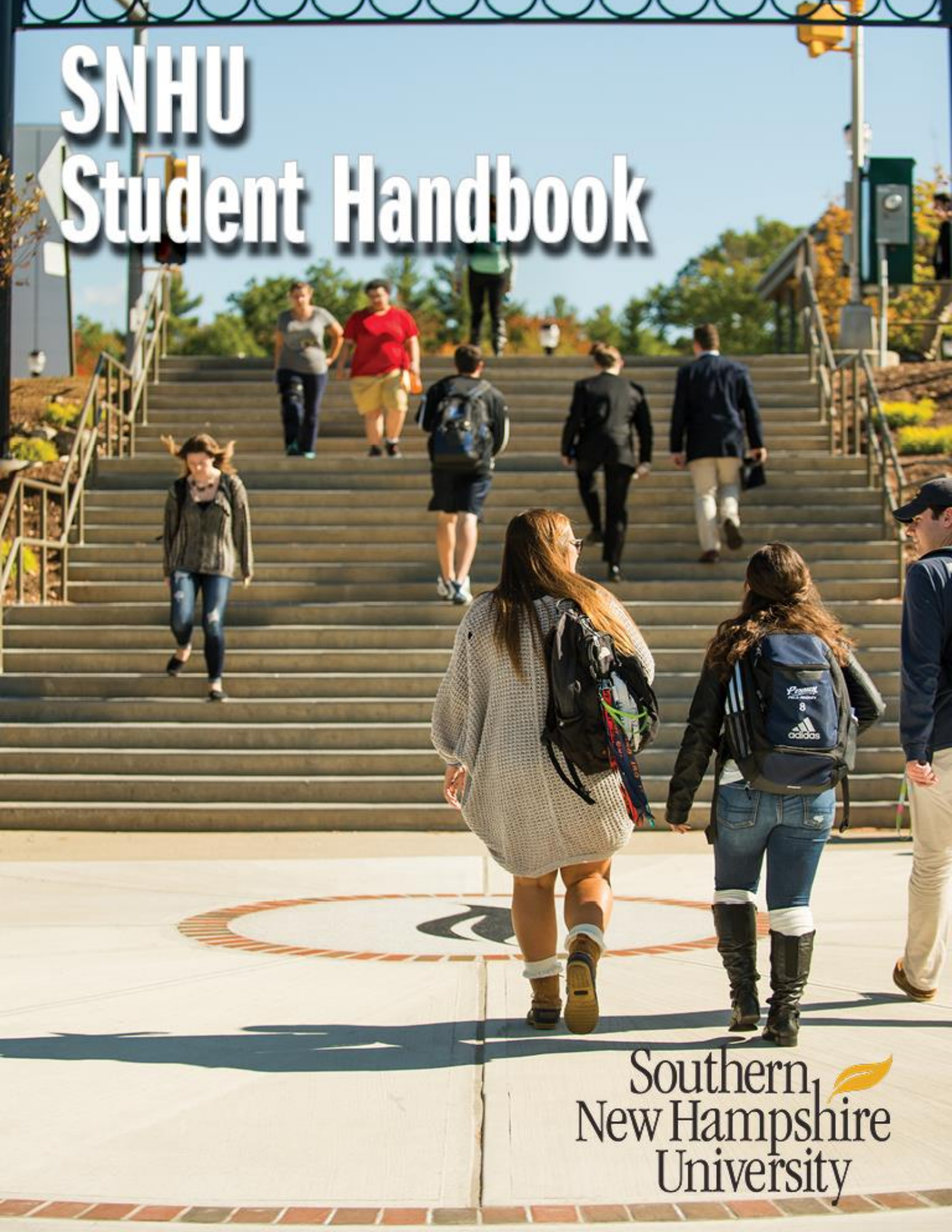


SNHU Student Handbook



Southern
New Hampshire
University 

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STUDENT HANDBOOK INTRODUCTION

The Student Handbook applies to all registered undergraduate, graduate, full- and part-time students, as well as students enrolled in online or continuing education at Southern New Hampshire University (SNHU).

Changes in the content of the Handbook may be made at any time by the University administration.

Whenever possible, adequate notice of anticipated changes will be given. The University expects students to be familiar and comply with all policies and procedures contained within the Handbook, as failure to read and know the document does not excuse students from the rules, policies, and procedures contained within it.

Conditions of Enrollment

Certain conditions must be met in order to be enrolled at the University and to function as a member of the community. Failure to meet and maintain these conditions may result in a hold against future registration and/or termination of a student's current enrollment and/or presence on campus. If a student's enrollment is terminated for failure to fulfill conditions of enrollment, she/he may not be present in the educational environment on campus or online, or use University resources without the expressed permission of the Dean of Students (for University College students) or Assistant Vice President of Student Success (for College of Online and Continuing Education students). In addition, the student will not be eligible for a refund of any portion of the University expenses listed by Student Financial Services.

- **Completion of Registration**
Each semester students must complete their registration with the University before they are recognized as students of the school.
- **Accuracy of University Records**
Students are expected to provide accurate and complete information on all University forms and documents, including applications for admission and financial aid, references, health and immunization reports, local and home addresses, and other types of records.
- **Financial Obligations**
Students are held responsible for all obligations that they have incurred with the University. Failure to comply with this policy, without prior granted permission, may result in loss of on-campus housing and/or on-campus parking, as well as a hold placed against the release of the student's grades, diploma, and/or transcript.
- **Health and Immunization Records**
State law requires all full-time undergraduate day students (enrolled in 12 credit hours per term), full-time graduate students (enrolled in 6 credit hours per term), and international students taking classes at the Manchester campus to provide complete and accurate immunization records in order to be enrolled. The Wellness Center primarily monitors each student's compliance concerning this legal requirement. If a person fails to comply, the University may either prevent the student from completing his/her registration or remove the student from the enrollment rosters of the school. There is no immunization records requirement for COCE students.
- **Insurance**
The University requires that each full-time undergraduate student (enrolled in 12 credit hours per term) possess a minimum level of health insurance during his/her time of enrollment. All domestic students are charged for the University-offered insurance plan until they provide proof of other medical insurance. The Wellness Center provides students with the information about this program. The University may terminate any student's enrollment, if that student fails to provide proof of proper insurance coverage or does not possess an appropriate insurance policy. Health insurance is also

required for all international students taking classes at the Manchester campus. Information for international student health insurance is available at the Wellness Center.

- **Conditions Established as Part of Conduct Sanctions**
Students must fulfill conditions established as part of conduct sanctions; those who fail to fulfill these conditions may be subjected to additional conduct action and/or termination of enrollment. Residence contracts and parking privileges may also be terminated.
- **Communications with the University**
Students are expected to check their University-assigned email accounts and use that account for all communication with the University and its faculty and staff. Additionally, students are expected to pick up their own mail at their on-campus mailboxes and check their voicemail regularly. These are the primary communication systems used during the semester when classes are in session.
- **Class Attendance**
The attendance policy for the University is listed in the most recent edition of the Undergraduate and Graduate Catalogs. Furthermore, each class may have a separate attendance policy established by the course's faculty member of record.

There are two central places for SNHU students to locate the policies and expectations that will apply to them throughout their education, whether they are taking courses online, on-campus, or at one of the satellite locations. These resources are the:

- Undergraduate and Graduate [Catalogs](#)
- Student Handbook

Students must familiarize themselves with the policies and procedures in these documents, as failure to read the documents does not excuse students from the rules, policies, and procedures contained within them.

COCE Online Course Etiquette

The University seeks to foster a supportive and positive learning environment for students; students are encouraged to practice proper netiquette – active, but respectful discourse – in all courses and course formats, fostering a non-threatening, supportive learning environment so that each student can attain his/her educational goals. Below are recommended standards that all students should consider when participating in the University's online environment:

- Be mindful of and respectful toward the person receiving the communication.
- Make sure the instructor and/or classmates really need to know the information being shared on the discussion board. It is not beneficial to spend time opening and reading irrelevant or lengthy messages.
- Remember that posted thoughts and ideas on discussion boards are public. Practice sensitivity toward those who may read comments, especially when talking about a work environment or coworkers.
- Explain ideas clearly and concisely. Non-verbal cues such as body language, vocal tone, and facial expressions are absent, so there is greater potential for misunderstanding.
- Use proper spelling, grammar, capitalization, and punctuation. Do not use ALL CAPITAL LETTERS as that is equivalent to SHOUTING!
- Choose carefully when incorporating emoticons, e.g., :-) or chat acronyms (i.e., lol, brb), as these may be misinterpreted.

- Cite all references used. Students are required to use proper citations in all contributed work. Plagiarism.org presents a number of tips, suggestions, and handouts to avoid plagiarism in writing. Students should also be familiar with the Academic Honesty Policy located elsewhere in the Student Handbook, as well as in the Undergraduate and Graduate [Catalogs](#).
- For participation and contribution requirements, refer to and follow the discussion board rubric provided by the instructor in the course syllabus.
- When starting a thread, label the subject of the post so it reflects the content of the post and can be located easily within the discussion board. In responses to threads, leave the original subject label unless otherwise instructed.
- Identify to whom the response is intended: The instructor, another student, or the entire class.
- A concise discussion post is more likely to generate interest, active, and on-topic responses. The main point in a long discussion forum post may become lost to a reader who must scroll through a large amount of text.
- Make sure responses stay on topic.

University College Students Withdrawing

Withdrawal Policy

Students may withdraw from the University by obtaining a withdrawal form from the Office of Academic Advising. International students must obtain forms and begin the process in International Student Services. Merely ceasing to attend classes does not constitute an official withdrawal, academically or financially. Failure to file a withdrawal form with the Office of Academic Advising will result in the automatic recording of “F” grades for all courses being taken by the student.

If a student is under 18 years of age, written parental consent must be received. Official date of withdrawal is the last date of class participation as verified by an instructor. Class participation is defined as any activity the student takes related to the course, including, but not limited to, attending the course, submitting assignments, and/or accessing the course Blackboard site. This date will be used in determining any refund. Students who withdraw from the University completely after 60 percent of the semester has elapsed will receive either a “WP” or “WF” from each of their instructors. Withdrawal from a class may have an impact on financial aid and/or billing charges, especially for students who have received federal Title IV loans. No adjustments to account balances will be made, nor will withdrawal disputes be considered after 30 days from the end of the semester during which the student withdrew. In some cases, an administrative leave of absence may be more appropriate than a withdrawal from the University.

Administrative Leave of Absence Policy

Undergraduate day students may request an administrative leave of absence for the following semester in writing by obtaining the appropriate form via mySNHU or from the Office of Student Affairs. A leave of absence permits the student to return to the University without reapplying through the Office of Transfer Admissions. If a student is below the age of 18, written parental consent must be received. Normally, an administrative leave of absence is granted for no more than one semester. Students who do not return as scheduled to the University following their one-semester leave of absence will be administratively withdrawn from the University.

Under extenuating circumstances only, an undergraduate day student may apply for an administrative leave of absence from the University during the current semester. The student must be in good academic/conduct standing. “Extenuating circumstances” include the death of an immediate family member, military

deployment, serious documented medical issues, and other such extraordinary situations. Depending on the reason for the leave of absence, supporting documentation may be required in order for the leave to be approved. If the leave of absence is for a medical issue, a student will need to provide post-treatment medical documentation to the Wellness Center for clearance prior to returning to campus. Merely ceasing to attend classes does not constitute an official leave of absence, academically or financially. Failure to obtain an approved leave of absence will result in the automatic recording of “F” grades for all courses being taken by the student. Students who take a leave of absence from the University after 60 percent of the semester has elapsed will receive either a “WP” or “WF” from each of their instructors. Leaves of absence will not be granted after the fourteenth week of the semester. Students intending to return to the University after withdrawing must reapply through the Office of Transfer Admissions.

The official date of the leave of absence is the last date of class participation. This date will be used in determining any refund. A leave of absence may have an impact on financial aid and/or billing charges, especially for students who have received federal Title IV loans. It is recommended that students considering an administrative leave of absence meet with a Financial Aid Specialist (if medically able) to ensure that they understand the responsibilities associated with their federal loans while on an administrative leave of absence. Leave of absence disputes will not be considered after 30 days from the end of the semester during which the student withdrew. All international students must obtain forms and begin the process in International Student Services.

Mandated Medical Leave

The University maintains the Wellness Center to serve physical and emotional needs of students. Students whose needs are beyond the resources of these offices will be referred to off-campus facilities and service providers when appropriate. However, when students exhibit conduct in private or public that render them unable to effectively function in the residential or college community without harming others or disrupting the college community, the student may be required to leave the University. This includes when students cannot be helped by the available facilities or refuses to accept recommended emotional and/or medical treatment.

Therefore, a mandated medical leave may be required when a student(s):

- Has or is suspected of having a reportable communicable disease
- Is at serious risk of physical or mental harm to the community
- Refuses to accept recommended emotional and/or medical treatment
- Needs cannot be met by the available facilities
- Exhibits any behavior or condition that raises concerns about the ability of the student to satisfy and comply with academic requirements, the Student Code of Conduct and University policies, rules and regulations with or without a reasonable accommodation.

Students are expected to manage themselves in a way that does not create disruption to themselves or the community. Therefore, students who present as a health and safety risk will be required to complete an individualized safety assessment as a means to determine their ability or appropriateness to continue in campus environments including residential and academic settings. The University may also request students release the medical diagnosis and records of the attending medical professional to a designated University official. If a student refuses to be evaluated by the University’s identified medical professional and/or release the diagnosis or records of his/her treating provider, University administrators will make a decision based upon the information available at the time. If University administrators determine that a mandated medical

leave is necessary, the Dean of Students or a designee may inform the student's parent, spouse, or other close relative.

