Annual Security and Fire Safety Report

For the Students, Faculty and Staff of Southern New Hampshire University

Main Campus (Manchester)  
2500 North River Rd.  
Manchester, NH 03106  
603.645.9700

Salem Center  
24 Pelham Rd.  
Salem, NH 03079  
603.893.9600

Nashua Center  
79 Perimeter Rd.  
Nashua, NH 03079  
(opened 5/14/18)  
603.769.8451

Reported September 2019

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Introduction

The Annual Security Report is mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (Clery Act) and informs the campus community of crimes occurring within Southern New Hampshire University’s (University) geography in the three most recent calendar years. This report contains information for calendar years 2016, 2017, and 2018 and has been prepared by the Department of Public Safety using data supplied by a variety of sources including the University’s Department of Public Safety, Community Standards Office, Campus Security Authorities and local Law Enforcement.

The purpose of the Annual Security Report is to provide our campus community with information needed to make informed decisions about personal safety. Campus geography crime statistics are provided along with related policies, procedures, resources, and programs of the University. The Annual Fire Safety Report is also included and contains fire statistics, fire safety systems, and related policies and procedures.

Each fall, e-mail notification is made to all enrolled students and employees and provides the website address to access the Clery report. Paper copies may be obtained in person at the Department of Public Safety located at Morrissey House, 2503 North River Rd., Manchester, NH. You may also obtain a copy by calling the Department of Public Safety at (603) 645.9700 or by email at safety@snhu.edu.

The Annual Security Report and the crime statistics are updated annually.

Crime Statistics Collection, Classification, and Counting

Collecting Information for this Report

The preparation of crime statistics on an annual basis involves coordination among the Department of Public Safety, Office of Community Standards, and local police departments, which have jurisdiction on campus and in public areas adjacent to campus, to collect statistics. This coordination also occurs in statistical data gathering from Campus Security Authorities (defined below). A case management team reviews reports and crime statistics to ensure proper classification of the statistics and determines whether a report meets the criteria for inclusion in the annual statistics provided below. An audit process is in place to avoid double counting of the same crime reported to multiple officials and to verify the accuracy of reports when possible. Even without substantiation, crimes are counted in the annual statistics included in this report unless they are unfounded by a sworn law enforcement agency.

Not all agencies respond to requests for crime statistics or could not provide crime statistics as requested. Every effort has been made to include all reportable crime statistics for the most recent 3-year period.

Campus Security Authorities

As defined by the Clery Act, a federal law codified at 20 U.S.C. § 1092(f), a Campus Security Authority (CSA) is: (1) A campus police department or a campus security department of an institution. (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrances into institutional property. (3) Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student conduct, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

CSA’s include, but are not limited to, Public Safety, Student Affairs, senior staff members in Residence
Life, Office of Student Involvement, Athletics, Title IX Coordinator, senior staff members in Human Resources, building monitors, local police departments, contract and event security, anyone designated as a reporting authority in our policies, and anyone who has significant responsibility for student and campus activities including housing, student conduct, and student hearings. All Resident Assistants (RA’s), Residence Directors (RD’s), athletic team coaches, and advisors to on campus student clubs and organizations are CSA’s. Crimes reported to CSA’s are communicated to Public Safety. CSA’s are reminded annually by email of their duty to immediately report crimes for statistical and timely warning purposes and are provided annual training. The following positions, offices, or organizations meet the federal definition of a Campus Security Authority. The list is intended to be comprehensive, but certain positions may not have been specifically listed.

- Department of Public Safety
- Law enforcement and security officers, including contract security and access control monitors
- Dean of Student Affairs
- Director of Community Standards
- Director of Residence Life and professional staff
- Resident Directors
- Resident Assistants
- Director of Athletics and professional staff
- Athletic Coaches
- Director of Wellness Center (when not acting in a Counselor or Counselor Supervisor capacity)
- Director of Women’s Center for Students
- Director of International Student Services and professional staff
- Director of Student Involvement and professional staff
- Director of Disability Services and professional staff
- Title IX Coordinator
- Club Advisors
- Center Team Leads, Student Success Advocates, and Advantage program staff
- Senior Human Resources professional staff

There are two types of individuals who, although they may have significant responsibility for student and campus activities, are not Campus Security Authorities under the Clery Act:

- Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institutions community and who is functioning within the scope of the counselor’s license or certification.

Classifying and Counting Crimes

Crimes that must be disclosed per the Clery Act are listed in the chart below. The Clery Act also specifies how crimes are to be counted. For liquor, drug, and weapon offenses, crimes must be reported for arrests and for disciplinary referrals. This distinction is an attempt to reflect the actual impact of liquor, drug, and weapons violations even when the violation does not result in arrest.

<table>
<thead>
<tr>
<th>Crime:</th>
<th>Count by Number of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>Victims</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>Victims</td>
</tr>
<tr>
<td>Sexual Assault (Rape, Fondling, Incest, Statutory Rape)</td>
<td>Victims</td>
</tr>
<tr>
<td>Robbery</td>
<td>Incidents</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>Victims</td>
</tr>
<tr>
<td>Burglary</td>
<td>Incidents</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Arson</td>
<td>Point(s) of Origin</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>Incidents based on perception of perpetrator</td>
</tr>
<tr>
<td>Liquor, Drug, and Weapon Law Violations</td>
<td>Arrests</td>
</tr>
</tbody>
</table>
### Hierarchy Rule

The Clery Act requires the Hierarchy Rule when counting multiple offenses. Under this rule, when more than one criminal offense is committed during a single incident, only the most serious offense is counted. A single incident means that the offenses were committed at the same time and place. The chart above lists the crimes in order of hierarchy. For example, if a person murdered someone while committing robbery, only the murder would be counted for Clery Act statistics.

Exceptions to the Hierarchy Rule exist for Arson, Sexual Assaults, Hate Crimes, and Violence Against Women Act (VAWA) offenses. These offenses are always counted.

### Definitions of Reportable Clery Act Crimes

Federal and state laws and regulations and University policies each provide definitions for sexual assault, sexual misconduct, dating violence, domestic violence, and stalking. Sometimes these definitions differ. State definitions are used by police and prosecutors to determine if a crime has been committed in the state. The University generally models its definitions from state law, but there may be some differences. University policy definitions are used to determine whether there have been Student Conduct violations and these definitions control whether University remedies or sanctions will be imposed.

The definitions prescribed by the Clery Act, a federal law, are used by all institutions in the United States to classify and report crimes under the Clery Act. The Violence Against Women Act of 2013 modified the definitions of some of the sexual offenses, including the definition of rape. It is important to note the definitions and changes in order to better understand how to interpret the statistical data. The following are Clery Act definitions:

**Murder and Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

a) **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

b) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

c) **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

d) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

   a. **In New Hampshire, sexual consent is defined as:** Age of consent in NH is 16 (under the age of 16, if that person is the other person’s legal spouse).  

<table>
<thead>
<tr>
<th>Crime:</th>
<th>Count by Number of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor, Drug, and Weapon Law Violations</td>
<td>Referrals</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>Victims</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>Victims</td>
</tr>
<tr>
<td>Stalking</td>
<td>Victims</td>
</tr>
</tbody>
</table>
b. **Consent** – Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision indicated clearly by words or actions to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Coercion includes unreasonably pressuring another to engage in sexual activity. Lack of mutual consent is the crucial factor in any sexual misconduct. Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity. Silence without demonstrating permission does not constitute consent.

Consent CANNOT be given if a person’s ability to resist or consent is incapacitated because of a mental illness or physical condition or if there is a significant age or perceived power differential. Incapacitation is a state in which someone cannot make rational, reasonable decisions because the person lacks the capacity to give knowingly consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Examples include, but are not limited to being:

- unconscious,
- frightened,
- physically or psychologically pressured or forced,
- intimidated,
- incapacitated because of a psychological health condition,
- incapacitated because of voluntary intoxication,
- incapacitated because of the deceptive administering of any drug, intoxicant or controlled substance.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the Clery Act, there are eight categories of bias:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, protestants, atheists.

- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
e) **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

f) **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

g) **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

h) **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

*The categories of Ethnicity and National Origin are combined in Clery Act reporting because the Education Department has not yet offered a definition for each term and the FBI combines these categories when reporting hate crimes.*

The University is required to report statistics for hate/bias crimes by the type of bias for the prior listed offenses (see definitions above) as well as the crimes of larceny, simple assault, intimidation and vandalism (see definitions below). The below listed crimes are not Clery reportable crimes unless the crime was motivated by bias.

a) **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

   a. **Constructive Possession:** The condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

   c) **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

   d) **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, religion, ethnicity, national origin, gender, gender identity, sexual orientation, or disability, the crime is classified as a hate crime.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition –
• Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
• Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanour crime of violence committed –

• By a current or former spouse or intimate partner of the victim;
• By a person with whom the victim shares a child in common;
• By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
• By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
• By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

• Fear for the person’s safety or the safety of others; or
• Suffer substantial emotional distress.

