



Great Bay Community College

Student Handbook

2021-2022

2021-22 Common Academic Calendar Summary

Approved by the SLT on October 19, 2020

2021	
Friday, August 13, 2021	180 Day Staff Return for Fall Semester
Monday, August 16	10 Month and 11 Month Faculty Return for Fall Semester
Monday, August 30	Fall Semester Classes Begin
Monday, September 6	Labor Day Holiday – No Classes and CCSNH Institutions Closed
Tuesday, September 7	Last Day to Add a Course without Instructor Permission
Monday, September 13	Last Day to Drop a Full Semester Course with Full Refund
Friday, September 17	Last Day to Resolve “I” Grades from Summer 2021
Tuesday, October 12	System Symposium – No Classes
Thursday, November 4	Last Day to Withdraw with “W” Grade from a Full Semester Course (60% point)
Thursday, November 11	Veterans’ Day Holiday – No Classes and CCSNH Institutions Closed
Friday, November 12	Registration Opens for 2022 Spring Semester
Thursday, Nov. 25- Friday, Nov. 26	Thanksgiving Holiday – No Classes and CCSNH Institutions Closed
Saturday, November 27	No Classes and CCSNH Institutions Closed
Saturday, December 18	Last Day of Classes for Fall Semester
Monday, December 20	Grades Due / Last Day of Faculty Responsibility for 10 Month & 11 Month Faculty for Fall Semester
Wednesday, December 22	Last Day of Responsibility for 180 Day Staff for Fall Semester
Friday, December 24	Christmas Day Holiday Observed – CCSNH Institutions Closed
Monday, Dec. 27 – Thursday, Dec. 30	Winter Recess – CCSNH Institutions Closed
Friday, December 31	New Year’s Day Holiday Observed and CCSNH Institutions Closed

2022	
Monday, January 3, 2022	180 Day Staff Return for Spring Semester
Wednesday, January 5	10 Month and 11 Month Faculty Return for Spring Semester
Thursday, January 13	Winter Convening
Monday, January 17	Martin Luther King Jr./Civil Rights Day Holiday - CCSNH Institutions Closed
Tuesday, January 18	Spring Semester Classes Begin
Monday, January 24	Last Day to Add a Course without Instructor Permission
Monday, January 31	Last Day to Drop a Full Semester Course with Full Refund
Friday, February 4	Last Day to Resolve "I" Grades from Fall 2021
Monday, February 21	Presidents' Day Holiday – No Classes and CCSNH Institutions Closed
Monday – Friday, March 14-19	Spring Break – No Classes
Monday, March 21	Registration Opens for 2022 Summer and Fall Semesters
Monday, March 28	Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point) for CCSNH institutions with Saturday Classes
Tuesday, March 29	Last Day to Withdraw with "W" Grade from a Full Semester Course (60% point) for CCSNH institutions without Saturday Classes
Saturday, May 7	Last Day of Classes for Spring Semester
Monday, May 9	Grades Due
Monday, May 16	Last Day of Responsibility for 10 Month Faculty for Spring Semester (except for commencement and commencement activities), as determined by assigned Commencement duties
Tuesday, May 17	Last Day of Responsibility for 180 Day Staff for Spring Semester, as determined by assigned Commencement duties
Monday, May 30	Memorial Day Holiday – CCSNH Institutions Closed
TBD by each college	Last Day to Resolve "I" Grades from Spring 2022
Monday, July 4	Independence Day Holiday – No Classes & CCSNH Institutions Closed
Thursday, July 7	Last Day of Responsibility for 11 Month Faculty for the 2021-2022 Academic Year
Thursday, August 11	Last Day of 2021-2022 Academic Year

Disclaimer

Great Bay Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registration of <http://greatbay.edu/> is up- to-date, complete and accurate, and individuals assume any risks associated with relying upon information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained on the College's website, or within catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

2021 – 2022 STUDENT HANDBOOK TABLE OF CONTENTS

ABOUT THE COLLEGE	9
COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE	9
GREAT BAY COMMUNITY COLLEGE	9
VISION STATEMENT	9
ACCREDITATION STATEMENT	9
CORE VALUES.....	10
CODE OF ETHICS	10
NOTICE OF NON-DISCRIMINATION AND COMPLIANCE.....	11
STUDENT RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	12
NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION	12
ACADEMIC SUPPORT SERVICES	13
ACADEMIC ADVISING.....	13
ADVISING AND TRANSFER CENTER.....	13
TRANSFER COUNSELING	13
CENTER FOR ACADEMIC PLANNING AND SUPPORT	13
DISABILITIES SUPPORT SERVICES.....	14
LIBRARY.....	16
STUDENT SERVICES.....	19
BOOKSTORE	19
BUS SERVICE	19
CAFETERIA.....	19
CAMPUS SAFETY	19

GBCC ALERTS.....	19
HOUSING AND LIVING EXPENSES	19
INFORMATION TECHNOLOGY SERVICES (IT)	19
INSURANCE	20
ONE STOP.....	20
STUDENT IDENTIFICATION CARDS.....	20
STUDENT LIFE.....	21
MISSION STATEMENT	21
LEADERSHIP DEVELOPMENT.....	21
CIVIC ENGAGEMENT	21
CAMPUS INVOLVEMENT.....	21
INTERCOLLEGIATE ATHLETICS.....	21
COLLEGE POLICIES AND PROCEDURES	22
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY:.....	22
SERVICES	23
SOFTWARE, DATA & INFORMATION.....	24
EMAIL/INTERNET MESSAGING/VOICE MAIL/VOICE SERVICES.....	24
CCSNH HOSTED, AND PERSONAL WEB PAGES, BLOGS, OR OTHER SOCIAL MEDIA WEB SITES	24
LISTSERVS, BULLETIN & DISCUSSION BOARDS	24
ACCESS TO GRADES AND TRANSCRIPTS WITH OUTSTANDING FINANCIAL OBLIGATION POLICY STATEMENT.....	25
ALCOHOL POLICY	25
SMOKE FREE & TOBACCO FREE CAMPUS POLICY.....	25
BARRED AND EXPULSION POLICY STATEMENT	26

COLLECTION OF BAD DEBTS POLICY STATEMENT	26
COLLECTION CLAUSE.....	26
DRUGS AND NARCOTICS POLICY STATEMENT	26
STUDENT EMAIL POLICY	26
FERPA POLICY.....	27
FINANCIAL AID REFUND CHECK POLICY	28
HIV (HUMAN IMMUNODEFICIENCY VIRUS) POLICY	28
IMMUNIZATION POLICY.....	29
MEDICAL LEAVE POLICY	30
PARKING ON CAMPUS POLICY STATEMENT	30
PETS ON CAMPUS POLICY	30
REFUND POLICY	31
SENIOR CITIZEN DISCOUNT POLICY	31
SEXUAL HARASSMENT POLICY STATEMENT	31
SEXUAL MISCONDUCT POLICY & GRIEVANCE PROCEDURE.....	32
TITLE IX SEXUAL HARASSMENT.....	32
SMOKING/VAPING POLICY STATEMENT	42
STUDENT EXPRESSION / COMMUNICATION POLICY STATEMENT	42
STUDENT HAZING POLICY STATEMENT	42
UNATTENDED CHILDREN ON CAMPUS POLICY.....	43
USE OF SOCIAL MEDIA AND BLOGGING POLICY	44
SOCIAL MEDIA / BLOGGING BEST PRACTICES	45
USE OF COLLEGE FACILITIES.....	45

STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS	47
I. INTRODUCTION	47
II. STUDENT CODE OF CONDUCT.....	47
III. VIOLATION OF CIVIL/CRIMINAL LAW AND CCSNH CODE OF CONDUCT	51
IV. SANCTIONS AND DISCIPLINARY PROCEEDINGS	51
V. STUDENT RIGHTS	54
VI. STUDENT RIGHTS—GRIEVANCE PROCEDURES	56
CLERY ACT REPORTING: 2020 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT	56

ABOUT THE COLLEGE

Community College System of New Hampshire

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

Great Bay Community College

Great Bay Community College expands intellectual and economic opportunity by providing affordable higher education in an environment that embodies excellence, innovation, and collaboration.

VISION STATEMENT

Great Bay Community College will emphasize student learning and support and nurture an innovative spirit to be a leading academic institution in New England.

ACCREDITATION STATEMENT

Great Bay Community College is accredited by the New England Commission of Higher Education (NECHE) formerly known as NEASC. The New England Commission of Higher Education (NECHE) is the regional accreditation agency for colleges and universities in the six New England states.

The Commission is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education for the institutions it accredits. The Commission is also recognized by the Council for Higher Education Accreditation (CHEA), affirming that its Standards and processes are consistent with the quality, improvement, and accountability expectations that CHEA has established.

For more information Individuals may contact:

New England Commission on Higher Education
209 Burlington Road, Suite 201
Bedford, MA 01730-1433
(781) 271-0022

Specialized Accreditations:

Business Programs – Association of Collegiate Business Schools and Programs (ACBSP)

Nursing – Accreditation Commission for Education in Nursing (ACEN), full accreditation; New Hampshire Board of Nursing and Nurse Registration, full approval

Surgical Technology - Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Veterinary Technology - Committee on Veterinary Technology Education and Activities (AVMA-CVTEA)

CORE VALUES

Success for Our Students – We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

Teaching Excellence – We are committed to academic rigor and integrity that assures students a high- quality education that fosters personal and intellectual growth for productive careers and meaningful lives.

Workplace Culture – We create an environment that continually builds an exceptional community college through shared governance, cross-divisional collaboration, and a commitment to stand together as one college in delivery of our mission.

Creativity and Inquisitiveness – We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.

Community Engagement – We meet our mission and improve as an organization through engagement with others in our broader community.

Civic Engagement – We promote volunteerism and service learning to foster engaged citizenship by integrating classroom learning with community involvement.

Diversity – We recognize and value diversity in its many forms as a representation of the richness of the human experience.

Citizenship and Sustainability – We pledge to be socially responsible citizens by adopting best practices that lessen our environmental footprint and lead to a healthier environment for all.

CODE OF ETHICS

Our college policies, procedures, decisions and actions are based on the following ethical principles:

Responsibility – We accept responsibility for our actions.

Fairness – We maintain balance and fairness and ensure equitable treatment.

Honesty – We build trusting relationships by being honest and truthful. **Mutual Respect** – We accept each other regardless of our differences.

Integrity – We maintain integrity by being incorruptible.

NOTICE OF NON-DISCRIMINATION AND COMPLIANCE

Great Bay Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, genetic information, veteran status, sexual orientation, political affiliation or marital status. This statement is a reflection of the mission of the Community College System and Great Bay Community College and refers to, but is not limited to, the provisions of the following laws:

- Title VI and Title VII of the Civil Rights Act of 1964, as amended The Age Discrimination Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972 Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 NH Law Against Discrimination RSA 354-A
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to:

Tina Favara Vice President of Student Success & Enrollment Management Title IX Coordinator Great Bay Community College 320 Corporate Drive Portsmouth, NH 03801 Phone: 603-427- 7631 Email: tfavara@ccsnh.edu	Sharon Cronin 504/Title II Coordinator Great Bay Community College 320 Corporate Drive Portsmouth, NH 03801 603-427-7622 Email: scronin@ccsnh.edu	Sara A. Sawyer Director of Human Resources Community College System of New Hampshire 26 College Drive Concord, NH 03301 (603) 230-3512 Email: ssawyer@ccsnh.edu
US Department of Education Office of Civil Rights J.W. McCormack Post Office & Courthouse Room 707, 01-0061 Boston, MA 02109-4557 (617) 223-9662 Fax: (617) 223-9669 TTD: (617) 223-9695 Email: OCR_Boston@ed.gov	NH Commission for Human Rights 2 Chennell Drive Concord, NH 03301 (603) 271-2767 Fax: (603) 271-6339	The Equal Employment Opportunity Commission John F. Kennedy Federal Building 475 Government Center Boston, MA 02203 (617) 565-3200 Fax: (617) 565-3196 TTY: (617) 565-3204 For automatic connection to the nearest EEOC field office: Phone: 1-800-669-4000 TTY: 1-800-669-6820

Great Bay Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation, or marital status. For the full policy, visit <https://www.greatbay.edu/statement-of-nondiscrimination/>.