In certain emergency cases, University administrators may make a decision about the mandated medical leave on a temporary basis without reviewing medical records or opinions. Whenever reasonably possible, a meeting between the student and a designated staff member will take place prior to deciding on a mandated medical leave. Failure to appear for a mandated assessment will result in a mandated medical leave without further process. Students may voluntarily take leave for medical reasons using the Administrative Leave of Absence Policy.

Mandated medical leaves become effective immediately and the student will be required to leave campus immediately. A mandated medical leave will last at least one semester. It is the student's responsibility to seek readmission and meet with appropriate school officials before a planned return. There are no mid-semester returns and re-admission is not guaranteed.

A student may appeal a mandated medical leave by providing a written statement along with an individualized safety assessment and a release to speak with relevant health care providers to the Dean of Students.

Returning From a Medical Leave

In order to return to the University from a medical leave, a student is required to meet with the Director of the Wellness Center for an assessment, which may be shared with the Dean of Students Office. The assessment will determine if the student is ready to return, which may require the student to provide additional supporting documentation from his/her provider. The student may also be required to provide relevant medical documentation and/or permit his/her treating health care provider to consult with members of the Dean of Students Office and/or the Wellness Center regarding the student's condition, prognosis, ability to live independently, and complete his/her academic coursework with or without a reasonable accommodation. The student is required to start the return from a medical leave process 30 days prior to the start date of the next semester of their planned return as there are no mid-semester returns.

Through an individualized assessment, the University will determine each student's appropriateness to return including whether or not the student will be allowed to live in residence. As part of that review, the University will also evaluate and structure any needed follow up care in order to ensure the safety and well-being of the campus community. Upon a satisfactory review, the University may require an ongoing relationship with appropriate University services in order to evaluate the student's safety and treatment progress.

Medical Leave of Absence Protocol

- The only distinction between a leave of absence and withdrawal is that returning from a leave doesn't require a student to return through the Office of Transfer Admissions.
- This process only applies to domestic day students. International students and COCE students have a separate process.

Requesting a Medical Leave of Absence

- Students retrieve the "Withdrawal/Internal Transfer/Leave of Absence" form at mySNHU. Students requesting a leave of absence must submit the form to Student Affairs.
- Students requesting a medical leave of absence are asked to provide confirmation from a medical doctor justifying the need for a leave. (Financial Aid requires this doctor's note for compliance.)

- Any medical information that comes with the medical leave of absence request is collected by Student Affairs and shared with the Dean of Student Success, Wellness Center, Financial Aid, and the Registrar's Office.
- If medical information is not submitted at the time of the request, Financial Aid representatives will follow up with the student for the appropriate documentation.
- Student Affairs will place a hold on the student's records, indicating that the student is away on a medical leave of absence.
- Students are sent a letter outlining the steps they need to follow in order to return.

Returning from a Medical Leave of Absence

- Students are asked to refer to the instructional letter sent to them at the time of their leave. The steps include meeting with Academic Advising, Residence Life, and Financial Aid.
- Additionally, if the student is returning from a medical leave, the student will be asked to contact the Wellness Center for an assessment.
- The Wellness Center will conduct an assessment and clear the student to enroll by removing the hold.

COCE Conduct Suspension: Applying for Re-admission

According to the SNHU Student Code of Conduct policy, students who have been suspended for conduct reasons may apply for re-admission after the period of suspension has passed. Students must seek permission to apply by submitting an essay to the Student Conduct Manager. In the essay, the student must (1) describe the violation, (2) explain what he or she learned from the experience, and (3) discuss how he or she will avoid repeating the inappropriate behavior in the future.

Within seven (7) business days of receipt of the essay, the Conduct Manager will convene the Disciplinary Committee with as many of the original committee members as possible. If an original member is unavailable, another appropriate member will be selected to serve. The committee will determine by majority vote whether to approve the student's request to apply for re-admission. If approval to apply is granted, the student must apply for re-admission through the normal admissions process and meet all admissions requirements.

The decision of the committee is final, and once a student has been denied permission to apply for re-admission, he or she may not seek permission to re-apply.

Student Rights and Responsibilities

The University, as a community of people, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, the University's purpose is to ensure all students have an equal opportunity to fulfill their intellectual potential through the pursuit of the highest standards of academic excellence. Certain rights and obligations are inherent in membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- Strict respect for the equal rights and dignity of others;
- Dedication to the scholarly and educational purposes of the University and participation in promoting and ensuring the academic quality of the institution.

Students and recognized clubs/organizations are responsible for obtaining, learning, and observing the established University policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of the state of New Hampshire and any other laws, rules, and/or regulations of other relevant jurisdictions. All members of the community must inform the appropriate official of any violation of conduct regulations.

Residential students have the right:

- To read and to study free from undue interference in their room,
- To sleep in their own room,
- To live in a clean environment,
- To redress grievances,
- To have a secure place for their personal belongings,
- To use all public hall spaces and lounges,
- To be heard by the Residence Life staff when they voice concerns, needs, and programming ideas,
- To challenge prejudicial treatment and comments,
- To be themselves and to be proud of their backgrounds,
- To have guests in their room and visit others in accordance with the University's visitation policy,
- To have a safe living environment,
- To have respect from others,
- To have a fair and equitable hearing process, and
- To ask for advice and/or assistance.

Right to Procedural Fairness

Pending action on any alleged violations, the status of students and recognized clubs/organizations will not be altered, nor their rights to be present on campus and/or to attend classes suspended, except to protect the health or safety of students or staff, or to safeguard University property. Only the Dean of Students, Assistant Vice President of Student Success, or designee may make such a determination and direct provisional suspension.

Right to Privacy

The policies and procedures concerning the privacy of student records maintained by the University are in large measure governed by the federal government's Family Educational Rights and Privacy Act (FERPA). The University's policies and procedures are posted by the Office of the Registrar.

Except when requested by a student or required by federal or state regulations, an educational record will not include information concerning race, religion, nationality, political or social views, or memberships in organizations. Directory information (name, address, telephone numbers, major, etc.) may be released or published. State agencies and other educational agencies, doing surveys and studies for the University, will ordinarily have access to a student's record without the written consent of the student concerned. One exception provides that parents have the right to view and to have copies of their child's educational record without their child's consent, providing that the child is dependent upon the parents for federal income tax purposes. A student may waive the right of access to recommendations for admission to the University, for employment on file with the University, and for some honor societies. The University may not require a student to waive this right nor may the student's status at the University depend upon waiving this right.

Campus Citizenship Responsibility

All students, whether commuting or residential, have certain rights to access facilities, campus resources, and involvement opportunities. With these rights come the expectation that each student understand his/her role, rights, and responsibilities as a member of the greater campus community.

- Residential students are expected to familiarize themselves with the policies and regulations of the Student Handbook, to keep their living area clean, to question people who abuse their rights and/or the rights of others, to respect the rights of others, to get to know the other residents in their living area, to get to know their roommate(s), and to keep up with their studies.
- Students and recognized clubs/organizations are responsible for all violations that occur in their residence through encouragement or neglect. This includes apartment, townhouse, entrance hallway, lounge, or other common areas.

Civility Responsibility

Each individual in the University community has the right to free speech. This right, however, does not override the responsibility of each individual to respect the personal rights of other students, faculty, staff, administrators, and visitors. All members of the University community are expected to demonstrate courtesy and politeness in their speech and behavior in public venues. Offensive language, offensive conversations, inappropriate gestures, or offensive visual representations are considered disrespectful of oneself and others and are not appropriate for public venues. Public venues include administrative and academic buildings, dining facilities, classrooms, auditoriums, walkways, hallways, and athletic facilities.

Classroom Attendance Responsibility

The University subscribes to the belief that an assumption of responsibility is at the center of learning and accomplishment. Each student is expected to arrange a class schedule that minimizes conflicts with other commitments, including personal obligations, participation in athletics or other University-sanctioned events, etc. The responsibility of attendance belongs to the student.

Attendance is required in all courses. Being absent and/or late for class may impact a student's grade, and in the case of excessive absences, may result in failure or the instructor withdrawing the student from the course. Missing more than 10 percent of the scheduled class time may be considered excessive. Students are responsible for all missed work, assignments, etc. The instructor's policies on attendance and making up work must be included in the syllabus. Documented absences resulting from legitimate circumstances, such as personal illness, involvement in sanctioned University events, a death in the immediate family, etc. should not negatively impact a student's grade or academic standing. Notwithstanding the previous statement, once a student has missed enough classes that the instructor believes that the student cannot meet the goals of the course within the remaining time frame, the student may be given a failing grade, withdrawn from the class, or be considered for an Incomplete (I) and given a defined period to complete his/her remaining course work.

Identification Responsibility

Students are expected to carry SNHU identification and be prepared to verify their identity when requested. All students are expected to represent themselves truthfully in all interactions with the University and must never possess another community member's SNHU identification.

Rights of the University

Club Recognition

The University is a governed community with its ultimate authority residing in the Board of Trustees, delegated authority resting with the President and through him/her, the various administrative officers and recognized campus bodies. Each of these persons and bodies share, to an appropriate degree, in guarding the integrity and good name of the University. For this reason, the process of recognizing, supporting, and fostering student organizations is a shared responsibility.

The University recognizes the potential of and the right to the existence of student clubs and organizations, which are in harmony with the missions, goals, and objectives of the University. To these legitimate and productive members of the community, the University affirms such groups by lending its name, support, and resources. Conversely, the University reserves its rights to deny or withdraw recognition from any group deemed not in concert with the goals and objectives of the University. The Office of Student Involvement coordinates club recognition on behalf of the University.

Inspections

University staff members may conduct a residence inspection whenever reasonable cause exists to believe that activity is taking place that is detrimental to the health, safety, or welfare of individuals, or substances or items are contained in the room that would constitute a violation of the Student Code of Conduct. Inspections will be confined to areas reasonably related to the alleged policy violation and may include, but are not limited to, all University owned property or furnishings, any refrigerator, bags, or personally owned property including safes or other locked/secured items.

Examples of circumstances that may prompt an inspection of a room or property are when the:

- Size or shape of the item might suggest alcohol, other drugs, or drug paraphernalia are present;
- Staff member hears a noise that might suggest a violation of policy is occurring;
- Staff member has confiscated substances that would suggest the presence of additional substances in the area;
- Staff member observes an unusual behavior, such as an unsteady walk, slurred speech, or abusive or violent actions;
- Staff member receives a report of any of the preceding circumstances; or
- Search is the result of an ongoing investigation.

Failing to comply with an inspection may be categorized as both a significant behavioral violation, as well as interpreted as the likelihood of other alleged violations.

The University reserves the right to confiscate any item when it is against policy or believed to pose a health or safety risk. Items confiscated will be disposed of and not returned to the student.

Student Rights Regarding Searches, Arrests, and Related Processes

The University will cooperate with civil law enforcement agencies performing their official duties within the University community. The University is not a sanctuary for students who may violate the law.

- Whenever law enforcement agents, process servers, or other legally authorized individuals are required to serve official papers or enforce arrest or search warrants, the University will cooperate in order to minimize interference with campus activities and to protect all persons.
- As prescribed by law, the arresting officers may conduct limited searches of the area where an arrest is made without a specific warrant and property may be seized.

Use of Video Surveillance Cameras on Campus

The Office of Public Safety is committed to enhancing the quality of life to the campus community by integrating the best practices of public and private security. A critical component of this comprehensive security plan is the use of video surveillance, the primary purpose of which is to deter crime and to assist Public Safety officers in protecting the safety and property of the University community.

Video monitoring for public safety purposes will be conducted in a professional, ethical, and legal manner. On-campus video monitoring of areas is limited to locations that do not violate an individual's reasonable expectation of privacy as defined by state law. For example, camera locations are in public places such as building entryways, parking lots, and along some roadways. Personnel involved in the use of video surveillance cameras will be properly trained and supervised.

Use of Summary Suspensions and Interim Measures

Students and recognized clubs/organizations who are alleged to have been involved in a significant violation of University policy may be suspended in the interim from either residence or the University pending a hearing, if the Dean of Students, Assistant Vice President of Student Success, or designee deems it necessary. The University may also impose other interim measures including but not limited to, residential suspension, relocation, or no-contact orders. Determinations will be based on the nature of the alleged violation and/or any potential on-going threat to any individual or community.

STUDENT CODE OF CONDUCT

The University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights requires a respect of the rights of all in the community to enjoy them to the same extent. In a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University as defined by the University administration or with the rights of other members of the University cannot be tolerated. Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the community and to remove those who are disruptive to the educational process. The policies listed below describe and explain prohibited conduct as well as outline behavioral expectations.

Authority of the University

The Student Code of Conduct applies to all students and recognized clubs/organizations as they are defined in this document. The University exercises jurisdiction over student behavior that occurs on University premises, sponsored events, or off-campus locations or regions unaffiliated with the University. Additionally, all violations of the Student Code of Conduct that occur within the SNHU email system, Blackboard educational system, SNHUconnect, or any other electronic means of communication prescribed by an instructor as it pertains to classwork, research, or communication fall under the jurisdiction of the University. Behavior that conflicts with University expectations may subject students to a hearing pursuant to the Student Code of Conduct. These behaviors are actions that violate the Code, local, state, or federal laws, or could adversely affect the educational mission of the University or its relationship with the surrounding community. This applies to students acting on their own volition, as well as recognized clubs/organizations.