For the purpose of this definition –

• **Course of conduct:** two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

• **Reasonable person:** a reasonable person under similar circumstances and with similar identities to the victim.

• **Substantial emotional distress:** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Arrest:** Persons processed by arrest, citation or summons.

**Referred for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
**Unfounded Crimes:** If in the case of a particular incident, sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless (that the incident could not have occurred or did not occur, i.e., a false report), the crime is considered unfounded for Clery Act purposes. Beginning with the 2015 year’s report, institutions must report the number of unfounded Clery Act crimes for the three most recent calendar years.

**Definitions of Clery Geography**

The Clery Act requires institutions to disclose crime statistics for reportable crimes based on where the crimes occurred. Institutions must differentiate between crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on noncampus building or property that institutions own or control. The following is a list of location definitions provided for better understanding of how statistics are counted and categorized.

**On Campus**

- Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

  Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

**On Campus Residential Facilities** – Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonable contiguous geographic area that makes up the campus. “On Campus Residential Facilities” is a subset of the on-campus category.

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

**Noncampus Building or Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
Official Clery Geography Maps

Clery Geography - Main Campus (Manchester)

BUILDING DIRECTORY
1. Athletic Complex
2. New Castle Hall
3. Kingston Hall
4. Spanning Hall
5. Exeter Hall
6. Stark Hall
7. Robert A. Freeze Student Center
8. William S. and Joan Green Center for Student Success
9. Bellnap Hall
10. Robert Frost Hall
11. Edward S. Wolak Library Learning Commons
12. Morrissey House
13. Food House
14. Dining Center
15. Academic Center
16. Hospitality Center
17. Washington Hall
18. Future CETA Facility (Fall 2019 opening)
19. Attisash Hall
20. Hillsboro Hall
21. Rockingham Hall
22. Operations Center
23. Central Receiving
24. Webster Hall
25. Madison House
26. Lincoln Hall
27. Conway Hall
28. Hampton Hall
29. Windsor Hall
30. Tuckerman Hall
31. Athletic Stadium
32. Gustafson Center
33. Monadnock Hall
34. College of Engineering, Technology, and Aeronautics (CETA)
35. Treehouse Collaborative, Arboretum

PARKING DIRECTORY
W Westside Resident Students
E Eastside Resident Students
C Commuter Students, Staff/Faculty, Visitors
M Monadnock Hall Residents
L Handicap and Loading
SM Seniors Employees
SF Staff and Faculty
V Visitors parking

Southern New Hampshire University
2500 North River Road
Manchester, NH 03109-3045
snu.edu
Clery Geography Salem Center

Clery Geography – Nashua Campus

(operational as of 5/14/2018)
Main Campus (Manchester, NH) Crime Statistics Reported for 2016, 2017, and 2018

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>Year</th>
<th>On Campus (includes On Campus Residential)</th>
<th>On Campus Residential</th>
<th>Non Campus</th>
<th>Public Property</th>
<th>Unfounded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent manslaughter</td>
<td>2016</td>
<td>0</td>
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<td>Incest</td>
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<tr>
<td></td>
<td>2017</td>
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<tr>
<td></td>
<td>2018</td>
<td>0</td>
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</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
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<tr>
<td></td>
<td>2018</td>
<td>0</td>
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### Arrests

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- **Weapons:**
  - 2016: 0
  - 2017: 0
  - 2018: 0

- **Drug abuse violations:**
  - 2016: 114
  - 2017: 73
  - 2018: 9

- **Liquor law violations:**
  - 2016: 196
  - 2017: 269
  - 2018: 201

- **VAWA Offenses:**
  - **Domestic violence:**
    - 2016: 0
    - 2017: 0
    - 2018: 0
  - **Dating violence:**
    - 2016: 2
    - 2017: 2
    - 2018: 4
  - **Stalking:**
    - 2016: 2
    - 2017: 1
    - 2018: 1

#### Hate Crime Reporting

- **2016** - There were no incidents of hate crimes reported during the 2016 calendar year.
- **2017** - There were no incidents of hate crimes reported during the 2017 calendar year.
- **2018** - There were no incidents of hate crimes reported during the 2018 calendar year.

### Salem, NH Center Crime Statistics Reported for 2016, 2017, and 2018

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**Hate Crime Reporting**

2016 - There were no incidents of hate crimes reported during the 2016 calendar year.

2017 – There were no incidents of hate crimes reported during the 2017 calendar year.

2018 - There were no incidents of hate crimes reported during the 2018 calendar year.

**Nashua, NH Center Crime Statistics Reported for 2018**

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<td>Year</td>
<td>On Campus (includes On Campus Residential)</td>
<td>On Campus Residential</td>
<td>Non Campus</td>
<td>Public Property</td>
<td>Unfounded</td>
</tr>
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<td>Weapons: carrying.</td>
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<td>Arrests</td>
<td>Year</td>
<td>On Campus (includes On Campus Residential)</td>
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<td>Non Campus</td>
<td>Public Property</td>
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<tr>
<td>possessing, etc.</td>
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<td>On Campus (includes On Campus Residential)</td>
<td>On Campus Residential</td>
<td>Non Campus</td>
<td>Public Property</td>
<td>Unfounded</td>
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<tr>
<td>Weapons: carrying, possessing, etc.</td>
<td>2016</td>
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<td>Year</td>
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<td>On Campus Residential</td>
<td>Non Campus</td>
<td>Public Property</td>
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<td>Domestic violence</td>
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<td>Stalking</td>
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</tbody>
</table>

Hate Crime Reporting
2016 – N/A
2017 – N/A
2018 - There were no incidents of hate crimes reported during the 2018 calendar year.

Non Campus Buildings

Southern New Hampshire University owns or controls non-campus buildings at the following locations.

New Hampshire:

- SNHU COCE – Millyard, 33 South Commercial Street, Manchester, NH 03101
  - 2016: No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2017: No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2018: No Clery reportable crimes, disciplinary referrals, or VAWA offenses

- SNHU COCE – Millyard, 186 Granite Street, Manchester, NH 03101
SNHU COCE – Millyard, 55 South Commercial Street, Manchester, NH 03101 (as of 12/17)
- 2017 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses

SNHU - Operations/Administrative Offices, 1230 Elm Street, Manchester, NH  03106
- 2016 - There were two burglaries at this location; both were included in the main campus (Manchester) crime statistics chart above
- 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses

PCMH – MHCGM Training Space, 2 Wall St., Manchester, NH 03101
- 2018- No Clery reportable crimes, disciplinary referrals, or VAWA offenses

Alaska:

SNHU Graduate Program in Clinical Mental Health Counseling – Frontier Bldg., 3601 C Street, 8th Floor, DBH Conf. Rooms 880 & 890, Anchorage AK 99508
- 2016 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2018 - unable to obtain statistics

Regarding the Alaska site, several attempts were made to get clarification on crimes occurring at the site for calendar year 2016; however, local police only provided crimes occurring in a radius of the site. Clarification was attempted for which crimes occurred specifically at the site and the local police department was non responsive. Since crimes occurring specifically within the Clery geography were not able to be determined, no Clery crimes were reported for the Alaska location.

Maine:

PCMH – 329 Bath Rd., Brunswick, ME 04011
- 2018- No Clery reportable crimes, disciplinary referrals, or VAWA offenses

Vermont:

SNHU Vermont Office - 463 Mountain View Drive, Suite 101 Colchester, VT 05446
- As of 1/1/16 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2018 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses

Howard Center, CAFU, 1138 Pine Street, Mastery & Generosity Rooms, Burlington, VT 05401
- 2016 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2018 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses

Barre City Elementary School, 50 Parkside Terrace, Barre, VT 05641
- As of 5/21/16 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
- 2017 – no response from local law enforcement after 3 requests for crime stats
2016 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses

2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses

2018 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses

Brattleboro Union High School, 131 Fairgrounds Road, Brattleboro, VT 05301

Mallets Bay School, 609 Blakely Road, Colchester, VT 05446

Enosburg Middle/High School, 65 Dickenson Avenue, Enosburg Falls, VT 05

St. Johnsbury School, 257 Western Avenue, St. Johnsbury, VT 05819

Vergennes Union High School, 50 Monkey Road, Vergennes, VT 05491

Crosset Brook Middle School, 5672 VT-100, Waterbury VT 05676

Lamoille Union High School, 736 Vermont Route 15 W, Hyde Park, VT 05655

Springfield High School, 303 South Street, Springfield, VT 05156

Two Rivers Supervisory Union, 609 VT Route 103, Ludlow, VT 05149

St. Albans Town Education Center, 169 South Main Street, St. Albans, VT 05478

St. Albans City School, 29 Bellows St., St. Albans, VT 05478
- Colchester Middle School, 425 Blakely Rd., Colchester, VT 05446
  - 2017 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses

- Hyde Park Elementary School, 50 E. Main Street, Hyde Park, VT 05655
  - 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses

- Manchester Elementary Middle School, 80 Memorial Ave., Manchester Center, VT 05255
  - 2018- No Clery reportable crimes, disciplinary referrals, or VAWA offenses

- Vermont Technical College, 101 Lawrence Pl., Ste. 400, Williston, VT 05495
  - 2018- No Clery reportable crimes, disciplinary referrals, or VAWA offenses

**Wisconsin:**

- Milwaukee area site: Hilton Garden Inn, 1443 Pabst Farm Circle, River Room and Lake Room, Oconomowoc, WI 53066
  - 2016 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offenses

- Wausau area site: UW Marathon County, 518 South 7th Avenue, Wausau, WI 54401
  - 2016 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2017 - No Clery reportable crimes, disciplinary referrals, or VAWA offenses
  - 2018 – No Clery reportable crimes, disciplinary referrals, or VAWA offense

**Short-stay “away” trips and repeated use of a location for school-sponsored trips:**

Local law enforcement was contacted for the locations used for these types of trips, and reports from local law enforcement were reviewed.