STUDENT RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

All records shall be maintained in accordance with the Family Education Right and Privacy Act (Federal Act No. 93-380) and shall be kept in fireproof files. In compliance with the Family Rights and Privacy Act of 1974 (The Buckley Amendment), it is the policy of the College to protect the educational/academic records of its learners, former learners, and alumni. All personally identifiable information in a learner's educational record is considered confidential. FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college. The federal law includes provisions for disclosure of Directory Information by educational institutions.

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION

The College considers the following to be Directory Information: Student's name, telephone number, city/town, e-mail address, major field of study, enrollment status (e.g. full-time or part-time), degrees, awards, honors. ***If you do not wish disclosure of any or all of the categories of identifiable directory information, you must notify the registrar in writing prior to the close of the last day to add.***

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING

The goal of academic advising at Great Bay Community College is to assist students in creating academic plans that will help them achieve their educational goals in a timely manner. Advising is a process in which the student and the advisor work collaboratively to set individual objectives for the student's college experience. Whether the goal is to earn a degree, certificate, transfer to another institution, or just take a few classes, the advisor will assist in developing a plan to achieve the goal.

ADVISING AND TRANSFER CENTER

The Advising and Transfer Center is staffed by professional advisors on the Portsmouth campus. Advisors work with all students who are new to the college, regardless of major*, to select classes for their first semester. In subsequent semesters, the advisors work with a variety of students including Liberal Arts majors and non-matriculated students. Other students are advised by the program faculty in the specific discipline. A complete list of faculty advisors can be found in the Advising and Transfer Center or online at <https://www.greatbay.edu/current-students/advising-transfer-center-internal-long-form/>. All GBCC students are welcome to contact the Advising and Transfer Center with any academic advising, or transfer, questions or concerns. *First semester Nursing students are advised by faculty advisors. New students in some technical programs are advised by Admissions.

TRANSFER COUNSELING

Advising services include assistance with exploring colleges for transfer, the transfer application process, and course selection at GBCC based on future transfer goals. Transfer policies vary from institution to institution. When transfer to another institution is sought, the number of transfer credits granted for courses completed at Great Bay Community College is determined by the institution to which the student transfers.

For more information contact the Advising and Transfer Center at 603-427-7728 or greatbayadvising@ccsnh.edu

CENTER FOR ACADEMIC PLANNING AND SUPPORT

Academic planning and support services are available to both student and community members through the Center for Academic Planning and Support (CAPS). Services include: peer and professional tutoring, computerized instruction, workshops, disability and ESL support services, international student advising, academic counseling and assessment. In addition, the Center maintains a computer lab, study/tutoring space, a computer training room, and testing rooms, and *the Career Center in CAPS*. Students are encouraged to visit CAPS during their first week of classes to familiarize themselves with the services and staff. CAPS services are free of charge to students enrolled in credit-bearing courses. Community members may access the Center and its services through the purchase of a Community Access Card. The Rochester campus also offers tutoring services in the Study Lounge and alternative testing services through the front desk.

Hours of Operation*:	
Monday - Wednesday	8:00 am to 5:00 pm*
Thursday	8:00 am to 7:00 pm
Friday	8:00 am to 4:00 pm
Saturday & Sunday	CLOSED
<i>*Hours may vary during the summer semester and/or when classes are not in session. Updated hours are posted throughout the Center and on the CAPS webpages.</i>	

For more information about any CAPS service, or to receive a brochure, email CAPS at gbcccaps@ccsnh.edu, visit the website at www.greatbay.edu/caps, call 603-427-7715, or drop in during open hours. CAPS is located in Room 210 in Portsmouth. *While offering remote services during COVID, please contact CAPS through gbcccaps@ccsnh.edu and the Career Center through gbcareers@ccsnh.edu.*

ACADEMIC COUNSELING AND COACHING

CAPS counselors in Portsmouth and Rochester work with students at any point in their program in developing academic skills and strategies, as well as organizational and other life management techniques. Specialty advising is available in the areas described below, and students may work collaboratively with faculty and CAPS counselors around these topics. When appropriate, students are referred to outside agencies for further assistance. Students referred to CAPS through an Academic Alert Form from a faculty member, staff member, or advisor will be contacted to receive these services.

TUTORING SERVICES

While services are remote, tutoring is being offered through Zoom. Both peer and professional tutors are available in many subject areas to help students gain greater knowledge/confidence in their learning strategies; develop organizational skills; and complete assignments successfully. Tutoring options include: Math and Writing Drop-In Centers; one-on-one tutoring; small group tutoring; online and remote tutoring; and help with multimedia, web-based tutorials and software applications. Schedules for tutoring on the Portsmouth and Rochester campuses are posted each semester in CAPS and on the website at www.greatbay.edu/tutoring. The tutor program trains and certifies its tutors via the College Reading & Learning Association (CRLA) international standards. For more information about receiving tutoring or becoming a tutor, contact the Coordinator of Tutoring Services and College Transition.

COLLEGE READINESS/TRANSITION SERVICES

Students who are transitioning to college from GED or adult education programs, or who have been away from school for prolonged periods, may access CAPS support in developing college readiness skills.

Specialized assistance is provided in managing the process of becoming enrolled, getting connected with college resources, and improving skills for success and confidence in the classroom. For more information, contact the Coordinator of Tutoring Services and College Transition.

CAREER RESOURCES

The Career Center at CAPS is located in Room 208 on the Portsmouth campus. Computers are available for accessing Career Coach and the College Central Job Board. Events and appointments around job search skills, interviewing, and networking are held on an as-needed basis, as determined by expressed student interest. There is an “interview closet” available to borrow work-appropriate clothing. For more information, visit <https://www.greatbay.edu/career-center> or email gbcccareers@ccsnh.edu. Services are available for students, alumni, and community members. Watch email and social media for virtual fall events.

DISABILITIES SUPPORT SERVICES

Community College System of New Hampshire (CCSNH) Disabilities Services Mission Statement:

It is the mission of CCSNH Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college’s Disabilities Services Office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, the College does not discriminate against students with disabilities in terms of program admission and/or opportunities for academic success. Students are entitled to equal access to programs and services for which they are otherwise qualified.

Although students are not obliged to disclose their disability, in doing so they become eligible to receive support services that promote retention and success. As each student’s needs are unique, the provision of services is designed individually each semester. Reasonable accommodations are determined by the nature of the disability, requirements of the curriculum and specific classes, and timeliness of the request. To access services students must provide recent documentation of their disability to the Coordinator of Disability Support Services. All information is kept confidential.

For more information or to schedule an appointment, contact the Coordinator of Disability Services or visit our website at www.greatbay.edu/disability-services

Grievance Policies and Procedures Appeal Process for a Student Denied Disability Services:

Students denied disability services may submit a written appeal of the decision. Appeals should be sent to the Director of the Center for Academic Planning and Support (CAPS) and to the Vice President of Academic Affairs (VPAA) within ten (10) working days of receipt of the decision from the Disabilities Counselor. The Director and VPAA will research the appeal and provide a decision to the student within ten (10) working days of receipt of the appeal letter.

If the student does not agree with the decision of the Director of CAPS and the Vice President of Academic Affairs, the student may submit a written appeal to the President of Great Bay Community College. The original documentation and recommendation of the Disabilities Counselor will be reviewed by the President (or designee), who will communicate his/her decision in writing within fifteen (15) working days of receipt of the written appeal. The student may then appeal this decision to the Chancellor of the Community College System of New Hampshire, if desired. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921; (617) 289-0111; email: OCR.Boston@ed.gov

ENGLISH LANGUAGE LEARNERS (ESL/ELL) AND INTERNATIONAL STUDENT SERVICES

ELL and international students receive specialized academic support and advising services, which include: skill development in oral and written communication, reading, study skills, test preparation, tutoring, and more. Other supports include advising regarding immigration status, employment eligibility, health insurance, taxes, travel, and legal referral. Students are encouraged to participate in the International Club to promote social growth and cross-cultural understanding. For more information, contact the ELL/International Academic Support Coordinator and PDSO.

PEER MENTORING/PROJECT GRAD

Students from first generation and/or low-income backgrounds may benefit from being paired with a peer mentor as they transition to college. To learn more about this free program, contact the Project GRAD Coordinator or visit <https://www.greatbay.edu/wp-content/uploads/2019/12/Project-Grad.pdf>

ADDITIONAL SPECIALIZED SUPPORT

In addition to the services described above, the Academic and Community Support Coordinator in CAPS works with students who are at risk due to academic standing in CTE programs, or identified barriers to retention including single parents, economically disadvantaged, students with disabilities, and/or those living in public housing. Students struggling with success as a result of any of these issues may contact the Academic and Community Support Coordinator for academic coaching and support.

TESTING

CAPS provides a range of testing services which include, but are not limited to, proctored exams for distance learners, alternative testing services for faculty, accommodated testing for students with disabilities, student assessments for academic and career purposes, CLEP exams, and placement testing for new students. CLEP exams and placement testing (ACCUPLACER) are both described in more detail in the college catalog under Academic Policies.

Center for Academic Planning and Support (CAPS) Alternative Testing Policy

In an effort to maintain the integrity of all quizzes/exams administered in CAPS, we ask all students to adhere to the following testing policy:

- No bulky/over-sized winter coats, sweaters, or sweatshirts allowed in testing room.
- Only see-through water bottles will be permitted.
- All electronic devices, including phones, iPod, iWatch, must be left at the CAPS desk during testing.
- All backpacks, cases, purses, etc. must be left at the CAPS desk during testing.
- Only materials permitted by instructor on testing form will be allowed in the testing room.
- Scrap paper will be provided and will be collected and returned to the instructor.
- Tests must be completed in one sitting unless otherwise specified by instructor.
- Bathroom breaks are allowed, but you must check in with the CAPS front desk and leave your test materials until you return. Testing time will not be extended for such breaks unless specified on the testing form through an accommodation.

WORKSHOPS

The Center for Academic Planning and Support works collaboratively with other departments throughout the college and outside partners to offer non-credit workshops in a variety of subjects relevant to students and faculty. Dates and times are posted in the college events calendar and/or through promotional materials. In-class workshops may be requested by faculty through a Workshop Request Form, available in the Center and on the website. Community members may attend workshops for a fee or by purchasing a Community Access Card.

CAPS CANVAS COURSE RESOURCES

Many resources and videos related to study skills, time management, and CAPS services are available in the CAPS course within Canvas. Links for tutoring remotely are included here as well. Students should accept their invitation to this course for access.

For more information about these resources or about any CAPS service, email CAPS at gbcccaps@ccsnnh.edu, visit the website at www.greatbay.edu/caps, or call (603) 427-7715.

LIBRARY

The Library supports the teaching and learning activities of Great Bay Community College and provides informational services for New Hampshire residents. A full range of library services is available, including: circulation of our 11,028 volume library and 59 current periodical subscriptions for browsing and research, remote access to information provided by 70 databases and 295,682 electronic books, instructor reserves, research/reference support, information literacy training, photocopying, fully loaded media carts, information via free access to the Internet and interlibrary loan.