When a student withdraws or takes a leave of absence from the University after engaging in conduct that may violate the Student Code of Conduct, and the alleged violation has not been adjudicated through the hearing process, a hold will be placed on the student's record and the student will be banned from campus and all other educational environments. The hold will prevent a student from re-enrolling at the University until the alleged violations have been resolved.

Every effort is made to ensure that the information in the Student Handbook is accurate and up to date, but may not reflect most recent policy updates. The University reviews and updates the Student Handbook on an annual basis, publishing a new edition prior to the start of each fall semester. The University reserves the right to make necessary changes prior to the yearly revision and will notify the campus community via MySNHU.

Terms and Definitions

Throughout the Student Handbook, the following terms are used. Students should familiarize themselves with their meanings.

Admission of Responsibility

A respondent's willingness to admit to a violation of the Student Code of Conduct by holding her/himself accountable.

Club or Organization

Any group of students who have formed a recognized club or organization that has been authorized by the University.

Complainant

The individual who brings forward a complaint or files a report alleging a violation of the Student Code of Conduct.

Faculty Member

Any person hired by, or contracted with, the University to conduct instructional activities.

Hearing Officer

Any person or persons authorized by the Dean of Students, Assistant Vice President of Student Success, or designee to determine whether a student has violated the Student Code of Conduct and to impose sanctions where appropriate.

Respondent

The student alleged to have violated the Student Code of Conduct.

Staff

Any person employed by the University, with the exception of student employees.

Standard of Proof

The burden of proof is on the University to show that the student is responsible for the violation or a pattern of misconduct. The rules of evidence applicable to civil and criminal cases do not apply. The decision will be made based upon a preponderance of the information presented – whether a violation of University policy more likely than not occurred.

Student

Any person taking courses at or through the University, including full and part-time attendance, distance learners enrolled in COCE pursuing undergraduate, graduate, or professional studies, and people who are not enrolled but have an academic relationship with SNHU. Persons who are not enrolled but are satisfying incompletes, persons who are taking classes but are not officially admitted to SNHU, or persons who are enrolled in continuing education courses and workshops are also considered students.

University

Southern New Hampshire University and its affiliated sites and programs, which include all SNHU campuses.

Conduct Standing and Sanctions

When students or recognized clubs/organizations are found to have violated a policy, the University's first priority is to respond by mandating supportive and educational tasks designed to help the student or club/organization make more informed choices. Second and equally important, the University makes a change to the student's conduct standing. This categorization represents the progressive conduct model, which increases punitive measures as the severity or frequency of a behavior increases. A student's conduct standing may range from warning to dismissal. Students are considered as being removed from "good standing" at the level of University probation.

Warning

A warning consists of formal notification that the student has violated the University's community standards and advises that repetition will result in a more severe sanction.

Reprimand

At this increased standing, students understand a formal reprimand is in place and that parents may be notified.

Residence Probation

Students are placed on residence probation for minimally one semester, and the hearing officer reserves the right to determine the length of probation based on the incident and the student's past history. Any violation of University policy during the probationary period may result in the student's referral for residence suspension.

Residence Suspension

Suspension from residence, whether for a period of time or indefinitely, automatically carries with it the status of persona non grata in the residential areas. If the student has lost the privilege to live on campus, he/she is barred from the residence areas and will only be allowed in the Athletic Complex, Library, Student Center, academic building, dining center only between 7:30 a.m. and 12:00 a.m. The student's vehicle may only be on campus during that time, and parking is restricted to Lot 1 or 12.

University Probation

This sanction is the most serious warning for violation of University regulations prior to suspension, and places limits on the student's good standing with the University. Students on University probation may be limited in their ability to attend University programs and if a student is currently in residence, this status automatically carries residence probation. If the student is found responsible for violating any University policy during the period of probation, both residence suspension and/or University suspension may become effective and the student may be subject to additional sanctions.

University Suspension

Suspension means that the student is dismissed from the University for a given period of time, with an opportunity for re-admission. If suspended from the University, the student will be persona non grata on all University facilities, online environments, and from all University functions for the period of his/her suspension.

University Dismissal

If a student is dismissed from the University, he/she is permanently dismissed from the University without opportunity for readmission. If dismissed from the University, the student will be persona non grata on all University facilities, online environments, and from all University functions.

As this model is presented in increasing severity, it should be noted that all violations are cumulative and that a student's standing rarely goes backwards in severity. A student's prior conduct history and length of time between violations are factors considered when selecting a conduct standing.

In some cases, a standing may be held in abeyance. This means that the suspension will not be enforced immediately, but is "in place." This conduct status requires that specific conditions be fulfilled. Any violation

of those conditions will result, at a minimum, in immediate enforcement of the suspension without a hearing. It may also result in further conduct action.

Educational Sanctions

Many factors are considered when deciding supportive or educational sanctions to accompany a student's conduct standing: The current violation, past conduct record, previous sanctions that may exist, and the level of understanding the student demonstrates regarding his/her conduct. It is possible that a student may not be eligible to participate in University-sponsored activities or trips if the student is not in good conduct standing with the University.

The list of sanctions below is meant to be illustrative, rather than exhaustive. The University reserves the right to create additional sanctions based on the nature of the misconduct. Sanctions may include, but are not limited to:

- **Behavioral Agreement/Contract**
In certain circumstances, a behavioral agreement is developed by a member of the University staff outlining specific behaviors acceptable among all parties involved.
- **Community Service**
This sanction may be imposed when the student's actions have infringed on the community in some manner necessitating the student provide positive service back to the community. The amount of service and deadline for completion will be described in the written notification to the student.
- **Educational Sanctioning**
This non-punitive sanction is meant to encourage learning or reflection and may include research papers, essays, etc. The educational sanction must be completed within the manner and time stated as part of the sanction. Participation in certain programs may be withheld or restricted until educational sanctions are completed.
- **Alcohol Restriction**
In cases where students are found responsible for major alcohol violations, the student's residential unit may become "dry" for a minimum of 16 weeks exclusive of breaks. A dry residence is defined as an area where alcoholic beverages are prohibited. In addition, students found responsible will be sanctioned individually based on their previous alcohol or other drug history.
- **Fines**
Fines are imposed on a case-by-case basis. Fines pertaining to the University's alcohol and other drug policy are explained in full detail under the conduct responses to alcohol or other drugs violations section below.
- **Loss of Privileges**
Students may be banned from specifically stated facilities, services, or activities for a designated period of time. Examples include, but are not limited to, loss of guest privileges, loss of parking privileges, prohibition from certain residence halls, prohibition from University-sponsored activities, room change restrictions, etc.
- **Removal from Class**
Students may be removed from classes if their actions are deemed to be detrimental to the educational environment.
- **Residence Restriction**
Students who violate policies regarding community living may be subject to residence restrictions, including occupancy restrictions, 24-hour quiet hours, relocation to another housing option, etc.

- **Restitution**
Students may be required to pay the full cost of damages. This could include the cost of materials and labor for the repair. In addition, restitution could include the cost of replacing damaged, destroyed, or stolen property.
- **Access Restriction**
Students may be denied access to any campus building, room, activity, class or program, computer and network resources, or denied other student privileges.

Violations of Law

Violations of local, state or federal law are subject to University action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. probation before judgment, *no lo contendere*, continuation without a finding, etc.) should be aware that the University may also sanction the student.

Notification of Criminal Arrest

A student is responsible for notifying the University of any off-campus arrest.

When the University learns of a student arrest, Community Standards notifies the student that he or she must schedule an appointment for an interview with Public Safety. During this interview, the facts involved in the student's arrest, the student's obligation to keep the University informed of the progress of the criminal charge(s), and the student's obligation to advise the University of the final disposition of the criminal charge(s) are discussed with the student.

Withdrawal When Certain Criminal Charges are Pending

The University may withdraw any student when certain charges are pending against that student, subject to the procedures set forth below. Specifically, withdrawal may be mandated where the crime involves an act of violence; the sale, manufacture or delivery of drugs; or any other conduct that is egregiously offensive to the University's mission. The University follows these procedures when initiating an immediate withdrawal over pending criminal charges:

- The student may meet with the Dean of Students, Assistant Vice President for Student Success, or designee within three business days from the imposition of the withdrawal. In this meeting, the student must demonstrate that the withdrawal is inappropriate because:
 - The student is not charged with a crime as listed above;
 - The alleged crime, even if proven, has no bearing on any legitimate University interest; or
 - The withdrawal is too severe a response from the University.
- The Dean of Students, Assistant Vice President for Student Success, or designee decides whether to continue or rescind the withdrawal and communicates this decision to the student within 24 hours of the conclusion of the meeting. The decision is final and may not be appealed.
- The withdrawal may be noted on the student's transcript, however no conduct record or sanction is created or imposed solely on the basis of the withdrawal.
- The withdrawal remains in effect until the latter of:
 - The dismissal/acquittal of all pending charge(s) against the student;
 - A full hearing by the student conduct system, if appropriate, of all alleged violation(s) of the Student Code of Conduct relating to the behavior from which the charge(s) derive. In order to hold this hearing, the University must have access to independent information about the case

(i.e., police reports, court reports, etc.). In some cases, this may require the student or his/her legal counsel releasing the necessary information to the University.

- The withdrawal requirement is a supplement to the interim suspension procedures provided elsewhere in the Student Handbook and in no way limits any rights of the University to impose any additional or different conduct sanction.

Behavioral Intervention Team (BIT)

The Behavioral Intervention Team (BIT) provides a proactive and multidisciplinary approach to the prevention, identification, assessment, and intervention of situations that threaten the safety of individuals and/or the on-campus community. The BIT provides consultation to the University about how to intervene regarding students who are at risk of harming themselves or others, always working to connect students with proper care.

The Team's actions are supported by and under the auspices of the Dean of Students. BIT members come to the Team with authority in managing both academic and co-curricular aspects of the University experience and may therefore spot trends and set up early intervention services as they evaluate behaviors from a variety of campus perspectives.

The BIT suggests referrals to appropriate offices and/or mandates psychological assessments, if necessary.

Structure

The BIT consists of the:

- Director of the Wellness Center (co-chair);
- Director of Residence Life (co-chair);
- Dean of Student Success;
- Assistant Dean of Academic Affairs;
- Director of Community Standards;
- Assistant Director of Public Safety; and
- Prevention Counselor.

Auxiliary members are engaged with the work of the BIT on a case-by-case basis.

The Team consults and collaborates with University staff, faculty, and offices as appropriate and on a need-to-know basis, meeting regularly during the fall and spring semesters. The BIT may call meetings at any time if reported behavior of any student disrupts normal operations of any aspect of the University.

During BIT meetings, members review and act upon any reports of distressed behavior that becomes disruptive and/or threatens self or others.

Distressed Students, Disruptive or Threatening Behaviors

There are two categories of behavior that may require attention by the BIT:

- Violence or outward anger,
- Erratic and/or threatening behavior (including online activities) interfering with the mission or normal operations of students, faculty, or staff.

When a student's behavior suggests the need for the BIT's examination, the BIT may choose to seek more information, provide advice and counsel to those faculty or staff working with the student, or intervene using the tools listed below. In instances that warrant notification about a serious or ongoing threat to the campus community, the Director of Public Safety or designee makes the decision in accordance with applicable protocol. Decisions to disseminate a warning will be decided on a case-by-case basis given the facts and danger to the community. The purpose of the warning is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on the action people can take to diminish their chances of being victimized.

To mitigate any risk to public safety, the BIT may use a variety of tools to support students in distress and/or intervene in disruptive or distressful situations. The BIT takes actions using the expectations and options outlined in the following policies (the Student Code of Conduct as defined in the Student Handbook, the Administrative Leave of Absence Policy, Mandated Medical Leave Policy, etc.). In addition, the Team may require a student to be evaluated for risk of harm to others or self-harm/suicide.

The BIT Case Manager(s) consults with appropriate offices to a) coordinate a response to the situation, b) determine what to communicate to others affected by the situation, and c) work in collaboration with the Office of Public Safety to determine if and how the community will be notified of action steps being taken. Information sharing is based on a determination of who needs to know, potential risk to the health and safety of others, and what information is pertinent, in compliance with FERPA and HIPPA. The Case Manager(s) review open cases to determine if students may need follow-up contact.

Examples of behaviors that should be brought to the attention of the Team include:

- Student shares a concern about a peer's reference to suicide ideation,
- Student makes a class video about placing bombs on campus,
- A residence director receives an email stating, "I'm going to kill everyone in my hall,"
- A student's social media site contains links to sites with information about poisoning others with cyanide,
- A student corresponds with a faculty member using language that indicates violent, disordered thinking.

Action Steps and Outcomes

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

- Recommendation for a student to continue at the University following the plan set forth by BIT,
- Recommendation for a student to continue at the University following a medical provider's recommendations (as referenced in the medical leave policy),
- Recommendation for a student to be separated from the University.

Notification of Family, Roommates, Faculty, and Others

In deciding whether and how to notify family, roommates, instructors, and others about a student's threatening behaviors, the Team complies with FERPA. The Team also considers what prevents it from notifying emergency contacts in a student's life about the student's potentially threatening behaviors,

operating with a presumption of providing timely notice to persons affected by a student's threatening behaviors.

Persons reporting incidents are kept informed of the progress of the Team, but may not be given details of specific action steps, unless the student provides written permission to do so.

Risk Assessment Team

The Risk Assessment Team is a group of COCE administrators whose purpose is to establish protocol for COCE on how to recognize, report and respond to situations where students are displaying seriously disruptive, concerning, or threatening behaviors that may indicate danger to self or others.

