered to be harassing when: (1) submission to or rejection of such behavior by an individual is used as a basis for employment or academic decisions affecting that individual; or (2) submission to such behavior is made either explicitly or implicitly a term or condition of an individual’s employment or academic work; or (3) such behavior unreasonably and/or consistently interferes with an individual’s work or academic performance or creates an intimidating environment.

Verbal or physical conduct directed at the complainant’s race, color, religion, age, sex, national origin, disability, veteran status, marital status, sexual orientation, or gender identity or expression, is a consideration in the determination of discriminatory harassment. The university will consider the totality of the complaint and its circumstances, the private or public environment of the behavior, the intensity or severity of the actions, the pattern of behavior and the power relationship, if any, between the parties.

Discriminatory harassment does not include comments that are made in the classroom that are germane to the curriculum and a part of the exchange of competing ideas. A single incident that creates a distracting and uncomfortably atmosphere on a given day does not constitute discriminatory harassment. However, isolated or sporadic acts that are severe may. It is possible for a series of individual incidents, each minor in itself, to have the cumulative effect of becoming perversely harassing behavior.

Factors to be weighed in the determination of discriminatory harassment include conduct that purposefully places or threatens to place another in fear of imminent bodily injury, and threatens to commit any crime against a person with a purpose to terrorize.

Unjust, substantial, unreasonable, and/or consistent interference with an individual’s participation in university life may be signified by responses such as: avoiding areas of the campus where the behavior in question typically takes place, academic performance or work assignments becoming more difficult because of the behavior in question, or leaving the university because of the behavior in question.

In determining whether discriminatory harassment exists, the University will evaluate the evidence from the standpoint of a reasonable person’s reaction and perspective under the circumstances presented.

The Director of Affirmative Action and Equity is the Title IX Coordinator for UNH. The time limitations for filing a complaint are: with UNH, one year; with OCR, complaints of discrimination must ordinarily be filed within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer ago than this and you are requesting a waiver, you will be asked why you did not file your complaint within the 180-day period; with NHCHR, a charge MUST be filed within 180 days of the last date of discrimination. (Under certain circumstances a charge may be filed up to 300 days from the date of alleged discrimination. If you are beyond 180 days, contact the Commission immediately to find out if you have the basis to file a timely charge.) With DOJ, please contact them directly for information.

Inquiries regarding discrimination should be directed to:

UNH Director & Title IX Coordinator, Affirmative Action and Equity
105 Main St., Thompson Hall 305
Durham, NH 03824
Telephone: (603) 862-2930 Voice / (603) 862-1527 TTY / 7-1-1 Relay NH
Fax: (603) 862-2936
Email: dms@unh.edu

or to:

Boston Office
Office for Civil Rights (OCR)
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
TDD: (800) 877-8339
Fax: (617) 289-0150
Email: OCR.Boston@ed.gov

NH Commission for Human Rights (NHCHR)
2 Chennell Drive #2
Concord, NH 03301-8501
Telephone: (603) 271-2767
Fax: (603) 271-6339
Email: humanrights@nhsa.state.nh.us

U.S. Department of Justice (DOJ)
Civil Rights Division
950 Pennsylvania Avenue, NW
Washington DC 20530-0001
Telephone: (888) 736-5551
(202) 514-4609
TTY: (202) 514-0716
Email: askdoj@usdoj.gov

The NH Commission for Human Rights (NHCHR) and the U.S. Department of Justice (DOJ) provide resources and guidance on matters that occurred longer ago than this and you are requesting a waiver, you will be asked why you did not file your complaint within the 180-day period; with NHCHR, a charge MUST be filed within 180 days of the last date of discrimination. (Under certain circumstances a charge may be filed up to 300 days from the date of alleged discrimination. If you are beyond 180 days, contact the Commission immediately to find out if you have the basis to file a timely charge.) With DOJ, please contact them directly for information.

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Every instance of alleged discriminatory harassment must be considered in the context of its specific and unique circumstances. However, the following are examples of behaviors that may be judged to be harassing: repeatedly directing racial epithets at an individual; hanging a noose in an African-American’s work place or dormitory; painting a Nazi swastika on the door of a Jewish individual; repeatedly sending unwelcome, sexually-explicit email messages; taunting a person about his or her sexual orientation, disability, or religion; making unwelcome sexual propositions; repeatedly telling derogatory gender-based or ethnic-based jokes; displaying sexually suggestive objects or pictures in the workplace except as those items may be part of legitimate pedagogical pursuits; giving unwelcome hugs or repeatedly brushing or touching others.

A person who believes that he or she has been harassed should take steps to resolve the matter. Those steps may begin with direct, voluntary communication with the person engaging in the behavior in question, in an attempt to resolve the issue. Should the complainant not wish to contact the accused directly, the complainant has the right and is encouraged to pursue procedures that result in an administrative resolution or judgment. Any University community member may contact the Director & Title IX Coordinator of the Affirmative Action and Equity Office with a harassment complaint, including sexual harassment. Alternatively, members of the community may choose to contact any one of the persons listed below, who will serve as a liaison to the Director. Students with complaints against other students may file a complaint with either the Office of Conduct and Mediation or the Affirmative Action and Equity Office. Complaints against faculty or staff are handled by the Affirmative Action and Equity Office.

Students may find it helpful to contact one of the following depending upon personal circumstances and student status:

- The Sexual Harassment and Rape Prevention Program (SHARPP) Coordinator will act as a confidential support advocate for graduate and undergraduate students complaining of sexual harassment by another student, or by a faculty or staff member.
- The Director of the Office of Conduct and Mediation will advise students wishing to make a harassment complaint against another student.
- The University of New Hampshire at Manchester’s Director of Counseling will advise UNHM students wishing to make a harassment complaint against any member of the UNH community.
- The Dean and the Associate Dean of the Graduate School will advise graduate students wishing to make a harassment complaint against any member of the UNH community.
- The Director of the University Advising and Career Center will advise their students wishing to make a harassment complaint against any member of the UNH community.
- The Director of the Office of Multicultural Student Affairs will advise any student wishing to make a harassment complaint against any member of the UNH community.
- The Vice Provost for Faculty Development and Inclusive Excellence, and the President’s Commissions (on the Status of Women, on the Status of People of Color, on the Status of People with Disabilities, and on Gay, Lesbian, Bi-sexual, and Transgender Issues), will advise any community member wishing to make a harassment or sexual harassment complaint against any other member of the UNH community.

Reprisals or retaliation against any person bringing a complaint through this process will not be tolerated, no matter whether the complaint is ultimately judged to be consistent with the criteria determining harassment or inconsistent with the criteria determining harassment. The university will pursue administrative action against those found to have retaliated against any individual participating in the complaint process. Also, the bringing of capricious or reckless complaints will not be tolerated.

The Discrimination and Discriminatory Harassment Policy identifies (1) protected categories, (2) clarifies the process for addressing certain complaints against university employees, and (3) incorporates various updated legal requirements. Please consult the on-line version of this policy at http://usnholpm.unh.edu/UNH/V.Pers/B.htm or for a copy of the Discrimination and Discriminatory Harassment Policy booklet, contact the Affirmative Action and Equity Office by phone at 862-2930 V/TTY or email at dms@unh.edu.

10.3 UNH Policy on Nonsexist Language

On July 13, 1984, the University of New Hampshire issued the following bylaw entitled Policy on Nonsexist Language which reads:

The University of New Hampshire, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It, therefore, discourages the use of language and illustrations that reinforce inappropriate and demeaning attitudes, assumptions, and stereotypes about sex roles. Accordingly, all official University communications, whether delivered orally or in writing, shall be free of sexist language.

Compliance with this policy shall be the responsibility of appropriate supervisory personnel. Concerns or questions regarding the implementation of this policy can be directed to the Director & Title IX Coordinator of the Affirmative Action and Equity Office at (603) 862-2930 Voice / (603) 862-1527 TTY. Copies of this policy and suggested guidelines for the use of nonsexist language will be available from the Affirmative Action and Equity Office and the President’s Commission on the Status of Women at (603) 862-1050.

Relay NH: 800-735-2964

11 University of New Hampshire Hazing Policy

Hazing is not permitted and is defined by the University of New Hampshire as an act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; or (2) destroys or removes public or private property.

Any student or organization found responsible for hazing within the jurisdiction of the UNH Code of Conduct is subject to sanctions imposed by a Hearing Officer through the Office of Conduct and Mediation.

New Hampshire State Law. In addition to university policy, NH RSA 631:7 makes it a crime for an individual or organization to participate in “student hazing” or to fail to report incidents of student hazing.

If you are unsure as to whether or not an activity would be considered inappropriate or if you believe you have witnessed or been a victim of hazing, you can contact any of the following offices for assistance. Office of Residential Life at 603.862.2268, Memorial Union Building at 603.862.4600, Dean of Students or Vice President for Student and Academic Services at 603.862.2053, ROTC Air Force at 603.862.1480, Army ROTC at 603.862.1078, Department of Athletics at 603.862.4051, Office of Student Organizations & Leadership at (603) 862-4764 or Office of Greek Life (603.862.1002) To anonymously report inappropriate behavior and/or allegations of hazing, please contact the Hazing Hotline at (603) 862-3686. AD/July, 2012.

12 Financial Responsibilities

Please check the following url for changes made to this policy after the Student Rights, Rules, and Responsibilities went to press: http://usnh.edu/OLPM/BOT/IV.Fin/E.htm.

Classification of Students for Tuition Purposes (Residency Rules)

Basic Rule. All students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within

* All references to the online policy manual (ex: BOT IV F 11.1) can be accessed at http://usnholpm.unh.edu.
the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

Definitions. "Parent" means the individual or individuals named on the student’s birth certificate; or the student’s legal guardian or legal custodian provided that there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on the emancipated person; or an individual who can claim the student as a dependent on his/her IRS 1040 tax return.

“Domicile” means a person’s true, fixed and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain and to which s/he expects to return when s/he leaves without intending to establish a new domicile elsewhere.

“Veteran” shall have the same meaning as defined in RSA 21:50, I.

Determination of Student Status. A student shall be classified as in-state or out-of-state for tuition purposes at the time of his/her first admission to the University System unit. The decision shall be made by the dean or director of admissions of the appropriate division in the first instance based upon information furnished by the student’s application and other relevant information available to the dean or director.

Application Forms. Anyone applying for in-state status for tuition purposes at the same time he or she is applying for admission shall submit an application on forms to be prescribed by the dean or director of admissions which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the dean or director may require in support of the affidavit of domicile. In the event the campus residency officer possesses facts or information indicating that a student’s status should be changed from in-state to out-of-state, whether or not the information was received from the student in compliance with notification requirements set forth in BOT IV.E.13, in his/her discretion, the campus residency officer may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the university system unit.

Burden of Proof. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant’s request the dean or director of admissions shall state the reason or reasons for the decision in writing.

Determination of Domicile. No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

In accordance with RSA 187-A:20-c, any veteran of the armed forces who establishes a residence in New Hampshire is eligible immediately for the in-state rate, and the twelve-month waiting period for establishing domicile shall not apply.

No unemancipated person shall be eligible for in-state tuition status unless his/her parent(s), as defined in BOT IV.E.2.1, shall have established domicile in this state.

No person shall be eligible for in-state tuition status unless s/he establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

When a person has established eligibility for in-state tuition based on his/her parent’s domicile and the parent subsequently establishes domicile outside of New Hampshire, the person shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile. It shall be the student’s responsibility pursuant to BOT IV.E.13 to notify the campus residency officer of any changes affecting his or her eligibility for the in-state tuition rate.

All evidence relevant to determining domicile shall be considered. Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Payment or non-payment of any tax levied by the State of New Hampshire or any political subdivision on persons resident or domiciled thereon;
- Residence reported on any federal or state tax return;
- Registration of one’s automobile;
- State issuing one’s driver’s license;
- Receipt of support from parents who are resident or domiciled outside the State of New Hampshire;
- Voting residence;
- Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose;
- Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit;
- The filing of any claim for benefits under any policy of insurance or any federal, state or local benefit legislation based on residence or domicile outside the State of New Hampshire;
- Status in some other state which would qualify a person for in-state tuition in that state.

Emancipation. No person shall be deemed to be emancipated unless his/her parent(s), as defined in BOT IV.E.2.1 above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent(s) is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met.

Evidence of the following shall be submitted by an applicant and requested by the dean or director of admissions:

- Lack of financial support of the person by the parents;
- Lack of contribution by the parents to any earnings or other income received by the person;
- Failure of the parent to claim the person as a dependent on his/her income or other tax returns;
- Establishment by the person of a domicile separate and apart from that of the parent; and
- Failure of the person to return to the home of the parent during vacations and other recesses from school.

Presumptions. Unless the contrary appears to the satisfaction of the dean or director of admissions in individual cases, the following presumptions shall prevail:

- A student is presumed to be emancipated from his/her parent(s) when he or she reaches the age of twenty-four (24).
- The domicile of an unemancipated person shall be that of his/her parent(s), as defined in BOT IV.E.2.1.
- The domicile of any person who first enters the University System from the domicile of his/her parent(s), as defined in BOT IV.E.2.1 above, is that of the parent(s) until s/he abandons such domicile and, for purposes other than that of education, acquires a new domicile;
- The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until s/he abandons such domicile and, for purposes other than that of his/her education, acquires a new domicile; and
- Attendance at a unit of the University System or at any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

Waiver. Nothing contained in these rules shall preclude the dean or director of admissions or campus residency officer from waiving any requirements hereof under special circumstances in individual cases. Waivers shall not be routinely granted.

Military Personnel. A member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification...
for himself/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state rate while living in this state.

Review of Student Status. Any student who is aggrieved by the decision of the dean or director of admissions classifying him/her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the dean or director of admissions. Any student aggrieved by the campus residency officer’s decision may appeal that decision to the University System’s Residency Appeals Board (the “Board”).

The student may present to the Board such additional evidence as s/he may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the Board shall be the final decision of the University System.

The University System Residency Appeals Board shall be comprised of three members who shall be designated by the presidents of each of the System’s three residential campuses. At the first meeting of each academic year, the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year. The chair may delegate authority to chair particular meetings of the Board to any member of the Board.

Change in Status. Any student who has, on his/her first admission to the University System, been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change in status.

Students applying for a change in status shall file their applications with the campus residency officer prior to the first day of the semester for which the student is seeking the in-state tuition rate. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. However, where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and that decision is reversed by the Residency Appeals Board during the semester, the student’s status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses any fact or information indicating that a student’s status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the campus residency officer as set forth in BOT IV.E.11.1. No such change made by the campus residency officer after the commencement of any semester shall be effective until the beginning of the next semester. Change to out-of-state status made by the campus residency officer prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board shall be effective as of the commencement of the semester.

Student Responsibility to Notify Institution of Changes in Status. It shall be the responsibility of students on all campuses to notify the campus residency officer of any change in their eligibility for the in-state tuition rate as a result of:

• Change in the domicile of their parents; or
• Change in their own domicile

Failure to notify the campus residency officer of any changes affecting eligibility for the in-state tuition rate shall subject a student to disciplinary action under the provisions of the code of student conduct and/or to such actions that may be available under law, or both.

12.2 Mandatory Fees

The University of New Hampshire assesses mandatory fees to support expenses associated with the participation in an academic community. Mandatory fees are defined as fees which all students are assessed as a prerequisite for registration unless specifically exempt. Mandatory fees are assessed because the services made available through such fees benefit the overall educational experience of the students, including academic, co-curricular, health-related, and recreational programs. It is recognized that not all students will use the benefits and privileges made available by fee-supported activities to an equal extent. The services and facilities supported by fees are available to all. The special circumstances of part-time and graduate students are reflected in the University’s fee structure.

Fee Structure. Full mandatory fees are assessed to undergraduate (registered for 12 or more credits) and graduate students (registered for 9 or more credits), national student exchange students, doctoral research and master’s continuing research students. Undergraduate students registered for 5-11 credits and graduate students registered for 5-8 credits are assessed one-half of the cost. Students registered for 1-4 credits are assessed only the technology fee. Students enrolled in Manchester campus programs pay Manchester mandatory fees and a technology fee. UNH Law students pay a UNH Law student activity fee and a technology fee. Students enrolled as non-degree full-time special students (13 or more undergraduate credits or 9 or more graduate credits) pay full mandatory fees.

The mandatory fees include:

• Memorial Union fee for the use and administration of the student union
• Recreational fee for support of recreational facilities
• Student activity fee for support of the undergraduate newspaper, yearbook, student government, student lawyer, student radio station, and other student organizations
• Athletic fee to provide support for athletic programs
• Heath and counseling fee to provide general health care through University Health Services
• Technology fee to provide electronic tools to students both on and off campus
• Transportation fee to provide students transportation services, including select infrastructure improvements, transit service, pedestrian and bicycle facilities, and ride services
• SHARPP fee to support the University’s efforts to address issues of sexual and domestic violence.

Students who withdraw or drop to part-time status after classes begin are eligible for partial refund of fees. (100% will be refunded until the second Tuesday of the semester; 75% until the second Friday of the semester; 50% after the second Friday and until the fifth Friday; and none thereafter).

Exceptions. Students enrolled as majors in the Graduate Center for Professional Studies are assessed the Manchester Mandatory fees. UNH Law students are assessed a UNH Law student activity fee and a technology fee. Students participating in a UNH Study Abroad Program or internship outside the immediate geographic area (50-mile radius) for a semester may petition for a waiver of mandatory fees, with the exception of the technology fee.

Students taking online courses only and who reside outside the immediate geographic area (50 mile radius) may petition for a waiver of mandatory fees, with the exception of the technology fee.

All graduate students are exempt from the student activity fee and athletic fee. Graduate students enrolled in weekend/executive programs on the Durham campus are exempt from mandatory fees except the technology fee.

Graduate students enrolled in pre-designated evening-only programs, as approved by the Provost and Executive Vice President for Academic Affairs or his/her designee, are exempt from the Health Services and Counseling fees.
Doctoral students who have achieved candidacy may petition for a waiver of the mandatory student fees. A waiver will be granted under the following circumstances:

- The student must be advanced to candidacy and enrolled only in 999 prior to the beginning of classes.
- The student cannot be on an assistantship or fellowship, unless such support covers research that is being conducted out of the geographic area (50 miles).
- The student has recently relocated and/or permanently resides out of the immediate geographic area (50 miles) prior to the beginning of classes. The 50-mile radius may be waived if the student is not receiving University support, has met the one-year residency requirement, is working full-time and will only be on campus sporadically to meet with his or her advisor or if the student has completed all requirements for the degree prior to the end of the drop/add period (end of the third week).
- The student is temporarily out of the region (50 miles) for at least one semester, conducting research related to his or her dissertation.
- The student has a family emergency, illness or has provided the Dean of the Graduate School other information to warrant an exception (information will be provided with the petition as appropriate).
- Students who meet the above conditions and are within the immediate geographic area must confirm in writing that they will not be using the campus services covered by mandatory fees.
- Students must submit petitions each semester to waive fees.

Authority. Any conflicts resulting from this procedure will be adjudicated by the Provost and Executive Vice President for Academic Affairs and the Vice President for Finance and Administration or his/her designee.

(Approved by Deans Council, May 10, 2005)
(revised August 27, 2010)
(revised May 10, 2011)

12.3 University Accounts

12.3.1 Payment of University accounts. Tuition and fees are due in full each semester before the first day of classes. Due dates are indicated on billing statements.

UNH bills are sent electronically only. Bills are posted to student MyUNH/Blackboard accounts. Students may authorize parents or others to access their account information by setting up Parent Portal accounts. Billing notifications are sent to UNH-assigned email addresses when new bills are posted. Students are responsible for monitoring their UNH email addresses.

Mandatory fees partially fund various programs and services which are available to all students. Students are required to pay all mandatory fees charged regardless of actual use of the programs and services.

Student accounts which are not fully paid by the payment due date specified on the tuition bill will be assessed late fees. Students who register after the payment due date are expected to pay tuition and fees at the time of registration. Graduate students’ tuition and fees are payable at registration and graduate students are not considered registered until their accounts have been paid. If a check tendered in payment is returned unpaid by the bank upon which it was drawn, the student will be assessed a returned check fee.

12.3.2 Failure to pay University accounts. All university bills must be paid before a student is permitted to register for the ensuing semester, to graduate, to receive any credit for courses taken and to receive transcripts. Any student who does not clear outstanding debts will be considered as not having completed registration, will have all enrollments for the current semester deleted, and will be held liable for bills under the refund policy (11.34). A student who is eligible to graduate must have all bills paid before he/she can receive a diploma and/or an official transcript.