Hours of Operation:	
<i>Monday – Thursday</i>	<i>8:00 am to 6:00 pm</i>
<i>Friday</i>	<i>8:00 am to 4:00 pm</i>
<i>Saturday & Sunday</i>	<i>Closed</i>

REFERENCE HELP

The Librarian has professional expertise in helping students find and use information, is familiar with library assignments handed out in classes, and also offers instruction in the print and electronic research process. Students can access assistance at the Library circulation desk, by phone, via email or chat.

Questions can be e-mailed to reference@ccsnnh.edu.

ONLINE ACCESS

Using Library workstations or their own computers off campus, students can access the online catalog, locate full-text periodical articles, search electronic reference sources, or search the Internet. Begin at the Library home page <http://greatbay.edu/library>. Only current students can access research databases from off campus. Call the Library for further assistance in remote use.

ACADEMIC PROGRAMS MATERIAL

Library materials include reference resources, circulating books; electronic books; online full-text databases of periodicals and reference materials; print periodicals; local, state, and national newspapers; and a wide variety of audiovisual materials such as DVDs. All media materials and the equipment to use them are available for use in the library. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes.

Reserves may be in print or audiovisual format. From Library workstations, students can also access Canvas, web email, and the Internet. Thousands of periodicals and newspapers are available in print or online. Many online indexes offer the full text of periodical articles that students may print, download, or send via email. The Librarian can show students how to use these resources.

PRINTING AND COPYING

Great Bay Community College uses a print management solution called PaperCut for network printing from college computers. Every student is given a \$25 initial credit for printing and/or copying. (Scanning to a USB thumb drive is

free.) It is every student's responsibility to monitor their own print account and ration their quota appropriately. If a student runs out of their initial \$25 credit, they can purchase more credits by visiting the One Stop. All credits expire at the end of every semester, and another \$25 credit will be reloaded for the new semester. No refunds will be issued for any unused credits (including purchased credits) per semester. Note: There are three semesters in an academic year, Fall, Spring, and Summer. Quotas will start the first day of each semester.

Printing/Copying Costs:

Paper size	Single Sided B/W	Double Sided B/W	Single Sided Color	Double Sided Color
Letter 8.5"x11"	.05	.05	.20	.40
Legal 8.5"x14"	.05	.05	.20	.40
Tabloid 11"x17"	.10	.10	.40	.80

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

Credits can be purchased in \$5.00 increments and can take up to three business days to appear in the students print balance. Please plan accordingly. No refunds will be issued for any unused credits or purchased credits per semester.

Scanning

The Multifunction Printers are capable of scanning to a USB thumb drive. You must log in with your GBCC ID to use the scanning features. There is no cost for scanning images to your thumb drive. Note: at this time scanning to email is not available. An announcement will be made when this feature becomes available.

- Printing, Copying & Scanning Guidelines
- Respect the rights of other students, faculty, and staff while printing or copying.
- During peak times, avoid large print/copying jobs.
- Stored printed jobs expire after 36 hours.
- Do not open the printer for jams. Please contact the IT Dept.
- Do not remove toner. Please contact the IT Dept.
- Do not remove or load paper. Please contact the IT Dept. If you need scratch paper, please visit the CAPS lab.
- Do not adjust, unplug, or remove any of the printers' components or reconfigure any permanent settings.
- Please be sure you have logged out of your session when making copies or scanning. IMPORTANT: Leaving a session open could allow another user to print using your credits. GBCC is not responsible for sessions that are left open.
- When copying documents, you are responsible for following copyright laws.
- Lost, stolen, or damaged cards have a \$10 replacement fee. Replacement IDs for name changes are free with return of old card; otherwise, there is a \$10 fee.
- Do not wait until you are down to a zero balance before purchasing more print credits. It can take up to three business days after purchasing to see your new balance.

MATERIAL FROM OTHER LIBRARIES

Students needing material that is at another Community College System of New Hampshire campus can request that it be sent through interlibrary loan. Students may make a request themselves online through the card catalog or ask a Library staff member to make the request.

Great Bay Community College students, under a reciprocal agreement, have access to the resources of the University System libraries. These include the libraries at UNH Manchester and Durham, Keene State, Plymouth State and Granite State College. Students, with a valid picture student

ID, may go to these libraries and borrow materials directly at no charge. Please be aware that if materials are not returned to any University System library, students will be responsible for the full replacement cost of the items plus any applicable fees. This will result in a charge being placed on the student's account at Great Bay Community College and will need to be paid before registering for classes, receiving transcripts or graduating.

FINES

Fines for all items are .25 cents/day. A hold will be placed on student records if materials are not returned or fines are not paid. This hold must be cleared before a student can check out more materials, register for classes, graduate, or obtain transcripts.

ACCESS, USE, AND CHECK-OUT PROCEDURES FOR LIBRARY MATERIALS

Students need a current Great Bay Community College photo ID to check out Library materials. Books are loaned for three weeks. Loan periods for other materials vary and may include room-use-only restrictions.

The screenshot shows the 'My Planner' interface for 'General Transfer Studies (AA) AA'. The top navigation bar includes 'NAVIGATE', a 'Quick Search' bar, and a 'Terms' dropdown set to 'Spring 2021'. The main header indicates 'You are editing Sarah's plan' and provides options to 'Compare with student plan', 'Delete this draft', and 'Send Suggestions to Sarah'. The plan was created on March 19, 2021, and last edited by Julie Massey on the same day at 14:31 PM. The 'Program Template Courses' section lists several courses, all marked as 'Enrolled': ADVISOR USE ONLY: Developmental Reading Requirement, MTH050 Mathematical Literacy, ADVISOR USE ONLY: Developmental Math Requirement, ENG079 Co-Requisite College Composition Skills, ADVISOR USE ONLY: Developmental English Requirement, ENG101 College Composition I (MOTR ENGL 10...), MOTR Written Communications, and MOTR Written Communications. The 'My Academic Plan' section on the right includes a '+ Add a new term' button, a 'Show Completed Terms' toggle, and a 'Spring 2021' term selection. The term status is 'Registration Open' and the enrollment status is 'Enrolled/ In Progress'.

This screenshot shows the same 'My Planner' interface, but with a dropdown menu open for the 'ADVISOR USE ONLY: Developmental Reading Requirement' course. The dropdown lists three alternative courses: RDG030 Introduction to College Reading, RDG079 Academic Literacy, and RDG100 College Reading and Study Skills. Each alternative course is marked as a 'Requisite' and has a 'View Details >' link. The rest of the interface, including the 'My Academic Plan' section, remains the same as in the previous screenshot.

STUDENT SERVICES

BOOKSTORE

The College maintains an on-campus bookstore stocked with textbooks, supplies, novelty items, and college clothing articles. The College contracts with a private vendor to run the bookstore. Students who have questions about pricing, books or any issues should direct their inquiries directly to the bookstore at (603) 427-0891. Students can also purchase text books online. The bookstore can be accessed through The College website.

BUS SERVICE

Great Bay Community College students ride the COAST Bus Service free with their valid College ID Card. Bus service is available Monday-Friday. Schedules are available at the front desk.

CAFETERIA

The College cafeteria is located on the main floor. Students can buy hot or cold foods, drinks, and pastries. The cafeteria hours are posted each semester. Meals are available at reasonable prices, and vending machines are also available. The College contracts with a private vendor to run the cafeteria.

CAMPUS SAFETY

Great Bay Community College strives to ensure that all of our students, faculty, staff, and guests are able to enjoy all that the Portsmouth and Rochester campuses have to offer.

On the Portsmouth campus the Campus Safety desk is located just inside the main lobby where we can provide direction to all the services, classrooms, and functions within the building. The same information is provided at the Rochester campus at the desk just inside the main entrance by the staff. Visitors and Vendors are asked to check in upon arrival, and out upon departure.

Campus Safety offers escorts to and from the building to vehicles in any of our parking lots upon request and availability. We also offer assistance with motor vehicle lockouts and jump-starting vehicles. We always welcome questions about safety and security concerns.

GBCC ALERTS

An emergency notification system has been developed whereby members of the Great Bay community will be notified by telephone, e-mail and text of any emergencies that may occur. Most commonly these notices will be related to weather related cancellations and closings, but could involve any number of

other possible emergency situations. Students must “opt-in” to this service, and may do so by clicking the GBCC Alerts button on the front page of our website or directly at: <https://www.ccsnh.edu/rave/>

HOUSING AND LIVING EXPENSES

The College does not maintain residence halls or assume responsibility for housing. Students are advised to check on campus to see if any information about local housing options have been made available or have been posted. Arrangements and contracts for housing are solely between the student and the landlord.

INFORMATION TECHNOLOGY SERVICES (IT)

Classroom computers and College technology systems are maintained and updated by The College’s Information Technology department. IT staff work directly with faculty and Department Chairs to support the learning needs of a diverse student population. Many classrooms are outfitted with Projectors and hook-ups for mobile/remote teaching labs. Wireless networks exist for instruction, meetings, and special events. Open computer labs are located in the library and in CAPS for students to work on assignments and access online learning environments such as Canvas. Information Technology specialists also partner with Disability Services to review, purchase, and implement assistive technology for students with disabilities. Status of key programs with logins for online resources can be found at: <https://www.ccsnh.edu/online-resources/> Helpdesk tickets can be submitted using your CCSNH/GBCC login/password at: <https://helpdesk.ccsnh.edu/>

INSURANCE

The college is not liable for personal injuries incurred by students who are in attendance. Students are encouraged to either provide their own coverage or purchase the insurance provided by the System.

All Nursing and Allied Health Students who have a clinical must have accident and illness insurance, as well as professional liability coverage. Information regarding this professional liability coverage is available in the Nursing and Allied Health Departments.

All students who wish to participate in intercollegiate athletics must produce evidence of enrollment in a health insurance policy.

ONE STOP

At Great Bay Community College our mission is to provide student-centered services and

programs. With this dedication comes the commitment to always evolving our services and offerings to meet the needs of the students we are serving today and tomorrow's students as well. We have adopted a forward thinking model of service delivery that allows you, the customer, to have ONE STOP for all your Admissions, Financial Aid, Registration, and Student Account needs.

STUDENT IDENTIFICATION CARDS

Students may obtain a college ID at the Helpdesk, Room 200C-Portsmouth Campus during normal weekday operating hours. Students must know their Student ID numbers and must have photo IDs with them (driver's license, passport, military ID). Cards are required for borrowing Library books, returning books to the campus bookstore, and for student discounts at area merchants or public facilities. Students may also have borrowing privileges at other college libraries through presentation of their Student Identification Cards to participating college libraries. Students will need to stop by the Helpdesk at the start of each academic year in order to get a current validation sticker for their IDs.

Any student who loses an identification card can obtain a new card at a cost of \$10 (payable at College Services One Stop).

STUDENT LIFE

MISSION STATEMENT

Great Bay Community College believes in the value of providing students with the comprehensive skills needed to be successful upon graduation. The Student Life office strives to promote student growth and development for learning, involvement, leadership, and community building through diverse co-curricular cultural, social, educational, athletic, and recreational activities.

Leadership Development

Emerging Leader Program - Students attend a three-day retreat to explore how their individual characteristics/traits impact a group while learning key interpersonal skills such as effective communication, ethical decision making, and time management.

Engaged Leader Program - Students attend a three-day retreat to explore various leadership styles while learning skills that are needed to lead groups such as conflict resolution and group dynamics/diversity.