The members of the Risk Assessment Team will document, review, and assess non-active threats (psychological crisis) and when appropriate, make decisions on actions to be taken. Due to the large amount of time spent with students, faculty and staff are often the first to identify when a student is struggling or engaging in behavior that is worrisome. By sharing information, even seemingly insignificant observations, reporters give the appropriate staff the resources they need to make connections across the University and identify any patterns or escalating behaviors that can be of risk to the campus community.

Risk Assessment Team reports are reviewed by professionals who can help find local resources for a student. Based on the information received, this team assesses the best plan for outreach. If more information is needed to best determine the necessary next step, a member of the team contacts the original reporter to follow up.

GENERAL BEHAVIOR POLICIES

The University has established the following categories of prohibited conduct and standards. These policies are in place to ensure the safety and well-being of our community. While the Student Code of Conduct aims to sufficiently detail inappropriate behaviors, it is not possible to account for every possible circumstance. If at any time a student has questions about past or anticipated conduct, they must seek advice from a staff or faculty member. All students are expected to conduct themselves in accordance with standards of good citizenship.

Advertising Policy

University departments and offices, as well as all clubs and organizations that have attained University recognition, have the right to advertise programs, events, and fundraising programs according to Student Involvement regulations, including the requirement that each poster be stamped by Student Involvement staff. With the exception of tabling, solicitation is not allowed.

Assault

Any unprivileged physical contact, or intentionally inflicting bodily harm upon any person, or taking reckless action that results in harm to any person.

Assault of a University Official

Unwanted physical contact with an employee of the University.

Assisting in the Violation of a University Policy

Encouraging or assisting anyone in violating any University policy (e.g., hosting someone who has been restricted from residence areas).

Bias Incident

Behavior motivated with bias, driven by physical or verbal abuse, based upon a real or perceived affiliation with a protected classification (including, but not limited to, age, race, color, disability, ethnicity, national origin, gender identity, sex, sexual orientation, religion, and veteran status).

Bullying

Deliberately hurtful and unwelcomed behavior intended to humiliate, mentally or physically intimidate or injure, and/or isolate or control an individual or group of individuals. It can occur as a single severe and/or pervasive incident or repeatedly over a period of time, intimidating, impeding, and/or interfering with work performance, academic status, or college life.

Bullying may be in the form of:

1. Verbal/written bullying: Sarcasm, teasing, name-calling, insults, taunting, or other abusive, threatening, derogatory, or offensive remarks
2. Social/relational bullying: Intentionally hurting someone's reputation or relationships, including:
 - Excluding or isolating someone on purpose
 - Promoting rejection by others
 - Spreading rumors
 - Embarrassing someone in public

3. Cyberbullying: Misappropriate use of any information and communications technology such as the Internet, interactive and digital technologies, mobile phones, etc., including, but not limited to:
 - Texting, emailing, or phoning unpleasant, threatening, or rude messages or posting similar communication in discussions boards or Blackboard
 - 'Sexting' inappropriate pictures
 - Posting abusive or demeaning comments on social networking sites such as Facebook or Twitter, or in chat rooms or SNHUconnect
4. Physical bullying/abuse: Hurting a person's body or possessions, including, but not limited to:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or damaging someone's personal property

Damage to Property

Damage or destruction of property owned or operated by the University, other students, faculty, administration, staff, or guests.

Disorderly Conduct

Violent, abusive, indecent, profane, or inappropriate conduct or language. These behaviors are unreasonable at the time of their occurrence and interrupt teaching, research, administration, community living, hearing proceedings, and/or other activities. This includes but is not limited to disruptive behavior in the classroom, yelling, using profanity towards a University official, or other boisterous conduct.

Disruptive Parties

Hosting a disruptive party, whether on or off campus. Examples include, but are not limited to: Gatherings that result in a noise complaint, those that are disruptive to neighbors in any way, excessive attendance beyond what is safe and/or reasonable. All individuals must take reasonable preventative measures to ensure that all attendees behave appropriately.

Disrupting Community Relations

Failure to abide by both University regulations as well as local, state, and federal laws. It is expected that individuals and groups take reasonable preventative measures to ensure that all University policies are followed. Disrupting community relations applies to behavior that occurs anywhere off-campus, not just places immediately adjacent to campus proper. This may be any place in the world that a behavioral incident occurs, as well as in cyberspace.

Driving Policy

Failing to abide by any New Hampshire driving laws and rules while driving on University properties or off campus.

Drones

Possessing and/or operating a drone, unmanned aircraft, or unmanned aircraft system upon or in the airspace of the University without the express written permission of the Director of Public Safety.

Endangering Acts or Behavior

Engaging in conduct that creates or causes a situation that may result in threat or harm to a person, including himself/herself.

Failure to Comply

Not abiding by University officials (resident assistants, residence directors, public safety officers, or any staff or faculty member) in the exercise of their duties, including both written and verbal instruction as well as producing University identification when asked.

Students must also fully participate in the hearing process, as obstructing the process prohibits the University from providing fairness to its community. Failing to engage in the process in any form -- from complaint to conclusion -- is prohibited. This includes but is not limited to:

1. Refusal to appear at an investigation, meeting, or hearing and refusal to testify.
2. Falsification, misrepresentation, omission, or distortion of information including identification.
3. Conduct that disrupts an investigation, meeting, or hearing.
4. Attempting to influence the impartiality of any member of the University community who is involved in an investigation, meeting, or hearing.
5. Failure to complete a sanction.

Fire Safety

Breaching campus fire safety, including, but not limited to, any of the following fire safety policies:

1. Setting a fire (including charring, burning, lighting of papers, or any other act that could cause a fire), causing or creating a false alarm, or other such intentional or reckless conduct that causes harm or reasonable apprehension of harm to a person or property. Damage to property will be prosecuted as arson whenever appropriate.
2. Misusing, tampering, or damaging fire safety equipment is prohibited, including:
 - Removing, discharging, or damaging fire safety equipment,
 - Suspending items from a ceiling, overhead wires, pipes, and sprinkler heads, or
 - Covering smoke detectors, sprinkler heads, electrical outlets, or lights.

The cost for activating false fire alarms is a minimum of \$350. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to the residents of the floor or area where the alarm was registered. Anyone found discharging a fire extinguisher for reasons other than a fire will face conduct action and will be held responsible for the costs related to damage of property, clean up, and recharging the affected fire extinguisher(s).

3. Failure to evacuate University buildings during a fire alarm.
4. Camp stoves, candles, incense and incense burners, propane torches, and lanterns are not permitted in any residence.

Flammable Materials and Fireworks

Possessing anything in the nature of fireworks or explosives on any property owned or operated by the University. Students may not ignite or detonate anything that could cause damage by fire, explosion, or similar means to persons or property.

Fraud, Lying, or Misleading

Lying or fraudulent misrepresentation with regard to any transaction with the University or an outside entity, whether oral or written. This includes filing a malicious or frivolous complaint or SNHU CARES report.

Gambling or Betting

Playing, or participating in, games of chance (i.e., online poker, blackjack, etc.) or participating in betting, which includes, but is not limited to, wagering on University athletic teams.

Guest Policy

Behavior of guests is the responsibility of the host student. A host can be any student an unregistered guest is accompanying or a student who formally registers a guest. Students may not create or allow a situation where his/her guest(s) violate University policy or guidelines. If a host is found responsible for failure to control his/her guests on campus, the level of sanctioning for the host may correspond to the appropriate level of the violations the guest committed. Hosts are required to register and accompany their guests around campus at all times and to monitor their behavior. Hosts are also responsible for any fines or charges incurred by his/her guest. If a guest is registered to stay on campus during a time when his/her host is in class, the guest must remain in the host's residence during class times. Each student has the right to his/her own room; however, the privilege of entertaining guests is a negotiable agreement between roommates.

Resident students are permitted to register guests to stay with them on campus. Resident students are limited to registering guests for five nights within a 30-day period. However, guests may not stay longer than three consecutive nights per stay. Students are limited to no more than two guests at a time. Alumni and commuter students staying overnight must be registered as guests. Approval to stay longer than the above times must be granted in advance by the area's residence director. Students may not register guests for other students.

Guests are subject to all rules and regulations that apply to students. Disorderly or intoxicated guests will be ordered off campus and may be taken off campus by a cab (at the guest's expense) or by a sober friend. If an intoxicated guest has a vehicle on campus, he/she will be allowed 24 hours to return for the vehicle. If a guest was mistakenly allowed on campus (either host lost privilege or the guest is persona non grata), he/she can be ordered to leave upon discovery on campus. Students found in violation of the guest policy will lose the privilege of hosting guests.

Hazing

Any action or activity that does not contribute to the positive development of a person; inflicting or intending to cause mental stress, bodily harm, or anxieties that demean, degrade, or disgrace any person. Hazing would be perceived by a reasonable person as likely to cause physical or psychological injury to a person as a condition of initiation into, admission into, continued membership in, or association with any organization or group. All forms of hazing on the part of any student/student group or team are prohibited. The express or implied consent of the victim is not a defense. Students and student groups are also prohibited from knowingly participating in and/or failing to report hazing to University authorities.

Harassment or Discrimination

Unwelcomed verbal and/or physical conduct – on the basis of race, gender identity or expression, religion, ethnic origin, age, veteran or marital status, sexual orientation or disability – directed toward an individual with the purpose or effect of humiliating and/or intimidating as individual or impeding and/or interfering with work performance, academic status, or college life. The University considers acts of harassment or discrimination as very serious. Any retaliation against an individual filing a complaint or for cooperating in an investigation of such a complaint is similarly prohibited and will not be tolerated.

Implied Consent

Awareness of, or in the presence of a violation of University policy and remaining in the presence of and/or failing to take reasonable actions to stop the violation, communicates consent to the violation and makes the witness a party in the violation.

Improper Use of Bicycles, Skates, and Skateboards

Riding bicycles, skates, skateboards, and other recreational equipment in any University building. Students must park all bicycles in the bicycle racks. Some small, non-motorized recreational equipment may also be stored in out-of-the-way areas of residences.

Inappropriate Use of Technology

Using a device to make an audio or video recording of any person without his/her prior knowledge or consent. Students are also responsible for any online communication or representation in social media. Pictures “tagged by others” or messages posted on one’s social media account can be used in investigations by the University, local, state, and federal authorities. The institution does not actively search these online communities for information; however, any behavior that violates the Student Code of Conduct that is brought to the attention of a University official will be investigated and will be referred through the appropriate channel.

Indecent Exposure

Any inappropriate public exposure, including, but not limited to, inappropriate urination or defecation.

Misuse of Computer Software

Unauthorized reproduction or use of computer software.

Misuse of Electronic Equipment

Knowingly using computers, fax machines, phones, or any other electronic equipment for harassment, criminal mischief, threat, or for any other unlawful purpose.

Misuse of Keys

Using or possessing a University key without proper authorization. A student may never, under any circumstance, duplicate a University key. Resident students are issued one room key, and may not give that key to another person. Failure to return a key when leaving an assigned space will result in a core change and the corresponding charge will be applied to his/her account.

Misuse of University Documents

Forgery, alteration, or misuse of any University document. Unauthorized access to, disclosure of, or use of any University document, record or identification including, but not limited to, electronic software, data and records is forbidden.

Misuse of University ID Cards

Lending a University ID card to anyone or not carrying/possessing a University ID card whenever on campus and outside the residence. Students are expected to carry SNHU identification and be prepared to verify their identity when requested. All students are expected to represent themselves truthfully in all interactions with the University and must never possess another community member’s SNHU identification.

Mutual Combat

Fighting in which both parties have contributed to the situation by verbal and/or physical action. It differs from assault as there is no clear aggressor.

Network Acceptable Use Policy

Failing to follow acceptable standards of ethics and conduct in the use of computing resources, including University equipment, software, and computer accounts. SNHUnet includes all computer and communication hardware, software, and accounts owned by the University. A complete description of the policy can be found at the [Computing Resources Website](#).

Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations and ordinances (e.g., Title VII, Title VI, Title III, Title II, the Rehabilitation Act, the Americans with Disabilities Act, and Title IX), it is the policy of the University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, national or ethnic origin, nondisqualifying disability, or age, and comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

Online Course Communication

Failing to adhere to strict course etiquette policies when working in the online environment. Due to the open nature of the discussion forums, students must post professional, relevant responses that are suitable to an academic environment. Since any number of sensitive topics may be discussed, students must maintain an open mind while reading their peers' postings. Students are required to be mindful of and respectful toward the person receiving any communication. Any comments deemed disruptive to the learning environment may be permanently deleted and may result in conduct action.

Pattern of Misconduct

Involvement in multiple violations of community standards indicates an inability or unwillingness to adapt to the University's expectations.

Possession of Firearms, Explosives, and Other Weapons

Possessing, displaying, using or distributing a firearm or any other weapon or explosive on property owned by or under control of the University. A weapon is defined as an instrument of offensive or defensive combat or something to fight with, and is generally any device capable or thought to be capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This includes but is not limited to, firearms, bb guns, ammunition, bows, arrows, swords, rockets, sling shots, air guns, paintball guns, personal knives (2 inch blade or greater), electroshock weapons (i.e., Tasers), guns that shoot foam arrows/pellets (i.e., Nerf guns), and martial arts devices. When found, these items are confiscated and not returned. Other items may also be considered a weapon, based on the intent of use.

Sale of Textbooks

Selling a textbook that belongs to someone else without that person's prior written authorization. Books that students find must be turned in to the Office of Public Safety.