In 2016:

Fiesta Casino Henderson, NV, 777 W. Lake Mead Pkwy, 89015. Dates of stay: 3/5/2016 – 3/8/2016. There were two drug arrests, not involving University students but occurring at the time and on the Clery geography of the property where students stayed overnight during the trip. Both reports were included in the main campus (Manchester, NH) crime statistics chart above.

In 2017:

Radisson Nashua, NH 11 Tara Blvd., 03602. Dates of stay: 12/10/2017 – 12/16/2017. There was one report listed as domestic violence, not involving University students but occurring at the time and on the Clery geography of the property where students stayed overnight during the trip; however, the Nashua PD confirmed no arrest was made relative to domestic violence, but rather a person was arrested on a probation violation. The report was not included in our crime statistics.

Oxford Suites Boise, Idaho 1426 S. Entertainment Avenue, 93709. Dates of stay: 7/15/2017 – 7/31/2017. The Boise PD could only provide all crimes occurring between a ranges of locations from 1426 S. Entertainment Road, 8388 and 8257 W. Tether Street, 8610 W. Overland Road, and 1510 S. Maple Grove Road in Boise, Idaho. We were unable to determine if the five reported burglaries occurred specifically at the Oxford Suites in Boise, Idaho as the Boise PD could not clarify. The burglaries were not included in our crime statistics.
Howard Johnson Hotel Airport Downtown, 4120 East Van Buren, Phoenix, Arizona. Dates of Stay: 3/10/2017 – 3/18/2017. The Phoenix PD could only provide all crimes occurring between a range of locations from 202 Red Mountain Fwy to Van Buren Street, to 40th street to 44th street. Howard Johnson is in this range of addresses and there was 1 report of burglary in the range. We were unable to determine if the burglary occurred at Howard Johnson. The burglary was not included in our crime statistics.

In 2018:

Hilton St. Louis Ball Park, 1 South Broadway, St. Louis, MO 63102. Dates of stay: 11/1/2018 – 11/4/2018. There was 1 motor vehicle theft, not involving University students but occurring at the time and on the Clery geography of the property where students stayed overnight during the trip. The report was included in the main campus (Manchester, NH) crime statistics chart above.

Holiday Inn Express & Suites Jersey City North, 707 Tonnele Avenue, Jersey City, NJ 07307. Dates of stay: 11/15/2018 – 11/18/2018. There was 1 dating violence report, not involving University students but occurring at the time and on the Clery geography of the property where students stayed overnight during the trip. The report was included in the main campus (Manchester, NH) crime statistics chart above.

Daily Crime Logs

Daily Crime Logs are available for review during normal University business hours (8am to 4:30pm, Monday through Friday, except holidays and emergency closures) at the Public Safety office, located at Morrissey House 2503 North River Road. The information in the crime log typically includes the incident classification, date reported, date and time occurred, general location, and disposition of each reported crime.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes and updated information regarding previously reported crimes are entered into the daily crime and fire log within two business days of when it is reported to Public Safety. The Public Safety Department makes the daily crime and fire log for the most recent 60-day period open to public inspection during normal business hours. Additionally, any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request.

Timely Warnings and Emergency Notifications

The University has a close working relationship with local police departments and has requested their cooperation in informing the institution about situations reported to them that may warrant an emergency response or timely warning. Public Safety and local police departments work cooperatively to share information.

Timely Warnings

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University provides timely warnings to the University community when a significant criminal incident occurs within SNHU Clery campus geography and represents a serious or continuing threat. Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the community. The Director of Public Safety is the designated Clery Officer within Public Safety who reviews reports as they come in and assesses the need to issue a timely warning. The purpose of the warning is to aid in the prevention of similar crimes by alerting the community about the incident and provide information on the action people can take to diminish their chances of being victimized.

The amount and type of information presented in the warning will vary depending on the circumstances of the crime, but usually includes the date/time of the incident, the location, the nature of the crime, the
continuing danger to the campus community, and actions people can take to diminish their chance of being a victim of a similar crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the timely warning notice. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely a description of the incident.

Timely Warning Notices are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assaults, and murder/non-negligent manslaughter, robbery, burglary, hate crimes, sex offenses, dating violence, domestic violence and stalking.

Cases of aggravated assault, sex offenses, and stalking, dating and domestic violence are considered on a case-by-case basis, depending on the facts of the case and the information known by the University. For example, if an alleged assault occurs between two students who have a disagreement, there may be no on-going threat to the University community members and a Timely Warning Notice would not be distributed. Cases involving sexual assault are often reported long after the incident occurred, in which case there is no ability to distribute a “timely” warning to the community. Thus whether to issue a Timely Warning Notice based on a reported sex offense will be determined on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the University.

Similarly, the University will assess reports of property crimes and will distribute a Timely Warning Notice in the event of a pattern of crime that poses a serious or continuing threat to the community. In an emergency, the notification process will be implemented at the sole direction of the VP of Student Affairs, the Director of Public Safety, or the director of Public Safety’s designee to include a Public Safety Supervisor or Senior Officer. Timely Warnings also may be posted for other crime classifications and locations as deemed necessary. Timely Warning Notices will be issued to students and employees in a manner that is timely, that withholds the names as confidential, and in a manner that aids in the prevention of future similar crimes.

Timely Warning Notices are typically written and distributed by staff in the Office of the Public Safety. The Communications office is also authorized to distribute Timely Warning Notices at the discretion of the Director of Public Safety or designee. Timely Warning notices are distributed to the University community via a layered approach including blast email, SNHU Alerts, fliers, SNHU.edu website, public announcements, Twitter, and other methods deemed necessary that may be used in the information dissemination process.

The Department of Public Safety does not issue timely warnings for the above listed crimes if:

- The subject(s) is apprehended and the threat of imminent danger to the SNHU community has been mitigated by the apprehension.

- The details may lead to the identification of a victim of sexual violence, dating violence, domestic violence and/or stalking, who does not wish to be identified.

- The information may jeopardize an ongoing investigation and/or the apprehension of a suspect.

- The Public Safety department was not notified by campus security authorities in a manner that would allow the department to post a timely warning to the community.

- Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the University’s Public Safety department to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

The University may also issue Safety Alerts, when necessary, to apprise the community of safety issues and concerns. These safety bulletins will include safety tips and recommendations to follow so that the
campus community can make informed decisions about personal safety. Unlike Timely warnings, Safety Alerts are used when no threat is present, but there is still value in informing the community.

Emergency Notifications

The University uses an Emergency Notification to notify students and employees in a timely manner when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The notification to the campus community may contain only the information that is reasonably necessary to promote the safety of the campus community as dictated by the situation. An Emergency Notification will be released as soon as reasonable necessary and without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will be disseminated to the community via the mediums stated below. An Emergency Notification can be related to criminal activity that is not subject to the timely warning standard by the Clery Act, but is not necessarily related to criminal activity. Examples of situations that may constitute the University's decision to issue an Emergency Notification include, but are not limited to:

- Outbreak of meningitis, norovirus, or other serious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest
- Explosion
- Nearby chemical or hazardous waste spill

Examples of situations that would NOT necessitate an emergency notification include, but are not limited to:

- Power outage/transformer fire
- Snow closure/weather related situations
- Water emergencies
- String of larcenies

In the event of confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University has at their disposal a wide variety of communication tools including:

- **SNHU Alerts**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation to email accounts and/or cell phones. SNHU students, faculty, staff, and affiliates can register to receive text message alerts.
- **Blast email**: SNHU email system alerting students, faculty, and staff.
- **Fliers**: posted in residential buildings, academic buildings and support services buildings.
- **SNHU Website**
- **Public Announcements**
- **Twitter**
- **Other**: methods deemed necessary that may be used in the information dissemination process

SNHU Alerts is the University's primary tool for emergency notifications to the members of the campus community who have registered to receive messages. SNHU Alerts is focused on streamlining community communications, allowing Public Safety to immediately and simultaneously send messages to the University community via the community members’ preferred contact methods: text messaging and email.