Student accounts remaining unpaid more than 30 days after termination of student status for any reason may be liable for interest and collection charges.

12.3.3 Loan defaults. Former students who have not made the required payments (i.e. “defaulted”) on government-backed and/or campus-backed loans will not be permitted to register for classes, to graduate, to receive any credit for courses taken, or to receive transcripts. Please contact Business Services, Stoke Hall. (Some examples of government loans are Perkins, Direct Stafford; some examples of UNH loans are UNH Institutional Loans, UNH Temporary Loans, UNH Emergency Loans.)

12.3.12 ROTC uniform and equipment charges. Students will be billed for the value of articles issued to them that are lost, damaged, or not returned. Failure to pay such charges shall be processed under 11.22.

12.3.13 Refund of University charges

12.3.131 Refund of tuition. Students who withdraw or drop to part-time are eligible for partial refund of tuition. One hundred percent of tuition and mandatory fee charges will be refunded until the second Tuesday of the semester; three-fourths until the second Friday of a semester; one-half after the second Friday and until the fifth Friday; and none thereafter. (See 03.3). This refund policy also applies to students reducing their credit load from full to part-time. Course fees are refunded only if a course is dropped before the first day of classes or the student withdraws before the first day of classes.

Students receiving Title IV financial aid will be refunded based upon the schedule noted above. Some portion of financial aid may be returned to the financial aid program in accordance with the Title IV regulations in effect at the time of withdrawal from the University or drop from full-time to part-time status.

The UNH refund policy does not apply to students who withdraw from off-campus programs. Since off-campus programs have their own refund policies, students who withdraw from those programs will be subject to the refund policies and terms of their specific off-campus programs.

12.3.132 Refund of board payment. Refunds on board plans will be granted only upon management approval or withdrawal from the University. If approved, Unlimited Meal Plans will be refunded based on the following: weeks and partial weeks attended will be charged at the weekly rate. Unused Dining Dollar balances will be refunded. Block plans will be refunded for all unused meals. Meals eaten will be charged at the highest prevailing price.

12.3.133 Refund of University charges

12.3.134 Housing policies: payment/cancellation/refund. Please refer to Room & Board Agreement, page 54.

12.4 Financial Aid to Students

The Financial Aid Office website outlines procedural requirements for undergraduate financial aid and all eligibility criteria for federal financial aid programs and University tuition grants and scholarships. The University’s financial aid program is one in which the basic philosophy for eligibility is the student’s financial need.

University gift aid consists of tuition grants and scholarships. Tuition grants are based on financial need and are awarded to both resident and nonresident students from funds budgeted yearly by authority of the Board of Trustees. Scholarships that are based on academic merit are subject to renewal criteria including academic performance (typically reflected by a cumulative GPA of at least 3.00) and a record of good citizenship. Rule 11.31 applies to students who receive University gift aid.

12.4.11 Eligibility. All degree students are eligible for consideration for financial aid. To be considered for financial aid, a student must annually submit appropriate financial aid application material to the Financial Aid Office.

12.4.11 Minimum credits. For the award and/or continuation of University grants or loans, a student must be a registered degree candidate.
13 Health Services

13.1 General Policies

13.11(ad/ss) Student responsibility. When a student becomes ill or has a significant health concern, he or she is urged to contact Health Services.

13.2 Scope of Health Services

13.21 Services available. The University has a nationally-accredited health and wellness program. Medical care is provided for routine, acute and chronic issues. Additional services are available for contraception, gynecological health care, and limited sexual assault services. A community health nurse assists with problems arising from health-related hospitalization and/or health withdrawal and return to campus. Other services include: allergy/immunization clinic, medical care for mental health issues, and international travel clinics. Ancillary Services include laboratory, pharmacy, and radiology departments.

The Office of Health Education and Promotion coordinates health promotion activities on campus. Provided are: programs and individual/group support to promote healthy lifestyle choices, nutrition counseling, stress management/wellness counseling, biofeedback, light therapy, massage therapy, smoking cessation services, alcohol and other drug counseling, education and support for students living with chronic illnesses and an extensive resource library.

13.22 Special services. Payment for medical care obtained off campus is the responsibility of the student. For exceptions, see 13.31 and 13.33 below.

13.3 Fees and insurance

13.31(ad/ss) Fees. Students are asked to share the cost of providing for their health care needs. This is accomplished through a combination of a required health fee, health insurance, and/or direct payment of fee-for-services. The health fee covers all office visits, including any outpatient primary care needs, as well as health education and promotion services that are obtained at Health Services. However, charges not covered by the health fee are the responsibility of the student. Students should check with the Health Services Business Office with any questions.

13.311 Fee Policy. Payment of the UNH Health Services fee is required of all full-time graduate and undergraduate degree candidates. Part-time graduate and undergraduate degree candidate students are charged a partial fee. See http://www.unh.edu/business-services/tuitug.html for more information on part-time fees.

13.312 Fee Waiver Policy. Waivers of required fees are rare and may be granted only in extreme circumstances. The services and facility are available to all; the extent to which a student uses them is not a factor by which assessment is determined.

13.313 Health Insurance. The University requires full-time degree students to have health insurance as a condition of enrollment. Student health insurance is separate from the health fee. It provides health care coverage beyond the primary care and services covered under the health fee. Information regarding health insurance can be found at www.unh.edu/health-services/shbp. International students are required to purchase the Student Health Benefits Plan sponsored by the University. This plan provides coverage for 12 consecutive months effective September 1 of each year.

13.314 Unpaid Accounts. Health Services accounts unpaid 30 days after service is received are transferred to the University Business Office for collection and are handled as any unpaid University account.

13.32(ad/ss) Office Hours of Health Services. During the academic year, normal operating hours are 7:30 a.m.–4:30 p.m. on Monday, Tuesday, Thursday, and Friday; 7:30 a.m.–7:30 p.m. on Wednesday; and 12:00 noon–4:00 p.m. on weekends.

13.33(ad/ss) Urgent care outside of regular clinic hours. For fee-paying students, after-hours care is facilitated through a medical call center. Students are connected to trained staff and registered nurses who may offer care advice and/or refer to local health care providers or hospitals.

13.4 Patients’ Bill of Rights

1. The patient shall be treated with consideration, respect, and full recognition of the patient’s dignity and individuality, including privacy in treatment and personal care and including being informed of the name, licensure status, and staff position of all those with whom the patient has contact, pursuant to NH RSA 151:3-b.

2. The patient shall be fully informed of a patient’s rights and responsibilities and of all procedures governing patient conduct and responsibilities. This information must be provided orally and in writing before or at admission, except for emergency admissions. Receipt of the information must be acknowledged by the patient in writing. When a patient lacks the capacity to make informed judgments the signing must be by the person legally responsible for the patient.

3. The patient shall be fully informed by a health care provider of his or her medical condition, health care needs, and diagnostic test results, including the manner by which such results will be provided and the expected time interval between testing and receiving results, unless medically inadvisable and so documented in the medical record, and shall be given the opportunity to participate in the planning of his or her total care and medical treatment, to refuse treatment, and to be involved in experimental research upon the patient’s written consent only.

4. Patients are provided, to the degree known, complete information concerning their diagnosis, evaluation, treatment and prognosis. When it is medically inadvisable to give such information to a patient, the information is provided to a person designated by the patient or to a legally authorized person. Patients are given the opportunity to participate in decisions involving their health care, except when such participation is contraindicated for medical reasons.

5. The patient shall be transferred or discharged after appropriate discharge planning only for medical reasons, for the patient’s welfare or that of other patients, if the facility ceases to operate, except as prohibited by Title XVIII or XIX of the Social Security Act. No patient shall be involuntarily discharged from a facility because the patient becomes eligible for Medicaid as a source of payment.

6. The patient shall be encouraged and assisted throughout the patient’s stay to exercise the patient’s rights as a patient and citizen. The patient may voice grievances and recommend changes in policies and services to facility staff or outside representatives free from restraint, interference, coercion, discrimination, or reprisal.

7. The patient shall be permitted to manage the patient’s personal financial affairs. If the patient authorizes the facility in writing to assist in this management and the facility so consents, the assistance shall be carried out in accordance with the patient’s rights under this subdivision and in conformance with state law and rules.

8. The patient shall be free from emotional, psychological, sexual and physical abuse and from exploitation, neglect, corporal punishment and involuntary seclusion.

9. The patient shall be free from chemical and physical restraints except when they are authorized in writing by a physician for a specific and limited time necessary to protect the patient or others from injury. In an emergency, restraints may be authorized by the designated professional staff member in order to protect the patient or others from injury. The staff member must promptly report such action to the physician and document same in the medical records.

10. The patient shall be ensured confidential treatment of all information contained in the patient’s personal and clinical record, including that stored in an automatic data bank, and the patient’s written consent shall be required for the release of information to anyone not otherwise authorized by law to receive it. Medical information contained in the medical records at any facility licensed under this chapter shall be deemed to be the property of the patient. The patient shall be entitled to a copy of such records upon request. The charge for the copying of a patient’s medical records shall not exceed $15 for the first 30 pages or
10. To refrain from behavior which would offend or harm others.

8. Not to give medication prescribed for self to others.

7. To cancel or reschedule, as far in advance as possible, if unable to keep an appointment.

6. To not lend his/her personal identification to others as this may lead to sensitivities to allow proper evaluation and treatment in order to ensure optimal care.

5. To show courtesy and respect to health personnel, staff, and other patients.

4. To follow the treatment plan prescribed by her/his clinician.

3. To inform her/his clinician about any living will, medical power of attorney, or other directive that might affect her/his care.

2. To ask sufficient questions to ensure appropriate comprehension of illness or problem, as well as the health professional’s recommendation for continuing care. If the care or course of treatment is unacceptable for any reason, it should be discussed with staff of the health service or a student advocate.

1. To provide information about his/her illness or problem, current health, all current medications/dietary supplements, and any allergies or sensitivities to allow proper evaluation and treatment in order to ensure optimal care.

11. To provide full information about his/her illness or problem, current health or gender identity/expression.

10. To provide a responsible adult to transport her/him from Health Services to her/his residence and remain with her/him for 24 hours if required by her/his clinician.

9. To communicate with a health provider if conditions worsen or aren’t following the expected course.

8. Not to give medication prescribed for self to others.

7. To cancel or reschedule, as far in advance as possible, if unable to keep an appointment.

6. To not lend his/her personal identification to others as this may lead to sensitivities to allow proper evaluation and treatment in order to ensure optimal care.

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1. To provide information about his/her illness or problem, current health, all current medications/dietary supplements, and any allergies or sensitivities to allow proper evaluation and treatment in order to ensure optimal care.
of the Acceptable Use Policy, and that UNH follows an established process to respond to complaints from copyright holders about students who allegedly violate the copyright law through electronic means such as peer to peer file sharing through personal computers. If the university receives a lawfully ordered subpoena to provide personally identifiable information (such as name and address) matching an IP address that has been identified as an alleged source of copyright violations, it will comply. See also http://www.unh.edu/cis/dmca for information concerning the Digital Millennium Copyright Act (DMCA) and the University’s compliance procedures for the sections that deal with online copyright infringement liability limitation. The policy is periodically reviewed and updated. It is the user’s responsibility to familiarize herself/himself with the updates.

15 Dining Hall Policies

15.1 Students in Residence Halls
All students who reside in University housing (except Babcock Hall or Gables and Woodside apartments) are required to purchase a meal plan each semester from the designated mandatory choices (Core, Campus or Premier meal plans). If no plan is selected when applying for housing, students will be assigned the Core meal plan.

Meal plan changes for the current semester will be accepted through the second Friday of each semester. The same meal plan will be billed for Spring semester when a student resides in a residence hall unless a Meal Plan Change Form is submitted to UNH Dining.

15.2 Specific Nutrition Concerns
Students with specific nutrition concerns or medically restricted diets should meet with UNH Dining’s registered dietitian to review options for dining hall reasonable accommodations. UNH Dining endeavors to provide a wide variety of nutritious food options to meet all needs.

Should the decision be that the dining program is not able to accommodate specific needs, the student should consider alternate housing, either in a University apartment or off-campus housing without a meal plan requirement. Meal plans are a requirement for all who reside in residence halls and exceptions are not granted.

UNH Dining makes every effort to ensure that recipe ingredients are communicated to all who want to know. Ingredient information and nutritional analysis of recipes are available on the Web at unh.edu/dining. Recipes and ingredients change frequently. It is the responsibility of guests with food allergies or specific nutrition concerns to make the judgment as to whether or not to eat a specific food item. Please ask questions about ingredients to any Dining associate.

15.3 Voluntary Meal Plans
Commuters and those who live in the University apartment complexes or Babcock Hall may choose either a swipe plan or an unlimited plan. See unh.edu/dining for the latest information about meal plans. The last day for cancellations, changes and refunds is the second Friday of the semester in which the meal plan was purchased.

15.4 Meal Plan Rates
Meal plan prices are available from the Dining Office, at unh.edu/dining or at Housing sign-up. The University reserves the right to change rates at the beginning of a semester based on trustee approval. UNH Dining will provide as much advance notice as possible regarding rate changes. Students will be charged the meal plan price in effect at the time of billing.

15.5 Rebates
Refunds on meal plans after the second Friday of each semester will be granted only with management approval or withdrawal from the University. If approved, Unlimited Meal Plans will be refunded based on the following: weeks and partial weeks attended will be charged at the weekly rate. Unused Dining Dollar balances will be refunded.

15.6 Meal Hours
Meal hours are posted in the residence and dining halls each semester and at unh.edu/dining. Students are responsible for allowing time for meals in their class and work schedules. Only specified dining halls will be open on weekends and during other periods of reduced activity or during curtailed operations.

15.7 Removal of Food and Equipment
No food or equipment may be removed from the dining halls. Violators are subject to a fine. At the retail locations, all food must be paid for before being consumed.

15.8 Items Prohibited From Dining Halls
Backpacks and other satchels are not allowed in the dining halls for the safety of patrons and staff. Only approved beverage containers are allowed. All other bottles, mugs and containers are prohibited. The University of New Hampshire is not responsible for lost or stolen item.

16 University ID Cards

16.1 Use of Identification
The primary purpose of the UNH ID card is to identify the cardholder as eligible for the various programs and privileges UNH provides. The ID card remains the property of the University. You may be asked to produce it at any time to validate your presence in or access to buildings and programs including meal plans and debit programs. Your UNH ID card is not transferable. A photo ID card will be confiscated when presented by someone other than the owner. Misuse of the card will result in penalties to all parties.

16.2 Lost ID Cards
Lost or stolen ID cards should be reported immediately to the Dining and ID office (603) 862-1821 or suspended instantly at www.unh.edu/dining. You are responsible for any use made of your card until it is reported lost or stolen and suspended. Only the balance of meals, Dining Dollars, Cat’s Cache and guest passes on the card at the time of suspension can be protected. Until your ID is replaced, you will not have access to the balances and privileges encoded on the card. A charge of $25 is made to replace a lost, stolen or mutilated photo ID card. A charge of $15 will be made to replace a lost, stolen or mutilated non-photo dining card. The area desks maintained by the Department of Housing can issue temporary cards allowing access to residence halls.

16.3 The Cat’s Cache Program
The Cat’s Cache debit program is a convenient way to make purchases. It is accepted at all UNH Dining locations, the Memorial Union (including the bookstore), Health Services many other campus locations and many businesses in downtown Durham and beyond. Cat’s Cache balances carry forward from year to year and are fully refundable upon request without penalty, but the entire balance must be refunded at once. After students have graduated or left UNH, any remaining Cat’s Cache balance of $10 or more will be refunded to the student account. Accounts of graduated and withdrawn students are typically closed no later than 30 days after separation from UNH. A refund of any balance under $10 will be waived unless the student requests that refund before the account is closed. Refund requests for Cat’s Cache balances under $10 should be made at the UNH Dining/ID Office located in Room 101 of Holloway Commons. Cat’s Cache accounts have no minimum balance and no fees of any kind. Deposits can be made with cash or check in the Dining ID office, online at www.unh.edu/dining with a credit or debit card or at one of nine conveniently located Account Management Centers with a credit or debit card. Purchases of alcohol, tobacco, tanning, firearms, weapons and any other incendiary and/or destructive devices are prohibited.
16.4 Dining Dollars
Dining Dollars are available to anyone. When using Dining Dollars you receive a 5% discount on your purchase. Dining Dollars are accepted at Philbrook, Stillings, Holloway Commons, MUB Union Court, Cornerstone Cafe, Wildcatessen, UNH Dairy Bar, Zeke’s, Albert’s, Philbrook cafe. Dining Dollars may also be used in campus vending machines and Dunkin’ Donuts, but the discount does not apply. Dining Dollars are valid during the academic year of purchase only. Balances carry over from Fall Semester to Spring Semester but expire at the end of meal service in May. Dining Dollars are not refundable.

16.5 Finger/Vein Biometric Technology
Access to Holloway Commons, Philbrook Dining Hall and Stillings Dining Hall for all meal plan holders is via a biometric finger/vein scanner at the entrance to the dining hall. Finger/vein scanning is mandatory for unlimited meal plan holders and meals are not transferable. Any attempt to gain entrance for multiple persons is prohibited. Such fraudulent actions will result in penalties to all parties.

17 Intercollegiate Athletics (ad/ss)

17.1 Certification and Eligibility
The UNH compliance staff is responsible for certifying the eligibility of all student-athletes for practice, competition, and athletically related activities. The Intercollegiate Athletics program, which operates under the terms and conditions of the bylaws of the NCAA and member conferences, is responsible for certifying eligibility. Student-athletes enrolled in the Thompson School are not eligible for participation in intercollegiate athletics, under NCAA rules, since it does not offer a program of studies leading to a baccalaureate or equivalent degree as defined by the institution.

17.2 Funding
It is the policy of the University of New Hampshire that both men and women student-athletes have equal access to funds for athletic scholarships for participation in intercollegiate athletic programs. Criteria and procedures for awarding such scholarships shall be formulated by the director of the Department of Intercollegiate Athletics (University Senate; March 17, 1975).

17.3 Intercollegiate Athletics
The University is a member of the National Collegiate Athletic Association, the America East Conference, the Colonial Athletic Association, Hockey East, Eastern Atlantic Gymnastics League, Eastern College Athletics Conference, and Eastern Intercollegiate Ski Association and is governed by those rules and regulations that are on file in the Intercollegiate Athletics Office in the Field House.

17.4 UNH Policy on Scheduling of Games and Practices
Preamble—The University of New Hampshire, first and foremost, is dedicated to the promotion of learning and scholarship, and to meeting the public need for educated citizens. The University achieves that goal by completing its three-fold mission of teaching, research, and public service. UNH also values the role played by athletics in the life of the community. Student-athletes are representatives of the University in intercollegiate competition, and their athletic and academic excellence brings credit to UNH. The University recognizes that student-athletes must balance the demands of their sport with the academic obligations they assume when they enter an institution of higher learning. The following policy is designed to acknowledge that challenge, and to assist the student athletes, as well as faculty members, coaches, and administrators, in managing conflicts that could arise between the legitimate demands of both academics and athletics.

A. Policy on Games During Academic Semester:
1. UNH student-athletes have the responsibility of notifying each of their instructors before the end of the period for adding classes about any possible conflict between scheduled class meetings, exams, or assignment due dates, and scheduled athletic contests, especially those involving travel off campus. Such notification shall be in writing or by electronic mail, and shall include specific information about the dates the student will not be in class, nor available for an exam. Student-athletes are responsible for completing all reading, and acquiring all lecture notes and other material introduced in the class during their absence.
2. UNH faculty are requested to be flexible and offer reasonable accommodations for student-athletes whose schedule of intercollegiate athletic contests requires them to be absent from class, or miss scheduled quizzes, exams, or assignment due dates. The specific accommodation offered shall be determined by the faculty member, but might include make-up quizzes, alternate due dates, or rescheduling of exams. The faculty member retains the right to make the final determination about course scheduling, academic requirements, and assignment due dates. However, given that student-athletes represent the University when participating in competition away from campus, absence by a student-athlete resulting from his/her travel to, or participation in a regularly-scheduled intercollegiate athletic contest, about which the faculty member has been properly notified, shall not incur an academic penalty (i.e., lower grade), even when a portion of the grade in a course is based on attendance.
3. Except for absences resulting from travel to, or participation in regularly-scheduled intercollegiate athletic contests about which the instructor has been properly notified, UNH student-athletes shall have the responsibility of attending class, sitting for exams, and meeting assignment due dates on the same schedule as other students enrolled in the same course, and may be penalized for absences other than those resulting from such travel or participation.