Smoking Policy

Smoking in classrooms, residence halls, work areas, and public areas as defined below. Smoking includes all nicotine- or tobacco-derived or -containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, vaporizers, cigars, cigarillos, and hookah-smoked products. In addition,

smoking is prohibited within 25 feet from any University building entrance and on all athletic-related venues. Work areas are defined as any enclosed location, permanent or temporary, where faculty, staff, and students perform work-related duty in the course of their employment. Public areas are defined as conference rooms, dining hall, hallways, the Student Center, and bathrooms.

SNHU Name and Logo

Unauthorized use of the Southern New Hampshire University name, seal, mascot, or logo on any article of clothing, poster, or book in any manner of imprint. The University's name, seal, and logo can imply University approval of the sale, use, or message of the group or item on which its name or logo appear. It is important to the University that its name and reputation be kept in the highest regard by members of its community and the greater outside community. Therefore it is necessary for the University to regulate the use of its name, seal, mascot, and logo. As the name, seal, and logo are exclusive property of the University, any organization or member of the community that wishes to use them must seek prior written permission of the Vice President of Marketing and Student Recruitment.

Theft or Misappropriation

Attempted or actual theft, possession, seizing, or concealing of unowned property. This includes receiving property with knowledge that it has been stolen. Sale, possession, or misappropriation of any property, including University property, without the owner's permission is forbidden. Any objects that students find must be turned into the Office of Public Safety.

Threat

Any intentional and unprivileged act that places the victim in fear of harm that would have been painful, injurious, insulting, or offensive.

Unauthorized Access or Forced Entry

Unauthorized access or entry to, into, or onto any University premises, building, room, structure, or facility, or property owned or operated by the University or of private individuals is prohibited. To enter the residence room of another student, one must be granted access or invited by a resident of the room.

Unlawful Demonstrations

Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of others. Leading or inciting others to disrupt scheduled and/or normal activities is also forbidden. All community members must conduct dialogues with dignity and courtesy. Specifically, demonstrations and expressions of dissent on campus property will not:

1. Deny or infringe upon the rights of, or result in harassment of, other students, faculty, or guests of the University community,
2. Disrupt or interfere (by volume, number of participants, banners, or distributed information) with educational or University mission and goals,
3. Obstruct or restrict pedestrian movement, use of offices, any facilities, or vehicular traffic,
4. Endanger the safety of any person,
5. Result in the defacement or destruction of property owned or leased by the University.

Use of Personal Computer Software Policy

Reproducing software that the student or University does not own and is not authorized to reproduce. The University licenses the use of computer software from a variety of outside companies; it does not own such

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software or its related documentation and, unless authorized by the software developer, is not authorized to copy it. Southern New Hampshire University students learning of any misuse of software or related documentation within the University must notify the Department of Computing Resources.

ACADEMIC HONESTY POLICIES

As an academic community committed to fostering an ethical and intellectual environment, the University holds its students to high standards of academic honesty; the University expects that all aspects of a student's educational path are conducted with the highest degree of honesty, accountability for one's own work, and respect for the intellectual property of others.

A student remains responsible for the academic honesty of work submitted in University courses even if the student has received a final grade. Ignorance of these standards is not a valid excuse or defense.

Academic Misconduct

The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:

- Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
- Selling or giving away all or part of a test and/or test answers.
- Asking or bribing any other person to obtain a test or any information about a test.
- Misrepresenting the truth; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college that relate to grades.

Alteration or Fabrication of Data

The submission of data not obtained or generated by the student during the course of research. The deceitful alteration of data obtained by the student during the course of research.

Cheating

The act of deceiving, which includes such acts as, but are not limited to:

- Using unauthorized notes or other study aids during an examination;
- Using unauthorized technology during an examination;
- Improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view;
- Looking at other students' work or allowing one's own work to be looked at during an exam or in an assignment for which collaboration is not allowed;
- Attempting to communicate with other students to get or provide help during an exam or in an assignment for which collaboration is not allowed;
- Obtaining or providing an examination prior to its administration;
- Altering graded work and submitting it for regrading;
- Allowing another person to do one's work and submitting it as one's own;
- Doing work for another person for them to submit as their own;
- Submitting work done in one class for credit in another without both instructors' permission;
- Obstructing or interfering with another student's academic work;
- Undertaking any activity intended to obtain an unfair advantage over other students.

Conspiracy

Agreeing with any other person to commit or attempt to commit academic dishonesty.

Electronic Devices

Examples of the improper use of electronic devices (such as personal computer, tablet, cell phone, and other devices) include but are not limited to:

- Unauthorized access, modification, use, creation or destruction of data stored on electronic devices.
- Selling or giving away all or part of the information on electronic devices that will be used as graded material.
- Sharing an electronic device while leaving answers on display or in memory.

Misrepresentation

The substitution of another student/individual during the taking of a quiz/examination or for the completion of a course. Submitting a duplicate assignment with the student's name changed.

Multiple Submissions

Multiple submissions is the use of work previously submitted at this or any other institution to fulfill academic requirements in another class. Slightly altered work that has been resubmitted is also considered to be fraudulent, although with prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary. Students must properly cite any use of their previously submitted work.

Plagiarism

The use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation. Examples include: the misrepresentation of sources used in a work for which the student claims authorship; the improper use of course materials in a work for which the student claims authorship; the use of papers purchased online and turned in as one's own work submission of written work such as laboratory reports, computer programs, or papers that have been copied from the work of other students, with or without their knowledge or consent.

A student can avoid the risk of plagiarism in written work or oral presentations by clearly identifying and indicating, either in citations or in the paper or presentation itself, the source of the idea or wording that he/she did not produce. Sources must be given regardless of whether the idea, phrase or material is quoted directly, paraphrased or summarized in the student's own words.

Unauthorized Collaboration

The sharing of quiz/exam questions or answers with another student without the instructor's permission. The copying of another student's homework without the instructor's permission. Allowing another student to copy your work. Group collaboration on individual assignments without the instructor's permission. Using a writing service or having someone else write a paper for you.

Attempts to engage in any of the conduct described above or the facilitation of any of this conduct by another individual will be treated as conduct constituting academic dishonesty for purposes of this policy.

The preceding forms of academic dishonesty are stated in general terms. The individual schools may deem it appropriate to supplement the present statement of policy with specific interpretations that relate its terms

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and provisions to the individual programs of the schools. In addition, the individual schools are responsible for implementing programs to educate faculty, staff, and students in the requirements of this policy and to answer any questions that may arise regarding specific interpretations of this policy.

ALCOHOL AND OTHER DRUG POLICIES

Display Items

Decorative/display items such as bottles are permitted in residence, however they must be altered so they do not and cannot hold alcohol. Whether an item is decorative is at the discretion of University officials. (minor)

Drinking Games or Acts

Participation in games or activities intended to increase the rate of consumption of alcoholic beverages. Drinking games (including those played with non-alcoholic beverages) or other activities involving rapid and/or excessive alcohol consumption are not allowed. (major)

Excessive Amounts of Alcohol or Common Source

Excessive amounts of alcohol are defined as supplies of alcohol which are too much for the number of students of legal drinking age present (not to exceed the occupancy allowed or amounts which are distributed indiscriminately). The determination of what is excessive will be made during the hearing process. Examples of typical common sources of alcohol are kegs, beer balls, and "punch." Common source containers, whether full or empty, are not permitted in University residence areas. For this reason, beer and wine making or products for this purpose are also prohibited. (major)

Hosting an Alcohol or Other Drugs Violation

Hosting an alcohol or other drug violation in any residential area include minors possessing or consuming alcohol, excessive amounts of alcohol, drinking games, students present who are intoxicated, etc. (minor or major)

Intoxication/High Risk Consumption

Drinking alcohol in a high risk manner or to the point of intoxication or knowingly serving another person to the point of intoxication, regardless of age. Behavioral symptoms frequently associated with excessive consumption or intoxication may include:

- Impaired motor skills,
- Difficulty communicating,
- Vomiting,
- Glazed/red eyes,
- Smell of alcohol on one's breath,
- Verbal and/or physical aggressiveness,
- Destructive and/or disruptive behavior, and
- Engaging in any behavior that may endanger oneself or others.

The determination of high risk drinking or an intoxicated state may be based upon physical observation and need not rely on any mechanical, electrical, or chemical sobriety instrument. (major)

Manufacture or Distribution of Controlled Substance

The manufacture or distribution of illegal drugs or controlled substances. (major)

Possession in a Prohibited Area

Alcohol and alcoholic beverage containers, whether full or empty, in:

- Apartments or townhouses where the assigned residents are underage or which have been sanctioned a “dry” unit
- All other residence halls,
- All common areas of residence halls (including hallways, stairwells, lounges, bathrooms, building entries, and lobbies) regardless of the drinker’s age. (minor)

Possession of a Controlled Substance

Possessing illegal drugs or controlled substances, including the possession of prescription drugs for other than their intended medical purposes or their possession by a person to whom the medication was not prescribed. As the University follows federal drug laws, New Hampshire or neighboring state’s changes to drug laws do not impact campus policy or enforcement. (major)

Possession of Alcohol in an Open Container

Open containers of alcohol while in a public place or in the compartment of any motor vehicle. A public place is an area to which the general public can gain access, including stairwells, townhouse patios, any public building, and anywhere outside. In addition, a beverage found out of the original container (e.g. in a cup or water bottle) that looks and/or smells like alcohol is assumed to be an alcoholic beverage. The determination that alcohol is present will be made by the individual reporting the incident. The factory seal of the beverage’s original container must be intact to qualify as a closed container. (minor)

Possession of Alcohol Paraphernalia

Possession of paraphernalia, including funnels and gaming tables that supports drinking games or activities intended to increase the rate of consumption of alcoholic beverages; such items will be confiscated by University officials. (minor)

Possession of Drug Paraphernalia

The possession of drug paraphernalia, including bongos, hookah pipes, bowls, scales, grinders, pipes, dugouts, roach clips, or any other item typically associated with the use of controlled substances. Evidence of drug use involving the paraphernalia is not necessary to be charged with possession of the item. (major)

Serving Underage Person(s)

Residents of legal drinking age who provide alcohol to minors. Residents of legal drinking age who live in an apartment or townhouse unit are permitted to store or consume alcohol in their residence. (major)

Transporting Alcohol

People of legal drinking age transporting unopened alcohol between residences cannot exceed 12 standard drinks. A standard drink is defined as a 12 oz. beer, a 4 oz. glass of wine, 1½ oz. of 80-proof alcohol or 1 oz. of 100-proof alcohol. Students may not transport alcohol in any type of cooler. (minor)

Underage Possession and/or Underage Consumption

The acquisition or attempted acquisition, possession (including internal possession), transportation, or consumption of alcohol by anyone under 21 years of age. (minor)

Under the Influence of a Controlled Substance/Illegal Drug

Being under the influence of an illegal or controlled substance at any time. Indications that an individual is under the influence of an illegal or controlled substance may include, but is not limited to:

- Bloodshot eyes,
- Strong odor on a person's clothing or on his/her breath,
- Excessive mood swings,
- Excited behavior, or
- Irrational or erratic behavior that lacks a logical explanation.

The determination that an individual is under the influence of a controlled substance or illegal drug may be made based upon physical observation and evaluation of behavior by a University authority. (major)

Use of Controlled Substance or Evidence Supporting Use

The use or evidence of the use of illegal drugs or controlled substances. The use of prescription drugs for other than their intended medical purposes or their possession by a person to whom the medication was not prescribed is not permitted. The University official reporting the incident may determine the presence of evidence that would support conducting a search. Evidence of marijuana use may include, but is not limited to, paraphernalia, smell, smoke, seeds, or residue. (major)

Conduct Response to Alcohol and Drug Violations

Due to the importance of addressing drug and alcohol use, the University developed a specific set of responses for these types of violations. A student found responsible for violating an alcohol or other drug policy will be held accountable for his/her own actions and for allowing or encouraging violations by his/her guests. The University provides a two-part response for students in violation of the alcohol or other drug policy: A conduct outcome and an educational response.

The alcohol or other drug policy chart outlines recommended sanctions, however specific circumstances may require alternate or more severe responses. Both the hearing officer and the Wellness Center reserve the right to create and/or tailor an appropriate response that accounts for prior conduct history and evaluations completed by the Wellness Center.

Wellness Center – Student Assistance Program

Once an alcohol or drug violation has been adjudicated in the hearing process, portions of the educational intervention are coordinated through the Wellness Center's Student Assistance Program. Students are encouraged to engage fully in the process, reflecting and examining their decision-making in order to make more informed future choices. The only information contained in a student's conduct record is whether they have successfully complied with a required element of the Student Assistance Program. Some of the interventions within the Wellness Center include:

- Choices
A brief alcohol abuse prevention program presented to students who are at high risk. Information about alcohol and related risks is embedded within a broader frame of lifestyle behaviors in this brief group intervention.
- BASICS (Brief Alcohol Screening and Intervention for College Students)

A harm reduction preventative intervention designed for college students who drink in high risk ways and have experienced negative consequences from their use of alcohol. The program uses motivational interviewing and is conducted in two to three individual sessions. It is an intervention strategy that helps a student look at their high risk behaviors and work toward lowering their risk level.

- Prime For Life

Motivational intervention used in a group setting to prevent alcohol and drug problems or provide early intervention. Prime for Life emphasizes changing participants' perceptions of the risks of drug and alcohol use and related attitudes and beliefs. Participants are guided in self-assessing their level of progression toward or into dependence or addiction.