Civic Engagement

The Great Bay Gives Back Program - Students become self-aware of their community and the importance of civic engagement. This program requires students to complete 100 hours of community service during their time at the college and reflect on how the experience has impacted their perspective as a member of society. Once a member of The Great Bay Gives Back Program, students will gain a certificate and be recognized at our annual Student Leadership Banquet, as well as having their name featured on a plaque displayed in the Student Success Center. Students are encouraged and have the opportunity to exceed the minimum 100 hours and are also recognized for achieving 250 hours, 500 hours, and beyond.

Campus Involvement

Student Clubs and Organizations - Students have the opportunity to experience success in the classroom and take advantage of a wide range of activities to further enhance life skills. Our student clubs and organizations offer the chance to be a part of a team, gain a head start on a career, build leadership skills, and get involved in community service.

Student Government Association - Students who serve on the Student Government Association (SGA) serve as a representative voice for all GBCC students to the administration, faculty, staff, Board of Trustees and the Seacoast community. SGA is the advocate for student-related issues and concerns and is the main governing body of all clubs and organizations on campus. Meetings are open to all members of the campus community.

Campus Activities and Events - Students who participate in Campus Activities and Events have the opportunity to engage in social, cultural, intellectual and recreational interests. These activities and events include intramural sports, health and wellness opportunities, and Student Appreciation Weeks. There are also core annual events, such as An Evening with the Polar Express, The Clothesline Project, The Giving Tree and our End of the Year Celebration.

INTERCOLLEGIATE ATHLETICS

Through their participation in intercollegiate athletics, students will become more self-aware of the roles within a team and develop skills such as effective communication, problem solving, conflict resolution, and time management.

Great Bay Community College athletic teams participate in the Yankee Small College Conference (YSCC), the United States Collegiate Athletic Association (USCAA) and the National Association of Collegiate eSports (NACE).

The College offers teams in the following sports:

- Women's Volleyball
- Women's Basketball
- Men's Basketball
- Men's Baseball
- Women's Softball
- Golf
- Esports

COLLEGE POLICIES AND PROCEDURES

Information Technology Acceptable Use Policy:

The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at www.ccsnh.edu. Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH's technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

- a) Comply with posted policies governing use of computing and printing facilities.
- b) Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
- c) Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
- d) Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
- e) Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
- f) Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
- g) Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH's technology resources, s/he should contact the CCSNH Information Technology Office by sending email to ITSupport@ccsnh.edu
- h) Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.
- i) Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.
- j) Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.
- k) Report violations or suspected violations of this policy. Please report violations as follows:
 - o College Personnel: Report violations to your immediate supervisor, Vice- President of Academic Affairs or President.
 - o System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
 - o Students: Report violations to your College Vice-President of Academic Affairs or President.

Enforcement of IT Acceptable Use Policy

CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

- a) Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:

- College Personnel: Report violations to your immediate supervisor, Vice- President of Academic Affairs or President.
 - System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
 - Students: Report violations to your College Vice-President of Academic Affairs or President.
- b) Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.
- c) Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.
- d) Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

Addendum A: Example Violations of Acceptable Use Policy

The purpose of this addendum is to provide examples of violations of CCSNH's Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):

Authorized Access/Accounts

1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner)
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

Services

Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.

1. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
2. Damaging a computer or part of a computer or networking system.
3. Knowingly spreading computer viruses.
4. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent
5. Excessive use of technology resources for "frivolous" purposes unrelated to the academic or administrative work of the Colleges, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.

6. Violating copyright laws.
7. "Hacking" on computing and networking systems.
8. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
9. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

Software, Data & Information

1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging/Voice Mail/Voice Services

1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.
5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites

1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

Listserves, Bulletin & Discussion Boards

1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator. For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.
2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion

ACCESS TO GRADES AND TRANSCRIPTS WITH OUTSTANDING FINANCIAL OBLIGATION POLICY STATEMENT

In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations he/she will be unable to view his/her entire transcript on the Student Information System 'SIS', but may view the entire transcript in the Registrar's office on request or request an unofficial transcript instead. No official transcript will be released until all outstanding financial obligations have been met.

ALCOHOL POLICY

The CCSNH supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101- 226, and complies with all federal, state and local laws pertaining to controlled substances, including alcohol.

Alcohol is not permitted on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, except as provided herein.

Except for the delivery of specific coursework, no purchase of alcoholic beverages is allowed from any student funds or any funds under the jurisdiction of the CCSNH Board of Trustees.

Sale of alcoholic beverages on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, is prohibited.

In addition, students who are of legal drinking age who are on a college sponsored trip and choose to drink are subject to the rules established in the Student Code of Conduct related to intoxication.

The Chancellor of the CCSNH or the President of the college reserves the right to authorize the serving of alcoholic beverages, at his/her discretion, at events on or off campus to individuals who are of legal drinking age.

The College also reserves the right to monitor alcohol consumption by individuals at these events, and to take appropriate steps to assure the safety of all concerned. The college cannot pay for alcoholic beverages at such events but must enlist a sponsor and must use a third party vendor or server who meets all state of New Hampshire and local legal requirements for dispensing alcohol.

All colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

Smoke Free & Tobacco Free Campus Policy

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

Smoking – including the use of smokeless tobacco or tobacco alternatives including but not limited to electronic cigarettes, vaping, and JUULs – is prohibited on campus and in all GBCC- or CCSNH-owned or leased buildings and vehicles. This policy applies to all grounds, parking areas, athletic fields, walking trails, etc... owned by GBCC.

Smoking – including the use of smokeless tobacco or tobacco alternative including but not limited to electronic cigarettes, vaping, and JUULs – is allowed only in personal vehicles.

The sale or the free distribution of tobacco or tobacco alternatives products on campus is prohibited.

Tobacco or tobacco-alternative product advertisements are prohibited in college-run publications.

Campus organizations are prohibited from accepting sponsorship from tobacco or tobacco-alternative companies.

All members of the GBCC community are expected to observe this policy and are encouraged to ask any individuals who are using tobacco or tobacco alternatives in an unauthorized area to stop. Tobacco is defined as all tobacco-derived or containing products,

including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Violations of policy will be subject to disciplinary action in accordance with appropriate personnel policies and/or with the Student Code of Conduct and Judicial Processes and Fines as per CCSNH Board Policy:

Fines*

First violation: \$25

Second and subsequent violations: \$50

All fines are to be paid within seven days of the date of issue. Payment is to be made at the Bursar's Office. Failure to pay fines will result in the withholding of grades and degree.

When a fine is given, the individual has thirty days to pay the fined amount or their GBCC account will be frozen until resolved.

* Fines are subject to change.

BARRED AND EXPULSION POLICY STATEMENT

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

Procedure: Submit names and copy of official notification letter of any student classified under this policy to the Chancellor's Office. Names will then be shared with the Vice President of Student Affairs at all campuses.

COLLECTION OF BAD DEBTS POLICY STATEMENT

If the CCSNH is unable to collect a student's tuition and fees, the delinquent account may be submitted to a collection agency at the student's expense. The overdue account may also be reported to the credit bureau. If a student has previously been assigned to collections and has paid in full, the student may be required to pay in full for subsequent semesters, at the start of the semester.

Collection Clause

The following clause is included on college forms, with areas for student signature, signifying their understanding of their financial obligations. "I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance."

DRUGS AND NARCOTICS POLICY STATEMENT

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

STUDENT EMAIL POLICY

Upon registering, students are assigned a student email address which supersedes any existing personal email address stored in The College system's records. The College student email is the primary communication vehicle between the student and all college departments and courses.

Any email notices, course information, and communications from The College will be directed to a

student's college email account only. Any message sent to or from a personal email account is subject to quarantine and/or removal from the CCSNH email server.

Great Bay Community College 320 Corporate Drive Portsmouth NH 03801 FERPA - Academic Privacy & Authorization for Release of Student Information

FERPA POLICY

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct 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 is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses PII without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses PII without consent to officials of another institution in which a student seeks or intends to enroll.

Except for disclosures to College officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

4. The right to be notified annually by the College of what student record information the College designates as "directory information," and the right to request that no student information be designated as directory information.

The College may release student record information designated as "directory information" without a student's consent. "Directory information" is information that is generally not considered harmful to the individual and does not constitute an invasion of privacy if released. The College identifies the following student information as directory information: name, address, email address (CCSNH only), telephone number, major field of study, dates of attendance, enrollment status i.e. full-time or part-time, degrees/honors/awards, and most recent educational institution attended, and participation in officially recognized activities and sports. If you do not want the College to disclose directory information from your

education records without your prior written consent, you must notify the College's Registrar, in writing. Your request shall remain in effect until withdrawn by you in writing.

If the College receives a request for student recruiting information from the Department of Defense (DOD), or one of its affiliated agencies, the College will release the student recruiting information requested. Because the information sought by the DOD may include information not designated as directory information under the College's policy, compliance with the DOD's request may result in the nonconsensual release of PII.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [College] 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

FINANCIAL AID REFUND CHECK POLICY

Credit balances caused by financial aid funds must be paid directly to the student or parent, if a PLUS loan, as soon as possible, but no later than 14 days after the first day of class of a payment period if the balance was created on the first day of class or before classes began. If the credit balance was created after the first day of class, the balance must be paid no later than fourteen (14) days after the balance was created.

Credit balances are paid to students or parents by check. Any funds remaining at the end of the semester are to be returned to the lender as a loan reduction or to the Department of Education as applicable.

A credit balance caused by a PLUS loan is paid directly to the parent(s) by check. Checks are mailed to the parent(s)'s address within 14 days of crediting the student's account. Returned checks as

undeliverable will be reviewed for better addresses. If the parent cannot be located, then the funds are returned to the lender as a loan reduction immediately. PLUS loans can be endorsed and/or given to the student with the parent's written authorization. If a student is to obtain the PLUS loan check, then the procedures noted above for student checks must be followed.

HIV (HUMAN IMMUNODEFICIENCY VIRUS) POLICY

The CCSNH will offer its students diagnosed with AIDS (Acquired Immune Deficiency Syndrome) or as HIV (Human Immunodeficiency Virus) positive the same opportunities and benefits offered to other students in accordance with Center for Disease Control (CDC) guidelines and appropriate laws. These include access to educational programs, advisement and counseling services, and financial aid. Except where course work or external placement requires involvement with body fluids, no special policies, procedures or rules will be imposed on students diagnosed with AIDS or as HIV positive that will limit or restrict the student's participation in college activities or programs.

Students are advised, however, that certain allied health programs may have policies in addition to those listed below in order to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.

Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.

Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.

AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.

Legal liability –. The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.

Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.

Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.

IMMUNIZATION POLICY

Students, regardless of age, who are accepted into a CCSNH program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in inter-collegiate athletics or reside in a residence hall, must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation or residence can be approved.

Individual colleges may include additional groups or constituencies at their discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the college. Documentation standards are as follows:

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

Students shall be considered immune to tetanus only if they have received tetanus- diphtheria booster within the last 10 years.

Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:

- After being given the first dose, the student shall receive a second dose no later than one month after the first; and
- After being given the second dose, the student shall receive a third dose no later than six months after the second.

Students shall be considered immune to tuberculin skin infection only if they have:

- Proof of a negative Purified Protein Derivative (PPD) within the last year;
- A positive PPD established by an x-ray with negative results within the last year;
- Been subject to modification for clinic or practicum site.

The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.

Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.

Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

MEDICAL LEAVE POLICY

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

Students considering a medical leave of absence should be aware that approval of a medical leave does not release a student from financial responsibility to the College. Any student seeking a medical leave of absence as a financial aid recipient should contact the Financial Aid Office to discuss the leave and any consequences that may result in a change in financial aid eligibility.

Students requesting Medical Leave of Absence must:

- Provide a letter to the Vice President of Academic Affairs indicating program of study, the medical reason for the request, a proposed date on which the medical leave will begin, and a proposed date for readmission.
- AND
- Provide the Vice President of Academic Affairs with documentation of the medical condition from a licensed health care professional directly involved in the treatment of the student's condition. The documentation should be substantial to facilitate the decision-making process.