Users of **SNHU Alerts** must update their cell phone information annually at the start of the academic year. All students, staff and faculty email accounts are automatically enrolled in SNHU Alerts.
The University uses a variety of the communication tools listed above to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

Public Safety is responsible for confirming (with the assistance of key campus administrators, local first responders, or the National Weather Service) if there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the University community.

In an emergency the notification process will be implemented at the sole direction of the VP of Student Affairs, the Director of Public Safety, or the Director of Public Safety’s designee to include a Public Safety Supervisor or Senior Officer. Upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the campus community, without delay and taking into account the safety of the community, the Director of Public Safety or his/her designee(s) to include on duty supervisors or the Senior Officer, will determine the content of any emergency notification as well as the appropriate segment(s) of the community to receive it and will initiate SNHU Alerts, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Subsequent notification will be sent through SNHU Alerts and various other communication tools listed above as needed.

**Campus Emergency Response and Evacuation**

At the Main Campus (Manchester), Department of Public Safety officers are trained first responders and are prepared to take action in emergency situations that may arise on campus. A Crisis Management Team is in place to allow immediate response by individuals performing specific roles and functions already predefined.

At the Salem Center and Nashua Center, in the event of an emergency situation occurring on campus which is beyond the scope of what center staff can manage, local EMS, police, and fire departments are the first responders. In the event that the emergency situation is not mitigated in a reasonable period of time and a more long-term response is needed from the University, members of the University’s Crisis Management Team from the main campus in Manchester, NH will respond.

An Emergency Management Plan has been developed by University officials and has been reviewed by officials of the State of New Hampshire Division of Public Safety as part of our ongoing effort to protect our University community. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. It is a comprehensive approach utilizing the Incident Command and National Incident Management System and may effectively be applied to any critical incident. The crisis management plan is exercised annually at a minimum by way of a table top exercise, functional exercise or other drills.

On March 30, 2018, members of the university Crisis Management Team participated in a planned emergency management table top exercise to evaluate the university’s ability to respond to an extended power outage using our current plans, polices and resources. As part of the exercise, response actions, including emergency notification to the campus community, evacuation, and shelter in place, were reviewed and discussed.

On November 6, 2018 at the Nashua Center, an unannounced evacuation drill was conducted by a University official. The purpose of the drill was to observe the Center staff and student response to the alarm. The people present were reminded that evacuating the building is mandatory when the fire alarm system activates and that all fire alarm activations should be considered real. Staff were reminded to help direct occupants to the nearest exits. All people present were also reminded to exit the building via the nearest exit, move away from the building to clear the area for emergency responders, and to not use an elevator during a fire alarm.

On November 26, 2018 at the Salem Center, an unannounced evacuation drill was conducted by a University official. The purpose of the drill was to observe the center staff and student response to the
alarm. The people present were reminded that evacuating the building is mandatory when the fire alarm system activates and that all fire alarm activations should be considered real. Staff were reminded to help direct occupants to the nearest exits. All people present were also reminded to exit the building via the nearest exit, move away from the building to clear the area for emergency responders, and to not use an elevator during a fire alarm.

Southern New Hampshire University's Crisis Management team utilizes a “layered approach” to emergency notifications, recognizing that no one method will reach all of the target audience. Some of the methods used are blast e-mails, text messages which are known as SNHU Alerts, and TV messaging. These systems are used to distribute emergency notifications without delay in the event of an immediate threat in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus community and where it is recommended that the recipients take some form of action in response to the active threat or emergency. The Director of Public Safety or his/her designee(s) to include on duty supervisors or the Senior Officer, can issue emergency text alerts and authorize the use of other methods of emergency notification without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The University will post updates during the incident on the web page and via email or SNHU Alert messages. Time permitting, printed materials providing incident specific information will be posted in residence halls, and/or academic/administrative buildings.

Evacuations

Instructions to evacuate will be issued by the Public Safety Department or other University officials. Faculty, students and staff are to evacuate quickly, but in a calm and orderly fashion to a safe area. If necessary, First Responders will direct people to an evacuation/relocation site. People are asked to remain calm and assist persons with disabilities or those in need, to not turn off lights or equipment, and to not lock doors to a room or building. If anyone observes something unusual or suspicious, they should immediately notify First Responders. Everyone should remain in a safe area until receiving notification to return to the facility.

In situations where the University is forced to evacuate the campus, Public Safety will notify the public, students, staff, and faculty that campus is closed and traffic will not be allowed to enter. This notification will be made through a variety of methods to include our emergency text messaging via SNHU Alerts, blast emails, and our University website (SNHU.edu), along with other methods of messaging.

Policy Statements

How to Report Crimes

On Campus Reporting

University community members are strongly encouraged to report all crimes accurately and promptly to campus Public Security and the appropriate police department when the victim of a crime elects to, or is unable to, make such a report. When members of the University community receive a report of criminal activity, they should immediately report the crime. In emergencies, call 911. Non-emergency crimes can be reported by contacting the following:

- on the Main Campus (Manchester) - the Department of Public Safety at 603.645.9700 and/or the Manchester Police Department at 603.668.8711 or the Hooksett Police Department at 603.624.1560
- at the Salem Center – the Team Lead, Jamie Gott, at 603.893.9600 and/or the Salem Police Department at 603.893.1911
- Nashua Center – the Aviation Operations Administrator, Richard O’Loughlin, at 603.769.8451 and/or the Nashua Police Department at 603.594.3500
Prompt reporting will assure timely warning notices and timely disclosure of the crime statistics. If you observe a crime or suspected crime, please provide the following information as soon as accurately possible:

- The nature of the incident
- Where and when the incident occurred
- The person(s) involved (name, sex, race, age, height, weight, hair color and style, scars, tattoos, clothing and anything else which might help in identifying the person)
- A detailed description of the property, if any, in question
- The type of vehicle involved and as detailed a description as possible

At the Main Campus (Manchester), all incident reports are submitted electronically to the Director of Community Standards for review and potential judicial actions. Public Safety will investigate reports when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the appropriate person hearing the case. If assistance is required from the Manchester or Hooksett police departments, Public Safety will contact the appropriate agency.

At the Salem Center and the Nashua Center when a crime is reported to the Center, it will be referred to the local police department and the Public Safety department at the University’s main campus. In addition, if the suspect is a student, there may be an inquiry through the Community Standards office at the main campus. If the suspect is an employee of the University, the Office of Human Resources and/or other appropriate University officials may conduct an inquiry. It is the policy of the Centers to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law and public and Center safety.

Criminal activity reports are made available to campus community members on a case-by-case basis. Crime statistics are available upon request.

**Off Campus Reporting**

If criminal activity takes place in an off-campus location that is rented or owned by the University, community members should contact the local police department with jurisdiction and the office of Public Safety.

The University does not operate any off campus student organization facilities.

**Security of and Access to Campus Facilities**

**Building Security and Access**

Main Campus (Manchester)

The Main Campus (Manchester) buildings, grounds, and parking areas are private property. Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

All buildings are secured each night and are open only during normal business hours. Entry after normal hours is only available to faculty, staff, and authorized students as determined by the appropriate academic or administrative offices.

Buildings are patrolled and checked by Public Safety staff who are equipped with emergency communication devices. Certain buildings are alarmed for the protection of contents and personnel, and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Public Safety personnel.

All SNHU residence halls and undergraduate housing are secured 24/7.

Hall staff performs routine assigned building checks each evening and, in addition, routine patrol/building checks are made by officers of the Department of Public Safety. Safety and security
checks made in the residence halls are expected to detect damage to doors, windows and safety features. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the Department of Public Safety.

Security Considerations Used in the Maintenance of Campus Facilities

**Surveillance Cameras**

The University utilizes over 400 surveillance cameras as an additional layer of our overall security approach to maintaining a safe and secure campus. These cameras are reviewed daily to determine functionality.

**Emergency Phones**

There are 37 Blue Light phones/emergency two-way call boxes, situated around campus for use during emergencies. By pressing the button, typically red, on the stations, users are immediately connected with the Department of Public Safety. These telephones can be used to report a criminal incident, a fire, or any other type of emergency. All Blue light phones are tested on a monthly basis.

**Lighting Surveys**

On a monthly basis the Department of Public Safety conducts surveys of exterior lights on campus to include walkways, greenspace, parking lots, and outside areas of university buildings. Deficiencies are reported to facilities operations for correction.