- Alcohol Education

A class that focuses on the effects that alcohol has on one's self and the community, with emphasis on social norms and misperceptions of University drinking culture.

- Marijuana Education

A class that focuses on the effects that marijuana has on the brain and other organs and focuses on the social effects marijuana has on a person.

- Off-campus assessment, other drug education classes

Recommended as needed.

There is a charge to students for attendance in an on-campus educational program. Failure to attend an assigned educational activity (Choices, Prime for Life, Alcohol Education, Marijuana Education) will result in a charge to the student's account equivalent to the cost of the program. In addition, the student will be reassigned to the program and charged again.

There is no charge for a BASICS or assessment meeting if attended as scheduled or if the appointment is rescheduled with 24 hours' notice. Failure to attend scheduled BASICS or SASSI appointments or other alcohol or other drug appointment with the University counselor will result in a \$50 charge to a student's account and the appointment will be rescheduled. Students are expected to pay any costs associated with an off-campus assessment. In some instances, these fees may be discounted or covered by a student's medical insurance.

Minimum Recommended Sanctions for Alcohol and Other Drug Violations

ALCOHOL	Conduct Response	Wellness Response	Educational Response
Minor Alcohol 1st violation	<ul style="list-style-type: none"> • Warning • Parental Notification 	<ul style="list-style-type: none"> • Alcohol Education Class 	<ul style="list-style-type: none"> • Alcohol Education: <ul style="list-style-type: none"> ○ Paper/Reflection ○ Bulletin Board ○ Flyers ○ Res Hall Programs • Reflection Interview with Staff/Faculty • Community Restitution
Minor Alcohol 2nd violation	<ul style="list-style-type: none"> • Reprimand • Parental Notification 	<ul style="list-style-type: none"> • Choices 	
Minor Alcohol 3rd violation / Major Alcohol 1st violation	<ul style="list-style-type: none"> • Residence Probation • Parental Notification 	<ul style="list-style-type: none"> • Alcohol or Other Drug Assessment • BASICS • Choices 	
Major Alcohol 2nd violation	<ul style="list-style-type: none"> • Extended Residence Probation • Residence Suspension (resident) / Persona Non Grata Status (commuter) • University Probation • Parental Notification 	<ul style="list-style-type: none"> • Prime for Life • Follow-up Alcohol or Other Drug Assessment 	
Major Alcohol 3rd violation	<ul style="list-style-type: none"> • University Suspension in Abeyance • University Suspension • Parental Notification 	<ul style="list-style-type: none"> • Off Campus Assessment 	

DRUG	Conduct Response	Wellness Response	Educational Response
Major Drug 1st violation	<ul style="list-style-type: none"> • University Probation • Parental Notification 	<ul style="list-style-type: none"> • Marijuana Education Class • Alcohol or Other Drug Assessment 	<ul style="list-style-type: none"> • Drug Education: <ul style="list-style-type: none"> ○ Paper/Reflection ○ Bulletin Board ○ Flyers ○ Res Hall Programs • Reflection Interview with Staff/Faculty • Community Restitution
Major Drug 2nd violation	<ul style="list-style-type: none"> • Residence Suspension • Extended University Probation • Parental Notification 	<ul style="list-style-type: none"> • Prime for Life • Alcohol or Other Drug Assessment 	
Major Drug 3rd violation	<ul style="list-style-type: none"> • University Suspension • University Dismissal • Parental Notification 	<ul style="list-style-type: none"> • Alcohol or Other Drug Assessment • Off Campus Assessment • Follow-up Meetings May Be Required 	

* Sanctions may vary based on conduct history, severity of incident, and length of time between violations

* If there are multiple violations of varying severity, the student may advance to the next highest conduct standing.

RESIDENCE LIFE POLICIES

Bathrooms/Showers

Multi-occupancy bathrooms are designated as male or female. There are no designated co-ed bathroom with shower facilities in any residence area. All personal items (shampoo, blow dryers, curling irons, etc.) should be kept in a resident's room when not in use.

Courtesy Hours

Exceeding a reasonable level of quiet at any point in the day. Courtesy hours are maintained at all times, so as not to disturb neighboring residents, including those living on other floors and in other buildings. Residents are expected to anticipate and respect the needs of other students, specifically the need to live in an environment conducive to sleep, study, and individual wellness.

Electrical Appliances

Electrical items not permitted include space heaters, power tools, hot pots, hot plates, toaster ovens, coffee makers, microwave ovens, air conditioners, immersion heaters, and halogen lamps. This list is a guide and is not all-inclusive. The University reserves the right to determine items that may be inappropriate for the residence halls.

Residents living in an apartment or townhouse may have toaster ovens, coffee makers, or microwaves because those residence areas have kitchens. Whenever using any appliance, follow common sense and exercise reasonable precautions.

The following rules apply to the use of electrical appliances:

1. The appliance must be UL approved.
2. Devices that overload or extend the normal capacity of outlets are prohibited. UL approved power strips with separate circuit breakers are allowed.
3. Extension cords must be grounded.

Grills

Personal cooking grills (charcoal, gas, or propane) are not permitted. Students are able to use the University-owned grills.

Hall Sports

Athletic activities that normally take place outdoors (including, but not limited to, hockey, lacrosse, hacky sack, soccer, etc.) or in a gymnasium are not permitted in residence.

Health & Safety Regulations

1. No more than 50 percent of the total wall area in any room may be covered with combustible materials (e.g. flags, posters, pictures). Nothing may be suspended from the ceiling, overhead wires, pipes, and sprinkler heads, or cover smoke detectors. Electrical outlets and lights may not be covered at all.
2. Cut Christmas trees, wreaths, greens, shrubbery, etc. are not permitted. Fire retardant artificial trees are allowed, but cannot block any doorways and/or corridors, nor obstruct passage into one's residence.

3. The University does not permit any type of student construction in residence. This includes all types of constructed areas (e.g. sleeping lofts) and any materials. Furniture residents bring into their area must be free standing (not bolted or fixed to walls, floors, etc.) and should be a size that does not block doorways and/or corridors or in any way obstructs passage into their residence.
4. Bunk beds may only be used as they are designed and intended. Residents may not construct anything to change the height of furniture (e.g., lofts) or use any items that raise the height of any furniture (e.g., milk crates, cinder blocks, etc.).

Misuse of Residence

Allowing the use of a residence by people who are not assigned there. Residents are responsible for all violations that occur in their residence through encouragement or neglect. This includes apartment, townhouse, entrance hallway, lounge, or other common areas.

Motorized Vehicles

Motorized vehicles (including, but not limited to, motorcycles, mopeds, hover boards, self-balancing scooter boards, two-wheeled scooters, Segways carts, etc.) may not be operated, charged, or stored inside any residence hall.

Occupancy

Residence hall rooms are limited to six people including residents. Non-traditional housing rooms (quads) are limited to eight people including residents. Pods, apartments, and townhouses are limited to 20 people including residents. Occupancy is limited for safety reasons.

Pets

Any animals in or around the residence areas, with the exception of fish and service animals. Service animals must be approved and registered with the Office of Disability Services. A resident keeping an animal on campus will be responsible for cleaning/repair charges to his/her residence (e.g., furniture/carpet cleaning).

Fish are permitted with the following specifications:

- One tank (not to exceed 20 gallons) per living unit,
- Resident is responsible for care and maintenance over vacations and breaks,
- Resident is responsible for any associated cleaning/repair charges to his/her residence.

Projectiles

Throwing or causing to be projected any object or substance that has potential for damaging or defacing University or private property or causing personal injury or disruption. Dropping any item, or causing any item to be dropped from a window, is a violation of this policy. The owner/occupant of a residence hall room or on-campus apartment is responsible for anything that leaves his/her window.

Quiet Hours / 24-Hour Quiet Hours

Speaking and/or playing radios, televisions, and stereos beyond a low-level and/or outside a closed room. Out of consideration for other students, residents must keep noise to a minimum and not play radios, stereos, musical instruments, or other devices out of windows. If residents gather in halls or common areas, they must observe quiet hours, as other students may be studying or sleeping.

The University enforces the following quiet hours in its residence areas:

- Sunday through Thursday: 10 p.m. to 10 a.m.
- Friday and Saturday: 1 a.m. to 10 a.m.

During the final examination period (starting at 1:00 a.m. on the last day of classes), 24-hour quiet hours are in effect. Residence Life staff will post the start date of 24 hour quiet hours on a semester basis. Special quiet hours could also be set during graduate programs final exams as the need warrants.

Refrigerators and Microwaves

Personal refrigerators (maximum size of 3.5 cubic feet) must be located where they do not interfere with doorways. Microfridge units (available on a rental basis through the Student Government Association) are the only approved microwave allowed in the residence halls. All other microwave units are not allowed and will be removed if found in residence.

Residence Damage Responsibility

Damage to an assigned room, apartment, townhouse, entrance hallway, lounge or other common areas, or to the furniture, fixtures, equipment, and effects they contain. Residents are liable for the cost of any damage to their assigned residence, including University-owned contents.

When damage occurs in a common area, such as a hallway, bathroom, or stairwell, staff will try to identify the responsible person(s). If that is not possible, the cost of the damage will be divided among the residents of the area. To ensure proper materials, safety, and quality of workmanship, the University's maintenance staff will complete all repairs. Repairs that students make violate this policy and will not reduce the charges.

Room Furnishings/Lounge

Moving University furniture from its assigned space, disassembling room furnishings for storage elsewhere, or taking common area furniture for a resident's own use. The University provides an adequate amount of furniture for each living area. The cost of missing furniture is assessed to the residents of the area. Waterbeds and lofts of any kind are not allowed in any University residence because of the potential danger from weight and water problems.

Unsanitary Conditions

A room's condition is deemed unhealthy or unsanitary. Residents will be required to address this concern, while abnormal and unreasonable use of the facilities and/or property will be charged to the individual student or group of students residing in the area.

SEXUAL MISCONDUCT POLICIES

The University does not condone and will not tolerate sexual misconduct, sexual harassment or sexual violence of any kind. The University prohibits rape, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking, as well as discrimination or harassment based on sex.

In an effort to promote a safe and secure campus environment and prevent acts of sexual misconduct from occurring, the University engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the University community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

For the full Sexual Misconduct Policy, please go to <https://my.snhu.edu/>.

Acquaintance Rape

Forced, manipulated or coerced sexual contact committed by someone who knows the victim.

Cyber-stalking

A variety of behaviors that involve repeated threats and/or harassment through email or other computer-based communication that will cause a person to be afraid, intimidated, or concerned for his or her safety.

Dating Violence

A pattern of abusive behaviors used to exert power and control over a partner. Dating violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Dating violence includes violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of the relationship is determined based on a consideration of the following factors, including the:
 - Length of the relationship
 - Type of relationship
 - Frequency of interaction between the persons involved in the relationship

Domestic Violence

The commission or attempted commission of one of the following offenses against a victim who is a family or household member or a current or former sexual or intimate partner of the offender:

- Assault or reckless conduct
- Criminal threatening
- Sexual assault
- Interference with freedom
- Destruction of property
- Unauthorized entry
- Harassment,
- Cruelty to animals

Discrimination

Treating a person differently, unfairly, or unfavorably based on certain characteristics such as their race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.

Gender-based Harassment

Unwelcome conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes. A "hostile environment" exists when gender-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the University's programs or activities.

Sex-based Harassment

Includes sexual harassment and gender-based harassment. A "hostile environment" exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the University's programs or activities.

Sexual Battery

Sexual contact that occurs without consent.

Sexual Exploitation

Taking sexual advantage of another person, without his/her consent. Examples of behavior that could be sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as intentional patting, pinching, touching; or other sexually suggestive behavior that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the education program or activities. Sexual harassment occurs when:

- The conduct has the purpose or effect of unreasonably interfering with a person's work performance or educational experience, creating an intimidating or hostile employment, educational or living environment for the individual;
- The conduct has the purpose or effect of abusing, threatening, or intimidating an associate/friend or person through insulting or degrading sexual remarks or conduct;

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- An individual submits or allows the sexual harassment to continue, because of an implicit or explicit threat to a term or condition of a person's employment or of a student's status in a course, program, or activity;
- Submission to or rejection of the sexual harassment is the basis for academic or employment decisions affecting the person;
- The conduct directed against a person continues despite requests for it to stop; and/or
- When a claim of sexual harassment has resulted in retaliation against friends/associates/students for complaining about the sexual harassment.

Sexual Violence or Assault*

Any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

* For the precise New Hampshire legal definition of Sexual Assault, please refer to the University's sexual misconduct policy, which can be obtained through any of the Title IX Coordinators, and is also available online.

Stalking *

Repeated harassing, or threatening behavior that causes a person to fear for their personal safety, or of harm or bodily injury to self or others. Stalking can include:

- Sending mail, email, text messages
- Postings on social media
- Sending unwanted gifts
- Showing up at places where the stalked student goes
- Following the stalked student
- Calling the stalked student repeatedly

* For the precise New Hampshire legal definition of Stalking, please refer to the University's sexual misconduct policy which can be obtained through any of the Title IX Coordinators, and is also available online.

Consent

Consent is when someone agrees, gives permission, or says "yes" with both their body and words to sexual activity with other persons. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Consent to some sexual acts does not mean consent to others, nor does past consent to a given act create present or future consent. Even if someone has agreed to engage sexually, that person has the right to withdraw their consent at any time. Consent must be given while sober and clearly communicated. Consent cannot be given from someone who is asleep, or otherwise mentally, or physically incapacitated, whether due to alcohol, drugs, or some other condition. Engaging in sexual activity with a person whom the student knows, or reasonably should know, to be incapacitated *is* sexual assault.