B. Policy on Practices During Academic Semester:
1. NCAA Bylaw 17.1.6.6.1 indicates that no class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
2. No faculty member may excuse a UNH student-athlete from class, or from an exam, quiz, or assignment, because of a conflict with regularly-scheduled athletic practices. If it becomes apparent that such conflicts will occur regularly during a semester, the student-athlete should consider dropping a course, or otherwise altering her/his academic schedule to avoid excessive absences.
3. Student-athletes should notify coaches as soon as possible of any conflict that arises between an academic obligation (such as a common exam) and regularly-scheduled athletic practices. If such conflicts cannot be resolved first through consultation with the course instructor involved.
4. UNH coaches shall have the option of excusing a student-athlete from a scheduled practice for academic reasons. Coaches are encouraged to be flexible in considering conflicts that occasionally arise between the academic and athletic obligations of the student-athlete. The decision regarding excused release from practice for academic purposes shall be made by the coach, and not by the student-athlete or faculty member involved. Except during final exams, no UNH athletic coach shall be required to alter his/her regular practice schedule, or excuse an athlete from practice, to accommodate the academic schedule of a student-athlete.
5. In the event of an unresolvable problem, ultimately the student-athlete is responsible for deciding what is in her/his best interest, and accordingly determining the outcome of all conflicts between academic and athletic obligations.

C. Policy on Game Schedule During Exams:
1. The Department of Athletics, in cooperation with the Coaches of UNH intercollegiate teams and their respective conferences, should make every effort to avoid scheduling games or meets during the period of final exams for both Fall and Spring Semesters.
2. Notification of the UNH final exam schedule, along with a copy of this policy, should be forwarded to the various athletic conferences as soon as the exam schedule is made available by the University.

3. Because conflicts may occasionally arise between the UNH exam schedule and regular season games, championships meets, or conference playoffs in which a UNH team, or individual athlete may be expected to compete, UNH-student-athletes shall have the option of declining to participate in those games, meets, or matches in order to devote time to preparation or completion of final exams.

4. In the event of a conflict between final exams and a scheduled athletic contest, the student-athlete has the responsibility to notify as soon as possible the instructor(s) of the course(s) involved in the conflict. The UNH-student-athlete shall have the option of requesting a rescheduling of the exam, and UNH faculty members shall make every reasonable effort to accommodate student-athletes. The final decision regarding rescheduling of exams, or assignment of alternate course work remains with the faculty member. UNH-student-athletes are responsible for completing their exams and assignments according to the schedule determined by the instructor of the course.

5. Participation in a scheduled athletic contest during the final exam period shall not be considered sufficient reason for requesting or issuing a grade of incomplete (IC).

D. Policy on Practice During Final Exams:

1. UNH student-athletes must be given every reasonable opportunity to prepare and successfully complete final exams and other assignments required in their academic courses.

2. UNH Athletic coaches may not schedule mandatory practices, scrimmages, or other mandatory team or individual training during final exam periods.

3. UNH athletic coaches may schedule optional workouts or practices, and are encouraged to remain flexible in offering such opportunities to their athletes.

4. Consistent with space and personnel constraints, the Athletic Department shall offer access to various training and practice facilities on a flexible schedule during final exam periods.

5. No UNH student-athlete may reschedule a final exam, or postpone a final assignment due date, because of a conflict with a scheduled but optional individual or team practice session.

Last Revised 5/1/2013
Revision Approved by AAC April 22, 2014

18 Student Organization Policies

18.1 Definition of Student Organization

A Student Organization is defined as, but not limited to, a group of at least 7 undergraduate and/or graduate students in good academic standing that have a common purpose in alignment with the mission of the University of New Hampshire (RSA 187-A:3).

18.2 Recognition of Student Organizations

A. Any group that meets the definition of a student organization must apply for recognition through The Office of Student Involvement and Leadership (OSIL) and receive approval by the Coordinator of Student Organization Services and Leadership to obtain privileges of a recognized student organization.

B. Representatives of all current groups seeking to be recognized for the next year must complete the formal OSIL recognition process which entails the completion of the online recognition module. For a complete outline of the recognition process, please refer to the Student Organization Manual section on Recognition Policies at www.unhmb.com/involvement.

C. Groups who apply for recognition and receive approval will be granted recognition for an entire year, provided they maintain all standards set forth in the Student Organization Manual and the Student Rights, Rules, and Responsibilities handbook. Additionally, every recognized student organization is required to send at least one representative to the Student Organization Information Meeting each semester in order to maintain recognition.

D. New organizations seeking recognition must schedule a meeting with the Coordinator of Student Organization Services and Leadership, and then go through the same process as groups reapplying for recognition in order to obtain benefits/privileges of a Recognized Student Organization.

E. New organizations can apply for initial recognition any time during the academic year. However, after initial recognition, the student organization must re-apply each year during the formal recognition period.

F. Those organizations supported by the undergraduate Student Activity Fee will follow the same guidelines and recognition policies as non-SAF-funded organizations and will be under the general jurisdiction of the Student Organization Services Office. SAF-funded organizations also come under the direct jurisdiction of the Student Senate and its constitution and bylaws.

G. The University of New Hampshire acknowledges the following governance organizations:

1. Graduate Student Senate
2. Student Senate
3. Interfraternity Council
4. Panhellenic Council
5. United Greek Association
6. Memorial Union Board of Governors
7. Residence Hall Association

Such acknowledgment reflects the University’s acceptance of each of these organizations as the official representative of student opinion for the constituencies served by that group. In order to maintain such status, these governance organizations must comply with all recognition policies each year.

H. Social fraternities and sororities must be recognized by the Office of Student Involvement and Leadership and meet the requirements of the Greek Minimum Standards for Expansion. Social fraternities and sororities seeking OSIL recognition must go through the same recognition process as all other organizations reapplying for recognition in order to obtain benefits/privileges of a Recognized Student Organization.

I. Residence Hall Councils/Activities Boards who are recognized by the Office of Residential Life must go through the same recognition process as all other organizations reapplying for recognition in order to obtain benefits/privileges of a Recognized Student Organization.

J. Clubs shall be recognized as Sport Clubs through Campus Recreation if they demonstrated the following:

1. Interest
2. Organization
3. Need
4. Safety
5. Satisfaction of a true sport definition to include: A sport (example, badminton, rugby, sailing, rowing, etc.) with a national, international, or independent governing body; a set of rules published by the appropriate governing body; evidence that there are established competitions, clinics, or tournaments within a reasonable driving distance/time of UNH; and that the sport is the primary purpose/objective of the club. Any Sport Clubs recognized by Campus Recreation are also recognized as Student Organizations by the Office of Student Involvement and Leadership. See Section 18 in Conduct Code: Sport Clubs for more information.
18.3 Appeal Process
If recognition status should be denied by OSIL, the organization will be notified by the Coordinator of Student Organization Services and Leadership. If an organization wishes to appeal such a decision, the organization must submit a formal appeal to the Assistant Director of the MUB within 5 business days of the notification. A formal appeal form may be obtained from the Coordinator for Student Organization Services and Leadership. Student Organizations who have lost their recognition may reapply for recognition during the scheduled recognition period, or may use the appeal process to regain its recognition.

18.4 Rights and Privileges of Recognized Student Organizations:
Recognized student organizations are entitled to the following rights and privileges subject to all other relevant policies of the University and University System:

- Use of the University name; the University name, or any part thereof, shall not be used by any student or group of students in connection with any public activity except as authorized by the Office of Student Involvement and Leadership upon registration;
- Ability to apply for funding and utilize the services of the Student Activity Fee Office and Organization Resource Office;
- Being listed on the Office of Student Involvement and Leadership Web site/WildcatLink;
- Use of campus facilities and services;
- Having a Web page on the University system;
- Guidance of a UNH faculty/staff advisor;
- Ability to apply for office space in the MUB;
- Sponsorship of programs and activities;
- Use of free advertising resources such as the OSIL Web site, University monthly calendar of events, table tents, and showcase spots in the MUB;
- Advertising opportunities for upcoming activities in University buildings, residence halls, and on designated bulletin boards on University property, in accordance with all posting policies;
- Limited free advertising in The New Hampshire;
- Participation in Student Activities Fairs and other student organization recruitment activities;
- Ability to apply for tax exempt status through the Internal Revenue Service tax exempt donations;
- Use of the University's tax exempt status to solicit donations in support of approved activities;
- Use of the University Ticket office and its services;
- A mailbox in the Office of Student Involvement and Leadership;
- Participation in leadership workshops sponsored by OSIL and the MUB;
- Attendance at the annual Student Leadership Awards Banquet;
- Request of uLEAD team for organization-specific workshops and team-building;
- Use of program advising and consulting services provided by the Office of Student Involvement and Leadership.

18.5 Responsibilities of Recognized Student Organizations:
Recognized Student Organizations at the University of New Hampshire are required to:

1. Be designed and operated by students and to consider student development, citizenship and safety (physical, emotional, spiritual, psychological) of paramount importance;
2. Adhere to all applicable federal, State and local laws and University policies;
3. Adhere to the University’s anti-hazing policy as listed in the Student Rights, Rules, and Responsibilities;
4. Adhere to the University’s nondiscrimination policy as listed in the Student Rights, Rules, and Responsibilities;
5. Have a minimum of two (2) full-time University of New Hampshire students who are in good academic standing as its officers (2.3 GPA for undergraduate officers, 3.0 GPA for graduate officers). The Office of Student Involvement and Leadership also follows Rule #5.11 in the Student Rights, Rules, and Responsibilities that states the minimum acceptable GPA for all UNH students is 2.0; therefore, no student with a GPA lower than 2.0 may be listed as a member for any Recognized Student Organization;
6. Hold the membership of their organizations accountable to the organization's policies and procedures, as well as to the policies and procedures of the Student Rights, Rules, and Responsibilities, the Memorial Union Building, and the Student Organization Manual;
7. Conduct fair elections or appointments of officers;
8. Permit members to disassociate at any time;
9. Inform the Coordinator of Student Organization Services and Leadership immediately if any of the information in their recognition application changes (including but not limited to officer or member information, name of organization, constitution or statement of purpose);
10. Refrain from purchasing alcoholic beverages through organization funds. Additionally, the purchase of alcoholic beverages for members or guests may not be undertaken or coordinated by any member in the name or on behalf of the organization.
11. Refrain from advertising events in which alcohol is present (this includes the use of flyers, Facebook invitations, etc.)
12. Refrain from co-sponsoring an event with an alcohol distributor, charitable organization, or tavern (defined as an establishment generating more than half of its annual gross from sales of alcohol) where alcohol is given away, sold, or otherwise provided to those present.
13. Refrain from committing, either verbally or through written contract, the University, to any financial obligation;
14. Not be set up for the fiduciary gain of the members. While fundraising is important to most groups’ survival, this must not be the group's priority or purpose;
15. Have bank accounts within the University system if the organization is accepting funds/momies unless they are currently incorporated nationally or with the state (Greek Organizations/New Hampshire Outing Club). Anytime an organization accepts funds/momies, deposits must be made into these University bank accounts upon receipt.
16. Sell tickets for all events that charge admission. Ticket sales for ALL student organization-sponsored events held on the UNH campus that require admission must be sold through the MUB Ticket Office.
17. Register any student organization trip plans with the Office of Student Involvement and Leadership via Wildcat Link. A trip is defined as any recognized student organization outing that requires transportation where the members of the group are representing the University or could be perceived as representing the University (e.g. organization shirts/paraphernalia being worn). Two weeks before the proposed trip the Student Organization Travel Registration form must be completed via WildcatLink. Five business days before the proposed trip the “Field Trip Informed Consent, Release and Assumption of Risk Form” must be completed by each individual participating in the trip. The “Overnight Trips Form” must be completed, 5 business days in advance, by a student leader when his/her student organization participates in an overnight trip. For international trips, eight weeks before the proposed trip the Student Organization Travel Registration form must be completed via WildcatLink. Two weeks before the proposed trip the “International Field Trip Informed Consent, Release and Assumption of Risk Form” must be completed by each individual participating in the trip. The “overnight Trips Form” must be completed two weeks in advance by a student leader when his/her student organization participates in an international overnight trip. Students traveling internationally will be required to pay the UNH International Travel Insurance Fee ($150 per semester/$70
for shorter durations). Students traveling to Canada or U.S. territories on trips with durations less than one week may waive the UNH international insurance plan and assume personal responsibility for their insurance and travel assistance.

18. Adhere to all posting policies by the town of Durham and the University, paying close attention to all policies of the MUB and residence halls;

19. Clearly indicate your organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program;

20. Gain permission from the Coordinator of Student Organization Services and Leadership when seeking to obtain student mailing lists from University Registration Office for purpose of University sanctioned fund-raising and recruitment, or seeking to obtain an organizational Web site/ blackboard account;

21. Have an advisor if the organization chooses. That advisor must be a member of the University of New Hampshire faculty or staff unless an exception is granted by the Coordinator of Student Organization Services and Leadership. An advisor is recommended and in some cases required example, Sport Clubs, Risk Assessment Findings, Judicial Procedures);

22. Meet with the Coordinator of Student Organization Services and Leadership on a periodic basis if the organization is struggling or in danger of losing recognition status;

18.6 Discipline of Recognized Student Organizations and Their Members

Anyone, including the staff of the Student Organization Services Office, may submit a complaint regarding the action(s) of recognized student organizations to the Office of Student Involvement and Leadership, the Office of the Memorial Union, and/or the Office of Conduct and Mediation. The judicial process for student organizations will mirror that for individuals brought before the conduct system and will follow the procedures in Article IV of the Judicial Policies. The procedure may involve meeting with a representative of the Memorial Union Building or the Office of Conduct and Mediation in the event that charges are pending against an organization. In most cases the group will attend an informal meeting with the Assistant Director of the Memorial Union Building. This meeting will be followed by a written formal agreement summarizing the violation and the agreed upon sanctions. Any appeals to these sanctions should be directed to the Office of Conduct and Mediation within five working days. The Office of the Memorial Union, and/or the Office of Conduct and Mediation may require a student organization to cease all activities pending a hearing or sanction decision. A group member may face temporary and/or immediate suspension from organization activities if she/he is indicted in a criminal investigation. All sanctions issued by either the Office of the Memorial Union and/or the Office of Conduct and Mediation must be completed satisfactorily by the organization or individual involved.

d. Limitations may be imposed on membership due to lack of facility space and time, funding, etc.

2. Members of sport clubs competing may have to meet additional eligibility requirements as outlined in the respective sport’s governing body.

In-season varsity athletes will not be allowed to compete on Sport Club teams.

3. Club members should be mindful that the public tends to judge the University by the conduct of its members. All individuals are expected to conduct themselves as responsible members of the academic community and to respect the rights of their fellow citizens. Clubs affiliated with the Sport Club Program will be held responsible for the compliance of their group with the University regulations. When it is felt that any club or club member(s) does not have the proper attitude and cannot represent the University of New Hampshire in an outstanding manner, the Director of Campus Recreation can withdraw that club’s (or club member’s) authorization until such time as certain conditions are corrected.

19.2 Procedures for Starting a New Sport Club.

1. It is the responsibility of students interested in initiating a specific activity into the Sport Club Program to file a Request for Sport Club Program Affiliation and meet with the Asst. Director of Campus Recreation to outline the proposed club, and to review the process.

a. Type of club or team, i.e., bowling, karate, crew, etc.

b. Purpose of club or team, i.e., competitive, instructional, etc.

c. Facilities and time needed for activities.

2. Groups desiring recognition as a Sport Club must satisfy several requirements before their acceptance into the program:

a. Formation of a written proposal which should include the following:

   (1) Statement of purpose and objective.

   (2) Value of the activity to UNH students.

   (3) Risk management/safety concerns.

   (4) Membership requirements and dues.

   (5) Procedure for maintaining continuity-established officer election dates.

   (6) Student Leadership duties and responsibilities.

b. Sufficient membership interest of at least 15 (fifteen) members must join to receive group sponsorship by the Sport Club Program.

c. Suggested operating funds needed.

d. All clubs must have an advisor or a coach. All advisors/coaches must be approved by the Assistant Director of Campus Recreation. The coach/advisor will need to be 3 years removed from college.

e. Newly recognized sport clubs will be required to have a completed Constitution on file prior to any competition or by the end of the first year, whichever is first.

THE APPROVAL OR DISAPPROVAL OF THE INCLUSION INTO THE SPORT CLUB PROGRAM OF ANY ACTIVITY OR GROUP IS MADE BY THE DIRECTOR OF CAMPUS RECREATION.

For complete policies and procedures, see current Campus Recreation Sport Club Manual.

20 Meetings and Speakers

Meetings

1. Meetings in the Memorial Union Building are scheduled through the MUB Scheduling Office. See (www.unhmub.com/scheduling) for scheduling and policy information.

2. Requests of off-campus organizations. The use of rooms that are not otherwise under authority of a University department, College, or unit, by off campus organizations must be authorized by the Vice President for Finance
and Administration or her/his designee, except in the case of conferences and institutes.

3. Requests for use of academic classrooms from recognized student organizations for meetings of their membership are handled by the Registrar’s Office Scheduling Department.

**Meetings with Outside Speakers**

1. The basic guidelines for the University’s Speakers Policy are the Bill of Rights and the United States Constitution. The rights of freedom of speech and peaceable assembly are fully protected.

2. Any University organization or University group may invite any speaker it desires; however, the following procedures will provide effective advanced information to the University to avoid scheduling conflicts and to assure notification about special requirements.
   a. The University organization or group must clearly state in the invitation and in its attendance publicity that the speaker is a guest of the sponsoring group.
   b. The Vice President for Finance and Administration or designee shall specify conditions prerequisite for maintaining order at campus meetings, in accordance with law and applicable University policies, which shall be applicable to all organizations and groups. The University may, within the reasonable interpretation of its mission, limit the time, place, and manner of the presentation. The unit or group shall demonstrate to the satisfaction of the Vice President or designee that compensation will be made to all servicing departments for all expenses resulting from the meeting, including security, arrangements, and clean up.

3. No organization or group may preclude the right of reply through disallowing questions or comments following the speech.

**21 Student Participation in University Committees (ad/ss)**

**21.1 Joint committees of students, administration, and faculty (ad/ss)**

The Student Senate shall recommend to the president undergraduate student candidates for membership as appropriate on joint committees of students, administration, and faculty. The Graduate Student Senate shall recommend to the president graduate student candidates for membership on such committees. Such student members shall be appointed by the president from among those students recommended by the Student Senate and the Graduate Student Senate.

**22 Administrative Separation and Procedures for Readmission**

The University of New Hampshire reserves the right to take reasonable and appropriate action to protect the safety and wellbeing for the campus community. This may involve disciplinary action or involuntary administrative separation.

**22.1 Administrative Separation for Off-Campus Criminal Charges**

The University finds that when a student faces a serious criminal charge, the process of defending against the charge can impose significant anxiety and substantially interfere with the student’s academic progress. When a student is charged with a felony crime or a crime with a maximum sentence over one year and the charge relates to homicide, assault, sexual assault, burglary, criminal threatening, fraud, distribution of illegal drugs, possession of substantial quantities of illegal drugs, or crime of violence, the student shall be administratively separated from the University pending resolution of the criminal charge or charges. During the period of separation, the student’s access to campus shall be restricted. The Associate Dean of the student’s college will be notified and, in turn, will notify the student’s faculty of the separation.

When it has been reported that a student has been charged with a felony crime as described above, the Assistant Vice President for Student and Academic Services (AVPSAS) or designee shall send a letter to the student with notification of the separation and inviting the student to meet. The purpose of the meeting shall be to provide the student with an opportunity to challenge the separation and to request reconsideration. If the student does not schedule a meeting within ten calendar days of receiving the letter, the separation will become an administrative withdrawal. If the student does request a meeting within ten calendar days of receiving the letter, that meeting will be scheduled as promptly as possible and the AVPSAS or designee shall communicate the outcome of that meeting within three calendar days.

If the administrative separation is upheld by the AVPSAS or designee, the student will have the opportunity to appeal to the Vice Provost for Student Affairs and Dean of Students (VP/DOS) who may grant the student’s request to continue his or her studies when an error has been made in determining that the student should be separated, or in extraordinary cases where there is no evidence that the student presents any risk of harm or criminal behavior to the University Community. The appeal request must be received by the VP/DOS by no later than five calendar days after the student receives the letter from the AVPSAS or designee. If the student does not appeal to the VP/DOS, the administrative separation shall be changed to an administrative withdrawal. The Associate Dean of the student’s college will be notified and, in turn, will notify the student’s faculty of the administrative withdrawal.