**Crime Prevention Surveys**

Surveys are conducted to help identify security concerns in any University office or residential area. The surveys are free and are used to improve safety by altering design or procedures in the workplace or living space. Trained personnel visit the areas and document recommended changes to create a safer and more secure area. Security surveys are conducted upon the request of a department or building.

**Facilities Operations**

The Facilities Operations department manages and maintains University buildings and grounds with a concern for safety and security. Personnel inspect campus facilities regularly, making repairs and responding to reports of potential hazards such as broken windows and locks. Facilities Operations also manages building maintenance and access of campus facilities during maintenance projects and follows building security and access protocols. Maintenance workers are managed and vetted by Facilities Operations. Major maintenance projects on the Main Campus (Manchester) are completed during the summer when buildings are not occupied. In addition, a staff member of the Facilities Operations team is on call after regular business hours and during weekends to respond to emergency situations involving campus facilities. The Department of Public Safety assists Facilities Operations by acting as the call center for maintenance issues after hours, on weekends and holidays. The University also uses an online reporting system to alert Facilities Operations of maintenance and repair issues. The system is known as Asset Essentials.

**Contractor Safety Program**

The Office of Administration and Strategic Sourcing, in conjunction with Facilities Operations, administers the contractor safety program which addresses the safety and health of the campus community as well as that of the contract employees.

Salem Center
Academic and administrative offices are secured at the conclusion of their operating hours. All buildings are secured each night and are open only during normal operating hours. Building hours during semester breaks, University holidays, and summer may be reduced or modified from the normal operating hours. The University has several Campus Security Authorities (CSA’s) working at the Center. There is no uniformed presence or Memorandum of Understanding (MOU) with the Salem Police Department. Community members should contact their local police department and a CSA to report any suspicious or criminal activity. CSA’s at the Center include the Team Lead, Student Success Advocates and Advantage program staff.

Nashua Center

Academic and administrative offices are secured at the conclusion of their operating hours. The building is secured each night and is open only during normal operating hours. Building hours during semester breaks, University holidays, and summer may be reduced or modified from the normal operating hours. The University has one Campus Security Authority (CSA) working at the Campus. There is no uniformed presence or Memorandum of Understanding (MOU) with the Nashua Police Department. Community members should contact their local police department and a CSA to report any suspicious or criminal activity. The CSA at the Center is the Aviation Operations Administrator.

Use of the University building and areas are available to authorized members of the University community and to official visitors and/or individuals who have legitimate business needs during hours the building is open. The University reserves the right to deny any member of the public access to the Center if there is a perceived threat to the safety and security of students, faculty or staff. Loitering and solicitations are not permitted in the Center or on University property. Persons engaged in such activity, or being disruptive or interfering with the normal operations of the University, will be asked to leave the premises and may be denied future access to the building and property.

Guest Registration

Students are permitted to host no more than two guests at a time with a maximum of one guest per resident present for each residential unit. Registered guests receive a registration form to be placed on the driver side dashboard of their vehicle and a “body pass” to be carried on them at all times. Guests under the age of 17 are not permitted unless accompanied by a custodial parent/guardian or for a demonstrated humanitarian need. It is the responsibility of the student to inform his or her guest of all campus rules and regulations. Students wishing to have guests on campus must go on line to Guest Registration to obtain a visitor pass. Guests are subject to all rules and regulations that apply to students. Disorderly or intoxicated guests will be ordered off campus. 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.

Crime Prevention Resources and Services, Educational Opportunities, and Where to Go for Assistance

Southern New Hampshire University provides assistance programs to the members of the University community. Local police departments also offer crime prevention programming. These programs are dedicated to the prevention of crime on campus and they vary in scope and content with the emphasis on community involvement. Specific programs and contact phone numbers include the following:

<table>
<thead>
<tr>
<th>Resources for Crime Prevention on Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential &amp; anonymous reporting (all campuses)</td>
<td>603.645.9700</td>
</tr>
</tbody>
</table>

**Assistance Main Campus (Manchester):**

<table>
<thead>
<tr>
<th>Assistance</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security audits of buildings</td>
<td>603.645.9700</td>
</tr>
<tr>
<td>Safe Walk</td>
<td>603.645.9700</td>
</tr>
<tr>
<td>Self-defense training</td>
<td>603.645.9700</td>
</tr>
</tbody>
</table>
Resources for Crime Prevention on Campus

<table>
<thead>
<tr>
<th>Resources</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus lighting checks and surveys, conducted monthly</td>
<td>603.645.9700</td>
</tr>
<tr>
<td>CCTV functionality, Blue Light phone functionality surveys</td>
<td>603.645.9700</td>
</tr>
<tr>
<td>Alcohol assistance programs</td>
<td>603.645.9679</td>
</tr>
<tr>
<td>After hours on-call counselor can be accessed via Public Safety</td>
<td>603.645.9700</td>
</tr>
<tr>
<td>Sexual Harassment and Rape – Wellness Center</td>
<td>603.645.9679</td>
</tr>
<tr>
<td>Residential Hall Safety Programs – Residence Life</td>
<td>603.645.9758</td>
</tr>
</tbody>
</table>

Local Assistance – Salem

<table>
<thead>
<tr>
<th>Local Assistance</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Life Management</td>
<td>603.434.1577</td>
</tr>
<tr>
<td>NH Area Assembly of Alcoholics Anonymous</td>
<td>603.622.6967</td>
</tr>
<tr>
<td>Haven</td>
<td>603.994.7233</td>
</tr>
</tbody>
</table>

Local Assistance – Nashua

<table>
<thead>
<tr>
<th>Local Assistance</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater Nashua Mental Health Center</td>
<td>603.889.6147</td>
</tr>
<tr>
<td>NH Area Assembly of Alcoholics Anonymous</td>
<td>603.593.3330</td>
</tr>
<tr>
<td>Bridges Domestic and Sexual Violence Support</td>
<td>603.889.0858</td>
</tr>
</tbody>
</table>

Campus Security and Crime Prevention Education

The key to preventing crime is awareness, which is best achieved through education. At SNHU, the department of Public Safety, Center staff, the Wellness Center and Residence Life staff, students, and others help students take responsibility for their own safety.

Education opportunities offered at least annually for students include:

- Public Safety training for international students at International Student Orientation
- Safe Spring Break events
- St. Pats Safety & Alcohol Awareness
- Campus Safety/Alerts/Parking Safety
- Crisis Management
- Safety Fair sponsored by Wellness
- Active Shooter Response
- Fire Safety, Public Safety Awareness, General Safety Awareness, and Crime Prevention
- Safe Winter Driving
- Diversity Training
- Safety Presentation for ESL Students
- Adopt Hall/Crime Prevention Tips

Education opportunities for staff and faculty include:

- Public Safety New Employee Orientation
- Emergency Preparedness for new employees
- Employee Safety
- Active Shooter
- Fire Safety: What to Do
- Hands Only CPR
- How to Use an AED
- How to Use a Fire Extinguisher
- Various IT online safety and identity protection information campaigns
- Confrontation training for RA’s
- Protocol training for RA’s

The University is committed to outreaching and educating students as we increase awareness and seek to end all forms of sexual violence, sexual harassment, intimate partner abuse, and stalking. Programming begins as soon as students arrive on campus in “First Days” and in the Residence Halls, and throughout the academic year in regular programs presented on campus by various offices. Fliers, door hangers, and other methods of passive programming that include relevant safety tips are also distributed each year to members of the University community. In addition, the Wellness Center and Public Safety
Department coordinate events for Sexual Assault Awareness Month along with other safety campaigns.

Violence Against Women Prevention/Education

The University provides education and violence prevention services to the campus community. This includes programs that cover crime prevention and security procedures and practices, and encourages the campus community to be active bystanders. Students are informed of the impact of violence and provided with resources to intervene to prevent violence.

The types of educational initiatives that are included in the campaign are:

- Sexual violence and harassment online module for incoming and transfer students, as well as new employees.
- Annual Sexual Assault presentation for freshman students during first days
- Annual Sexual Assault and Bystander Intervention training for RA’s, Athletes, and Student Leaders
- Annual Trauma training for conduct boards and hearing officers
- Clothesline Project
- Take Back the Night
- Behind Closed Doors
- Annual Domestic Violence Awareness-collaboration with YWCA

All of these initiatives include men as allies. The educational campaigns are co-sponsored by The Wellness Center, Athletics, Public Safety, Student Involvement, Diversity, the Women’s Center, the Center for Community Engaged Learning, the Title IX Office and Student Affairs. Student Government, Inter Greek Council and Generation Equality are all student groups that have been actively involved in the campaign and have been instrumental in engaging a culture of students to be active bystanders and to pledge for peace.