* For the precise New Hampshire legal definition of Consent, please refer to the University's sexual misconduct policy, which can be obtained through any of the Title IX Coordinators, and is also available online.

Connection between Sexual Misconduct Policies and Alcohol and Other Drug Policies

The use of alcohol or drugs never makes a victim at fault for sexual violence. The University understands that victims, bystanders, or other parties may have concerns about reporting sexual misconduct because of the

University's drug or alcohol policy. The University's first concern is student safety, and any drug or alcohol violations will be addressed separately from the sexual misconduct allegation. In addition, the University employee who is investigating violations of this policy may excuse a student from violations of the University's drug and alcohol policy on a case by case basis.

Reporting

Any student who believes that he or she has been subjected to sexual misconduct and wants to report it, should immediately contact the Title IX Coordinator or any member of the Title IX Compliance team using the contact information below.

- Fariha Quasem, Title IX Coordinator
- Jim Winn, Director of Public Safety, Deputy Title IX Coordinator for University College
- Michael Graskemper, Director of Dispute Resolution

Violations may also be reported to:

- Public Safety at 603-645-9785,
- Office of Residential Life at 603-645-9758,
- Coaches, athletic directors,
- Any member of the Division of Student Affairs,
- Any other responsible employee, or
- Local police

Response Procedures

When the University receives notice of an incident of sexual misconduct the University will provide the complainant with additional resources and a written notification, which will list a number of choices including, but not limited to:

- Speaking with a counselor
- Seeking medical assistance
- Reporting the incident to the local police
- Filing formal conduct charges
- Requesting reasonable accommodations

Unless stated otherwise, all timeframes under this policy are listed in calendar days, not business days.

The University will conduct a timely review of all complaints of sexual misconduct. If there are no extenuating circumstances, review and resolution of the incident is expected to take place within 60 calendar days from when the complaint is first received, or a maximum of 90 calendar days in the event of a subsequent appeal. Extenuating circumstances may require that this timeline be extended.

An appeal of the results must be submitted within 5 business/school days of receipt of the written result. Absent extenuating circumstances, decisions on appeals are typically issued within 30 days of the date of the original decision.

CONDUCT PROCESS

Individual Student Conduct Standards

Filing a Report

When the Student Code of Conduct may have been violated, an incident report is filed by a student, faculty, staff, or community member who becomes aware of, observes, or is the victim of the incident. This report is reviewed, and, if necessary, the student or student organization is directed to attend a hearing to determine what, if any, violation may have occurred.

Students and representatives of clubs/organizations have the right to obtain a copy of the incident report written by the reporting person. The hearing process is intended to be educational in nature and is based on the concept of due process. The procedures provide for a prompt, fair, and impartial investigation and resolution. This includes reasonable notice of the violation in question and an opportunity for a student to be heard.

An incident can be pursued through the hearing process up to one academic year after the information regarding the violation is discovered, though complaints against former students will not be processed. Reports regarding graduating students should be filed prior to their graduation and, when possible, with sufficient time before graduation so that an investigation and hearing can occur.

Reviewing a Report

Review of all alleged violations is overseen by the Director of Community Standards, the Assistant Vice President of Student Success, or an authorized designee. Their role is to identify those acts that may be in conflict with the Student Code of Conduct. Alleged violations are assigned to an appropriate hearing officer within Residence Life, Public Safety, or Student Affairs. Generally, a 48-hour notice is given prior to a meeting/hearing. If circumstances necessitate, the hearing may be scheduled immediately. Written notice of the date, time, location, and allegation(s) is sent to a student's University email account. Depending on the urgency, notice may also be hand delivered.

For COCE students, every reasonable effort will be made to contact involved parties via SNHU e-mail and/or telephone. Students are required to check their University email and mailbox every day as part of their responsibilities as a student.

If the student fails to attend the hearing, a decision will be made in his/her absence and his/her right to appeal the findings will be forfeited.

Depending on the nature of the report, concerning behavior may be resolved using either an informal or formal method of resolution. Formal resolution will always result in a hearing and become part of the student's conduct file. Informal resolutions can only be considered in alleged minor violations and are used at the discretion of the University staff member reviewing the report. An informal resolution may transition into a formal hearing for any reason including new information learned during an informal meeting or when an informal resolution cannot be reached. Examples of informal resolution can include:

- Educational letter, conversation, or agreement.
- Mediation. If mediation is deemed appropriate, contact will be made to all parties involved and an explanation of the process will be offered. If accepted by all parties, mediation will be viewed as an alternative solution. Should an agreement not be possible, the incident may be pursued through a

hearing. All agreements reached through mediation are binding. If at any point the agreement is not fulfilled, the negligent party may face further conduct action. Mediation is not an option in cases of sexual misconduct.

Preliminary Meeting

In some cases, it may be appropriate for a hearing officer, Public Safety officer, or other University staff to meet or speak with students who may have relevant knowledge about an incident. This investigative process allows the responding staff member to make decisions about an informal or formal approach. These meetings also allow the University to collect information in order to meet its burden of proof.

Hearing Procedures

The use of a formal resolution requires a conduct hearing. The Director of Community Standards, the Assistant Vice President of Student Success, or an authorized designee determines whether the incident will be handled through an administrative hearing or conduct board hearing. Some alleged violations, including violence, sexual misconduct, controlled substance use, and patterns of misconduct could result in a sanction of suspension or dismissal. If the alleged violation could result in separation from the University, the matter may be reviewed by the Director of Community Standards, the Assistant Vice President of Student Success, an authorized designee, or the conduct board. Cases may be referred to the conduct board when the complexity of the case or allegation is significant. The Director of Community Standards, the Assistant Vice President of Student Success, or an authorized designee determines the appropriate hearing venue. All hearings are closed to the public, with the exception of witnesses who are not University community members, but who have direct information regarding the incident or if there are criminal or civil charges pending against the respondent regarding the incident. These exceptions are made at the discretion of the hearing officer.

Officials who receive annual training on issues related to sexual assault, domestic violence, dating violence and stalking may conduct investigations into such incidents; hearing officers are also trained regarding such issues.

Hearings may be expedited to protect community members. Students or recognized clubs/organizations who are alleged to have been involved in a significant violation may be suspended in the interim from either residence or the University pending a hearing, should the Dean of Students, Assistant Vice President of Student Success, or an authorized designee deem it is necessary. Residents may also be temporarily relocated pending a hearing. Incidents reported during the summer and during breaks when the conduct board is not available may be handled through the administrative hearing process. In these circumstances, the University may assemble a special panel of staff or faculty to assist with an administrative hearing.

The steps below specify the procedures that must be followed when determining if a violation has occurred and assures that due process is followed.

1. Notice

Students will receive a letter electronically from the appropriate University staff member, informing them of a conduct hearing to discuss the incident. Students must be given 48 hours' notice for hearings and preliminary hearings. For COCE students, every reasonable effort is made to contact involved parties via SNHU e-mail and or telephone. At the conclusion of a preliminary hearing, the student receives electronic notification indicating the date, time and location of the conduct board hearing.

2. Attendance

If the student fails to attend the hearing, the review will be made in his/her absence and the student will also forfeit his/her right to appeal the findings.

3. Presentation

A hearing officer will review the incident reports and the student will present his/her own case. If the case suggests that an initial investigation should take place due to the complexity, a University staff member will be assigned to complete the investigation.

4. Finding and Sanction

Based upon the information presented, the hearing officer or conduct board will determine if the student is responsible or not responsible for the alleged violation(s). Sanctioning is considered only after responsibility has been determined and is based solely on the severity of the violation and a student's previous conduct record. The decision of the conduct board will be subject to final review by the Director of Community Standards or designee.

5. Notice of Results

An email with an attached letter notifying the student of the results of the hearing will be sent electronically no later than five business days following the hearing. Additional time may be needed if the case is complicated in nature. A copy of the notification may also be sent to the student's parents at the discretion of the hearing officer. Decisions made by the conduct board and/or hearing officer are final pending the appeal process.

Conduct Board Hearings

The conduct board is comprised of students, faculty and/or staff. When a case is referred to the board, the Director of Community Standards, the Assistant Vice President of Student Success, or an authorized designee may offer all involved students a preliminary meeting to prepare them for the process. The administrator is available to discuss the incident reports, students' rights, and the hearing process.

In cases assigned to the conduct board, members will participate on a rotating basis. Attendance at hearings ranges from three to six conduct board members. The Director of Community Standards (or designee) will determine the composition of the board and serve as a non-voting advisor to the board. All board members commit to upholding the Student Code of Conduct and respecting the process' confidentiality.

Students participating in a conduct board hearing will be given the names of the conduct board members in advance of the hearing. Should a student believe that any conduct board member is biased or could not render an impartial judgment, the student may challenge the individual's participation in the hearing. The Director of Community Standards, the Assistant Vice President of Student Success, or an authorized designee will rule on such challenges, and the decision will be final.

Hearing Guidelines

The following guidelines generally apply to administrative and University conduct board hearings, outlining a common understanding of the rights and responsibilities generally afforded to students participating in the hearing process. Since every case is unique, the guidelines may be changed or modified by a hearing officer or conduct board as needed.

1. Pending action on any alleged violations, a student's status is not altered, nor her/his rights suspended to be present on campus or attend classes, except to protect the health or safety of students, faculty, or staff or to safeguard University property.

2. The University's burden of proof is to show that the student is responsible for the alleged violation or pattern of misconduct. The rules of evidence applicable to civil and criminal court cases do not apply. Hearing decisions are made based upon a preponderance of the information presented – whether a violation of University policy more likely than not occurred.
3. A student is responsible for all policies as listed in the Student Code of Conduct, including those that occur through encouragement or neglect.
4. A student has the right to review the incident report and evidence presented by University staff. The hearing officer and/or conduct board may also review the incident report and relevant information prior to the hearing.
5. All written or physical evidence not contained in the originating incident report must be presented to the hearing officer or conduct board advisor 24 hours before the hearing begins.
6. Written witness statements must be presented to the hearing officer or conduct board advisor 24 hours before the hearing begins. A witness is defined as someone who observed the actual incident and may be called in to discuss her/his statement prior to the hearing. A pre-hearing meeting is at the discretion of the hearing officer or conduct board advisor.
7. A student may have an advisor of his/her choosing present at the hearing. The student's advisor may not participate directly in any aspect of the hearing and may only confer with the student. An advisor will not be allowed to disrupt the hearing by recess or conference outside the hearing. It is the student's responsibility to present all aspects of his/her own defense. A student must notify the hearing officer or conduct board advisor of the student's advisor 24 hours before the hearing begins.
8. A student may refuse to answer a question, with the understanding that the hearing officer or conduct board must decide the matter based upon the information available at the time of the hearing.
9. The hearing officer or conduct board advisor exercises discretion over admission of any person into the hearing.
10. In incidents involving more than one party, the hearing may be conducted as a joint hearing.
11. The hearing is conducted formally and summary notes may be kept. A hearing officer or conduct board may audio record the hearing if it is deemed appropriate.
12. If a student is found responsible, the hearing officer or conduct board reviews the student's full conduct record to decide if a sanction should be more severe based upon past history. This information is not used to determine a student's responsibility for alleged violations.
13. No later than five business days following the hearing, a student receives a letter electronically from the hearing officer or conduct board advisor, informing her/him of the hearing's results. Additional time may be needed if the case is complicated in nature. In cases involving both a complainant and respondent, both parties are notified of the outcome.
14. A student that has participated in the hearing process and been found responsible for violating the Student Code of Conduct may file a written appeal. Appeals may only be granted if one of three criteria is met. In cases involving assault, both the complainant and respondent may file an appeal.
15. If the student fails to attend the hearing, the hearing occurs in his/her absence and the student forfeits the right to appeal the hearing officer or conduct board's findings.
16. During the hearing, the University may accommodate concerns for the personal well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit TV, video conferencing, video and/or audio recordings, written statement, or other means. This determination is based on the judgment of the Director of Community Standards or his/her designee.
17. If at any time during the course of a hearing, any person exhibits behavior or language that is disruptive or threatening, he/she may be dismissed with the process continuing without his/her presence or input.

The hearing process may accommodate concerns for the personal well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit TV, video conferencing, videotape, audio tape, written statement, or other means. This determination is based on the Director of Community Standards' judgement.

Appeal Process

The appeal process ensures that a student has been treated fairly in the hearing process. A student that has participated in the hearing process and been found in violation of the Student Code of Conduct may file a written appeal. In cases involving assault (sexual or physical) both the complainant and respondent parties may file an appeal.

Appeals may be heard by the Director of Community Standards, the Assistant Vice President of Student Success, an authorized designee, or the appeal board. The Dean of Students (or designee) may review the outcome of an appeal and modify the decision with both the ability to increase or decrease the severity of a final outcome. An appeal must demonstrate one or more of the following bases for appeal and explain in detail the support for each basis:

- New information is now available that was not known at the time of the hearing. This information may have been sufficient to alter the original hearing officer's decision. This new evidence will be considered only if it is clear that the evidence could not have been known by the student(s) appealing at the time of the original hearing.
- A procedural error occurred and the hearing was not conducted in accordance with procedures prescribed by the hearing process. This procedural error impaired a student's right to a fair opportunity to be heard.
- The severity of the sanction is not appropriate for the violation(s) committed, and the past conduct history of the student. This is not applicable for minimum standard sanctions of the alcohol or other drug policy.