If the student does choose to appeal to the VP/DOS, the decision on that appeal will be communicated in writing to the student within three calendar days. At that time, the Associate Dean of the student’s school or college will be notified and in turn will notify the student’s faculty of the final outcome of the process which could be either administrative withdrawal or lifting of the administrative separation.

Students who withdraw for reasons of pending criminal charges, whether voluntarily or are separated by administrative action, must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission shall be contingent upon receipt by the appropriate Director(s) or their agents of documentation regarding the outcome of any criminal proceedings. This policy does not preclude the University from taking appropriate conduct action. (ad)

**22.2 Administrative Separation for Reasons of Health Related Behaviors**

The Assistant Dean of Students, (the Associate Dean of the Graduate School will serve as designee), in consultation with the Behavioral Intervention Team, may temporarily separate a student from the university for reasons relating to impaired mental/physical health when such student’s health-related behaviors:

1) pose a risk of substantial harm to health, safety or property of him or herself or other members of the University community,

2) and/or when the student’s health-related behaviors significantly disrupt the ability of other University community members to fulfill the University’s mission.

Examples of such behaviors include but are not limited to:

a) continuing disruptive behaviors after being told by a University official to stop

b) failing to complete a mandated safety assessment or comply with the conditions of a reasonable safety plan

c) displaying behaviors that indicate the student may be out of touch with reality or unaware of the consequences or effects of his or her behaviors

d) presenting as a harm to self, harm to others, threat of harm to self or threat of harm to others.

Administrative separation is not intended to be a substitute for other procedures found in the Code of Conduct or Academic Policies and is focused on behaviors not on underlying disabilities. Where appropriate this action
is taken in consultation with other offices such as Health Services, Counseling Center, Disability Student Services, and Affirmative Action and Equity Office (ADA Compliance). The time frames indicated below may be increased by mutual agreement of the student and the Assistant Dean of Students.

The Assistant Dean of Students, or designee, shall provide the student with a written statement which includes the reasons for the temporary separation and invites the student to meet. During the period of separation, the student’s access to campus will be restricted and the Associate Dean of the student’s academic college will be notified of the Administrative Separation and, in turn, will notify the students’ faculty. If the student chooses to meet with the Assistant Dean of Students it will be for the purpose of providing the student with an opportunity to challenge the separation and request reconsideration. The student must schedule this meeting within five business days of receiving the written statement. The student may be accompanied at the meeting by a member of the University community. The Assistant Dean of Students may require documentation of readiness to return from a licensed attending medical authority and/or licensed psychologist. The student will meet with a member of the University community to discuss the appeal. The student must be accompanied at this meeting by a member of the University community. The Associate Dean of Student Affairs and Dean of Students, the Dean of the Graduate School, the Assistant Dean of Students or the Associate Dean of the student’s school or college will be notified and in turn will notify the students’ faculty. The student may then appeal the determination to the Vice Provost for Student Affairs and Dean of Students. Within three business days of receipt of the appeal request, the VPSA/DOS shall notify the student. Upon completion of the review, and no later than three business days following receipt of the appeal request, the VPSA/DOS shall notify the student in writing of his/her decision to grant or deny the appeal. At this point, the Associate Dean of Students shall send a letter to the student informing him/her of the outcome. The Associate Dean of the student’s college or school will be notified and will in turn notify the students’ faculty. The student may then appeal the determination to the Vice Provost for Student Affairs and Dean of Students, or designee, on the grounds that the decision made by the Assistant Dean of Students was in error or the administrative separation violated UNH policies.

The appeal request must be received by the VPSA/DOS within three business days. If the student fails to request a meeting within five business days from the beginning of the temporary separation, OR if the temporary separation is upheld at the meeting and the student fails to appeal, OR the decision is upheld upon appeal; the temporary separation shall be changed to an administrative withdrawal. Within three business days of the conclusion of this appeals process, the Assistant Dean of Students shall send a letter to the student informing him/her of the outcome. The Associate Dean of the student’s college or school will be notified and will in turn notify the students’ faculty. The student may then appeal the determination to the Vice Provost for Student Affairs and Dean of Students. The student fails to request a meeting within five business days from the conclusion of the appeal, and may request a meeting with the student. Upon completion of the review, and no later than three business days following receipt of the appeal request, the VPSA/DOS shall notify the student in writing of his/her decision to grant or deny the appeal. At this point, the Associate Dean of the student’s school or college will be notified and in turn will notify the students’ faculty of the final outcome.

Students who withdraw for health reasons, whether voluntarily or who are separated by administrative action, must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission shall be contingent upon receipt by the appropriate Director(s) or their agents, of documentation regarding readiness to return from a licensed attending medical authority, and/or licensed psychologist; to the extent the withdrawal was for a condition that requires ongoing treatment, readmission may also be contingent upon documentation of the prescribed treatment course and the plan for implementation thereof. Readmission may also include a personal interview with either the Vice Provost of Student Affairs and Dean of Students, the Dean of the Graduate School, the Assistant Dean of Students or the Associate Dean of the Graduate School.

A final recommendation for undergraduate students regarding readmission will be made based on the information received, in consultation with the appropriate University officials(s) and includes the Behavioral Intervention Team and be forwarded to the Admissions Office. For graduate students, the Dean of the Graduate School will make the final decision based on the information received, in consultation with the appropriate University official(s).
University recognized student organizations and University departments may use the designated tables free of charge to raise funds for their organization only if all proceeds go to the sponsoring organization or designated charitable organization.

In accordance with law and applicable policies, the University may, within reasonable interpretation of its mission, limit the time, place, and manner of solicitation, distribution of literature, and event promotion.

23.3 Door-to-Door Solicitation

Students or others may not solicit door-to-door in residence halls, and the availability and location of space in buildings must be stipulated by the administrative officer of those buildings.

23.4 Permits for outdoor assemblies and events, solicitation, and distribution of literature

A license/permit shall be required by all students, University units and groups for outdoor assemblies, solicitation, and distribution of literature, and upon approval, shall be issued by the Chief of Police or designee, University of New Hampshire Police Department (862-1427), subject to reasonable time, place, and manner restrictions.

23.41 Outdoor Assemblies and Events.

1. Permitting process

The unit or group seeking to conduct an outdoor assembly or event shall apply to the Chief of the UNH Police Department or designee for a permit on a form provided by the Department. The unit or group shall demonstrate to the satisfaction of the Department that compensation will be made to all servicing departments for all expenses resulting from the outdoor assembly or event, including security, custodial service, traffic control, grounds maintenance, food service, and conference or facility arrangements. See Student Activity Fee Organization for funding options for student organizations. 862-1305.

The unit or group requesting a permit shall provide complete, accurate, and detailed information about the event on the application form. The unit or group requesting a permit shall identify at least one full-time faculty, staff, or student officer to be present at the assembly or event at all times and to be responsible for the conduct of the event.

A permit must be obtained at the UNH Police Department, and filled out by the UNH group sponsoring an outdoor assembly. A permit is also required when having vendors for a function (such as a carnival, fund raiser, etc.), booths, music, fireworks, or a BBQ/fire or non-BBQ gathering. Please refer to Section 24 for more information on commercial activity.

The permit will be evaluated along with the following criteria:

1. Whether campus pedestrian, bicycle and vehicular traffic are not unreasonably impeded and that members of the UNH community who are not participating in the activity may proceed with their normal activities.

2. Affirm that any and all public address systems to be used conform with all applicable laws and that there will be no interference with any instructional activities or normal operations.

3. Confirm that public safety and the safety of any participant is addressed to the satisfaction of the UNH Police Department.

4. Assure that any temporary structures associated with the event are safe, do not interfere with any normal operations, and will be removed promptly (at the conclusion of the scheduled event).

5. The event cannot render any space unsatisfactory for use in its normal or primary function.

2. Required information:

a. Name and address of person filing application

b. Positive form of I.D.

c. Date of activity

d. Name and address of person in charge of the activity

e. Type of activity

f. Edibles and supplier

g. Location of activity

h. Purpose of activity

i. Type of equipment to be used

j. If BBQ-type of grill (non-commercial, gas or charcoal), open pit, etc.

3. Clean-up will be done immediately.

As soon as embers or coals have thoroughly cooled, dispose of properly. DO NOT dispose of embers in dumpsters.

Persons using area are also responsible for litter/refuse clean-up of the area, and for any damages incurred while using said area. Persons have the option of either repairing damaged areas themselves with a plant maintenance inspection for satisfaction or to pay for repairs.

4. Signatures required

a. Captain on staff, Durham Fire Department, 862-1426

b. Director, Plant Maintenance, Leavitt Center, 862-3936

c. Chief of UNH Police or designee, 18 Waterworks Road (appropriate forms originate at this location), 862-1427

5. Permit is required for each gathering. Seasonal BBQ/gathering permits are not available.

Note: If the activity is to take place at one of the following locations, appropriate people in addition to the Chief of Police must be notified:

a. Thompson Hall and Great Lawn grounds area: Manager, Grounds and Roads, 862-3518, Office of the President, 862-2450

b. Residence Hall area: Manager, Grounds and Roads, 862-3518; Assistant Director of Residential Life, 862-2268.

Additional signatures may be required for other areas not covered above. Please retain your copy of all of the above permits.

23.5 Distribution of literature on campus

The University of New Hampshire is attempting to control mass distribution of printed material for both energy conservation purposes and campus beautification. The procedures for on-campus and off-campus agencies who wish to mass distribute information are:

a. Must obtain an application for mass distribution of literature from Chief of UNH Police or designee, 18 Waterworks Road

b. Must be responsible for clean-up costs that are incurred as a result of mass distributions of literature

c. Must obtain required signatures:

(1) Chief of UNH Police or designee, Janetos House, 862-1427

(2) Manager, Grounds and Roads, 862-3518 (for clean up and use of grounds)

24 Commercial Activities on Campus (ad/ss)

For the purposes of this section "Commercial Activity" is described as any activity undertaken as part of a commercial enterprise. This includes marketing, sales, or any other action deemed as commercial activity by the University.

24.1 Policy for Outdoor Commercial Activities on Campus

The purpose of this policy is to manage outdoor commercial activity on campus in order to maintain a healthy, safe, and attractive educational and
living environment, which is in keeping with the University of New Hampshire mission, including its Academic Plan, Transportation Policies, and Campus Master Plan. Conducting any commercial activities for the profit of any person or business is permitted on the campus only upon receipt of a UNH Outdoor Commercial Activity Permit with the following conditions and exemptions.

Exemptions: The following activities are exempt from this policy:

1. Commercial activities at athletic events that receive authorization from the Director of Athletics and which are registered with the University Police Department through a separate process.
2. Student activities performed by the students of the University.
3. Commercial activities sanctioned under separate contract agreement executed by authorized University officials. Anyone wishing to obtain more information about the UNH Outdoor Commercial Activity Permit can contact the UNH Police Department during normal business hours by calling 603.862.1427 or visiting their office at 18 Waterworks Way on campus.

24.2 Sale of Concert and Performance Related Materials
The sale of records, tapes, programs, and other items immediately before, during intermission(s), and directly after concerts and other performances sponsored by recognized student organizations and/or University departments, shall be permitted provided that all material offered for sale is directly related to the person or group performing. Within the Memorial Union refer to policy II.1.i.

24.3 Public Presentations
Public presentations of a commercial nature to which students may be invited shall be permitted in the conference rooms of the New Hampshire Memorial Union, provided that:
1. The presentation or demonstration is specifically requested by a recognized student organization and/or at least one faculty/staff member;
2. The room to be used is properly reserved;
3. The Memorial Union and Student Activities Office is given advance written notification of the time, place, and nature of the presentation or demonstration and the name(s) of the student(s) who requested the presentation or demonstration; and
4. During and immediately after the presentation or demonstration, no sales may be discussed or closed, no reservations recorded, no money exchanged, and no credit obligations created.

24.4 Memorial Union
The sale of items in the Memorial Union is permitted in designated rooms in accordance with specific guidelines outlined by the Memorial Union and Student Activities Office and the Memorial Union Board of Governors. This shall include items listed in policies II.1.i.iv provided those items do not conflict with items or services currently provided by the Memorial Union. Vendors are guests of the University. The Memorial Union Building withholds the right to deny space or remove any vendor for violating the above policies or for any other reason deemed to be sufficient by the Memorial Union Staff.

24.5 Private Individual Sales Presentations
Nothing in this policy shall prohibit a person or business engaged in commercial activities from conducting private individual sales presentations on campus if so requested by a student, advertising in student and local newspapers, telephoning students, or posting information on general-use bulletin boards.

24.6 Permission
A license/permit shall be required by all students, staff, and commercial groups, individuals(s) not associated with the University. Upon appropriate approvals, including the Chief of Police or his/her designee, University of New Hampshire Police department, said license/permit will be issued.

25 Motor Vehicles

25.1 Permission to Operate and Park a Vehicle on Campus
Permission to operate and park a vehicle on campus or other lands of the university is a discretionary privilege bestowed by the University, and such privileges may be denied, removed, suspended, or modified by the action of the University Police Department or Transportation Department.

Parking a motor vehicle on campus requires registration with Transportation Services and the purchase and display of a valid university parking permit. A student may apply for and purchase a parking permit under the conditions contained in the University Parking Regulations, available at the University Transportation Services Web site. Eligible students desiring to bring or keep a car, motorcycle, moped, or other vehicle to campus are advised to review this policy. Questions on parking policies and procedures, or requests for special assistance may be directed to Transportation Services (Parking & Transit Center, open Monday – Friday, 7:30 a.m. – 4:00 p.m.)

25.2 Parking Enforcement, Tickets, Appeals, Visitors
All motor vehicles parked at the university are subject to the classifications, eligibilities, limits, restrictions and enforcement measures for campus parking listed in the UNH Parking Regulations, available at the UTS Web site. All additions, deletions, or other changes in the parking regulations authorized by the University Transportation Services shall become effective when the UTS Web site is updated and/or at the time the appropriate sign is posted or removed. Violations of those regulations are subject to citation, fine, or other enforcement measures.

Parking citations issued by UTS or UPD personnel as a result of illegal parking must be paid within fourteen (14) calendar days of issuance or be subject to late fees or additional enforcement measures. Written appeals are accepted from those individuals wishing to contest a parking ticket within ten (10) days of issuance, after which time the right to appeal is forfeited. Appeal forms are available at Transportation Services and the UTS Web page.

In addition to vehicles students themselves operate and/or register on campus, students are also responsible for parking citations issued on the vehicles belonging to their guests and/or for citations placed on any vehicle whose owner registers the vehicle at the student’s permanent address. Students are responsible to correctly advise their family and guests on how to park legally, including, but not limited to the placement of visitor parking permits, requirements, time zone limits, Winter Parking Ban restrictions, etc.

25.3 Traffic Enforcement
All vehicles operated on campus are responsible for abiding by all local/campus moving traffic regulations, including speed limits, lane restrictions, traffic control devices and signage, traffic control officer direction, etc., and are subject to enforcement thereof by local police personnel.

25.4 University-owned Motor Vehicles
Students are not permitted to drive University System motor vehicle except in the capacity of a University employee, and then only as assigned by their supervising departmental personnel. Students must complete the Defensive Driver Course to drive for UNH business. Information on the Defensive Driving Course is posted at the UTS Web page.

26 Health and Safety

26.1 Hazardous Substances or Dangerous Weapons
Possession or use of hazardous or dangerous weapons or substances, including, but not limited to firearms, explosives, fireworks, air, pellet, and BB type guns, is prohibited on University property. Fireworks are defined as
any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation.

26.2 False Reports
Making or causing to be made false fire alarms, false reports of fires, or any other dangerous conditions is prohibited, per RSA 644:3. Offenders/violators will be prosecuted to the fullest extent of the law.

26.3 Fire Safety Equipment
Nothing shall obstruct any fire sprinkler head or be hung from piping supplying sprinkler heads. Tampering with fire safety equipment, or unauthorized removal of such equipment is prohibited, per RSA 634:2. The playing of hall sports in residence halls is prohibited to protect fire safety equipment.

26.4 Evacuation
Failure to evacuate in the event of a fire alarm, hazardous, serious condition, or at the lawful request of a University or fire official is prohibited.

26.5 Failure To Report
Failure to report serious or hazardous incidents including, but not limited to, fire, accident, or illness is prohibited.

26.6 Failure To Obey
Directives Failure to obey directives or interference with the response of University or civil officials to emergency calls or in the carrying out of their regular responsibilities is prohibited.

26.7 Fire Hazards
Creating fire hazards or endangering the safety of persons or property, or improper use of electrical appliances, or possession of hazardous or flammable substances including, but not limited to gasoline, benzene, naphtha, and cleaning fluids is prohibited.

26.8 Throwing Objects
Objects are not to be thrown from windows or sundecks. Room or apartment residents may also be held responsible for objects thrown out of their windows, regardless of who threw the objects.

26.9 Access To Building Exterior
Students are prohibited from being on window ledges, roofs or porticos at any time. Cans, bottles, or any other items/objects are not to be placed on window ledges or roofs. People or items on window ledges/roofs present a serious safety hazard.

26.10 External Doors and Internal Fire Doors
Opening a clearly marked external emergency exit or security door, or deliberately propping open a door that is intended to be locked, is prohibited. Students are also prohibited from obstructing or blocking open any interior fire door/stairwell door.

27 Bicycles

27.1 Bicycle Operation
The operator of any bicycle is obligated to do so in conformance with all State Laws, applicable Town Ordinances, and University administrative regulations. The rules of the road that apply to motor vehicles also apply to bicycles. Bicycles are not to be operated on sidewalks, in buildings, or counter flow to traffic. Bicyclists must respect pedestrian’s right of way. The emphasis is on the protection and safety of all.

27.2 Parking and Securing of Bicycles
Bicycles are to be parked and secured only in places provided for that purpose. It is prohibited to secure bicycles by attachment to stair railings (exterior/interior), building entrances, light poles, trees, sign posts, etc.

27.3 Violations
The possession and use of a bicycle is endorsed by the University as long as the requirements are followed and respected. Violations will be addressed and enforcement action taken including removal of secured and unsecured bicycles and official warnings and citations.

28 Grievance and Complaint Procedures

28.1 Preface
All members of the UNH community are encouraged to make efforts to resolve conflicts informally before pursuing grievance or complaint procedures. Students are encouraged to talk with faculty or staff members or to write letters to seek resolution of their concerns. In some cases, however, the University acknowledges that such action may be intimidating and/or ineffective. In those cases, students can pursue the respective complaint procedures described below to resolve concerns involving faculty or staff.

The grievance and complaint procedures may be initiated by any UNH students, including undergraduate or graduate degree candidates. These options are available to students who believe that a University faculty or staff member has not acted according to policies outlined in this publication or any other official publication of the University of New Hampshire. The University has established specific procedures to address concerns related to discriminatory harassment and sexual harassment detailed in 10.2. In all cases where a student complains of sexual harassment by an employee (e.g., faculty, staff, teaching assistant) the responsible person aware of the complaint must seek the assistance of the Director/Title IX Coordinator of the Affirmative Action and Equity Office. Exceptions to this requirement include the Counseling Center, Health Services and SHARPP (Sexual Harassment and Rape Prevention Program). Harassment complaints against teaching assistants may be filed under this policy or by using Article III of the Student Code of Conduct. The Office of Affirmative Action and Equity may be consulted at any time for assistance.

28.2 Complaints About Faculty
Students should discuss their concerns directly with the faculty member and seek a resolution. However, if the student feels that direct discussion would be counterproductive or if, after consulting with the faculty member, a student still has a complaint, she or he should talk with the chairperson of the faculty member’s department. If no satisfactory resolution results, the student may talk with the dean of the college or school. If the matter is not resolved by the dean, final appeal may be made to the Provost and Executive Vice President for Academic Affairs.

28.3 Complaints About Staff
Students should discuss their concerns directly with the staff member and seek a resolution. However, if the student finds that direct discussion would be counterproductive or if, after consulting with the staff member, a student still has a complaint, she or he should talk with the staff member’s supervisor. If no satisfactory resolution results, the student may talk with the director of the department and/or supervisor of the department. If the matter is not resolved at this level, final appeal may be made to the respective Vice President who oversees the department in which the staff member works.
29 Appeals Procedures for Graduate Students

29.1 Appeals Procedure for Graduate Students Concerning Employment Status

Graduate appointments are made to post baccalaureate students who have been admitted to the Graduate School and who have been recommended by the appropriate department or program and approved for appointment by the Graduate School. Appointments are normally for one academic year.