Campus Safety: A Shared Responsibility

The cooperation and involvement of students and employees in their own safety and security is essential. Members of the campus community must assume responsibility for their personal safety and the security of their belongings by taking common sense precautions. Rooms and offices should be locked when unoccupied. Security measures – such as alarms, door locks, or key access systems – should never be overridden or circumvented. Bicycles should be secured with effective locks. Students and employees must park in designated areas, and should keep their valuables secured in the trunk. Suspicious-looking individuals or unusual incidents on campus should be reported immediately to the Office of Public Safety, Center Team Leads, or the local police department. For more information, please visit our [Campus Safety](#) website.

Campus Law Enforcement and Security

Safety and Security Information

Main Campus (Manchester)

The Department of Public Safety is within the Division of Student Affairs. The Director of Public Safety is responsible for the management of the Public Safety Department and reports to the VP of Student Affairs, Dean of Students. However, all public safety services are coordinated with other key University, state and local officials. The Public Safety Department provides patrol functions, security services, and general support services 24/7 to the University community.

The Department of Public Safety patrols University-owned and controlled property located in Manchester and Hooksett New Hampshire. A portion of the properties are located in the town of Hooksett and a portion of the properties are located in the city of Manchester as the campus sits on the town and city boundary lines. Patrolled property also includes the administrative staff location on
Elm Street, and the Millyard staff locations. The Clery Geography Main Campus (Manchester) map outlines the Department’s jurisdiction on campus.

All Campus Public Safety Officers receive in-service training as well as training from the NH or MA. State Police/Corrections Academy or the Campus Law Safety Academy. Public Safety officers are non-sworn officers.

The Office of Public Safety is staffed by professional emergency dispatchers or Public Safety officers, operates on a 24-hour basis, and receives calls for emergency and routine service. Communications specialists or Public Safety officers instantly dispatch the appropriate response and have the ability to communicate with local, county, state and federal agencies when required.

A number of well-marked and conveniently located emergency telephones are installed throughout the campus, referred to as “Blue Phones”. These telephones ring directly into the Public Safety department when the red button is pushed. The telephones may be used to report a criminal incident, a fire, or other type of emergency, or to request assistance of any kind from the Public Safety department.

Salem Center

The Team Leads of the Center in conjunction with the Director of Public Safety, are responsible for center security. They have an excellent working relationship with the local police departments. The local police and fire departments provide emergency response as needed. Each center is a single building and whenever open, a staff member is on duty. Telephones are available in every classroom, in the main office, and by the outside entrance door. Dialing 9-1-1 will contact the local police/fire and EMS.

Nashua Center

The Aviation Operations Administrator in conjunction with the Director of Public Safety, is responsible for campus security. They have an excellent working relationship with the local police departments. The local police and fire departments provide emergency response as needed. The campus is a single building and whenever open, a staff member is on duty. Telephones are available in the main office. Dialing 9-1-1 will contact the local police/fire and EMS.

Emergency calls should be made to 911 from all campus and off campus telephones. Regular business calls of a non-emergency nature can be made to the Department of Public Safety or to the Centers at any time. If you call the Department of Public Safety or Centers, please provide the following information:

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

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the office of Public Safety or Center Team Lead immediately.

Cooperative Law Enforcement Functions

The SNHU Public Safety Department, although part of a private University, maintains a close working relationship with local, state, and federal law enforcement agencies such as the New Hampshire State Police, New Hampshire Liquor Enforcement, the Federal Bureau of Investigations, and the Secret Service. Public Safety officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. Public Safety officers work closely with local law enforcement investigators when incidents arise that require joint communication efforts. The University has written memoranda of understanding with Manchester and Hooksett police departments. The University does not have written memoranda of understanding with the New Hampshire State Police. Public Safety officers do not have the ability to arrest individuals and rely on law enforcement for arrests.
The SNHU Public Safety Department does not have a uniformed presence at the Salem Center or Nashua Center or a memorandum of understanding with the Salem or Nashua police departments. Individuals who wish to report any criminal or suspicious behavior are advised to contact the local police department and/or a Campus Security Authority. A CSA will assist them with any issue they may have and if needed, they will facilitate the process of contacting the local police department or the main campus office of Public Safety. The CSA's at the Salem Center include the Team Leads, Student Success Advocates, and Advantage program staff. The CSA at the Nashua Center is the Aviation Operations Administrator.

Reporting a Crime

A person reporting a crime to the Public Safety Department or a Center CSA also has the right to report the crime to the local police departments by calling 911 in the instance of an emergency. For routine matters call the business phone number for the local police department as follows:

- Main Campus - Manchester Police Department - 603.668.8711
- Main Campus - Hooksett Police Department - 603.624.1560
- Salem Police Department - 603.893.1911
- Nashua Police Department – 603.594.3500

Public Safety Officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

Confidential Reporting Procedures

Victims of crime who do not wish to pursue action within the University or criminal justice systems can provide a confidential report. A Confidential Report Form for victims to complete and submit can be found on the Department of Public Safety website. This report will assist in providing an accurate record of the number of incidents involving our community and determining any patterns that may exist, while allowing us to alert the community to any potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution.

Whistleblower Policy

The Higher Education Opportunity Act (HEOA) establishes safeguards for whistleblowers by prohibiting retaliatory action against any individual with respect to the implementation of any provision of the Clery Act. The VP of Human Resources or designee will be assigned to communicate directly and regularly on the progress of the inquiry with the individual raising the allegations. The VP will respond to any concerns about personal retaliation or unfair treatment linked to the raising of such allegations.

Reporting Laws and Policies

Main Campus (Manchester), Salem Center and Nashua Center

Under New Hampshire state law, University officials must report crimes including hazing, child and elder abuse, and treatment given for gunshot wounds. In addition, there is a duty on the part of employees at SNHU to report suspected cases of sexual harassment, sexual assault, stalking, domestic violence and dating violence of students by employees of SNHU to supervisors and/or other appropriate individuals or offices. New Hampshire has a mandated reporter law for when a person “has reasons to suspect that a child has been abused or neglected” (R.S.A. §169-C:29), which requires timely disclosure to the N.H. Department of Health and Human Services if the victim is under eighteen years of age. A similar reporting law applies to incapacitated and elderly adults. (RSA 161-F:46). New Hampshire also has an anti-hazing statute that requires that any person who is present or otherwise has direct knowledge of any student hazing must report the hazing to law enforcement or educational institution authorities. (RSA 631:7).

While SNHU has no general written policy on confidential reporting that allows the victim or witness to
remain anonymous, the Wellness Center provides free, confidential, and accessible assistance in reporting sexual assault, sexual harassment, domestic violence, dating violence, and stalking. Persons wishing to contact Southern New Hampshire University Public Safety anonymously may call (603) 645.9700, or can fill out a Report a Crime Confidentially form.

Voluntary, Confidential Crime Reporting Procedures by Pastoral and Professional Counselors

The staff at the Wellness Center follows guidelines that conform to those established by the American Psychological Association. In addition, relevant federal and state laws are also followed. While the University recognizes various area clergy as Chaplains, there are no specific policies in place regarding reporting of crimes. SNHU Chaplains follow policies adopted by their respective churches, as well as relevant laws.

The Counseling Center and Pastoral services provide referral information to clients and visitors on a variety of issues, which can include how to voluntarily report crimes on a confidential basis.

Additionally, Wellness Center staff is encouraged to report Clery-reportable incidents internally within the Wellness Center. This data is later provided in an aggregate and de-identified manner as part of the annual Clery reporting process. Should such reports be submitted on a confidential and anonymous manner, staff is encouraged to discuss this report with the respective student with whom they are working.

Drug and Alcohol Policy

Southern New Hampshire University is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The Drug-Free Schools and Community Act Amendments of 1989 require that Southern New Hampshire University, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on university property or property rented for the purpose of holding classes is prohibited. In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of Southern New Hampshire University are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on any University property or property being used for classes or during university-sponsored activities are prohibited.

2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.

3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with established university procedures. Discipline may include disciplinary probation or dismissal from the university.

4. Faculty and staff employees who are found to be in violation of the stated prohibition are subject to discipline in accordance with the applicable university employment rules and procedures. Discipline may include probation, suspension, or termination of employment.

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

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

Alcohol and its Effects on the Body

- Impairment of brain function, judgment, alertness, coordination, and reflexes.
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly.
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, cause nausea, sweating, severe headaches and convulsions.
- Addiction or chemical dependency.
- Memory blackouts.
- Uncharacteristic family, school, work and/or legal problems.
- Health problems such as cirrhosis of the liver.
- Birth defects and mental retardation in users’ children.

Drugs and Their Effects on the Body

Narcotics (Heroin):
- Initial euphoria followed by drowsiness and nausea.
- Constricted pupils, watery eyes, dazed look.
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death.

Depressants (Barbiturates, Tranquilizers):
- Relaxed muscles, calmness, and drowsiness.
- Confusion, disorientation, slurred speech.
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death.

Stimulants (Cocaine, Methamphetamine):
- Increased heart and respiratory rate, elevated blood pressure, decreased appetite.
- Blurred vision, dizziness, insomnia, anxiety.
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death.