The appeal review is limited to an analysis of the written appeal document, the notes and documents of the initial hearing, and an interview with the original hearing officer or conduct board advisor. The appeal process is not a re-hearing of the case – it is an opportunity for an impartial panel to review a case and examine potential errors in the process, unduly severe sanctions, or new information.

If the appeal is based on the appropriateness of the sanction(s) issued, a complete review of the student or student organization's conduct history, including previous sanction(s), will take place. In cases where new evidence has emerged, this information will be included as part of the review process. If new information or a procedural error has been determined through the appeal process, the case may be referred to another hearing officer/conduct board to allow for a reconsideration of the original finding. The new hearing will be scheduled as soon as possible.

If there is reason to believe that the sanctioned student or other members of the University community are at risk, or a need exists to protect University property or prevent disruption of the University's educational process, the Dean of Students or designee may immediately enforce any or all of the original sanctions and those sanctions shall remain in effect pending the final outcome of the appeal.

All decisions resulting from an appeal review are final. Although a verbal notification may be provided to the student, an e-mail notification of the decision is sent within seven business days of the review.

To submit a Petition for Appeal:

1. Students will receive an individual appeal link included in the outcome e-mail they receive from the hearing officer or conduct board advisor. COCE students must submit forms to coceconduct@snhu.edu.
2. The Petition for Appeal must be submitted within five business days of the decision being rendered.
3. If the appeal is reviewed, a decision will be made within 10 business days of receiving the petition. Outcomes could include: The decision is upheld, dismissed, changed, or a new hearing is granted. In cases of sexual assault, the University has the right and is required to notify the victim.
4. If a decision is overturned, the person(s) hearing the appeal will provide a written rationale for overturning decisions to the staff member who made the original finding.

Student Organization Conduct Standards

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Behavior that is inconsistent with the Student Code of Conduct – caused by individual students or collectively by student organizations – is addressed through an educational hearing process designed to promote safety and good citizenship, as well as impose appropriate consequences when necessary.

The Student Code of Conduct applies to both individual students and student organizations; the Student Organization Conduct Standards serve as a subsection of the Student Code of Conduct, ensuring that all student organizations' officers and members:

- Know and accept responsibility for their actions and the actions of their members and guests, and
- Understand the responsibilities of holding official University recognition.

Additionally, the Student Organization Conduct Standards:

- Protect the rights of recognized student organizations,
- Ensure accountability for violations of University policy, and
- Guarantee due process in the adjudication of complaints concerning student organizations.

Student organizations must also abide by the Office of Student Involvement Handbook.

Student Organization Member Responsibilities

The University expects student organization members to be good citizens, engage in responsible behaviors, positively represent their student organization and SNHU, treat others civilly, and constructively contribute to student life. When acting as part of a student organization, a student is responsible for his/her conduct both individually and collectively. Likewise, a student organization may be held responsible for the group's misconduct, as well as the misconduct of its leaders, members, representatives, or guests.

An individual acting as part of a student organization may be referred to the Director of Community Standards for adjudication of his/her behavior at the same time the student organization is held to the Student

Organization Conduct Standards. Any external proceedings have no impact on the University's internal hearing processes for students or student organizations.

After a student organization's case has been heard by the conduct board, governing councils may review member organizations' conduct and adjudicate accordingly.

Application of these Standards

Student organizations may be held accountable for a violation of the Student Organization Conduct Standards when a member or guest commit an alleged violation and any of the conditions below apply:

- The violation was sanctioned by an officer of that same organization,
- Organization funds financed the venture,
- The violation was substantially supported, sponsored, or endorsed by the organization's membership,
- The violation grew out of, occurred during, or was related to any student organization-sponsored, -financed, -supported, or -endorsed activity, event, or environment created by the group,
- Members knew of the violations before or during the incident and did not attempt to prevent the infractions,
- The organization failed to report the incident or chose to protect its members,
- The violation demonstrated a pattern of misconduct by student organization members, or
- The behavior undermined the University's reputation, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it.

Process

The Office of Student Involvement exercises jurisdiction over all registered student organizations, including fraternities and sororities and club sports. The Director of Community Standards – in partnership with the Office of Student Involvement – coordinates the adjudication of all recognized student organizations' misconduct.

Determinations of responsibility are made on the basis of a preponderance of evidence (whether it is more likely than not that the student organization violated University policy).

All University conduct board hearings are recorded, though deliberations are not. The record remains the property of the University. No student or hearing advisor may record any proceeding, but may request to listen to a copy of the recording, if available. Records are maintained according to the University's record retention schedule.

All University conduct board hearing members are trained by the Director of Community Standards.

Policies and Rules

All student organizations must be aware of possible infractions, including:

- University space or equipment violation
Utilizing University space or equipment for purposes other than it was originally intended or specified, damage of University property, etc. In most cases, an agreement for space usage is signed by a student organization representative.

- Organization policy or procedure violation
Violation of a policy specified by the University or the Office of Student Involvement specifically intended to govern student organizations. Policies and rules governing student organizations are published yearly and can be accessed online in the Office of Student Involvement Handbook.
- University policy violation
The University identifies unacceptable student behavior in the Student Code of Conduct, published within the Student Handbook. Individual students and student organizations' behaviors are managed by the Director of Community Standards.
- Federal, state, or local law violation
When a student organization violates federal, state, or local law, the student organization may be charged with a disruption of community relations University policy violation, as well as in criminal or civil court.

Procedures

The following procedures comprise the Student Organization Conduct Standards process:

- Step 1: Incident Reported
Anyone may file a report alleging that a student organization violated a policy. Reports go to the Director of Community Standards, who informs the Director of Student Involvement about the alleged violation.
- Step 2: Investigation
The Director of Community Standards works with University staff to review the alleged violation and the associated information and evidence. The investigation may include, but is not limited to: Interviews, review of incident reports (including previously reported incidents), evaluation of police reports, and discussions with student organization members, advisors, and other witnesses. The discovery phase is not intended to determine responsibility, but to gather information/evidence to aid the Director of Community Standards' determination of whether the reported incident has merit/should move forward in the process.
- Step 3: Determination of Merit
Following the discovery phase, the Director of Community Standards determines whether the case has merit based on the information collected earlier. If merit is found, the process moves forward to Step 4. If merit is lacking, no charges are filed against the student organization and the information collected during the discovery phase is kept on file with the Director of Community Standards.
- Step 4: Student Organization Charged
When the case has merit, the Director of Community Standards notifies the student organization's president/chief officer and advisor, scheduling an initial conversation to discuss the alleged violation and the conduct board hearing process.

During the conduct board hearing, the group may be represented by no more than the president/chief officer and two active student members from the student organization. Other members of the student organization may be called as witnesses.

The group may also choose to have a hearing advisor, who may be the student organization's faculty/staff advisor, another member of the University community, or a lawyer. While the hearing advisor may not participate directly in any aspect of the hearing, he/she may confer with the students. The hearing advisor may not question any individual, raise objections, or otherwise participate in the conduct board hearing. It is the students' responsibility to present all aspects of their own defense.

Students must notify the Director of Community Standards in writing at least 24 hours prior to a hearing with the name of their hearing advisor.

If criminal charges are pending, a student may seek the advice of legal counsel in preparing for the conduct board hearing. When criminal charges are pending, a lawyer may be allowed attendance at the hearing, serving as either an observer or the student organization's hearing advisor. In an observation role, the attorney is limited to advising the student organization about answering questions that may be self-incriminating.

- **Step 5: Conduct Board Hearing**

The conduct board hearing happens in accordance with the process outlined elsewhere in the Student Handbook.

- **Step 6: Determination of Responsibility**

If the student organization is found responsible, the conduct board determines to what extent the group:

- Negligently allowed behavior to occur. The organization did not follow policies and procedures which could have prevented the violation;
- Condoned behavior. The organization promoted behavior (or a culture of behavior) that does not address violations of University standards;
- Facilitated behavior. The organization coordinated or was an active player in the violation of University standards.

If relevant, this information factors into the conduct board's sanctioning.

- **Step 7: Sanction Process**

When a student organization is found responsible, the University conduct board considers the case's facts and circumstances to determine appropriate sanctions. Only at this point in the process does the conduct board receive the student organization's prior conduct record, which it considers when sanctioning. At this time, both the Director of Community Standards and Director of Student Involvement (or designee) advise the conduct board members, should they have questions about sanctioning.

Recommended sanctions may include (but are not limited to):

- Reprimand,
- Service hours,
- Educational activities,
- Restitution (e.g., monetary compensation, replacement for property),
- Student organization probation/loss of privileges (e.g., suspension of student activity budget, suspension of access to student organization web space, inability to reserve on-campus rooms, inability to apply for SGA funding, suspension of office space, etc.),
- Student organization suspension/loss of recognition

- **Step 8: Decision Rendered**

The Director of Community Standards and Director of Student Involvement (or designee) provide the student organization's president/chief officer with the hearing's outcome, outlining findings of responsibility and sanctions, if applicable. This conversation, which is followed by a written letter of summary, will also provide instructions on the appeal process.

If no appeal is made within five business days, the case is considered closed upon the completion of the recommended sanctions. If the student organization appeals, the process moves to Step 9.

- **Step 9: Appeal**

The president/chief officer, acting on behalf of the student organization, may appeal the decision of the conduct board. Appeals can be filed based only on:

- Availability of new information,
- Procedural error, and/or
- Severity of sanction.

If the president/chief officer appeals the hearing's finding, a written statement must be submitted within five business days of the decision notification. On appeal, the burden of error rests with the student organization. The appeal must state the reason, supporting facts, and recommended way to correct the error.

Appeal consideration involve an initial file review by the appeal board, which may affirm, modify, or reverse the case decision. All decisions are communicated in writing within 10 business days of an appeal's receipt. All appeal board decisions are final.

Interim Conduct Action

Students and recognized clubs/organizations who are alleged to have been involved in a major violation of University policy may be suspended in the interim from either residence or the University pending a hearing if the Dean of Students (or designee) deems it necessary. The University may also impose other interim measures including, but not limited to, prohibiting the organization from being on University property, sponsoring events or programs, attending programs and activities, and using University facilities. Determinations will be based on the nature of the alleged violation or any potential ongoing threat to any individual or community.

Retaliation

Retaliation, including intimidation, threats, coercion or discrimination against any individual who has made a good faith complaint, or who has participated in the hearing process is a violation of University policy. Any community member engaging in retaliation is subject to conduct action, up to and including dismissal or termination from the University.

Refund Policy for Conduct Sanctions

If a student is suspended from residence or from the University, the refund given will be consistent with the University withdrawal refund policy.

Students receiving Federal Title IV Financial Aid (Federal Stafford, Plus, Perkins Loans, and Federal Pell or FSEOG grants) who withdraw before they have attended 60 percent of any particular academic term may need to have a portion of the federal financial aid canceled. These funds, if already disbursed, would be returned to the U.S. Department of Education. The percentage of federal financial aid "earned" (allowed to keep) is based on the amount of time a student attends in that term and is calculated using the Federal Return to Title IV funds formula provided by the U.S. Department of Education.

If a student withdraws after they have attended 60 percent of an academic term, they have earned 100 percent of the aid awarded for that term and there is no cancellation of aid. In some instances, if a student has taken a credit refund from financial aid funds and then withdraws, these funds may need to be paid back to federal aid sources or the University depending on the circumstances. Institutional financial aid may also be

canceled during the withdrawal process based on adjustments to charges and federal financial aid.

Students will have all refunds processed within 30 days of the notification of withdrawal. The University complies with all federal refund requirements. Tuition, fees, room, and board are canceled/reduced based on the following schedule for standard day school students:

- 100 percent refund before the first day of class.
- 90 percent refund through the first 10 percent of the term.
- 50 percent refund from 11 to 25 percent of the term.
- 25 percent refund from 26 percent of the term through 50 percent of the term.
- No refund after 50 percent of the term has elapsed.
- Fees: No refund is issued after the first day of class for student activity fees.

Refund policies for COCE Students can be found at <http://catalog.snhu.edu/>

Parental Notification

The University may notify parents/guardians of students that have violated any rule or policy. The notification policy is enacted with the philosophy that parents/guardians are partners in student development and can assist students in fulfilling their educational goals through the use of open dialogue. In accord with FERPA guidelines, the University may notify parents/guardians of dependent students in the following circumstances:

- If a student is found responsible for violating a University policy that may place them in jeopardy of losing their on-campus housing or status as a student.
- If the student is found responsible for violating the alcohol or other drug policy.
- If a student is at risk of harming him/herself or others and/or
- If a student is experiencing a medical or psychological emergency or at any time the University decides it would be in the best interest of the student, the community, or University to do so.

Students are encouraged to discuss incidents with their parents/guardians prior to University notification. Students are responsible for notifying the Dean of Students Office or Director of Advantage if they are not considered a dependent.

Conduct Records

Conduct files are maintained online. These files are confidential records open only to authorized faculty or administrators. Students may review their own records under the supervision of an appropriate member of the staff. Students may request copies of incident reports as needed for the preparation of their case for a hearing. If requested, students are provided copies of the formal incident reports. Notes from preliminary investigations will not be available for distribution; however, the information could be presented at the hearing.

Conduct records are kept and all applicable information is available to anyone authorized by the student for seven years after the last date of attendance. The University uses its discretion on which, if any, items to disclose to authorized persons after that time. Reviews for outside agencies (e.g., branches of the federal government) doing background investigations are done based upon written authorization of the student. Subpoenas of a student's record are honored. The student will, however, be notified before the records are

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submitted unless the subpoena specifically directs the University or staff member not to notify the student.

Only notices of University suspension or expulsion will be included in the student's educational record.