Reappointment A graduate student who holds a working appointment directly connected with their graduate studies may be reappointed for an additional period, provided that funds are available and that the student's academic performance, as well as performance in carrying out the responsibilities of the appointment is satisfactory, and the student's status as a graduate student is maintained.

Non-reappointment The University, for any reason, may elect not to renew a graduate student's working appointment at the end of the appointment period. No advance notice nor any reason need be given to the graduate student in the case of non-reappointment, and the appeal procedure is not available.

Termination A hiring unit may recommend to the Graduate School that a graduate student be terminated from a working appointment prior to the end of the appointment. The Associate Dean of the Graduate School will act on this recommendation. A student who is terminated is entitled to a written statement of the reasons for the termination from the hiring unit. A student who is terminated may initiate an appeal except when:

1. The termination is due to the loss of funding for the position;
2. The termination is due to either a voluntary or involuntary loss of graduate student status.

If the graduate student is eligible, and does initiate an appeal using the following procedure, they may be placed on leave of absence without pay during the period of time involved in processing the appeal. If the case is found in favor of the student, "back pay" will be awarded.

Step 1: The student shall request that the faculty member or committee reconsider the decision. The student's request should be written and should contain any information that the student feels warrants a reconsideration of the decision. A copy of the request should be sent to the Graduate Dean. As soon as possible after receiving this request, the hiring unit will reconsider the decision and notify the student and the Graduate Dean of the results of the deliberations in writing.

Step 2: If the student is not satisfied with the decision reached in Step 1, they may request that the Graduate Dean review the decision. The student's request should be in writing, and a copy shall be sent to the dean of the Graduate School. After receiving this request, the Graduate Dean will act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the Associate Dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has been dismissed for failure to make satisfactory academic progress may, with the permission of the Dean of the Graduate School, enroll as a special student in courses in their program pending a final decision on the appeal.

Dismissal for Professional, Ethical, or Behavioral Misconduct

Graduate students shall conduct themselves in a manner consistent with the norms and practices of their program and/or discipline.

A department chairperson or graduate program coordinator, upon the recommendation of the appropriate faculty committee at the department/program level, may recommend dismissal for a student who is failing to meet the professional, ethical, and behavioral expectations of the program or otherwise fails to act in ways that are consistent with the norms and standards of the profession or discipline. This recommendation shall be forwarded in writing to the Associate Dean of the Graduate School with a copy to the affected student. The Associate Dean of the Graduate School shall act on the faculty recommendation and inform the student and the graduate program coordinator or department chair of the action taken. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in the decision. If the recommendation to dismiss is changed at this point, the Associate Dean will be notified and after review will notify the student of the decision. If the decision to dismiss stands, a student wishing to enter a formal appeal shall follow the procedure outlined below. A student who has been dismissed for professional, ethical, or behavioral misconduct may, with the permission of the Dean of the Graduate School, enroll as a special student in courses in their program pending a final decision on the appeal.

Appeals Process for Graduate Students Dismissed for Failure to Make Satisfactory Academic Progress or Professional, Ethical, or Behavioral Misconduct.

Step 1: The student shall request that the faculty member or committee making the original recommendation reconsider their decision, generally within 10 working days after the receipt of the official decision from the Graduate School. The student's request shall be in writing and shall contain any information which the student feels warrants a reconsideration of the decision. A copy of the request shall be sent to the dean of the Graduate School. As soon as possible after receiving this request, the faculty member or committee group will reconsider their decision and notify the student and the dean of the Graduate School of the result of their deliberations in writing. If the original recommendation is reversed at Step 1, the Associate Dean will review the new material and act on the recommendation and inform all parties involved.

Step 2: If the student is not satisfied with the decision reached in Step 1, they may request that the chairperson of the appropriate department or program convene a meeting of all graduate faculty members in the department or program to review the decision. The student's request shall be in writing, and a copy shall be sent to the dean of the Graduate School. After
the meeting, the chairperson will provide the student and the dean of the Graduate School with written notification of the decision of the faculty. If the recommendation to dismiss is reversed by the graduate faculty, the Associate Dean will again review the case, act on the recommendation and inform all parties involved.

Step 3: If the student is dissatisfied with the decision reached in Step 2, they may request that the dean of the Graduate School review the decision. The student must request such a review in writing and stipulate the reasons for their dissatisfaction with the decisions reached in the earlier steps in the review procedure. Within a reasonable period of time, the dean of the Graduate School will hold separate meetings with the student and the appropriate faculty and the Associate Dean to discuss the case. After these meetings and after reviewing any other information they deem appropriate, the dean of the Graduate School will inform the college dean about the appeal process to date. In consultation with the Graduate Council, the dean of the Graduate School will then arrive at a final decision, which they will communicate in writing to the student, the department or program faculty, and the college dean.

In Steps 1 and 2, the student may, at the discretion of the faculty body involved in hearing the appeal, be present to state their case during the review of their appeal. A member of the University community may appear with the student, as an adviser, before the dean of the Graduate School and before any faculty meeting, which the student is permitted to attend. An adviser may be present, but may not directly participate, in any of these proceedings. Students shall not be present during deliberations.

Approved by Graduate Council April 6, 2010

30 Acceptable Use Policy for Information Technology Resources at the University of New Hampshire

The purpose of this Acceptable Use Policy (AUP) is to ensure an information technology (IT) infrastructure that promotes the basic missions of the University in teaching, research, administration, and service. In particular this AUP aims to promote these goals:

1. To ensure the integrity, reliability, availability, and performance of IT resources.
2. To ensure that use of IT resources is consistent with the principles and values that govern use of other University facilities and services.
3. To ensure that IT resources are used for their intended purposes.
4. To establish processes for addressing policy violations and sanctions for those committing violations.

Scope

This Policy applies to all users of IT resources, including but not limited to University students, faculty, and staff, and to the use of all IT resources. These include systems, networks, and facilities administered by UNH Information Technology (IT), as well as those administered by individual schools, departments, University laboratories, and other University-based entities. This includes the general public. Use of University IT resources, even when carried out on a privately-owned computer that is not managed or maintained by the University, is governed by this policy (OLPM UNH. VI.F.A.2).

User Responsibility

For complete and up-to-date content please refer to the Acceptable Use Policy for Information Technology Resources at UNH published on our Web site at: http://www.unh.edu/olpm/UNH/VI.Prop/F.htm#5. Users are specifically advised that infringement of copyright laws constitutes a violation of the Acceptable Use Policy, and that UNH follows an established process to respond to complaints from copyright holders about students who allegedly violate the copyright law through electronic means such as peer-to-peer file sharing through personal computers. If the university receives a

lawfully ordered subpoena to provide personally identifiable information (such as name and address) matching an IP address that has been identified as an alleged source of copyright violations, it will comply. See also http://www.unh.edu/cis/dmca for information concerning the Digital Millennium Copyright Act (DMCA) and the University’s compliance procedures for the sections that deal with online copyright infringement liability limitation. The policy is periodically reviewed and updated. It is the user’s responsibility to familiarize herself/himself with the updates.

31 UNH Behavioral Intervention Team

Statement of Need

A key component of the University of New Hampshire’s academic mission is the safety, health, and well-being of its students. In the past, communication silos prevented faculty and staff from sharing important information about students. The lack of coordinated communication at times prevented interventions which might have interrupted disruptive and/or threatening behaviors before they escalated. This lack of communication also occasionally contributed to students not being held accountable for their actions. To promote appropriate and timely action, the University formed the Behavioral Intervention Team (BIT).

Purpose

The Behavioral Intervention Team shall provide consultation to the Assistant Dean of Students regarding students who are at risk of harming themselves or others. The Assistant Dean of Students shall serve as Case Manager.

Members come to the team with authority in managing both academic and co-curricular aspects of the University experience and may therefore spot trends and set up early intervention services as they evaluate behaviors from a variety of campus perspectives.

The Team shall suggest referrals to appropriate offices, and/or mandate psychological assessments if necessary.

Structure

The Team shall consist of the Assistant Dean of Students (Chair and Case Manager); Dean of Students; Director of Residential Life; Director, UNH Counseling Center; Director of Education and Promotion, Health Services; Associate Provost, Academic Achievement and Support; and UNH Chief of Police.

The BIT shall consult with and collaborate with UNH staff, faculty, and offices as appropriate and on a need to know basis.

The BIT shall meet regularly during the Fall and Spring Semesters and may call meetings at any time if reported behavior of any student(s) disrupts normal operations of any aspect of the University.

The purpose of meetings shall be to review and act upon any reports of distressed behavior that becomes disruptive and behavior that threatens self or others that have come to the attention of any team or auxiliary team member. An auxiliary member is engaged with the work of the BIT on a case-by-case basis.

Distressed, disruptive or threatening behaviors

There are 2 categories of behavior which may require attention by the BIT.

1. Self-injurious behavior/suicide ideation or attempt.
2. Erratic and/or threatening behavior (including on-line activities) interfering with the mission or normal operations of students, faculty, or staff.

When a student’s behavior suggests the need for the Team’s examination, the Team may choose to seek more information, provide advice and counsel to those faculty or staff working with the student, or intervene using the tools listed below. In the event that a campus notice is warranted, the Chief of UNH Police or designee shall make the decision in accordance with applicable protocol.

The Team may use a variety of tools to intervene in disruptive or distressful situations to mitigate any risk to safety of the public or troubled student(s). Those tools include the Code of Conduct in the Student Rights,
Rules, and Responsibilities (SRRR), Administrative Separation policy in the SRRR, and the Health Withdrawal protocol under the authority of the Executive Director of Health Services. In addition, the team may require a student to be evaluated for self-harm/suicide or risk of harm to others.

The Case Manager of the team shall consult with appropriate offices to a) coordinate a response to the situation, b) determine what to communicate to others affected by the situation, and c) determine if and how the community will be notified of action steps being taken. Information dissemination will be based on a determination by the team of who needs to know and what information is pertinent, in compliance with FERPA and HIPPA.

Examples of behaviors that should be brought to the attention of the team:

1. A student submits an English assignment about committing suicide.
2. Two students make a class video about placing bombs on campus.
3. A Hall Director receives an email stating, "I'm going to kill everyone in my hall".
4. A student's web page has links to web pages with information about poisoning others with cyanide.
5. A student corresponds with a faculty member using language that indicates disordered thinking.

**Action Steps and Outcomes:**

The Team’s deliberations may result in one of the following action steps:

1. Continue at UNH with no restrictions.
2. Remain at UNH subject to conditions.
3. Separation from the University.

**Notification of Family, Roommates, Faculty, and Others.** In deciding whether and how to notify family, roommates, teachers and others regarding a student’s threatening behaviors, the team shall comply with FERPA. The team shall consider what prevents it from notifying significant others in a student’s life about the student’s potentially threatening behaviors and there shall be a presumption in favor of providing timely notice to persons affected by a student’s threatening behaviors.

Persons reporting incidents shall be kept informed of the progress of the team, but may not be given therapeutic details of specific action steps unless the student has provided written permission to do so.

**Ongoing Monitoring.** The Case Manager will review on-going cases to determine if there are students who may need follow up contact in order to determine if their distress has gone dormant but still in evidence or need for continued assistance. If necessary, the BIT will be consulted.

*June, 2009*

*Updated, June, 2014*
The University and Federal, State, and Local Laws

The Family Educational Rights & Privacy Act of 1974, as Amended

Annual Notice to UNH Students

Each year, the University of New Hampshire, in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), informs students of their rights under the act. The Buckley Amendment was designed to protect the privacy of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students may also have the right to file complaints with the Family Policy and Compliance Office concerning alleged failures by the institution to comply with the act.

Section I: Family Educational Rights and Privacy Act Guidelines

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her rights under the act. The Buckley Amendment includes the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records including records of disciplinary action, without consent, to officials of another school in which a student seeks or intends to enroll.

Students may authorize persons of their choosing to access UNH billing information through MYUNH/Blackboard. This replaces the “authorized payer” service. (April 23, 2007)

4. The University occasionally receives court orders and grand jury subpoenas requiring it to produce a student’s educational records. The University usually makes reasonable efforts to notify the student of the order or subpoena before complying, except when the order or subpoena itself requires that the student not be notified.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Effective 1998, The Family Educational Rights and Privacy Act was amended to permit postsecondary institutions to disclose, to parents or legal guardians of students under the age of 21, information about violations of law and campus policies regarding alcohol or other drugs. The University of New Hampshire provides such notification in certain situations. The parental notification policy is contained herein under Alcohol, Tobacco, and Other Drug Policies. For full text of the amendment, please see footnotes.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education records and personally identifiable information (PII) contained in such records — including his/her Social Security Number, grades, or other private information — may be accessed without the student’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to student records and PII without the individual’s consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of...

1. Section 444 of the General Education Provisions Act (20 U.S.C. 123g) is amended by adding...

(i) Drug and Alcohol Violation Disclosures

(1) IN GENERAL—Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student’s educational records, if—

(A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

The University of New Hampshire discloses students’ alcohol or other drug related violations under the Code of Conduct to their parents or legal guardians at the time that they are charged, without obtaining students’ permission for the disclosure. The University believes that this policy of prompt notification of parents is consistent with the U.S. Department of Education’s interpretation of its regulations governing such disclosures. See 34 C.F.R. §99.31 (a) (15) and 65 Federal Register, 41863 (July 6, 2000) (“Congress intended to make it easier for institutions to inform parents of drug and alcohol violations by allowing the institution to release the information without conducting a formal disciplinary hearing”). The disclosure does not deprive students of the opportunity to contest charges or drug and alcohol violations through the University disciplinary process.
education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without prior consent to researchers performing certain types of studies, in certain cases even when UNH objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive students’ PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without prior consent PII from students’ education records, and they may track students’ participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Section II: Directory Information About Students
A. The act provides that “directory information” may be made available to third parties without requiring permission of the student. However, public notice must be given of the intent to publish the information, so that students can request that all or part of this information not be made public. A request form to prevent disclosure of directory information is available at the Registrar’s Office www.unh.edu/registrar and must be filed with the registrar each semester by fifth Wednesday of classes. “Directory information” (other than that for specialized programs and activities) should be requested from the Registrar’s Office and consists of the following item:
1. Student’s name, address, telephone listing, and email address;
2. Major field of study;
3. Participation in officially-recognized activities and sports;
4. Weight and height of members of athletic teams;
5. Dates of attendance;
6. Degrees and awards received;
7. Most recent previous educational institution or agency attended by the student;
8. Class;
9. Honor rolls.

Note: Grades are considered "directory information" to the extent that honor rolls may be published. Also, transcripts of students’ academic records or students’ grade-point averages may be released to the faculty advisers of officially-recognized honor societies on campus upon request. Only the faculty members have the right to access students' records or grade-point average.

Note: The right to opt out of the public release of directory information does not include the right to refuse to wear or use a student identification card or badge that contains identifying information, if university officials have determined that such student identification is necessary.

For general information concerning the Family Educational Rights and Privacy Act of 1974, as Amended or for assistance in locating individuals or offices maintaining a student’s education records, please contact the following campus offices:

Vice President for Student and Academic Services: Thompson Hall, 862-2053
Provost and Executive Vice President for Academic Affairs: Thompson Hall, 862-3290


Alcohol and Illegal Drugs
The University of New Hampshire is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For many years, the University has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various University of New Hampshire’s publications.

The Drug-Free Schools and Communities Act Amendments of 1989 require that the University of New Hampshire, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on University property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the University of New Hampshire are notified of the following:
1. The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University-sponsored activities are prohibited.
2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.
3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from the University.
4. Faculty and staff employees who are found to be in violation of this stated prohibition are subject to discipline in accordance with the applicable University employment rules and procedures. Discipline may include probation, suspension, or termination of employment.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or off our premises while conducting University business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.

Federal Drug Laws
The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal Drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

2. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853
Any person convicted of a Federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million.
Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

4. Federal Drug Possession Penalties
Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000.

New Hampshire State Laws
The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to (1) have in your personal possession any alcoholic beverages, (2) misrepresent your age for purpose of obtaining alcoholic beverages, (3) drive in a car having alcoholic beverages except when accompanied by a parent, guardian, spouse 21 years of age, (4) be in an area where alcoholic beverages are served unless accompanied by person 21 years of age, (5) be intoxicated by consumption of an alcoholic beverage (alcohol concentration of .02 or more is evidence of intoxication). Penalty: fine and/or time in jail.

It is illegal for anyone to (1) sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated (2) charge for alcoholic beverages without a license (3) manufacture, sell, possess or use a falsified ID (4) to lend a driver's license to be used for unlawful purpose. Penalty: fine and/or jail sentences.

1. (DWI) Driving While Intoxicated and Driving Under the Influence (DUI)
You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

2. Unlawful Possession
Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of violation and will be fined a minimum of $250. Any second and/or subsequent offenses will be fined at least $500. A penalty assessment fee of 17% will be added to the above fines.

If you are under the age of 21 and are found guilty of illegal possession of alcohol you will be given a probationary drivers license until 21 years of age. Any subsequent alcohol violations will result in suspension of drivers license.

It is a violation for a minor not only to possess alcohol, but also to be intoxicated or have a BAC level of .02 or more (internal possession of alcohol). Penalty: fine and/or suspension of driver's license or privilege to drive.

3. Keg Registration Law
Law requires sellers of keg beer to create a record of purchases and to obtain the identity of the purchaser. Sellers will attach a unique label to the retail keg which will enable law enforcement to determine the identity of the seller as well as the purchaser. If contents of the keg are consumed by a minor, law enforcement will have an avenue to identify the purchaser of the keg. Any person who removes the label shall be guilty of a violation which is punishable by a $1,000 fine.

Description of Health Risks
Serious health and personal risks are associated with the use of illegal drugs, misuse and abuse of prescription drugs and alcohol. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or non consensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

1. Drugs and the Body—Narcotics (ex. Heroin, Fentanyl, OxyContin, Vicodin, Percocet)
There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can produce multiple problems as narcotics are highly addictive and often associated in drug dependency and overdoses.

Effects—The user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes and a “dazed” look.

Risks—There is a risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without intervention. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

2. Depressants (Barbiturates, Benzodiazepines)
Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

Effects—The user may experience some relaxation, calmness, drowsiness and even euphoria. In high levels the user may experience confusion, disorientation and impaired motor coordination, including slurred speech and loss of balance.

Risks—Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

3. Stimulants (Cocaine; Methamphetamine e.g., Ritalin; Amphetamines e.g., Adderall)
Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine and in the treatment of ADD/ADHD) and illegal forms. These substances help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase enhance focus and concentration in individuals with ADD/ADHD. These drugs can be addictive and can produce withdrawal symptoms if stopped.

Effects—The user may experience an increased heart rate, increased energy and increased alertness. Users may also find they have an increased blood pressure, excessive talkativeness, and increased anxiety. In large doses, users find loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

Risks—Increase in body temperature, hallucinations, convulsions and possible death.

4. Hallucinogens (Mushrooms, LSD, PCP)
These are drugs that alter a person’s state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations, but can cause the person to feel disassociated with their body, or feel detached from his/her surroundings.

Effects—Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and poor perception of time and distance.

Risks—Users may experience respiratory failure or death due to careless or accidental behaviors.

5. Dissociative Drugs (Ketamine, PCP)
Dissociative drugs can cause a person to feel disassociated from their body, or feel detached from their surroundings.

Effects—Users may experience feelings of detachment and distortions of space, time and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength.
Risks—Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions and possible death.

6. Predatory Drugs (Rohypnol, GHB)
These drugs are considered predatory because of their sedative affects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours.

Effects—Causes distortion in perception, delirium and amnesia.

Risks—Incapacitates user and can cause coma and seizures and amnesia.
These drugs are linked with sexual assault.

7. Club Drugs (Ecstasy)
Ecstasy comes in a tablet or capsule form. It is a synthetic drug that has stimulating and psychoactive properties similar to methamphetamine.

Effects—Can cause increased euphoria, energy and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps.

Risks—Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.

8. Cannabis (Marijuana, Hashish)
These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

Effects—Users may experience euphoria, relaxation and/or drowsiness and an increased appetite. Short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

Risks—There is little risk of overdose however there is a risk of an increasing tolerance which can lead to increased use. There are also medical complications such as: increased risk of respiratory infections, emphysema, certain cancers, and fertility issues.

9. Steroids (Anabolic)
Anabolic steroids are synthetic substances similar to the male sex hormone testosterone.

They are generally taken orally or injected. Steroids are often abused to build muscle or enhance performance.