Hallucinogens (LSD, PCP, Mushrooms):
- Illusions and Hallucinations.
- Confusion, panic, anxiety, depression, and poor perception of time and distance.
- Respiratory failure, death due to careless behavior.

Cannabis (Marijuana, Hashish):
- Increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.
- Interferes with memory, speech, coordination, and perception of time.
- Increased risk of lung cancer, weakened immune system, and affects reproductive system.
Alcohol/Drug Assistance Services

Due to the nature of the University, we utilize a system of community referrals if a learner is in need of services. Staff members are key links in the communities where we are located and a network of medical, psychological, and human service agencies are accessible in local areas. Contact your academic advisor if you need assistance.

Please also visit the New Hampshire Department of Health and Human Services to connect with the following resources:

- The Resource Guide for Alcohol and Drug Prevention and Treatment Services provides a listing of state-funded alcohol and drug abuse prevention and treatment programs and other resources related to alcohol and other drugs.
- Drugfree NH is designed to help individuals, families, and communities to get informed, get involved, and get help.

Federal Drug Laws

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


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

B. Forfeiture of Personal Property and Real Estate 21 U.S.C 853

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

C. Federal Drug Trafficking Penalties 21 U.S.C. 841

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

D. Federal Drug Possession Penalties

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

**New Hampshire State Laws**

The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to

1. have in your personal possession any alcoholic beverages
2. misrepresent your age for purpose of obtaining alcoholic beverages
3. drive in a car having alcoholic beverages except when accompanied by a parent, guardian, or spouse 21 years of age
4. be in an area where alcoholic beverages are served unless accompanied by person 21 years of age

Penalty for violation/conviction may include a fine and/or time in jail.

It is illegal for anyone to

1. sell to, give to, or procure for a minor or an intoxicated individual any alcoholic beverages.
2. charge for alcoholic beverages without a license
3. manufacture, sell, possess or use a falsified ID
4. lend a driver’s license to be used for an unlawful purpose

Penalty for violation/conviction may include a fine and/or time in jail.

**(DWI) Driving While Intoxicated and (DUI) Driving Under the Influence (New Hampshire)**

You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.04% if under the age of 21 (effective January 1, 1994).

SNHU Wellness Center is available to provide onsite counseling or treatment options; additionally, there are many resources available.

**Overview of Alcohol and Other Drug Education Offered by the Wellness Center**

**Campus Clarity** is an online program aimed at providing students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence, and healthy relationships. This course prepares students before they begin their experience at SNHU. The program is offered to all first year students prior to their arrival. This education is provided in collaboration with the Title IX office.

**First Days Program – It IS My Place** is a bystander program with content regarding Alcohol and Drug Use, Bias and Sexual Assault offered to all in-coming students during First Days. This program is provided in collaboration with the Title IX Office, the Women’s Center and the Office of Student Involvement.

**RA Training** in an annual training for all Resident Assistants that address overall Wellness Center services with focus areas on mental health and medical care, and additional discussion of safety measures to assure students who experience alcohol poisoning can receive adequate medical attention.

**Minor One** is a course that offers students an overview of the Student Handbook with a particular focus on AOD policies. In addition, the course allows students the opportunity to reflect on their behavior.

**Choices** is a brief Alcohol Abuse Prevention Program presented to students who violate the AOD policies here at SNHU. Information about alcohol and related risks are embedded within a broader frame of lifestyle behaviors in this group intervention.

**BASICS** (Brief Alcohol Screening and Intervention for College Students) is a harm reduction preventative intervention designed for college students 18-24 years old who drink in high risk ways and have experienced negative consequences from their use of alcohol. BASICS uses motivational interviewing and is conducted in two to three individual sessions. It is an intervention strategy that helps a student to look at their high risk behaviors and work toward lowering their risk level.
Prime for Life is a 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.

Marijuana Education class is 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.

Athletics Substance Use Program Collaboration is a program designed specifically for student athletes. A speaker was brought to campus to address the full varsity athlete community.

Greek Life is another targeted program developed for students in sororities and fraternities on campus. The program overview includes social norms data, low risk drinking strategies, and outlines consequences associated with high risk drinking, aimed at helping Greeks holistically incorporate their sorority/fraternity mission and purpose.

Tabling Events occur throughout the course of the academic school year. This is an opportunity to highlight a variety of theme weeks associated with alcohol and other drugs including National Collegiate Alcohol Week, Great American Smoke Out, etc.

Spring Forward Fair is a comprehensive event aimed at encouraging students to think critically about their health and wellbeing as they get ready for the end of the year. During this annual event, students are encouraged to think about sun safety, travel safety, and the challenges associated with high risk drinking.

Narcan Training is education and training focused on front-line staff at the University who may be able to respond to a student in the possible case of an opiate overdose.

Other Programming and Events regarding alcohol and drug education classes and training are conducted as needed throughout the year.

University Community Resources

CAMPUS BASED: The Office of Human Resources – Exeter Hall - offers confidential assistance with referrals for staff as well as benefit information. The Office of Human Resources – COCE – offers confidential assistance with referrals for staff as well as benefit information. The Wellness Center – Student Center - (603) 645-9679 offers limited short-term outpatient service and referral information for students.

COMMUNITY BASED: The Employee Assistance Program (EAP) offered through Anthem provides assessment and referral for a wide range of concerns facing employees and their love ones including substance use disorders. All interactions provided by our EAP are private and confidential. To speak with a consultant please call 1-800-647-9151. If you are covered by the SNHU health insurance (HMO Blue or Blue Choice) you may contact the Behavior Health Network at 1-800-228-5975 for a referral.

These policies are available in the following documents in the Office of Human Resources:

-SNUH Policy Statement
-The Drug-Free Workplace Act of 1988
-Substance Abuse Policy
-Description of the Applicable Sanctions under Local, State, and Federal Laws for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol
-Drugs and Alcohol Treatment and -Counseling Centers
-Health Risks of Drug Use
Summary of Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol Provided in Compliance with the Drug-Free Schools and Communities Act

Local, state, and federal laws make illegal use of alcohol and other drugs serious crimes. Conviction can lead to imprisonment, fines and assigned community service. A felony for such an offense can prevent an individual from entering many fields of employment and licensed professions.

New Hampshire Alcohol Laws

Cities and towns in New Hampshire prohibit public consumption of alcohol and impose fines for violation.

New Hampshire laws prohibit (1) sale or delivery of alcoholic beverages to persons under 21 and (2) misrepresentation of one's age or falsifying an identification to obtain alcoholic beverages. A first conviction of driving under the influence has a penalty fine of up to $2000 and loss of license for not less than 90 days and up to two years. Both offenses are misdemeanors punishable by up to one year in jail and possible fines.

Effective May 24, 2004, New Hampshire passed House Bill 464 which established a criminal penalty for facilitating a drug or underage alcohol house party. The language of this bill states that a person is guilty of a misdemeanor is s/he owns or has control of an occupied structure where a party is held AND continues the party knowing that people under the age of 21 possess or intend to consume alcoholic beverage or use controlled drugs at the party.

Unlawful Possession

Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation and will be fined a minimum of $250. Any second and/or subsequent offenses will be fined at least $500.

A penalty assessment fee of 17% will be added to the above fines.

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

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

Keg Registration Law

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

New Hampshire Controlled Substances Laws

New Hampshire has criminal penalties for the illicit use of controlled substances (or "drugs"), with penalties varying with the type of drug. In general, narcotics, addictive drugs, and drugs with a high potential for abuse have heavier penalties.

CONTROLLED DRUGS INCLUDE: Amphetamines, barbiturates, cocaine, crack, D.M.T, hallucinogens, marijuana, mescaline, narcotics, opiates, psilocybin, tranquilizers, and all other drugs of a similar nature which are either outlawed outright or illegal when not prescribed by a physician.
Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

**Federal Controlled Substances Laws**

Under Federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a College or School. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs if death or serious injury results from use of the substance.