The Vice President of Academic Affairs will notify the student in writing to approve or deny the request and state the conditions for readmission. Students whose medical leave requests are granted will not be required to reapply for admission at the end of the leave period, provided that all conditions for readmission are met.

PARKING ON CAMPUS POLICY STATEMENT

Parking is available on campus. Please park in only permitted sites. Vehicles parked in violation of this are subject to towing at the owners expense. Common violations are; taking two parking space; parking on grass, sidewalk or in fire lane.; parking within 15 feet for a fire hydrant; parking in no parking zones; parking in handicapped parking spaces without the required permit; parking in spaces marked reserved for State vehicles, College Officials, and Visitors. All vehicles parked on campus, anytime, must be properly licensed and inspected. Failure to observe these rules may result in loss of your privilege of driving and parking on campus.

PETS ON CAMPUS POLICY

Animals and/or pets of any kind are not permitted within campus building(s) with two exceptions:

Exception #1 - Animals in the care of and/or that are being used as part of the learning process in the Veterinary Technology program

Exception #2 - Any guide dog, signal dog, service dog, or other animal individually trained (or undergoing training) to provide assistance to an individual with a disability.

Service animals in training must receive prior approval of the President before coming onto campus. This request should be initiated in writing to the attention of the college president. Service dogs must be identified while on campus wearing the appropriate service dog attire.

Animals and Pets On Campus Grounds must be leashed and under the control of their owner/caretaker at all times. All animal waste must be immediately picked up /cleaned by the owner/caretaker and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Any costs incurred in the removal or retrieval of a pet shall be the owner's responsibility.

It is strongly recommended that animals not be left in vehicles while students or staff members are in the classroom or conducting business. Animals discovered unattended in vehicles in the parking lot may be reported to the Police Department if it is felt that that the animal is not getting adequate ventilation and/or is in distress of any kind.

REFUND POLICY

All refunds require that the student complete an official withdrawal form. Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the class to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Students in courses that meet for two weeks or less must drop by the end of the first day of the class in order to get a 100% refund.

All Students registered for non-credit workshops, tests, professional training, or seminars must withdraw in writing at least three business days prior to the first session. Payments by cash or check will receive a full refund of tuition and fees. Exception: non-credit workshops, tests, professional training, or seminars registered online with a credit/debit card incur a non-refundable 7.0% transaction fee and a non-refundable \$1.99 administration fee. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

The College President or designee may grant a tuition refund or tuition credit under extenuating circumstances on a case-by-case basis, such as military activation, administrative error or documented long term illness. In order to receive a tuition adjustment, supporting information such as physician's note, hospital confirmation, military assignment, etc., must be provided. Students wishing to be considered for an exception must fill out an application, submit all supporting documentation, and complete the add/drop form. The complete procedures for students to request a tuition and fee adjustment can be obtained in the Office of the Vice President of Student Affairs and the One Stop Office.

Return of Title IV Funds: Mandated by Law

Students who withdraw from school before the 60% point in a semester will have to repay a portion or all of their Federal Pell Grant, Federal SEOG grant, Federal Perkins Loan funds, and Federal Direct loans to the United States Department of Education. The exact amount required to be returned will vary depending on the amount of grant and loan money the student received and at what point in time the student withdraws from the College. In addition, the student will be liable for the balance owed the College for tuition and fees. The student will receive a revised statement of account for the expenses incurred which will include the reduction and or loss of Federal Title IV funds.

SENIOR CITIZEN DISCOUNT POLICY

Residents of New Hampshire who are 65 years of age and older may register for any credit course offered in the System at half price tuition under the following criteria:

- Course prerequisites shall apply.
- Official proof-of-age and NH residency documentation shall accompany the registration form.
- Space needs shall first be met for applicants whose tuition fees are guaranteed by self-pay, scholarship or work-study.
- The course shall have paid enrollment to meet costs.
- All ancillary costs and charges (i.e. books, supplies, academic instruction fee, registration fee etc.) are paid by the individual.
- Registrations for courses under this provision will only be accepted two (2) days prior to the start of classes.
- The college offering the course may, at its discretion, cancel the course.
- The college offering the course shall be the sole determining agent as to whether or not space is available.

No discount for workshops or other non-credit courses.

SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of the Community College System of NH that all members of the CCSNH should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;

- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, educational, or living environment.

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action/Equity Committee in the school or college. At any time, a student may contact the Affirmative Action/Equity Committee Chair for counseling and advice.

Sexual Misconduct Policy & Grievance Procedure

Policy Statement

CCSNH and its Colleges are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment or other forms of sexual misconduct, as described below. CCSNH also prohibits retaliation against anyone who is involved in making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual misconduct/sexual harassment.

Scope of Policy and Jurisdiction

CCSNH and its Colleges prohibit sexual misconduct/sexual harassment against any person participating in or attempting to participate in education programs and activities of CCSNH/Colleges. The scope and definitions of sexual misconduct and sexual harassment under federal and state laws differ, as described below.

Sexual misconduct by employees is addressed under Policies 323.01 and 323.02.

Title IX Sexual Harassment

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of a CCSNH/College education program and activity (on campus or any other location within the United States):

1. "Quid pro quo" sexual harassment by a CCSNH/College employee: Conditioning a CCSNH/College aid, benefit or service (such as a promotion or favorable evaluation, or a better grade in a course) on an individual's participation in unwelcome sexual conduct;
2. "Hostile environment" sexual harassment: Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to CCSNH/College education programs and activities; or
3. Sexual assault, dating violence, domestic violence and stalking, as defined in the Clery Act and Violence Against Women Act, as follows:
 - i. *Sexual Assault*: An offense classified as a Forcible or Non-Forcible Sex Offense under the uniform crime reporting system of the FBI. Those offenses are –
 - (1) *Non-Forcible Sex Offenses*: incest and statutory rape. In New Hampshire, only children aged 16 and older can give consent to sexual contact with adults unless the two parties are legally married. A teenager under 13 cannot consent to any sexual contact. Children who are between 13 and 16 may consent to a sexual act when their partner is less than four years older than they are.
 - (2) *Forcible Sex Offenses*: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is in a state of incapacitation. Such sexual acts include:
 - Forcible rape: sexual intercourse with a person, forcibly and/or without that person's consent, or in instances where the victim is in a state of incapacitation.
 - Forcible oral or anal sexual intercourse with another person, forcibly or without consent, or because of incapacitation.
 - Sexual assault with an object: use of an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly, or without consent or because of incapacitation.
 - Forcible fondling: the touching of the private body parts (genitals, buttocks or breasts) of another person for the purpose of sexual gratification, forcibly, or without consent, or because of incapacitation.

- (3) *Consent*, for purposes of this policy, means: an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.
- ii. *Dating Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse committed by a person:
 - (1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) Where the existence of such a relationship is determined based on consideration of: (i) the length of relationship; (ii) the type of relationship; and (iii) the frequency of interaction between persons in the relationship.
- iii. *Domestic Violence*: physical or sexual abuse, or threats of physical or sexual abuse, or emotional abuse among current or former spouses or cohabitants, or people who share a child in common.
- iv. *Stalking*: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (1) Fear for their safety or the safety of others; or
 - (2) Suffer severe emotional distress.

Sexual harassment which does not meet one of the specific definitions above, or which occurs outside a CCSNH/College education program and activity may be covered under Subsection B or C below.

Sexual Harassment Under the New Hampshire Law Against Discrimination

Sexual harassment is defined differently under New Hampshire's discrimination law and regulations. These laws define sexual harassment as: unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits or employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions regarding educational benefits or employment affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or an individual's work performance, or creating an intimidating, hostile, or offensive environment.

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations in this section.

Sexual Misconduct Under NH RSA 188-H

Sexual misconduct under RSA 188-H is a broadly defined term that includes: (1) all forms of sexual harassment under Title IX, Title VII or State law under subsections A. and B. above; and (2) any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression.

The term "consent" under A.3 above shall also apply, to the extent relevant, to allegations of sexual harassment under this section.

Retaliation

CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual harassment. Incidents of retaliation will be addressed under Policy 730.06 (Student Code of Conduct) for alleged retaliation by students.

Reporting Sexual Misconduct

- A. All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.
- B. All CCSNH/College employees with supervisory or management responsibilities, and individuals designated as Campus Security Authorities under the Clery Act, who receive information about possible sexual misconduct/harassment of students are required to make a report.

- C. Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can may be made in person or by calling Tina Favara, Vice President of Student Success and Enrollment Management at 603-427-7631, email to tfavara@ccsnh.edu, *or mail to* Great Bay Community College, 320 Corporate Drive, Portsmouth, NH 03801.
- D. A report of sexual misconduct/sexual harassment may also be made to Campus Security, or local or State police [see section V.B below for further information].

Amnesty

To encourage reporting of sexual misconduct/sexual harassment and remove barriers to making a report, an individual who makes a good faith report of sexual misconduct/harassment that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual misconduct/sexual harassment report or investigation, unless CCSNH/College determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student clubs and organizations making a report of sexual misconduct/sexual harassment

Outside Support and Additional Reporting Avenues for Victims of Sexual or Gender-based Violence

Confidential Resources

1. Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a New Hampshire Domestic and Sexual Violence Crisis Center: **Haven Violence Prevention and Support Services, 20 International Drive, Suite 300, Portsmouth, NH 03801, Business Phone: /-603-436-4107 or 24-Hour Support Line 1-603-994-SAFE (7233)**. Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call.
2. Immediate, confidential help is also available by calling:
 - New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
 - New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
 - National 24-hour Sexual Assault Hotline: 1-800-656-4673

Conversations with crisis center and crisis line volunteers and advisors (who are also confidential resources) are protected under New Hampshire's confidentiality statute (NH RSA 173-C).
3. Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
4. The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the Title IX Coordinator, investigation interviews, discipline meetings or hearings. Confidential resources are not employees of CCSNH.

Emergency Medical Services

1. Emergency medical services may also be access directly at:

Portsmouth Regional Hospital
333 Borthwick Ave
Portsmouth, NH 03801
603-436-5110
Frisbie Memorial Hospital
11 Whitehall Rd
Rochester, NH 03867
(603) 332-5211

2. Transportation to available medical services may be accessed via:

In the case of an emergency, please dial 911 for Medical Transportation.

Non-Emergency Transportation:

**Stewarts Ambulance Service
1-603-279-5901**

3. Assistance with the costs of emergency medical assistance can be accessed via:

NH Dept. of Health & Human Services

Bureau of Family Assistance

129 Pleasant Street

Concord, NH 03301-3852

<https://www.dhhs.nh.gov/dfa/medical/index.htm>

Other Support

1. Additional information concerning counseling, health, safety, academic, and other support services can be obtained by contacting the CCSNH/College Title IX Coordinator, or by contacting the following organizations:

Online Counseling Services – Kepro

Free online confidential counseling services available to students

For access visit GBCC Health & Wellness Website:

<https://www.greatbay.edu/student-life/health-wellness/>

2. Individuals accused of sexual misconduct/sexual harassment may seek assistance from a confidential advisor, which may include an advocate or attorney, by contacting the CCSNH/College Title IX Coordinator or the following organizations:

Online Counseling Services – Kepro

Free online confidential counseling services available to students

For access visit GBCC Health & Wellness Website:

<https://www.greatbay.edu/student-life/health-wellness/>

Legal Resources

<https://www.nhcadsv.org/legal-resources.html>

Reports to Law Enforcement

Victims of sexual misconduct may choose, or decline, to report incidents of sexual misconduct to **GBCC Campus Safety**, or local or State police at the numbers/locations below. Individuals may request assistance from the CCSNH/College Title IX Coordinator with contacting law enforcement.