Effects—Using steroids can cause liver damage, water retention, and high blood pressure for both men and women. Side effects for men include shrinking testicles, baldness, breast development and infertility. For women, side effects include facial hair, male patterned baldness, menstrual changes and deepened voice.

Risks—Abuse by adolescents can prematurely end their growth spurt causing them to remain shorter in height than they would have been. There is also the potential for fatal liver cysts, liver cancer, blood clotting problems, cholesterol changes and hypertension which can lead to heart attack or stroke.
It has also been suggested that high dose use can increase aggression.

10. Alcohol
The Food and Drug Administration defines low-risk drinking as:
- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- Avoid excessive (heavy or binge) drinking. Avoid alcohol if you are pregnant or may become pregnant; if under the legal drinking age; if you are on medication that can interact with alcohol; if you have medical conditions that could be worsened by drinking; and if planning to drive, operate machinery, or do other activities that could put you at risk if you are impaired.
Do not begin drinking or drink more frequently on the basis of potential health benefits.

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal-aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits.

However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

Effects—The users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low-risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

Risks—High-amounts can increase risk for:
- Risk taking behaviors (example: sexual, driving)
- Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes.
- Dependence and/or addiction
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects if exposed during pregnancy

Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

USNH Policy Governing Alcohol and Controlled Substances

Use of Alcohol and Controlled Substances During Work Hours
1. Using, possessing, or being under the influence of alcoholic beverages, amphetamine-type drugs, barbiturate-type drugs, cannabis-type drugs, cocaine-type drugs, morphine-type drugs, hallucinogenic drugs, or any controlled drugs as provided in RSA 318-B during work hours by University System employees is prohibited. The only exceptions are the use of alcoholic beverages when permitted by policy and the use of drugs in strict accordance with the prescription of a physician or dentist.

2. Safety considerations and concern for the image of the institution require that discretion be exercised in the use of alcoholic beverages either on or away from University System property during meal or break periods.

3. In situations where the use of certain types of medication may negatively affect mental concentration or coordination (such as antihistamines or "mood altering" drugs), safety considerations may require temporary reassignment of duties and responsibilities by the department chairperson or supervisor following notification of such use by the faculty or staff member.

4. In the event that a faculty or staff member is found to be acting against policy as stated above, he or she will be subject to appropriate action, which may include a warning, reprimand, suspension, or discharge.

Alcoholism and Drug Addiction
1. The University System of New Hampshire views alcoholism and drug addiction as highly complex diseases which, once they have been recognized, can be arrested by appropriate treatment, and for which the same consideration is given to faculty and staff as in the case of other illnesses. The USNH Alcohol Assistance Program is available to any seeking help in dealing with this illness.

2. Supervisors who have documentation of a faculty or staff member’s deficient or deteriorating performance which they believe may be related to use of alcohol or drugs must discuss options for handling the problem with the personnel officer or other official designated by the campus chief executive.
### Alcohol and Other Drug Interactions

<table>
<thead>
<tr>
<th>Examples of Drugs/Medications and possible symptoms treated</th>
<th>Some possible reactions with alcohol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy Symptoms, Colds, Flu <em>(Examples: Allegra, Benadryl, Tylenol Cold, Nyquil, Pseudoephedrine, etc.)</em></td>
<td>Drowsiness, dizziness; Increased risk for alcohol overdose</td>
</tr>
<tr>
<td>Attention Deficit <em>(Examples: Adderall, Ritalin, etc.)</em></td>
<td>Diminished drowsiness from alcohol. May lead to over consumption of alcohol, increased intoxication</td>
</tr>
<tr>
<td>Anxiety and Epilepsy <em>(Examples: Ativan, Valium, Paxil)</em>; Herbal: Kava Kava</td>
<td>Drowsiness, dizziness, increased risk for overdose; slowed or difficulty breathing; Impaired motor skills, unusual behavior, memory problems; Liver damage, dizziness</td>
</tr>
<tr>
<td>Arthritis <em>(Example: Celebrex)</em></td>
<td>Ulcers, stomach bleeding, liver problems</td>
</tr>
<tr>
<td>Blood Clots <em>(Example: Coumadin)</em></td>
<td>Occasional drinking may lead to internal bleeding, heavier drinking also may cause blood clots, strokes, or heart attacks</td>
</tr>
<tr>
<td>Cough medicines <em>(Examples: Delsym, Robitussin A-C)</em></td>
<td>Drowsiness, dizziness, increased risk for overdose</td>
</tr>
<tr>
<td>Depression <em>(Examples: Lexapro, Celexa, Prozac, Zoloft)</em>; Herbal: St. John's Wort</td>
<td>Drowsiness, dizziness, increased risk for overdose; increased feelings of depression or hopelessness in adolescents (suicide)</td>
</tr>
<tr>
<td>Diabetes <em>(Example: Glucophage)</em></td>
<td>Abnormally low blood sugar levels, flushing reaction; Nausea, vomiting, headache, rapid heartbeat, sudden changes in blood pressure</td>
</tr>
<tr>
<td>Heartburn, indigestions, sour stomach <em>(Examples: Zantac, Tagamet)</em></td>
<td>Rapid heartbeat, sudden changes in blood; increased alcohol effect</td>
</tr>
<tr>
<td>High blood pressure <em>(Examples: Accupril, Cardura, Hytril, Lopressor HCT)</em></td>
<td>Dizziness, fainting, dizziness; heart problems such as changes in the heart's regular heartbeat</td>
</tr>
<tr>
<td>High cholesterol <em>(Examples: Lipitor, Crestor)</em></td>
<td>Liver damage (all medications); increased flushing and itching, increased stomach bleeding</td>
</tr>
<tr>
<td>Infections <em>(Examples: Flagyl, Nizoral, Tindamax)</em></td>
<td>Fast heartbeat, sudden changes in blood pressure; stomach pain, upset stomach, vomiting, headache, or flushing, or redness of the face; some medications can cause liver damage</td>
</tr>
<tr>
<td>Muscle pain <em>(Examples: Flexeril, Soma)</em></td>
<td>Drowsiness, dizziness; increased risk for overdose; increased risk for seizures, slowed or difficulty breathing; impaired motor control; unusual behavior; memory problems</td>
</tr>
<tr>
<td>Nausea, motion sickness <em>(Examples: Antivert, Atarax)</em></td>
<td>Drowsiness, dizziness, increased risk for overdose</td>
</tr>
<tr>
<td>Pain <em>(headache, muscle, minor arthritis)</em> fever <em>(Examples: Ibuprofen, Naproxen, Aspirin, Acetaminophen)</em></td>
<td>Stomach upset, bleeding and ulcers; liver damage (acetaminophen); rapid heartbeat, possible risk for increased intoxication.</td>
</tr>
<tr>
<td>Seizures <em>(Examples: Klonopin, Dilantin)</em></td>
<td>Drowsiness, dizziness; increased risk of seizures</td>
</tr>
<tr>
<td>Severe Pain <em>(Examples: Percocet, Vicodin, Demerol)</em></td>
<td>Drowsiness, dizziness; increased risk for overdose; slowed or difficulty breathing; impaired motor control; unusual behavior, memory problems</td>
</tr>
<tr>
<td>Sleep Problems <em>(Examples: Ambien, Lunesta, Restoril)</em>; Herbal remedies for sleep problems <em>(Examples: Valerian, SAMe)</em></td>
<td>Drowsiness, sleepiness, dizziness, slowed or difficulty breathing; impaired motor control; unusual behavior, memory problems</td>
</tr>
</tbody>
</table>

*Adapted by information provided by the National Institute on Alcohol Abuse and Alcoholism www.niaaa.nih.gov*

officer. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The employee must then be confronted and asked to seek medical assistance. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member.

3. The individual’s employment status will in no way be affected by the decision to seek treatment. He or she will continue to be covered by applicable personnel policies. If cooperation in obtaining treatment does not occur and work performance continues to be deficient, or if treatment does not result in evident improvement of performance within a reasonable period, a performance review will be conducted to allow for appropriate determination concerning the individual’s future employment status, within the framework of existing policy. In cases where such action is taken, it will be based on evidence of poor job performance, such as frequent absences and neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships.

*(Approved by the Administrative Board May 17, 1985)*

**UNH Policy on Drug-Free Workplace**

The University of New Hampshire as an employer strives to maintain a workplace free from illegal use of controlled substances. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or off our premises while conducting University business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.
The University recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting Employee Assistance Plan appointments: 1-800-628-2417, 24 hour Crisis Intervention: 1-800-424-1749, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the University must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

Assistance Services
The University of New Hampshire is concerned about the use of and addiction to alcohol and other drugs. In order to assist individuals who struggle with this issue the following services are available.

Human Resources, 862-0501, can provide assistance in area of policy clarification and options available, as well as information on benefits.

UNH Health Services, 862-3823, can assist by providing referral information on in- and out-patient treatment, and support groups, to individuals concerned about their own alcohol or other drug use or that of a family member. A resource library is also available for information.

Alcohol/Other Drug Education and Assistance Services

Staff/Faculty
Human Resources, 862-0501
Employee Assistance Program
24-Hour confidential counseling and referral service 1-800-424-1749
Office of Health Education and Promotion, Health Services, Support group information, resources/referral, library 862-3823
Health Service Medical Assistance 862-9355 (WELL)

Students
Health Service Medical Assistance 862-9355 (WELL)
Office of Health Education and Promotion, Health Services, Counseling, education, referrals, support group information, library 862-3823
UNH Counseling Center, counseling, referral 862-2090
Office of Community Standards 862-3377

This information is provided in compliance with the Drug Free Schools and Communities Act.

Annual Campus Crime Report: Safety and Security Information

University Police and Campus Safety
The University Police Department reports to the Vice President for Finance and Administration. The Chief of Police is responsible for the management of the University Police Department and reports to the Vice President for Finance and Administration. However, all public safety services are coordinated with other key university, state and local officials.

The University Police Department, consisting of Patrol, Support, and Campus Safety Services, provides continuous year round Campus Safety and law enforcement to the university community. Twenty-four hour patrol and dispatch services are provided with access to State and Municipal emergency services. University Police Officers are certified by the New Hampshire Police Standards and Training Council and are sworn with full police powers.

In addition to the Police personnel of the department, Campus Safety officers patrol the campus and residential halls on a regular, daily basis. Campus Safety personnel receive in-service training and training from the Tri-State Security Academy.

The University of New Hampshire Communications Center, staffed by professional emergency dispatchers, operates on a twenty-four hour basis and receives all calls for emergency and routine service. Communications specialists instantly dispatch the appropriate response and have the ability to communicate with local, county, state and federal agencies when required.

All Emergency calls should be made to 911. Regular business calls of a non-emergency nature can be made to the University Police Department (862-1427) at any time.

If you call the University Police Department, please provide the following information:
- Your name
- Location of the incident you are reporting.
- A description of the scene and suspects.
- A description of any vehicles involved in the incident, especially a license plate number

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the University Police Department immediately.

Building Security
Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

All buildings are secured each night and are open only during normal business hours.

Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled and checked by University Police and Campus Safety staff who are equipped with emergency telephone and fire detective systems directly connected to the emergency dispatch center.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by University Police personnel.

All UNH residence halls and undergraduate apartments are secured 24/7.

All residence halls and undergraduate apartment buildings are equipped with an electronic card access system that allows authorized students to gain access to a building by swiping their University ID card through a card reader located at designated exterior doors.

From 7 am to 9 pm, all students living in on-campus housing will have access to all residence halls and on campus undergraduate apartments. From 9 pm to 7 am, only students living in each residence hall or apartment building will have access to that building.

Hall staff perform regular assigned building checks each evening and, in addition, regular patrol/building checks are made by Campus Safety personnel of the University. Unscheduled patrols of the residence halls are conducted by officers of the University Police Department as well. Safety and security checks made in the residence halls are expected to detect damage to doors, windows and safety features. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the University Police Department.

Policies on Alcohol and Illegal Drug Use
The University of New Hampshire adheres to and enforces its policies related to alcohol and illegal drug use. These policies are consistent with federal and state laws and are published annually in the Student Rights, Rules, and
Responsibilities. Numerous programs related to alcohol and drug education are provided for students.

Crime Prevention Resources and Services
The University of New Hampshire provides direct service programs to the members of the University community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- **Security audits of buildings**: 2-1427
- **Escort service**: 2-1427
- **Operation Identification**: 2-1427
- **Self defense training**: 2-1427
- **Campus lighting checks and surveys**: 2-1427
- **Criminal incident evaluations and reports to the campus Community policing programs**: 2-1427
- **Professional counseling services**: 2-2090
- **Alcohol assistance programs**: 2-3823 (8-4:30), 2-1530 (after hours), 1-800-451-1715 anytime

Sexual Harassment and Rape

- **Prevention Program**: 2-3494
- **Residential hall safety programs**: 2-2268

The key to preventing crime is awareness, which is best achieved through education. At UNH, police, Campus Safety, residence life staff, students, and others help students take responsibility for their own safety.

The majority of incidents on college campuses can be avoided if students recognize that they can become victims and take basic precautions, such as walking in groups at night and keeping residence doors locked. These messages are given to all UNH students from the first day they arrive on campus in meetings with resident assistants and throughout the academic year in regular programs presented on campus by various offices.

Passenger Rail Service

The railroad tracks and surrounding area are private property and are off limits. Trespassing on the railroad tracks is dangerous and may result in a summons.

Cooperative Law Enforcement Functions

The University of New Hampshire Police Department continually works in concert with local, county, state and federal law enforcement agencies.

The principal local law enforcement agencies adjacent to the campus properties are linked together by a computer system for reporting crime. Each agency has direct access for sharing of information, statistical data collection and cooperative planning. The system is located in the University of New Hampshire Police Department and the local departments have direct access to the system.

The University of New Hampshire, through the Police Department, maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation. The University informs the campus community of violent criminal activity that may be threatening or potentially dangerous to the community and its members. Specific procedures are in place to establish such a response.

Campus Crime, Educational Opportunities — Where to Go for Assistance

A statistical report for the past three calendar years is presented on the University Web pages, address is found at the end of this section. The table shows that the most common problem over this time period at UNH has been theft. Offenses involving the abuse of alcohol represent a second general category.

The statistics for sexual assault indicate that rape is a problem on college campuses, and we believe that education is the most powerful weapon to combat this problem. Education includes a variety of approaches including safety awareness and crime prevention. We want to do all we can to reduce the likelihood of this crime taking place on campus and to encourage individuals to report incidents when they do occur. Our tradition of rape education and our consistent message of encouragement to report all crimes are having a positive impact. Students are better educated, more aware, and more willing to come forward.

Sexual assault is a violation of the UNH Code of Conduct, as well as a violation of state law. Students are encouraged to report all cases of sexual assault to the University Police Department (862-1427). Reporting a violation does not require criminal prosecution. In situations where the accused person is a student, the case may be adjudicated through the student judicial process. The judicial process provides due process protections for both the complainant and the accused student. The complainant has the right to the following:

1. The right to a formal hearing to determine responsibility and appropriate sanctions;
2. The right to assistance at the hearing from an advisor;
3. The right to alternative living arrangements or academic scheduling if the accused student lives or attends classes in close proximity; and
4. The right to be notified of the outcome of the hearing and the sanction imposed.

Contact the Office of Community Standards (862-3377) for further information.

In addition to the statistical profile presented at the Web address, a list of definitions is included below and provides basic information about each crime category.

**Definitions**

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

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

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

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

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

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

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

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

**Robbery**—The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
Weapon Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

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

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

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

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

Motor Vehicle Theft—The theft of a motor vehicle.

Campus Sex Crime Prevention Act and Duty to Report
Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state, must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at the University of New Hampshire, the State of New Hampshire must promptly notify the University of New Hampshire and Durham Police Departments. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at the University of New Hampshire, must register with the Durham Police Department. Failure to register is considered a misdemeanor.

Members of the UNH community who wish to obtain information regarding registered sex offenders should come in person to either the University of New Hampshire or Durham Police Departments to review the registry.

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

Campus Crime Report
In compliance with the Federal Jeanne Clery act, a statistical report on campus crime can be found at www.unh.edu/upd/clery.pdf. A hard copy of the report can also be obtained by contacting the University Police Department, (603) 862-1427.

Questions
For more information about safety on the UNH campus, you are encouraged to contact the University Police Department at (603) 862-1427, or the UNH Sexual Harassment and Rape Prevention Program (SHARPP) at (603) 862-3494. A university official will be glad to discuss your questions and concerns.

The University of New Hampshire is committed to establishing and maintaining a safe and violence free community. The University espouses these values in order to have its members learn, thrive, work and live together in a safe environment. The University of New Hampshire does not tolerate incidents of sexual violence, relationship abuse, sexual harassment or stalking. The University will hold UNH community members who violate this policy accountable according to University policies and New Hampshire State laws.

Statement on sexual misconduct, dating violence, domestic violence and stalking
Creating a safer and more supportive environment that cultivates learning and personal growth is central to the mission of the University of New Hampshire. All forms of sexual misconduct, dating violence, domestic violence, and stalking interfere with this mission objective. Sexual misconduct includes sexual harassment, sexual assault, and unwanted sexual contact. Furthermore, sexual harassment (including sexual assault and unwanted sexual contact) is a form of prohibited discrimination.

As illustrated through the collaborative work among a number of departments and individuals at UNH, our community takes seriously our responsibilities to work with all individuals of the institution who have been impacted by sexual misconduct, dating violence, domestic violence, and stalking. The official UNH policy is located at http://www.unh.edu/vpsas/handbook/sexual-misconduct. The policy spells out prohibited behaviors that violate the Student Code of Conduct and New Hampshire State Laws. It provides options and resources for those who are impacted by violations, as well as outlines the rights of complainants and respondents. Respondents are those who are accused of a violation of the UNH Code of Conduct.

Information about the Campus Sexual Violence Elimination Act (SaVE) can be found at:
http://www.cleryact.info/campus-save-act.html

Information specific to UNH regarding the Campus SaVE Act can be found in the UNH Annual Security Report that is updated each October. The URL is:
http://www.unh.edu/upd/clery.pdf

New Hampshire state laws regarding stalking and domestic violence can be found at:
http://www.courts.state.nh.us/district/protocols/div/c2.pdf

The New Hampshire state law on Sexual Assault and Related Offenses can be found at:

To talk with someone on a confidential basis about issues related to sexual misconduct, dating violence, domestic violence and/or stalking, you make contact any of the following offices.

• Sexual Harassment & Rape Prevention Program, Wolff House, (603) 862-7233
• Counseling Center, Smith Hall, (603) 862-2090.
• Health Services, 4 Petree Brook Lane, (603) 862-9355

NOTE: students may also talk confidentially to an ordained religious leader, such as a minister, priest, or rabbi who is certified and duly recognized by an authorized religious organization.

To initiate a criminal complaint:
• On Campus: UNH Police, 18 Waterworks Road, (603) 862-1427
• In Durham: Durham Police Department, 86 Dover Road, (603) 868-2324
• Outside of Durham: Contact your local Police Department

To initiate a Code of Conduct complaint:
• Office of Community Standards, 2 Hitchcock Hall, (603) 862-3377

To initiate a Title IX or Sexual Harassment complaint, contact:
Donna Marie Sorrentino
Director & Title IX Coordinator
603.862.2930 (voice)
603.862.1527 (tty)
7-1-1 (Relay NH)
dms@unh.edu

NOTE: A staff member from the Sexual Harassment and Rape Prevention Program (SHARPP), (603) 862-7233, is available to assist in initiating any form of complaint.
Room and Board Agreement

A. General Provision

Every student residing in University housing is subject to the provisions of the Student Rights, Rules and Responsibilities handbook and the terms of this Agreement. All rules of conduct governing the behavior of University students shall be enforced; violations of rules, policies and regulations as stated in the Student Rights, Rules and Responsibilities handbook and this Agreement shall be subject to appropriate University sanctions, including eviction from University housing. Students can be held responsible for any policy violation that occurs in their room. All students are expected to conduct themselves in a manner consistent with the expectations of the University, as stated in the Student Rights, Rules and Responsibilities handbook, and this Room and Board Agreement. All references to rules in the body of this Agreement are found in the Student Rights, Rules and Responsibilities handbook.

1. Eligibility. In order to live in University housing, students must be classified as full time students. Full-time undergraduates are defined in accordance with rule (01.112) in the Student Rights, Rules and Responsibilities handbook. Full-time graduate students are verified through the Graduate School. Summer school students must be enrolled in one (1) or more credit courses by UNH Continuing Education during the period of housing. In order to live in The Gables apartment complex students must be 19 years of age or at least a sophomore as defined in the Student Rights, Rules and Responsibilities handbook (rule 03.112). In order to live in the Woodside apartment complex students must be 20 years of age or at least a junior as defined in the Student Rights, Rules and Responsibilities handbook (rule 03.112). Undergraduate students not meeting these criteria are permitted to live in The Gables or Woodside only by exception. Babcock Hall is a graduate residence. Undergraduate students who are 21 years of age or older are permitted to live in Babcock Hall only by exception.

2. Terms of Agreement. This Agreement is for a period of one academic year (two semesters) or in the case of summer session, for a period equal to the duration of the student’s summer courses. Housing accommodations are not available during University vacation periods except for students residing in the apartments, Babcock, and specifically designated residence halls (additional fees apply). University Housing services, including access to the room or apartment, begin on the designated opening day and end within 24 hours after a student’s last final exam or cancellation of this Agreement. Graduation, official withdrawal from the University, academic suspension from the University, or mutual consent of the parties constitutes the only basis for release after a student's last final exam or cancellation of this Agreement. Graduation, official withdrawal from the University, academic suspension from the University, or mutual consent of the parties constitutes the only basis for release. Non-renewal, suspension, eviction, exclusion or dismissal will result in cancellation of charges according to the Refund Schedule in section C. This Agreement cannot be transferred or reassigned.

3. Reservation of Space. To reserve a space, students must submit a housing application and pay a housing deposit by the designated deadline. Electronic or written signature of the student on the housing application legally binds said student to the terms and conditions of this Agreement. If a student cancels after the deposit is paid or a promissory note signed, even if cancelled prior to the deposit due date, Refund Schedule in section C applies. The University will offer a student the opportunity to reserve a space at its sole discretion. Its use of a priority system, including lottery and wait lists for making such offers, may be changed or limited at its sole discretion.

4. Housing Assignment. Assignments are made by the Department of Housing. Use of student preference, seniority, or time priority systems for making such assignments may be changed or limited at the University’s sole discretion. Reasonable accommodations for persons with disabilities will be made to the extent possible. Such accommodations may include but are not limited to room type requests, proximity to facilities, service animals and power-driven mobility devices. All requests for such accommodations must be approved by UNH Disability Services for Students. The University will cooperate to the degree possible with students desiring a change in room or apartment assignment. Babcock and apartment residents may not be reassigned to the undergraduate residence hall system unless granted an exception by the Department of Housing. The University retains the right to administratively change a housing assignment at its sole discretion. The University reserves the right to assign more occupants to a room than the established capacity when the demand for housing exceeds the spaces available. In such cases, the housing fee for all occupants involved will be reduced based on the housing rates established by the Board of Trustees. When the room is no longer over-assigned, for any reason whatsoever, and the extra furniture is removed, all occupants involved will be required to pay the increased fee, pro-rated, based on room or apartment capacity. The occupant(s) is (are) responsible for any changes in housing fees. If the extra furniture remains in the room at the request of the remaining residents or if the residents of the room do not ready the extra furniture for pick-up, the room will be considered broken down and the occupants will be required to pay the increased fee, pro-rated, based on room or apartment capacity.

5. Occupancy. Occupancy begins when a student accepts a key or combination to their room. Only the student officially assigned and checked into a specific room may occupy that room. At its own choosing, the Department of Housing may require a student to move to another room in order to consolidate unassigned spaces. A student may occupy only the type of room for which they are paying.

6. Move In/Move Out. Before moving out, a student is required to remove all refuse, remove all personal possessions, and leave the room or apartment clean. Charges for additional cleaning required, removal of personal property, or for any damage or loss of University property, normal wear and tear excepted, will be billed to the student(s).

   a) Keys. Keys will be issued to the student of record on arrival at the beginning of the occupancy period. Keys may not be transferred, duplicated, or given to other persons. Lost keys should be reported immediately to the Housing office. In each case in which keys are lost, the lock will be changed, new keys issued, and the student billed. Keys said to be temporarily mislaid, keys not returned at the end of the occupancy period, or unauthorized duplicate keys turned in at the end of occupancy will be considered lost keys and charges will be assessed to the student.

   b) Combination Locks. Students assigned to a room with combination locks are prohibited from issuing or in any way communicating the combination to their room to any person or persons. Combinations will be changed as occupants officially move out of rooms. If a combination change becomes necessary as a result of the combination being communicated to others by the student, the student will be billed for the cost of the combination change.

7. Liability. The University shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of, the student for any cause whatever, or whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The University provides no insurance for personal possessions. Students must have their own insurance or be included under their family’s insurance policy. The University is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, eviction or dismissal from any accommodation in University housing. Students are particularly encouraged to remove all valuables from their accommodations during periods of absence or during University vacations. In the event of mechanical difficulty (air conditioning, heat, hot water and other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service; however, there will be no reduction of housing charges because of such failure. In the event of damage by fire, water, steam or other causes which render the room or apartment wholly unfit for occupancy, the
University reserves the right to reassign the student to alternative University housing accommodations. If alternate quarters are not available, this Agreement may be terminated and the student shall not be entitled to recompense for damages except for a pro-rated housing fee refund.

8. **Staff.** The University will provide staff in accordance with the University policy of providing students with a living experience that complements the academic mission of the University of New Hampshire.

9. **Communication.** The University of New Hampshire and Department of Housing often communicate with students on official matters in written form and through the use of various technologies. In those instances when the University chooses to communicate with students through technology (including but not limited to email, portal communications, and electronic messaging), it often does so with the use of University-generated UNH Username (IT ID). The University will provide and maintain this UNH Username (IT ID); it will be the responsibility of the student to monitor official communication sent by the University to this UNH Username on the UNH e-mail system, as well as those posted to the UNH Portal (MyUNH/Blackboard) and accessible with this UNH username.

10. **Parking.** Student/guest parking will be determined in accordance with the parking and traffic rules and regulations. Only vehicles for persons with disabilities (displaying the appropriate permit) may park in designated parking areas. Any vehicle illegally parked is subject to towing at owners expense and/or a fine, and disciplinary action.

11. **Storage.** Storage space for surplus or seasonally used property is not provided. Each student must make his/her own arrangements for such surplus storage off campus. No article of any nature may be stored in stairwells, attics, housekeeper closets, interior and exterior building passageways, roofs or on the grounds.

12. **Entry/Inspection.** University staff members reserve the right to enter a student’s room or apartment at any time, whether or not the student is present to (a) perform maintenance (b) to conduct fire/safety inspections (c) during an emergency (d) to enforce safety or health expectations

   a) Advance notice is not required unless maintenance is expected to be substantially disruptive to students.
   
   b) The Durham Fire Department and the University reserve the right to determine fire safety standards for decorations and appliances and require students to take action to correct hazards.
   
   c) The University of New Hampshire reserves the right to access and review individual records related to entering or exiting residential buildings.

13. **Laundry Service.** Laundry machines are provided for students and accept payment only in the form of Cat’s Cache. The University shall not be liable for any damage to or loss of personal property resulting from the use of the laundry machines, nor shall the University be liable for personal items left unattended in the laundry rooms.

**B. Use of Dwellings and Grounds**

1. **Appliances.** All electrical items in a room must be UL listed or recognized to a UL standard by a nationally recognized testing laboratory. Coffee pots, popcorn poppers, irons, and hot pots may be used but cannot be plugged in unattended. Refrigerators that stand less than 35° in height and draw no more than 1.5 amp of power are allowed to a maximum of one per two assigned room occupants. Microwaves up to 800 watts of power output are acceptable.

2. **Cleanliness.** Students are responsible for maintaining reasonable sanitation and safety standards in their rooms, suites and apartments (including suite and apartment bathrooms). If upon inspection, University staff finds safety and sanitation below standard, the student will receive a written request prescribing corrective action. If after a reasonable time the corrective action has not occurred, the University will perform the needed work at the student’s expense.

3. **Furnishings.** Each bedroom will be furnished with a bed, desk and desk chair, dresser and closet space for each resident. Closet space may be shared.

Bed rails are standard equipment in rooms where beds can be elevated and must be used any time the bed is raised above its lowest position. University supplied furniture may not be moved from the originally assigned room to any other on or off-campus location and may not be stored in any suite or apartment bathroom. Students are prohibited from taking furniture from common spaces in the residence hall or apartment building and placing it in a student room, apartment or any other on or off-campus location. Such action shall be considered theft.

4. **Maintenance.** Routine maintenance needs should be reported to the Department of Housing in a timely manner. The University reserves the right to perform any and all needed maintenance. If maintenance is needed, it is the responsibility of the resident to notify the maintenance and/or Housing staff, at the onset of each instance, about any personal, medical, or health concern which may be impacted by the work.

5. **Trash Removal.** Students are solely responsible for bagging trash which accumulates in their room or apartment and disposing of such trash by depositing it in the designated dumpster, trash compactor, and/or recycling container. Personal room or apartment trash may not be placed in common area trash receptacles.

6. **Bicycles.** Bicycles are to be parked and secured only in places provided for that purpose. Bicycles may not be attached to stair railings (exterior/interior), building entrances, light poles, trees, sign posts, etc. A student is required to remove their bicycle(s) prior to their designated move-out date.

7. **General.** The University reserves the right to inspect students’ rooms or apartments to ensure compliance with section F-9, Fire Prevention/Drills/Alarms/Equipment, reserves the right to recommend to the appropriate disciplinary body the termination of any Agreement, and will control the rooms or apartments in case of an epidemic.

**C. Payment/Cancellation/Refund-Housing**

The University will establish housing fees yearly and will announce these proposed fees for each academic year at the time of housing sign-up during Semester II. Fees are considered proposed until approval is granted by the University Board of Trustees. Upon nonpayment of fees or any charges herein provided, the University may refuse to register the student for the next semester, issue grade reports of work done, or allow the student to be graduated. Semester payment is due when indicated on the bill or prior to occupancy, whichever is earlier. Graduation, official withdrawal from the University, academic suspension from the University, or mutual consent of the parties constitutes the only basis for release from this financial responsibility.

1. **Deposit.** All students intending to reserve a space in University housing must pay a housing deposit. The housing deposit will be applied against the semester housing fee. Once paid, even if the deposit payment due date has not yet passed, the Deposit Refund Schedule (C.2a) applies.

2. **Refund Schedule.** In order to ensure that accommodations are available to students wishing to live on campus, the University will refund to the student his/her housing fee at the following rates (unless otherwise agreed by the Director of Housing or required by law). Subsequent to occupancy, no release from this Agreement or refund can be considered unless the assigned room or apartment is left clean and all sign-out procedures including return of keys and settlement of obligations are completed. In such cases when release is granted, the effective date of release will be determined by the date of such completion.

   a) **Deposit Refund Schedule**

      1. Written cancellation of this Agreement by the student to the Department of Housing or cancellation by the University for disciplinary or non-renewal actions will result in the following refund schedule. Semester I cancellations postmarked or received by the Department of Housing on or before June 1 result in a 50% refund of the housing deposit paid. Cancellations postmarked between

         i. June 2 and July 1: 25% of deposit refunded to student;
         ii. July 2 and August 15: Student forfeits entire housing deposit.
2. If the Agreement is canceled, any amount of housing fee/deposit refund due a student will first be applied to said student’s current University charge.

3. If a Promissory Note was signed by the student in lieu of paying the housing deposit, student will be financially responsible for cancellation charges as if they had paid the deposit.

4. Students who are offered and accept housing beginning with Semester II and subsequently notify the Department of Housing of cancellation prior to hall opening forfeit the Housing Deposit.

b) Semester I Refund Schedule

1. If by Friday of the first week of classes the student fails to occupy the assigned room, or cancels the Agreement by mutual consent or for any of the reasons in section C, the Agreement is canceled and the student receives a 75% refund of the semester’s housing fee.

2. Cancellation for any of the reasons in section C or by mutual consent after the first week of classes and within 30 days will result in a 50% refund of the semester’s housing fee.

3. Cancellation of the Agreement for any of the reasons in section C or by mutual consent after 30 days will result in no refund of the housing fee.

4. Students who check in or move into a hall or apartment and subsequently move out without consent of the Department of Housing, and do not withdraw from the University, are charged the full housing fee.

5. If the Agreement is canceled, any amount of housing fee/deposit refund due a student will first be applied to said student’s current University charge.

6. Residents evicted or suspended for reasons of conduct will be financially responsible for that semester’s rent.

c) Semester II Refund Schedule

1. Requests for early termination of this Agreement at the end of Semester I can be considered ONLY IF RECEIVED IN WRITING BY THE DEPARTMENT OF HOUSING BEFORE THE SECOND FRIDAY IN NOVEMBER. Should any such release be possible, priority will be given to students whose requests show extreme hardship, not necessarily financial, and to those students whose academic programs require them to relocate while still enrolled at the University. Semester I students who have NOT been granted early termination of the Room and Board Agreement for Semester II will be charged the full Semester II housing fee. Any and all portions of the refund schedule do not apply to such students.

2. Students who are offered and accept housing beginning with Semester II and subsequently notify the Department of Housing of cancellation prior to hall opening forfeit the Housing Deposit. Cancellations by such students and subsequently notify the Department of Housing of cancellation prior to hall opening forfeit the Housing Deposit.

3. Residents evicted or suspended for reasons of conduct after the published move-in date will be financially responsible for that semester’s rent.

4. Residents who are evicted at the end of Semester I due to willful non-compliance/non-compliance of alternative sanctions will be financially responsible for Semester II rent.

d) Summer Refund Schedule

1. Failure to occupy the assigned room or written notification from the student of cancellation of the Agreement or of official withdrawal from class(es) within the first seven (7) days of residence, the student is charged for 1/2 of the Agreement amount.

2. Written notification from the student of cancellation of this Agreement after the first seven (7) days of residence, the student is charged for the full amount of the Agreement.

D. Resident Meal Plans

All students who reside in University housing (except Babcock Hall, The Gables and Woodside apartment residents) are required to purchase a meal plan from the designated mandatory choices. There are no exceptions to this requirement. The Core, Campus, and Campus Premier meal plans satisfy the requirement. See www.unh.edu/dining for the latest information about meal plans and services.

1. Resident students must designate the meal plan of their choice:
   a) prior to July 1 for Semester I
   b) prior to the second Friday in November for Semester II

2. Failure to specify a meal plan choice will be an indication of acceptance of the minimum mandatory meal plan for resident students, currently the Core Plan.
   a) The last day for making downgrades to your meal plan is the 2nd Friday of each semester.

3. Resident meal plans are valid through the last day of meal service in the semester of purchase.

4. Access to the dining halls can be obtained through one of the following five methods:
   a) Hand Recognition System (those owning one of the three resident unlimited meal plans)
   b) Dining Dollars (encoded on your UNH photo ID card)
   c) Cat’s Cache (encoded on your UNH photo ID card)
   d) Cash
   e) Master Card, Visa, Discover or American Express

5. Refund schedule. In the event of official withdrawal from the University, suspension or mutual consent of the parties to terminate this Agreement, the effective date for calculating a refund on a paid dining plan will be the date of official withdrawal or the date of last meal eaten, whichever is later. Academic Year Refunds are made as follows:
   a) Academic Year Refunds are made as follows:
      i. Before Registration Day, 100% refund.
      ii. A meal plan that has not been used through the second Friday of either Semester, 100% refund.
      iii. A meal plan that has been used at any time will be charged at the weekly rate for that meal plan for each week up to cancellation. Partial weeks will be rounded up. The weekly rate equals meal plan cost (not including Dining Dollars) divided by number of weeks in the semester. Silver Plus meal plan holders will be charged at the per meal cost for all meals eaten.
      iv. Unused Dining Dollars will be refunded.
   b) Summer Session refunds will be on a per week basis; unused weeks will be fully refunded.

E. Dining Hall Information and Policies

1. Dining hall meal service begins on the official opening day and ends on the last day of final examinations.

2. Food served in the dining halls is available on an “all you care to eat” basis. Food can be taken out of the dining halls only through the sanctioned take-out program. Violation of the policy can result in a $25 fine and/or loss of dining privileges.

3. Students are expected to conduct themselves in the dining halls in a manner conducive to quiet enjoyment of meal times by all. Cooperation with stated procedures such as the self-bussing of dishware is expected. Misuse of food is grounds for disciplinary action.

4. Removal of dining hall property is prohibited.

5. Lost Cards
   a) A charge of $25 is made to replace a lost, stolen or damaged photo ID card and $10 to replace a lost, stolen, or damaged non-photo dining card.
   b) Lost or stolen meal cards must be reported immediately to the Dining ID Office (603) 862-1821 or suspended instantly through Blackboard. Only
the balance of accounts on the card at the time the card is suspended can be protected. No temporary cards will be issued. Until your ID card is replaced, you will not have access to your Dining Dollars, guest passes or Cat's Cache (the hand scanner eliminates the need to use your ID card for admission into the dining halls when you own one of the Anytime meal plans).

c) Your University ID card is strictly nontransferable. The owner of ID card is responsible for its security and proper use and subject to a $25 fine for its unauthorized use.

6. Guests may be brought into the dining hall by using a guest pass, Dining Dollars, Cat's Cache, cash, Master Card, Visa, Discover or American Express.

7. Meal plans are subject to change from year to year. Sufficient notice will be given to enable students to plan for future purchases. Please check www.unh.edu/dining/plans/ for updates.

8. Dining Dollars
a) Anyone may purchase Dining Dollars in any amount. Campus and Premier plan holders may purchase additional Dining Dollars if needed.

b) Dining Dollars are accepted at Albert's, Cornerstone 1926, Dunkin' Donuts, Holloway Commons, Philbrook Cafe, Philbrook Hall, Stillings Hall, UNH Dairy Bar, Union Court, Wildcatessen, and Zeke's.

c) Dining Dollars are valid during the academic year of purchase only. A remaining balance from fall semester will carry over to spring semester but will expire at the end of meal service in May. Unused Dining Dollars are non-refundable.

9. Students with specific nutrition concerns or medically restricted diets should meet with the registered dietitian and executive chef to review options for dining hall accommodations. It is the responsibility of the student with food allergies or other specified nutrition concerns to make the final judgment on whether or not to question the ingredients of a food item or to choose to eat the foods selected.

F. University Housing Community Standards

In addition to abiding by applicable federal, state and local laws, and the University conduct rules outlined in the Student Rights, Rules and Responsibilities, the student is expected to understand, support and live by community standards, rules and regulations established for all residences. Violations of any of the above, which could result in suspension or expulsion from the University, will be forwarded to the Office of Conduct and Mediation. Residents evicted or suspended for reasons of conduct will be financially responsible for that semester's rent.

1. Alcohol. All students are subject to the University Rights and Rules governing the use of alcohol, as well as federal, state, and local laws of alcohol use to include the Open Container Ordinance of Durham, NH. Entryways, hallways, and lounges are common areas, and consumption of alcohol is prohibited in these areas (including by those of legal drinking age). Group sources such as kegs of beer, beer balls, and alcoholic punches are prohibited in University housing. Under certain circumstances the presence of empty alcohol containers may be evidence of a violation of the rules regarding possession or use of alcohol.

a) Only students of legal drinking age (21 years or older) may consume alcohol in their own room or in the room of another student who is at least 21 years old.

b) A legal age drinker may have just one open alcohol container at a time for personal consumption.

c) Alcohol is not permitted in any of the common or public areas of the residence halls or apartment buildings.

d) Possession or consumption of alcohol is permitted only in rooms where at least one of the assigned and present residents is at least 21 years old.

e) All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, or excessive amounts of alcohol in bottles or cases, are strictly prohibited.

f) Providing underage people with alcohol is illegal and strictly prohibited.

g) Any person who is under the influence of alcohol and whose behavior leads to personal injury or illness may be considered in violation of the alcohol policy.

h) Having a gathering in a residence room, suite or apartment that involves illegal consumption of alcohol will likely lead to eviction upon a first offense. A gathering is defined as more people in the room/suite/apartment than just the people who are assigned to that room/suite/apartment.

2. Alteration to Premises. No changes may be made in the building or its fixtures by students individually or in groups without the expressed permission of the Department of Housing. The student or any person acting without said permission shall refrain from:

a) Removing any item of University equipment/furniture from the room or premises.

b) Altering or replacing the present locks or other security devices or installing additional locks or security devices.

c) Making any structural or electrical alterations to the room.

d) Using nails, screws, bolts, or decals upon the furniture, walls, doors, woodwork, ceiling, or floors of the room or apartment or otherwise defacing, painting or marring such surfaces.

e) Making unauthorized repairs to, or painting the room or apartment.

f) Removing screens.

g) Building partitions or making alterations to furniture.

h) Taking furniture or other items from common spaces and placing them in student room or apartment.