GBCC Campus Safety - (603) 427-7644

Local Police –

- **Portsmouth PD (603) 427-1500**
- **Rochester PD (603) 332-3863**
- **Closest State Police:**
 - Troop A**
 - 315 Calef Highway**

Epping, NH 03042
Phone: (603) 679-3333
E-mail: TroopA@dos.nh.gov

- United States Attorney's Office [federal law enforcement]
53 Pleasant Street, 4th Floor
Concord, NH 03301
(603) 225-1552

Protection Orders

1. Victims of sexual misconduct/sexual harassment may obtain a protection (no contact) order, as well as other supportive measures, from the Title IX Coordinator following a report of sexual misconduct/sexual harassment (see Section VI below).
2. Victims of sexual misconduct involving domestic violence or stalking may pursue a court-ordered protection order by contacting or appearing at the local court:

NH Circuit Court 10th Circuit – District Division- Portsmouth
111 Parrott Avenue
Portsmouth, NH 03801-4490

3. Individuals who obtain a protection order issued by a court are asked to contact, and provide a copy of the order to, the CCSNH/ College Title IX Coordinator. Upon receipt, CCSNH/College can assist in enforcement of the order as it pertains to the alleged victim's or respondent's participation in CCSNH/College programs or activities, to the extent applicable.

Response to Reports of Sexual Misconduct or Sexual Harassment

After A Report Is Made

After a report of sexual misconduct/ sexual harassment, is made, the Title IX Coordinator will meet with the complainant (alleged victim), if they are identified in the report, to discuss and implement any needed supportive measures. Such measures will remain confidential to the extent possible in the particular circumstances.

Supportive measures are individualized services offered to a complainant following a report of sexual misconduct/sexual harassment. Supportive measures may also be provided as appropriate to respondents after a formal complaint is filed. Supportive measures are designed to facilitate a party's ability to access education programs and activities, without overly burdening the other party (prior to a finding of responsibility). Examples of supportive measures include, but are not limited to no contact orders, referrals for services, changes in schedules, etc.

The Title IX Coordinator will explain the process(es) that apply to the allegations raised, including the process for filing a formal Title IX complaint if the conduct may constitute sexual harassment under Title IX.

Investigation and Resolution

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible.

Formal complaints of allegations involving Title IX sexual misconduct/sexual harassment will be addressed in accordance with Section VII below.

Reports of sexual misconduct that do not constitute sexual harassment under Title IX will be addressed under Policy 730.06 (Student Code of Conduct).

The Title IX Grievance Procedure

The following grievance process shall be followed when there is a formal report of alleged conduct by students that meets the definition of sexual harassment under the Title IX regulations (as defined in Section II.A above).

How to Make a Formal Complaint

No investigation will occur unless a formal complaint is filed with the Title IX Coordinator by the complainant, or the Title IX Coordinator decides to file a formal complaint. The formal complaint must be in writing and include the following:

1. Basic information about the possible violation(s) of sexual harassment (such as date, time, location, type of incident, name(s) of individuals involved).
2. A request that CCSNH/College investigate the allegation(s).

The Title IX Coordinator may determine that specific circumstances warrant pursuing a formal complaint (such as when the alleged respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the CCSNH/College community), even when the complainant does not file a formal complaint. In such cases, the complainant will receive advance notice as well as notices of activities at various points in the procedure, but is not a party to the case. Likewise, the Title IX Coordinator is not a party, for purposes of this procedure, if they file a formal complaint on behalf of CCSNH/College.

The Title IX Coordinator may consolidate formal complaints where circumstances warrant.

Dismissal of Formal Complaint

Under the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint:

1. If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as defined in Section II.A of this policy); or
2. If the conduct alleged did not occur within the scope of the College's education programs and activities, or did not occur in the United States.

However, if the conduct alleged is otherwise covered by another CCSNH/College policy, the conduct may be addressed under the applicable policy, depending on the circumstances.

The Title IX Coordinator may also dismiss a formal complaint if a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; if the respondent is no longer enrolled in CCSNH/College; or if there are specific circumstances that prevent CCSNH/College from gathering evidence sufficient to reach a determination regarding the formal complaint.

If a formal complaint is dismissed for any reason, the Title IX Coordinator will promptly and simultaneously send written notice to the parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with Section VII.C.9 of this procedure.

Steps in the Process

A formal complaint initiates the Title IX Grievance Procedure. The Title IX Coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form.

1. General Obligations of CCSNH/College and Timeline

CCSNH/College will:

- Treat complainants and respondents equitably;
- Not presume a respondent is responsible until and unless such a determination is made following a hearing as provided in this policy;
- Objectively evaluate all relevant evidence;
- Ensure that any individuals involved in the procedure have appropriate training, and do not have conflicts of interest or bias;
- Follow reasonably prompt timelines for conclusion of the procedure and provide reasons for delay;
- Provide all required notices of meetings and hearings;
- Provide opportunities for parties to review and respond to relevant evidence, both favorable and unfavorable;
- Provide parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice;
- Provide parties with the opportunity to present witnesses, as well as other relevant evidence;
- Not restrict the parties from speaking about the case for their own emotional support and to prepare their case;

- Assume the burden of gathering evidence and of proof (rather than such burdens resting with the parties); and
- Comply with all applicable confidentiality and privacy laws and regulations during the procedure.

In general, CCSNH/College will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer due to the absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from parties for extensions equitably, and shall notify the parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

- i. The Title IX Coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:
 - Notice regarding the procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five calendar days).
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - Notice that the parties may have an advisor of their choice, who may be an attorney;
 - Notice that the parties may inspect and review evidence;
 - Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;
 - Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or procedure;
 - Notice that CCSNH/College, not either party, has the burden of proof;
 - Notice of the name of the investigator, with sufficient time (no less than five calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator; and
 - Notice that the parties can raise reasonable concerns regarding the Title IX Coordinator to **Dr. Cathryn Addy, President GBCC**.
- ii. If additional allegations become known at a later time, the original notice to the parties will be supplemented. Misconduct which subsequently becomes known but is not covered by this policy may be addressed pursuant to other applicable CCSNH/College policies, as appropriate.
- iii. The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.
- iv. Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding CCSNH/College officials involved in the procedure will be resolved by the Title IX Coordinator. At the hearing, such claims may be raised with the decision maker.

3. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by CCSNH/College must be approved by the Title IX Coordinator. If an informal resolution agreement is reached, it must be signed by the parties and CCSNH/College. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.

4. Emergency Leave

CCSNH/College, in consultation with the Title IX Coordinator, may place a student respondent on emergency leave at any point after a formal complaint is filed:

- i. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.
- ii. The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.
- iii. Any such decision to place a student on emergency leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

5. Investigation Process

The Title IX Coordinator will appoint an investigator to investigate the formal complaint. The investigator will:

- i. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- ii. Allow parties to have their advisor at all meetings (advisors may not speak for the party).
- iii. Allow parties to identify witnesses and submit favorable and unfavorable evidence.
- iv. Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
- v. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- vi. Prior to completing the investigation report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint. This includes all directly-related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties. The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
- vii. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

- i. Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person, but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each party with all responses.

In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX Coordinator, in consultation with other CCSNH/College officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.

- ii. Appoint a decision maker, notify the parties of the identity of the decision maker, and provide not less than five calendar days for a written response from the parties raising any concerns regarding a conflict of interest or bias on the part of the decision maker.
- iii. Forward the investigation report and the parties' responses to the decision maker in advance of the hearing.

6. Live Hearing

CCSNH/College shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The Title IX Coordinator shall be responsible for scheduling the live hearing (no less than ten calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Some important features of hearings include the following:

- i. Under Title IX, CCSNH/College has no authority to compel parties, witnesses or advisors to be present for a hearing.
- ii. At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.
- iii. The decision maker, not the investigator, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX Coordinator or the investigator.
- iv. The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- v. The decision maker may ask questions of the parties, their advisors and any witnesses.
- vi. The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- vii. The decision maker may request input from CCSNH/College officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- viii. CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- ix. Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, CCSNH/College will appoint one for the party at no cost to the party.
- x. The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- xi. A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

7. Standard of Proof and Determination of Responsibility

CCSNH/College uses a preponderance of the evidence standard ("more likely than not") in making determinations of responsibility.

The decision maker shall issue a written determination, which shall include the following:

- i. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy.
- ii. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.

- iii. Findings of fact supporting the determination.
- iv. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and any disciplinary sanctions CCSNH/College imposes on the respondent.
- v. A statement as to whether remedies designed to restore or preserve equal access to CCSNH/College education programs and activities will be provided to the complainant; however, the decision maker shall not identify such remedies. The Title IX Coordinator shall work with the complainant to design remedies consistent with the decision maker's findings.
- vi. The procedure and permissible bases for the complainant and respondent to appeal the determination (or dismissal).

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that CCSNH/College provides the parties with the written determination of the results of the appeal, if an appeal is filed (see subsection 9 below), or if an appeal is not filed, the date on which the appeal period expires. A complaint filed with an external agency is not an appeal for purposes of determining when a finding of responsibility becomes final.

8. Remedies, Supportive Measures and Sanctions

i. Remedies

"Remedies" are measures used to ensure that the complainant has equal access to the College's education programs and activities following a decision maker's determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

ii. Supportive Measures

The Title IX Coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant's needs at that time.

iii. Sanctions

Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:

- WARNING - a notice in writing to the student that the student is violating or has violated institutional policy;
- PROBATION - a written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
- LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, persona non grata designation);
- NO CONTACT – restriction prohibiting an individual from approaching or contacting a specified individual;
- FINES – previously established and published fines may be imposed;
- RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
- RESIDENCE HALL/CAMPUS HOUSING SUSPENSION – separation from the residence halls/campus housing for a definite period of time, with conditions for readmission (if appropriate);
- RESIDENCE HALL/CAMPUS HOUSING EXPULSION – permanent separation from the residence halls/campus housing;
- CLASS/ COLLEGE SUSPENSION – separation from class(es) or the College for a definite period of time, with conditions for readmission (if appropriate);
- COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
- EDUCATIONAL OR SERVICE SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to: work assignments, service to the college, written letter of

apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

9. Appeals

Parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints.

Appeals are allowed on the following grounds:

- i. Procedural errors that affected the outcome of the matter;
- ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- iii. The Title IX Coordinator wrongfully concluded that the formal complaint did not constitute sexual harassment under this procedure and dismissed the formal complaint;
- iv. The Title IX Coordinator, investigator or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; or
- v. A sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a Party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the decision maker.

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX Coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

- i. Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer.
- ii. The Title IX Coordinator shall provide a copy of the appeal to all other parties.
- iii. The other parties shall have seven calendar days to submit a written statement addressing the appeal.
- iv. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/College officials and/or CCSNH counsel in making their decision.
- v. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may: 1) deny the appeal; 2) grant the appeal and send back the matter to the decision maker for further consideration; 3) grant the appeal and send back the matter for a new live hearing before a new decision maker; 4) grant the appeal by revising the sanction; or 5) grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted.

SMOKING/VAPING POLICY STATEMENT

The College has adopted a “no smoking” policy which includes vaping. This means that there is to be no smoking or vaping around the periphery of the building, in parking lots, or on College grounds. However, smoking/vaping will be permitted within vehicles. It is requested that smokers please extinguish cigarettes within vehicles and not extinguish, discard, or leave cigarette butts on college paved areas, including driving and parking lots, or sidewalk/walkway areas

STUDENT EXPRESSION / COMMUNICATION POLICY STATEMENT

Student publications must establish and maintain an atmosphere of free and responsible discussion.

Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.

Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution's disciplinary rules.

Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

STUDENT HAZING POLICY STATEMENT

Purpose and Scope

As institutions within the Community College System of N.H., the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

Definitions

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

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

Prohibitions and Obligations

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

It is also a Class B misdemeanor for the college or any fraternity, sorority, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.

No college student, official, or employee shall participate in hazing.

No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student Affairs, Campus Security/Safety and to the police.

Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Students/Campus Police and to the police.

Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice-President of Students/Campus Police and to the police, without delay.

Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.

Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

UNATTENDED CHILDREN ON CAMPUS POLICY

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

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

If a child is left unattended the college will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families.

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

USE OF SOCIAL MEDIA AND BLOGGING POLICY

All staff, faculty, students, or departments that wish to use social media sites and or blogs for college related business must request permission using the Social Media Page Approval Form. All completed forms must be submitted to IT. Additionally all staff, faculty, students, or departments must adhere to the Social Media Procedures and Best Practices stated in the Student Handbook.

Approved Sites:

Currently the college will consider approval of pages or blogs on the following sites;



If you wish to submit a site other than the ones above for consideration, please submit your request in writing to the Academic and Student Policy Committee. Is this an active committee?

Content: Contributors to the Great Bay Community College pages will follow the established employee and student procedures. The College and the Creative Services Coordinator will periodically review pages to ensure College policies are followed and that pages are being produced in accordance with the best interests of the College. If sites or pages are deemed to not be in the best interest of the College the site or page may be removed.

Use of Logo: The logo must be requested from the Creative Services Coordinator (CSD) for the intended use. No portion of logo is permitted to be altered; colors and fonts must remain as in original file sent from CSD. Logo will not be placed on a background that impairs readability of the mark. Preferred color background is white. Additional art or logos may not be attached to the logo. The College logo is not permitted to be used on any personal social media sites.

Use of Photos: Due to FERPA policies no photos are permitted to be placed on a College sponsored page or site without prior approval from the Creative Services Coordinator. Photos of the college must be provided by CSD whenever possible. CSD and Public Information Officer reserve the right to remove photos, video images that misrepresent the college or are not of acceptable quality. Whenever possible, a watermark should be added or images should be posted at 72 dpi and approximately 800x600 resolution to protect the college's intellectual property.

Inappropriate postings: Postings including any of the following may be edited or deleted:

- Strong profanity and any other offensive language
- Posts abusing other students and or faculty or staff.
- Posts with racist, sexist, or other discriminatory content
- Any other posts that GBCC considers to be offensive or inappropriate
- "Spam" posts or advertisement.

Students, Faculty or Staff may report any inappropriate posts to the VP&SS. Any actions or postings that are in violation of the Student Handbook could result in disciplinary action taken against the student.

Basic guidelines:

- Those who participate in or maintain a social media site on behalf of the college will clearly state his/her role and goals. Supervisors will empower participants to respond directly to users and determine when approval is needed.
- Some online communities can be volatile, tempting users to behave in ways they otherwise wouldn't. College representatives must remain above the fray.
- Any questions about whether it is appropriate to write about certain kinds of material must be directed to the site manager and or supervisor.
- Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College's priorities for the page.

SOCIAL MEDIA / BLOGGING BEST PRACTICES

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting.

Be transparent. Be honest about your identity. If you are a faculty, staff or student leader we encourage you to set up an account to specifically conduct College business. This will allow for complete transparency. If you are authorized by your supervisor to represent Great Bay Community College in social media, say so. If you choose to post about Great Bay Community College on your personal tie, please identify yourself as a Great Bay Community College student, faculty or staff member. Never hide your identity.

A good resource about transparency in online communities is the Blog Council's "Disclosure Best Practices Toolkit" at <http://blogcouncil.org/disclosure/>.

Be accurate. Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. References to college information should always cite college website as providing the most accurate and updated information. Cite and

link to your sources whenever possible; after all, that's how you build community.

Be respectful. You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a valued member. If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Don't post information about topics like Great Bay Community College events or a book you've authored unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

Think before you post. There's no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed.

Maintain confidentiality. Do not post confidential or proprietary information about Great Bay Community College, its students, its alumni or your fellow employees. Use good ethical judgment and follow college policies and federal requirements, such as FERPA.

If you discuss a situation involving individuals on a social media site, be sure that they cannot be identified. As a guideline, don't post anything that you would not present at a conference.

Respect college time and property. As stated in the Acceptable Use Policy, College computers and your work time are to be used for college-related business. It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should maintain your personal sites on your own time using non- Great Bay Community College computers.

USE OF COLLEGE FACILITIES

Whenever possible, and at the discretion of the college President, facilities may be made available for appropriate use by State agencies and institutions, educational groups and by responsible community, regional or State organizations.

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

- Facilities must be used with due discretion and care.
- There must be no interference with the educational schedule or undue demands made on college personnel.
- One member of the using group is to be designated and authorized to act as the person of primary group responsibility.

Although classroom facilities may be made available free of charge, the using group must be responsible for meeting the following fees:

- Meals and room rent - meal charges and room rent shall be established by the President of the college with the approval of the Finance and Audit Committee and the Board of Trustees.
- Staff time - when staff (faculty, clerical, custodial) time is required over and above the normal day's activities, charges shall be in accordance with the policies and procedures of the Community College System of NH.

- The cost of police protection when deemed necessary.
- Any damage arising out of the usage when due to carelessness, neglect, or other unusual acts.
- Any special services required or arising as a result of the usage.

The college President will have the authority to accept or reject requests for usage of the facilities.

STUDENT CODE of CONDUCT and JUDICIAL PROCESS

I. Introduction

A. Policy Statement

A student's continuance at any college in CCSNH depends on not only their academic performance but their conduct. A college's jurisdiction and discipline shall be limited to conduct that adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises. The goals of the colleges' judicial systems are to:

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

The mission of the college's judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community takes precedence.

B. Definitions

- College Official: Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities
- College Premises: Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks)
- Complainant: Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct
- Faculty: Refers to any person hired by CCSNH colleges to conduct educational activities
- Judicial Advisor: Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's role will include but not be limited to monitoring the judicial bodies and proceedings, advising judicial bodies and students on the applicable judicial process, reviewing requests for judicial appeals, and maintaining judicial proceedings records.
- Judicial Body: Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions
- Judicial Committee: Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body
- Respondent: Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed

II. Student Code of Conduct

A. Scope

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

B. General Infractions

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

C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
 - Cheating: Includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or exams or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignment (sometimes known as facilitation)
 - Plagiarism: Passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. Grading Authority: Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a grade appeal should refer to CCSNH Academic Affairs Policy 670.04.

D. Disruption of College Operations

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

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

E. Health and Safety Offenses

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

F. Offenses Involving Others

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target
3. Acts of intimidation or coercion, whether stated or implied
4. Acts of harassment and/or retaliation, including discriminatory harassment, directed toward any member or guest of the CCSNH community. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process. Retaliation is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the filing of an incident report or complaint, investigation or hearing process related to student conduct.
5. All reports of alleged sexual misconduct (including sexual harassment, sexual assault, dating violence, domestic violence and stalking) will be assessed under Policy 730.04 – Title IX/RSA 188-H Sexual Misconduct Policy and Grievance Procedure. Sexual misconduct that is determined to fall within the definitions of Title IX sexual harassment shall be addressed by the grievance procedure in Policy 730.04. Any sexual misconduct that does not meet the definitions of Title IX sexual harassment shall be addressed by the procedure in this policy.
6. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization"; and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization

G. Offenses Involving Property

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

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

H. Student Social Compact

As members of this campus community, we face a serious public health situation that requires a new level of awareness and caution in our daily lives. As a caring community, we understand that our health and safety depend on how well we take care of ourselves and each other. As a member of this community, I promise to responsibly protect my health and the health of others. I make these efforts to help prevent the spread of COVID-19 and other risks to our community's health and to best preserve the learning opportunities available to me as a student at this college.

The virus that causes COVID-19 is highly contagious. It is possible to develop and contract COVID-19 even when individuals follow all of the safety precautions recommended by the Centers for Disease Control (CDC), the state of New Hampshire, and the college. N.H.'s community colleges are following coronavirus guidelines issued by the CDC, the N.H. Department of Health and Human Services (DHHS), and other reliable resources to reduce the spread of infection. However, by engaging in on- or off-campus activities, students, faculty, and staff can never be completely shielded from all risks of exposure or illness caused by COVID-19 or other infections.

Maintaining college instructional and service activities is dependent upon how well all members of our college community adhere to public health recommendations and expectations. Significant changes in the trajectory of the virus may result in changes to instructional and campus operational plans. It is in all of our best interests to do our part to mitigate the spread of COVID-19. To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

Protect Myself

1. Monitor for the symptoms of COVID-19 and report as directed by the college and to a medical professional if I experience fever, cough, shortness of breath, or other symptoms identified by public health authorities.
2. Wash my hands often with soap and water or use effective hand sanitizer.
3. Maintain appropriate physical distancing, especially in indoor settings.
4. Protect myself from viral respiratory infections by means that may include obtaining a flu shot as recommended by N.H. public health authorities.
5. Follow all other recommendations of public health officials in the state of New Hampshire.

Protect Others

1. Stay home if feeling ill, or after exposure to someone who is ill or is suspected or confirmed positive for COVID-19.
2. Wear an appropriate face covering and other protective gear as directed by the college.
3. Be positive, sensitive, and helpful to anyone around me who may be troubled or struggling.
4. Recognize that others may have health conditions or relevant family circumstances that are private and respect their needs for personal and community precautions.
5. Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus.

Protect My College Community

1. Keep clothing, belongings, personal spaces, and shared common spaces clean.
2. Carefully observe instructional signs and follow directions.
3. Inform the designated COVID-19 contact person at my college if I have a positive test or am experiencing symptoms associated with COVID-19.
4. Participate as requested in testing and contact tracing to preserve the wellness of the community.
5. Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community.
6. Behave with compassion and understand that we are all doing the best we can in unprecedented circumstances; share concerns rather than anger or blame.

Protect My Surrounding Community

1. Complete required precautions prior to arrival on campus or if I have had to leave the state.
2. Self-isolate in accordance with N.H. DHHS guidelines if I test positive for COVID-19.

3. Quarantine in accordance with N.H. DHHS guidelines if I am identified as having been in close contact of a suspected or confirmed case for COVID-19 or fall under the travel restrictions for COVID-19.
4. Practice safe physical distancing when participating in the community outside of the campus.
5. Pay attention to and observe local and state directives.
6. Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe.
7. This virus does not discriminate, and neither will I – no person or group of people is responsible for this virus and I will not blame the presence of COVID-19 on anyone in my community.

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

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

IV. Sanctions and Disciplinary Proceedings

A. Sanction Definitions

- **Warning:** A notice in writing to the student that they are violating or have violated institutional regulations
- **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations
- **Loss of Privileges:** Denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *persona non grata*)
- **Loss of Contact:** Restriction prohibiting an individual from harassing, threatening, accosting, approaching, or contacting a specified individual
- **Fines:** Previously established and published fines may be imposed.
- **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Residence Hall Suspension:** Separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
- **Residence Hall Expulsion:** Permanent separation from the residence halls.
- **Class/College Suspension:** Separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
- **College Dismissal/Expulsion:** Permanent separation from all CCSNH colleges, which may include loss of campus visitation privileges.
- **Educational or Service Sanctions:** Imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
- **Interim Sanctions:** In certain circumstances, the president or vice presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of interim sanctions must be communicated to the judicial advisor as soon as is practical, as well as to the appropriate vice president (if the vice president did not originate the imposition of sanctions).

B. Student Disciplinary Proceedings

Training

- All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations, and the hearing process; this shall include training on how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.
- Filing a Complaint
- Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate judicial body by filing an incident report.
- Incident report forms may be obtained from the Academic or Student Affairs offices, as well as from the judicial advisor. Forms may be made available through Campus Safety or Residence Life (where available) or on the college website. Information in the report should include but not be limited to the following:
 - Reporting person's name, address, phone, and student ID number (contact information and ID number shall not be released to the respondent without written permission of the person reporting the incident)
 - Date, time, and location of incident
 - Person(s) involved in the incident
 - Victim(s) or damages involved in the incident
 - Complete narrative description of the incident
 - Names of witnesses to the incident
 - Any other information deemed appropriate

Investigation and Resolution of Complaint by Judicial Body

1. The fact that a complaint has been filed creates no presumption that the respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate judicial body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or recommend to be issued) sanctions as described in Section IV.
3. The respondent and the complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the judicial body.
4. A time shall be set for an initial hearing before the judicial body not less than 1 business day after nor more than 5 business days after the respondent has been notified. At the initial hearing, the judicial body may receive evidence from the complainant and the respondent regarding any interim sanctions and shall determine whether (a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; (b) mediation is appropriate; or (c) a formal investigation is required. In the event a formal investigation is required, the judicial body will accept the findings of the investigator(s) and provide a report of the findings to respondent.
5. Whether the investigation is completed by the judicial body or an impartial investigator, all findings will be based on a preponderance of the evidence; i.e., evidence that would lead a reasonable person to believe that it was more likely than not that the respondent committed the alleged offense.
6. If the investigator's report contains a finding that the respondent committed the alleged offense, a time shall be set for a sanctions hearing before the judicial body to be held not less than 1 day nor more than 10 days after the investigation report is issued.

C. Student Disciplinary Appeals

Filing an Appeal and Preliminary Appellate Process

1. A respondent may appeal a disciplinary action by filing a written appeal with the judicial advisor within 5 business days of being informed of the sanction being imposed. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
 - The original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above).

- New and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
 - Inappropriate gravity of the sanction in relation to the offense.
2. The judicial advisor has 3 business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If the judicial advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the judicial advisor determines that the case does fall within the grounds allowed for appeal, the judicial advisor may meet with the judicial body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the judicial committee or immediately forward the appeal to the judicial committee for consideration.
 3. All preliminary processing of appeals will be concluded within 5 business days unless the judicial advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
 4. The judicial advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within 3 business days of the decision to the respondent and, as applicable, the complainant, and any administrative offices involved.

D. Membership of the Judicial Committee

1. A chairperson and an alternate chairperson who will be appointed by each college president or designee.
2. A total of 4 voting members, elected as follows:
 - 2 faculty or staff selected by college president or other appropriate college official(s)
 - 2 students selected by the Student Senate or other appropriate student group. If the college has residence halls, 1 of the students shall be from the residence halls.
3. A total of 4 alternate voting members may be selected as follows:
 - 2 faculty or staff selected by the college president or other appropriate college official(s)
 - 2 students selected by the Student Senate or other appropriate student group
4. The advisor to the Judicial Committee will be the judicial advisor who will be appointed by the vice president of Student Affairs.

E. Judicial Committee Appeal Hearings

1. A minimum of 3 members (including the chair) shall constitute a quorum to conduct a hearing. If 3 appointed members are not available because of recusals or for other reasons, additional members shall be selected by the judicial advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
 - Regular members will serve, if available
 - In the event sufficient regular members are not available, the judicial advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the VPSA, they shall recuse themselves from the committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
 - The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date, and place of the hearing.
 - The respondent may remain silent or submit only a written statement or response to the complaint.
 - Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
 - When more than one individual is charged with the same violation, each respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
 - The complainant and the respondent have the right to be assisted by an advocate they choose. The complainant and/or the respondent, however, are each responsible for presenting their own case; therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

- The complainant, the respondent, and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the complainant, the respondent, and witnesses will be conducted by the Judicial Committee.
 - In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the judicial body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
 - After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the respondent has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
 - The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the respondent committed the alleged offense and thereby violated the Student Code of Conduct.
 - The Judicial Committee will issue a report of its findings and sanctions to be imposed to the judicial advisor within 3 business days of the completion of its hearings on the matter.
 - The judicial advisor will provide written notification of findings and sanctions to the complainant, the respondent, and administrative offices on a need-to-know basis. The original will be maintained with the college's judicial records.
5. The judicial advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape, or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the judicial advisor.
 6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, judicial body, or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the judicial body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
 7. The decision of the Judicial Committee is final and is not subject to further appeal.

V. Student Rights

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry, and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study for which they are enrolled.

Information about the personal views, beliefs, and political associations of students that instructors, advisors, and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

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

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

E. Student Participation in College Government

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

F. Student Publications

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

G. Establishing Student Conduct Standards

1. Conduct: In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:
 - Establish and communicate, through publication, those standards of behavior that are considered essential to the educational objective and community life.
 - Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
 - Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.
2. Investigation of Student Conduct
 - Search and Seizure: CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:
 - Residence Life health and safety inspections, Thanksgiving break closings, winter break closings and spring break closings to insure the health, cleanliness, safety and maintenance of the residence halls. During inspections, if a policy violation comes to the attention of the staff (e.g., candle), it may be addressed judicially.
 - Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance, and repair.

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

VI. Student Rights—Grievance Procedures

Any student who feels their rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, the student may also report the conduct to the college's Affirmative Action or equity officer and/or Title IX coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate college official for disciplinary action.

1. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated their rights (e.g., instructor, staff member, or student) to resolve the issue informally.
2. If the issue cannot be resolved by pursuing the process above, or the individual elects not to resolve the matter informally as prescribed above, a formal grievance in writing must be submitted to:
 - The vice president of Academic Affairs (VPAA) for grievances related to the instructional process
 - The vice president of Student Affairs (VPSA) for grievances not related to the instructional process
3. The grievance must be submitted within 2 weeks of the date the grievant knew or reasonably should have known of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
4. The VPAA, VPSA, or designee will meet with the individual alleged to have violated the student's rights. The VPAA, VPSA, or designee may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA, VPSA, or designee determines that the grievance alleges facts that, if true, constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the judicial advisor who convenes the Judicial Committee within 2 weeks of the receipt of the formal grievance. If the VPAA, VPSA, or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA, VPSA, or designee will provide a written explanation to the student and the matter will be considered resolved at that point.

CLERY ACT REPORTING: 2020 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Vice President of Enrollment Management and Student Services and the Chief of Campus Safety using statistical and other information compiled from GBCC incident reporting system, State and Local Law Enforcement Agencies.

Each fall, an e-mail notification is made to all enrolled students and employees. The e-mail provides the website to access this report. Paper copies may be obtained by contacting the Office of Vice President of Enrollment Management and Student Services at (603)427-7604.

The Report is updated at least once each year, and the crime statistics are updated annually. The most recent Clery Report is

available in the GBCC website on the Campus Safety page.

GEOGRAPHY

The Vice President of Student Success and Enrollment Management maintains a list of all properties that Great Bay Community College owns, rents, or leases. Below is a list of properties for the 2018 calendar year.

- 320 Corporate Drive, Portsmouth, NH - Lease – Property, own building
- 360 Corporate Drive, Portsmouth, NH - Lease - Property

CRIME STATISTICS

The Chief of Campus Safety compiles all crime statistics for the annual Clery Report. The preparation of crime statistics involves coordinating among GBCC Campus Safety Officers, Vice President of Enrollment Management, State and local police departments. This coordination also occurs in statistical gathering of data from Campus Security Authorities or those with “significant responsibilities for students and campus activities.” The Crime statistics are for the three previous calendar years. They can be accessed at any time through the Great Bay Community College website under Clery Report on the Campus Safety page.

Sex Offenders - The Clery Act provides special requirements relating to the registration and community notification for sex offenders who are enrolled in, work or volunteer at institutions of higher education. Information on New Hampshire sex offenders can be accessed on the web at <http://www.egov.nh.gov/nsor/result.asp>. Law enforcement information regarding registered sex offenders in the Portsmouth Campus area may be obtained by calling the Portsmouth Police Department at (603) 427-1500 and at the Rochester Campus from the Rochester Police Department at (603)330-7128.

CAMPUS SECURITY AUTHORITIES

The Vice President of Enrollment Management maintains a list of all Campus Security Authorities. A Campus Security Authority is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department role. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Campus Security Authorities are:

President Office 320 Corporate Drive Portsmouth, NH 03801 President Chief Financial Officer Associate VP of Corporate and Community Education	(603)427-7600	Enrollment Management 320 Corporate Drive Portsmouth, NH 03801 Vice President Coordinator of Admissions Director of Financial Aid	(603)427-7604
Academic Affairs 320 Corporate Drive Portsmouth, NH 03801 Vice President Associate Vice President Director of Library and Media Services	(603) 427-7633	Student Life 320 Corporate Drive Portsmouth, NH 03801 Vice President Student Life Director Athletic Coaches Advisors for student clubs and organizations	(603)427-7644

DAILY CRIME LOG

Campus Safety prepares a daily crime log describing incidents reported to the College. Information contained in the log can be obtained by contacting the Vice President of Enrollment Management and Student Services or the Campus Safety Officer.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Are clearly posted in each classroom. Fire evacuation routes and maps are posted throughout both the Portsmouth and Rochester Campuses. Additional information can be obtained from the Campus Safety Officers at the Campus Safety Desk.

TIMELY WARNINGS

The Vice President of Enrollment Management at Great Bay Community College is responsible for posting **timely warnings** for the College Community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Campus Safety Officer, a Campus Security Authority, or to the Portsmouth or Rochester Police Departments. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Enrollment Management and Student Services, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

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

- **GBCC Alerts:** a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at <http://www.greatbay.edu/?pg=alert>
- **Directed Communications/Blast email:** GBCC email system alerting students, faculty, and staff.
- **Fliers:** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website:** www.greatbay.edu
- Local area radio and television stations and print media.
- A copy of the timely warning will be filed in the corresponding case file.
- Safety Alerts

The College may also issue “**Safety Alerts**,” when necessary, to apprise the GBCC community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the GBCC community can make informed decisions about personal safety.

Reporting of Crimes

All faculty, staff and students should immediately notify Campus Safety of any suspected criminal activity on campus. In the case of an emergency - **All Emergency calls should be made to 911** from all campus and off campus telephones. Regular business calls of a non-emergency nature can be made to the Campus Safety (603) 427-7697 at any time. If you call Campus Safety, please provide the following information:

- Your name
- Location and description of the incident you are reporting.
- A description of any vehicles or suspects involved in the incident.
- 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 Campus Safety immediately.

On Campus Reporting

When members of the College community receive a report of criminal activity on campus, they should immediately contact the Campus Safety. They may also contact a designated *Campus Security Authority* who will then consult with the Campus Safety Officer.

Off Campus Reporting

If the criminal activity takes place in an off-campus location that is rented or owned by the College, community members should contact the local Police Department with jurisdiction.

Policy for monitoring criminal activity off campus

When a GBCC student is involved in an off-campus offense, GBCC may assist with the investigation in cooperation with local, state, or federal law enforcement.

Anonymous Reporting

While the College has no general written policy in regards to confidential reporting that allows the victim or witness to remain anonymous, persons wishing to report something anonymously can fill out a form located at <https://www.greatbay.edu/incident-report-form/>.

Cooperative Law Enforcement Functions

Great Bay Community College continually works in concert with local, county, state and federal law enforcement agencies.

Security of and Access to Campus Facilities

The College is open 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.