3. Civility. The University offers many times, places and ways to engage in expressive conduct, and it expressly seeks to create a diverse learning culture where students feel encouraged to express themselves on a wide variety of issues. Students attending UNH are not required to live on campus. All persons living in University housing are entitled to sleep, study and quietly enjoy their living space without unreasonable disruption. The University's goal is to create a residential environment where all residents can expect to be treated in a civil and respectful way by each other. Therefore, in accordance with the SRRR and applicable law, residents or guests shall not harass, intimidate, threaten or abuse a guest or fellow resident through speech, conduct or writing. Isolated or incidental breaches of civility shall normally be treated as opportunities to counsel an offending student, with or without a formal warning. Repeated or knowing threats, harassment, intimidation or abuse sufficiently severe or pervasive to alter the conditions of another resident's sleep, study or repose may result in conduct charges or eviction.

4. Common Area Use. The University strives to create an atmosphere of respectful, diverse opinion and expression. Although our community aspires to extend this atmosphere into student residential facilities, it is important to note that residences are unlike other campus facilities, and that some kinds of expressive conduct are subject to reasonable time, place and manner restrictions. Students are expected to use good judgment when engaging in expressive conduct or displaying material in the common areas of the residence hall. These include any areas outside of a student room, including lounges, hallways, common bathrooms and hallway doors where community members must pass every day and therefore cannot avoid. Students and guests are prohibited from displaying material in common areas that disrupt or would likely disrupt the educational mission of the University, including, but not limited to, materials that are pornographic, obscene or create a hostile environment sufficiently severe or pervasive to alter the conditions of other residents' ability to sleep, study or repose. Students and guests are also prohibited from displaying materials that advertise or promotes drugs or alcohol, use gratuitous profane or vulgar language, or that are harassing or threatening to others. Please refer to the UNH Discrimination and Discriminatory Harassment policy for more information. The display of materials in the common areas shall be defined to include, but not be limited to, photographs, posters, written materials, videos, and live performances. Videos shown in the common areas shall have a rating of G, PG, PG-13 or R, and individuals who show videos are expected to comply with all applicable copyright laws. Isolated or incidental breaches of the rules governing the use of common areas shall normally be treated as opportunities
to counsel an offending student, with or without a formal warning. Use of common areas to make repeated or knowing threats, harassment, intimidation or abuse sufficiently severe or pervasive to alter the conditions another student’s sleep, study or repose may result in conduct charges or eviction.

5. Cooking. Cooking is prohibited in student rooms in the residence halls and allowed only in designated kitchen units or facilities.

6. Condition of Common Areas. Students are responsible for keeping all common and public areas of University housing free of personal trash and belongings. These areas include, but are not limited to hallways, bathrooms, stairwells, lounges, utility closets, and adjacent grounds.

7. Damage. Damage, theft, and vandalism to University property are strictly prohibited. Violators will be subject to disciplinary action. Each student is financially responsible for the cost of replacement or repairs of any breakage or damage (except for normal wear and tear) to his/her accommodations and its furnishings as well as for his/her share of the costs of any damages in the common areas of University housing.

8. Drugs and Paraphernalia. Students may not possess, use, be under the influence of or sell illegal drugs. Sharing or otherwise distributing illegal drugs or controlled substances in or around the residence halls/apartment communities will be subject to eviction from the residence halls/apartment communities and possible suspension or expulsion from the University. All paraphernalia which can be used with illegal drugs including, but not limited to, bongs, pipes, rolling papers, etc. are prohibited.

9. Fire Prevention/Drills/Alarms/Equipment. Students are expected to notify the Fire Department of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participation in fire alarm/evacuation drills. Students must leave buildings when a fire alarm is activated or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Students are financially responsible for charges assessed as a result of tampering with fire safety equipment.

10. Removal of Furniture. All student rooms and apartments are provided with furniture. Students may not remove or store furnishings provided by the University and may not replace them with other items owned or rented by the student. The Department of Housing will not remove or store the standard University furnishings. Public area or lounge furnishings shall not be moved into a student’s room.

11. Guest, Visitation, and Escort Policies. The student is responsible for the behavior of their guests, for damages caused by their guests and for informing guests of hall policies. All guests will be escorted by their host at all times while visiting in the building. Students within University housing are collectively responsible for their own conduct as well as the conduct of their guests. Overnight guests are not permitted in University housing without advance permission of all students of the room/apartment in which they are staying. Overnight guests may not stay longer than two nights in any given week. No more than ten people may be in a residence hall room or between 13 and 24 people in an apartment, depending upon apartment, at one time, per order of the Durham Fire Department. University apartment residents must register with and receive approval from the Apartment Manager for hosting a gathering of more than 13 people (including hosts). Residents of the apartments must adhere to the Special Events/Parties guidelines as they appear in the policies for apartment residents’ document.

12. Hall Sports. Behavior that may result in personal injury or damage to property is prohibited. This includes, but is not limited to hall sports, water fights, some forms of practical jokes, roughhousing, dropping items out of windows, improper behavior on balconies, tampering with or other misuse of elevators, and failure to observe fire safety rules and procedures. All athletic activities are to be confined to areas outside University housing which are specifically designated for such purposes.

13. Lewd and Indecent Behavior. Conduct and behavior which is considered lewd or indecent, including but not limited to, public or unwanted nudity, urination and defecation in areas other than toilets or urinals, sexual activity in public areas, uninvited or unwelcome voice or written messages to others which are considered lewd or indecent by the receiver.

14. Lofts. Built-in (wall or ceiling attachment) structures are prohibited. Non-University, free-standing loft structures are permitted however the University of New Hampshire and the Department of Housing assume no responsibility for residents building their own bed units. The top of a loft mattress must be at least 33" from the ceiling. The Department of Housing and/or the Durham Fire Department reserve the right to determine the danger of lofts and require their removal.

15. Noise. Each student shall respect and observe the rights of other students occupying University housing. Noise that is disruptive to others, including hall and apartment staff, is prohibited. Courtesy hours are always in effect and residents are to respect requests of others for quiet. Night time hours are “quiet hours”, when residents are to be especially aware of the volume and impact of their noise. Residence hall quiet hours are Sunday-Thursday 10pm-7am and 12am-8am on Friday and Saturday. Apartment quiet hours are Sunday-Thursday 11pm-7am and 1am-8am on Friday and Saturday. Hall councils may choose to extend quiet hours but may not shorten them. At no time should amplified sound or yelling be directed out or at resident’s windows. Residents are to maintain reasonable quiet in courtyard areas at all times. The placement of stereo speakers in such a manner that sound carries out from the apartment or room is strictly prohibited. Compliance with the Durham noise ordinance is required. All established quiet hours must be observed.

16. Pets. With the exception of service animals as reasonable accommodations as determined by UNH Disability Services for Students, pets or animals of any kind, except non-dangerous fish, are prohibited in University housing. One ten gallon tank containing fish is allowed per room.

17. Posting/Solicitation. Door-to-door solicitation is strictly prohibited. Commercial activity, solicitation or advertising is not permitted in or around University housing unless prior approval by the University Police Department has been obtained. The only exceptions are activities permitted under University Rules and/or those sponsored by University staff or local resident governing councils. All information posted in common areas and on bulletin boards must be approved by the Department of Housing or Residential Life staff. Posting on room doors or other areas are subject to removal if constituting a fire hazard or if the posted material is unacceptable (i.e. racist, sexist, homophobic, etc.). No commercial soliciting or canvassing is allowed.

18. Prohibited Items. The following items are prohibited in University housing, except where specifically permitted.

a) Halogen lamps, hot plates, heating/immersion coils, electric frying pans, toaster ovens, electric heaters, electric blankets, non-UL listed items and electrical items not approved by the Department of Housing

b) Air conditioners, clothes washers and dryers, dishwashers, and water beds

c) Television or radio antennae and any other objects which are placed outside the room window or anywhere on the exterior of the building or adjacent grounds. The International residence hall, with the prior approval of the Director of Residential Life, will be permitted to fly their international flags on Opening Weekend and for specific campus wide events sponsored by the International hall.

d) Firearms, candles, incense, explosives, fireworks, weapons of any kind, hazardous chemicals, gasoline, charcoal lighter fluid, propane, butane, motorized vehicles of any kind (or parts, repair tools, accessories for any motor vehicle)

19. Security. Part of the obligation of community living is to help safeguard the living environment. Students are reminded that they share in the responsibility for the security of their rooms and the buildings in which they live. Students are strongly encouraged to keep their rooms/apartments locked at all times and also to report individuals who appear to be tampering with
locks, damaging facilities, harassing students, or behaving suspiciously. Students are advised to be particularly security-minded at times of check-in, holiday breaks, check-out, or when fewer residents are in the residential facilities. The following behaviors can compromise the security of other students, and are prohibited. Students found responsible for any of the following behaviors will be subject to disciplinary action, including fines to cover the costs of door repair or replacement.

a) Giving personal keys or ID card to another person
b) Leaving keys or ID card in a public space
c) Propping open any door to the outside
d) Attempting to force open any secured door
e) Interfering with the locking mechanism of any door
f) Allowing individuals who seek entry to "piggyback" (enter the building without using their own entry card).
g) Removing a window screen
h) Damaging any door, lock, or window
i) Climbing through windows, being on ledges, porticos or roofs
j) Throwing objects out windows or from roofs of buildings
k) Entering another student or staff members living space without permission

20. Smoking. Smoking is strictly prohibited inside any University residence facility. Smoking within 20 feet of any University building is strictly prohibited. This ban includes all forms of smoking including electronic cigarettes, cigars, cigarettes, marijuana, hookahs, etc.

21. Theft. Attempted or actual theft of and/or damage to property of the University or property of a member of the residential community is prohibited. This includes removing property from residence hall or apartment common spaces or from rooms of other students.

22. Weapons. The University of New Hampshire is a weapon free campus. This applies to all residence halls and apartments. Weapons include but are not limited to, firearms, simulated firearms, dangerous chemicals, any explosive device, nunchucks, brass knuckles, butterfly knives, paintball guns/equipment and any other materials that can be used to intimidate, threaten or endanger others, are prohibited on campus. Any knife, including a butter knife, used as a weapon shall be considered a violation of this policy.

23. Failure to Comply. Refusing to cooperate with University staff or University police who are attempting to investigate or address a situation in a University residence hall or apartment is prohibited. The student is required to provide proper identification and truthfully answer legitimate inquiries.

24. Eviction. A housing eviction requires a resident to move out of the residence hall/apartment system within 48 hours after the University judicial process is completed. Residents evicted or suspended for reasons of conduct are financially responsible for that semester’s rent. It is important to understand that eviction can occur for a first offense. Incidents that may result in eviction from the residence hall/apartment system include, but are not limited to:

- Possession, use or distribution of illegal drugs or potential drug paraphernalia
- Hosting a gathering in student rooms, student suites or student apartments that involves illegal alcohol possession or use
- Acts of violence, including physical assault, sexual misconduct, and destruction or vandalism of property
- Responsibility for a false fire alarm or bomb threat
- Possession of a weapon or simulated weapon
- Theft of personal or university property
- Endangerment to self or others in the community
- Repeated violations of community standards or University policies

(Revised October 2014)
A
Absence on Voting Day, 17
Absences, Excessive, 17
Absences, Excused, 17
Absences from Examination and Laboratory Periods, 17
Absences in Certain Courses, 17
Academic Exclusion, Suspension, Dismissal, 20
Academic Honesty, 23
Academic Policies, 16, 24
Academic Requirements, 18
Academic Responsibilities, 3
Acceptable Use Policy for Information Technology Resources, 31, 43
Accounts, Failure to Pay University, 29
Accounts, Payment of University, 29
Administrative Policies and Regulations, 25
Administrative Separation for Off-Campus Criminal Charges, 37
Administrative Separation for Reasons of Health Related Behaviors, 37
Admission, 16
Advanced Credit, 19
Affirmative Action Policies, 25
After Enrollment, 19
Agreement, Statement of, 3
Alcohol, 48
Alcohol and Illegal Drugs, 46
Alcohol and Other Drug Interactions, 49
Alcoholism, 48
Alcohol/Other Drug Education and Assistance Services, 50
Alcohol Policy, 12
Alcohol, Tobacco, and Other Drug Policies, 12
Appeal Process, Student Organization, 35
Appeals Procedure for Graduate Students Concerning Employment Status, 42
Appeals Procedure for Graduate Students Dismissed for Failure to Make Satisfactory Academic Progress or Professional, Ethical, or Behavioral Misconduct, 42
Appeals, Traffic Ticket, 40
Assistance Services, 50
Athletics, Intercollegiate, 33
Athletics, Scheduling of Games and Practices, 33
Attendance, 17
Auditing, 16

B
Behavioral Intervention Team, 43
Bicycle Operation, 41
Bicycles, 41
Bicycles, Parking and Securing, 41
Bicycle Violations, 41
Board Payment, Refund, 29

C
Campus Crime Report, 50
Cat's Cache Debit Program, 32
Certification of Candidate for Graduation, 21
Change of College, 17
Change of Curriculum or Major, 17
Change of Registration, 16
Charges, ROTC Uniform and Equipment, 29
Classification of Students for Tuition Purposes (Residency Rules), 26
Classification of Undergraduate Students, 16
Class Period, 18
Class Requirements, 18
Class Standing, 16
Class Visitations, 18
Code of Conduct and Conduct Process, 4
Commercial Activities on Campus, 39
Commitment to Helping, 15
Committees, Joint, 37
Common Exam Hours, 18
Complaints About Faculty, 41
Complaints About Staff, 41
Computers, 24
Cooperative Law Enforcement, 51
Courses Repeated, 22
Credit by Examination, 19
Credit Hour Policy, 18
Crime, Campus, Educational Opportunities, Where to Go for Assistance, 51
Crime Prevention Resources and Services, 51
Crime Report, 50

D
Dangerous Weapons, 40
Deadline for Adding Courses, 17
Deadline for Dropping Courses, 17
Declaration of Student Rights and Rules, 3
Definition of Student Organization, 34
Denial of Federal Benefits, 46
Description of Health Risks, 47
Dining Dollars, 33, 56
Dining Hall Information and Policies, 32, 55
Dining Halls, Items Prohibited From, 32
Dining Rebates, 32
Directory Information About Students, 46
Discipline of Recognized Student Organizations and Their Members, 36
Discovery Program, 18
Dismissal, 20
Distribution of Literature on Campus, 39
Driving Under the Influence, 47
Driving While Intoxicated, 47
Drug Addiction, 48
Drugs and the Body, 47
Dual Degree, 20
Dwellings and Grounds, Use of, 54

E
Educational Reprieve, 22
Entrance Conditions, 16
Entrance Health Requirements, 16
Examinations, 19
Examinations, Written, 23
Excessive Absences, 17
Exclusion, 20
Exclusion from a Course, 19
Excused Absences, 17
Exemptions, 19

F
Failing a Prerequisite, 17
Failure to Pay University Accounts, 29
Failure to Register, 16
Family Educational Rights & Privacy Act of 1974, 45
Federal Drug Laws, 46
Federal Drug Possession Penalties, 47
Federal Drug Trafficking, 46
Fees and Insurance, Health Services, 30
Fees for Credits in Excess of 20, 16
Financial Aid, 29
Financial Responsibilities, 26
Fines, Library, 23
Finger/Vein Biometric Technology, 33
Food and Equipment, Removal of, 32
Forfeiture of Personal Property and Real Estate, 46
Freshman and New Transfer Reports, 22

G
General Course Requirements, 18
Grade Changes, 22
Grades, 21
Graduate Students, Appeals Procedures, 42
Greek Policy, 12
Grievance and Complaint Procedures, 41

H
Harassment, 11, 25
Hazardous Substances or Dangerous Weapons, 40
Hazing Policy, 26
Health and Safety, 40
Health Insurance, 30
Health Services, 30
Helping, Commitment to, 15
Honors, 21
Housing Community Standards, University, 56
Housing Policies: Payment/Cancellation/Refund, 29, 54

I
ID Cards, 32
ID Cards, Lost, 32, 55
Immunizations, 16
Incomplete Courses, 22
Intercollegiate Athletics, 33
Issuance of Transcripts, 17
Items Prohibited From Dining Halls, 32

L
Laws, 45
Leave of Absence, 17
Libraries, University, 23
Library, General Regulations, 23
Library Hours, 23
Library Regulations, 23
Loan Defaults, 29
M
Mandatory Fees, 28
Meal Hours, 32
Meal Plan Rates, 32
Medical, Withdrawals/Leaves, 17
Meetings, 36
Membership and/or Eligibility for Sport Clubs, 36
Memorial Union, 40
Minors, 19
Misrepresentation, 24
Motor Vehicles, 40
Motor Vehicles, University-owned, 40

N
New Hampshire State Laws, 47
Nondiscrimination Policy, 25
Nonsexist Language, 26
Nutrition Concerns, Specific, 32

O
Outdoor Assemblies and Events, 38, 39

P
Parental Notification in Cases of Alcohol or Other Violations/Arrest, 12
Parking Enforcement, Tickets, Appeals, Visitors, 40
Passenger Rail Service, 51
Pass/fail, 22
Patients’ Bill of Rights, 30
Payment of University Accounts, 29
Permission to Operate and Park a Vehicle on Campus, 40
Permits for Outdoor Assemblies and Events, Solicitation, and Distribution of Literature, 39
Plagiarism, 23
Policies, Dining Hall, 32, 55
Policy, Alcohol, 12
Policy and Regulations, Residential Alcohol, 12
Policy on Harassment and Sexual Harassment, 25
Policy on Scheduling of Games and Practices, Prerequisites, 19
Privileges of an Auditor, 19
Procedures for Dealing with Academic Misconduct, 24
Public Presentations, 40

Q
Quota of Semester Credits, 16

R
Rail Service, Passenger, 51
Readmission after Suspension or Dismissal, 20
Rebates, Dining, 32
Refund of Board Payment, 29
Refund of Tuition, 29
Refund of University Charges, 29
Refund Schedule, Housing, 54
Registration, 16
Removal of Food and Equipment, 32
Requirements for Graduation, 20
Residence, 20
Residency Rules, 26
Residential Alcohol Policy and Regulations, 12
Residential Rules and Regulations, 31
Resident Meal Plans, 55
Responsibilities of Recognized Student Organizations, 35
Responsibility for Knowledge of Requirements, 20
Responsibility for Standards of Conduct, 3
Responsibility to Monitor Information Technology Identification (ITID) Address, 3
Right of Confidentiality of Student Records, 3
Rights and Responsibilities under the Law, 3
Rights & Privacy Act of 1974, Family Educational, 45
Right to Assemble and Associate, 3
Right to Due Process, 3
Right to Participate in University Governance, 3
Right to Pursue Learning and Right of Expression, 3
Room and Board Agreement, 53
ROTC Uniform and Equipment Charges, 29
Rules and Regulations, Residential, 31
Safety and Security Information, 50
Sale of Concert and Performance Related Materials, 40
Services Available, 15, 30
Solicitation and Dissemination of Viewpoints, 38
Solicitation, Door-to-Door, 39
Speakers, 36
Specific Nutrition Concerns, 32
Sport Clubs, 36
Statement of Agreement, 3
Statement of Shared Civic Commitment, 2
Statement on sexual misconduct, dating violence, domestic violence and stalking, 52
Student Code of Conduct and Conduct Process, 4
Student Organization Appeal Process, 35
Student Organization Recognition Policies, 34
Student Participation in University Committees, 37
Student Use of Electronic Devices in the Classroom, 18
Study Away Academic Eligibility, 20
Study Away Eligibility and Student Conduct Policy, 20
Summer Session Meal Plans, 55
Suspension, 20

T
Thompson School Courses, 19
Tobacco Policy, 14
Traffic Enforcement, 40
Traffic Ticket Appeals, 40
Transfer Admission, 16
Transfer Credit, 19, 20
Transfers, 17

U
UNH Policy on Drug-Free Workplace, 49
University Accounts, 29
University Charges, Refund, 29
University Housing Community Standards, 56
Unlawful Possession, 47
Use of Alcohol and Controlled Substances During Work Hours, 48
USNH Policy Governing Alcohol and Controlled Substances, 48

V
Variable Credits, 17
Violations, Bicycle, 41

W
Waiver of Requirements, 19
Weekly Common Exam Hours, 18
Withdrawal, 17
Work, Out-of-Class, 23
Written Classroom Examinations, 23

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