<table>
<thead>
<tr>
<th>Substance</th>
<th>Amount</th>
<th>Penalty – First Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>1 kg or more</td>
<td>Prison: not less than 10 years, Not more than life. Fine: up to $4 million</td>
</tr>
<tr>
<td>Cocaine</td>
<td>5 kg or more</td>
<td></td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>50 gm or more</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>100 gm or more</td>
<td></td>
</tr>
<tr>
<td>PCP</td>
<td>100 gm or more</td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>10 gm or more</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>1000 kg or more</td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>100-999 gm</td>
<td>Prison: not less than 5 years, Not more than 40 years. Fine: up to $2 million.</td>
</tr>
<tr>
<td>Cocaine</td>
<td>500-4,999 gm</td>
<td></td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5-49 gm</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10-99 gm</td>
<td></td>
</tr>
<tr>
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<td>10-99 gm</td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>1-10 gm</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>100-1000</td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Any amount</td>
<td>Prison: up to 5 years. Fine: up to $250,000</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Any amount</td>
<td>Prison: up to 20 years. Fine: up to $1 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-100 kg</td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>10-100 kg</td>
<td></td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1-100 kg</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg</td>
<td>Prison: up to 5 years. Fine: up to $250,000</td>
</tr>
<tr>
<td>Hashish</td>
<td>Less than 10 kg</td>
<td></td>
</tr>
<tr>
<td>Hash Oil</td>
<td>Less than 1 kg</td>
<td></td>
</tr>
</tbody>
</table>

**Missing Student Notification Procedures**

If a member of the Southern New Hampshire University Community has reason to believe that a resident student is missing, he or she should immediately notify the SNHU Public Safety Department. Public Safety will begin an investigation into the student’s whereabouts. Public Safety will notify the Manchester or Hooksett Police Departments, depending on where the student resides, within 24-hours of the
determination that a student is missing. If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student’s RA, checking with emergency health care providers and taking such other investigative actions as are appropriate under the circumstances. The University will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

In addition to registering a general emergency contact, all registered resident students have the option to identify confidentially an individual to be contacted by SNHU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, SNHU will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through SNHU’s Missing Student Contact Registration Form located on the Public Safety Portal.

A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Manchester or Hooksett Police Departments and the student’s confidential contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, SNHU will notify the student’s parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours. If the minor student has registered an additional contact person, SNHU will also notify the student’s registered contact person.

The Public Safety Department will continue to assist all outside agencies in the investigation as needed.

Any questions or concerns regarding a student who is missing or appears to be missing should be referred to the Department of Public Safety.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Southern New Hampshire University is committed to providing an environment free from sex discrimination. Sexual harassment, which also includes sexual violence and assault, are forms of sex discrimination, and are prohibited at the University. Other behaviors can also be forms of sex-based discrimination, and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, sexual assault and stalking. Victims of these behaviors are protected by federal laws, specifically Title IX and the Cleary Act, which mandates the contents of this report.

The University's Sexual Misconduct Policy outlines the University’s policies and procedures regarding sexual misconduct, which includes 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. Sexual misconduct is prohibited whether occurring on or off campus and whether directed against a member of the University community or outside the community.

Definitions

Federal and state laws and regulations and University policies each provide definitions for sexual assault, sexual misconduct, dating violence, domestic violence, and stalking. Sometimes these definitions differ. State definitions are used by police and prosecutors to determine if a crime has been committed in the state. The University generally models its definitions from state law, but there may be some differences. University policy definitions are used to determine whether there have been Student Conduct violations and these definitions control whether University remedies or sanctions will be imposed.

The following are University sexual misconduct policy definitions and include New Hampshire state definitions as articulated in the sexual misconduct policy. (See Appendix for state of Maine definitions.)
Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement.

Consent is an affirmative, conscious decision – indicated clearly by words or actions - to engage in mutually accepted sexual contact. A person engaging in sexual contact by force, threat of force, or coercion has not consented to contact. Coercion includes unreasonably pressuring another to engage in sexual activity. Lack of mutual consent is the crucial factor in any sexual misconduct. Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity. Silence without demonstrating permission does not constitute consent.

Consent is not valid when a person is incapacitated, or when an intellectual or other disability prevents a person from having the capacity to give consent. A person is incapacitated if they lack the capacity to consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person’s: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person. Under New Hampshire State Law, a person under sixteen years of age cannot consent to sexual contact.

**Dating Violence**

"Dating Violence" includes violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. the length of the relationship
   b. the type of relationship
   c. the frequency of interaction between the persons involved in the relationship

**Domestic Violence**

The State of New Hampshire defines domestic violence as 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, and
- cruelty to animals.

The offense or attempted offense must represent a credible threat to the safety of the victim. This may require consideration of all acts by the perpetrator that reflect an ongoing pattern of behavior which reasonably causes or has caused the victim to fear for his or her safety or well-being: (RSA 173-B:1; 173-B:10)

**Gender-Based Harassment**

"Gender-based harassment" is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

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.
Rape

Rape is generally defined as forced sexual intercourse. It may also include situations where the victim is incapable of giving consent due to incapacitation by means of disability or alcohol or other drugs. Many rapes are committed by someone the victim knows, such as a date or friend.

Sexual Assault

New Hampshire law defines three levels of Sexual Assault: Sexual Assault, Felonious Sexual Assault, and Aggravated Felonious Sexual Assault.

Sexual Assault (RSA 632-A:4) means unwanted or unwelcome touching of a sexual nature, including: fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid Consent.

Felonious Sexual Assault (RSA 632-A:3) includes the offense often referred to as the “statutory rape law,” which involves sexual penetration of a person between the ages of 13 and 16 when the age difference between the actor and the other person is 4 years or more. It also applies when a person is in a position of authority over another and coerces that other person to engage in sexual contact with the actor or with him/herself in the actor’s presence.

Aggravated Felonious Sexual Assault (RSA 632-A:2) is defined as a Sexual Assault under certain circumstances, including but not limited to: use or threat of physical violence or superior physical strength on the victim, coercion by threatened retaliation against the victim or another person, submission under false imprisonment, kidnapping or extortion, or sexual assault after the administration without prior consent of an intoxicating substance which incapacitates the victim.

Sexual Harassment

Sexual harassment includes “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. Sexual harassment occurs when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, creating an intimidating or hostile employment, educational or living environment for an individual; or
2. Such conduct has the purpose or effect of abusing, threatening, or intimidating an Associate or student through insulting or degrading sexual remarks or conduct; or
3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or of a student’s status in a course, program or activity; or
4. Submission to or rejection of such conduct is the basis for academic or employment decisions affecting an individual; or
5. Such conduct is directed against an individual persists despite requests for its cessation and/or when a claim of sexual harassment has resulted in retaliation against Associates/students for complaining about such behavior.

Stalking

Under New Hampshire state law (RSA 633.3), Stalking occurs when a person:

1. engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would place the person in reasonable fear for safety, or of harm or bodily injury to self or others; or
2. engages in a course of conduct that the person knows will place that individual in fear for his or her personal safety or the safety of that individual’s immediate family; or
3. after being served with a protective order prohibiting contact with an individual, purposely, knowingly, or recklessly engages in a single act of conduct that is included in the “Course of Conduct” definition below.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that include any of the following acts:

1. Threatening the safety of the targeted person or an immediate family member.
2. Following, approaching, or confronting that person, or a member of that person's immediate family.
3. Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family.
4. Causing damage to the person's residence or property or that of a member of the person's immediate family.
5. Placing an object on the person's property, either directly or through a third person, or that of an immediate family member.
6. Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family.
7. Any unwelcome act of communication as defined in N.H. RSA 644:4, II, including through email, text, phone, mail, etc.

Unwelcome Conduct

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

Prevention and Education Awareness Trainings

The University is strategic in its efforts to promote a safe and secure campus environment and reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, stalking, and dating and domestic violence. This is done by utilizing a range of campaigns and initiatives to promote awareness, and through education, risk reduction, and prevention programming. Incoming students and employees are required to participate in these in trainings, and 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. Some trainings are offered online and some trainings are offered in-person for both students and employees.

It is the policy of the University to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year. Educational programs are offered to raise awareness for incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student’s first semester. Programs and other campaigns offered throughout the year to students and
employees include strong messages regarding not just awareness and education regarding sexual misconduct, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sexual misconduct as well as the state definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, on how to recognize warning signs and avoid potential attacks, and do so without victim-blaming. Some of the programs offered are:

- Sexual Assault presentation to freshman students during first days
- Annual Sexual Assault training to RA’s
- Bystander Intervention training to RA’s and Student Leaders
- Clothesline Project
- Domestic Violence Awareness-collaboration with YWCA

Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander intervention is the act of assisting someone in an emergency or non-emergency situation. Bystander intervention is encouraged through safe and positive intervention techniques and by empowering third-party intervention. This includes calling for help, being an ally and identifying other allies, empowering peers to seek assistance, and/or creating distractions. Bystander intervention training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community when others might choose to do nothing. Bystanders are told to evaluate the risk and call 911 if intervening would put themselves in danger.

**General Safety Tips**

**When you park:**
- Lock ignition and remove keys.
- Close and lock windows and doors.
- Keep all valuables out of sight; use the trunk whenever possible.
- Choose a well-lit area to park at night.
- When returning to your vehicle, have your keys ready and check interior before entering.

**When you walk:**
- Try not to walk alone at night.
- Do not take shortcuts; travel well-lit busy routes.
- If you feel like you’re being followed, change directions and head for an area with lights and people.
- If you are in trouble, SCREAM!!! It’s your number one defense.

**When you report suspicious persons or incidents:**
- **Call 911 or a university official** and stay on the phone while it is safe or until told otherwise.
- Supply address of the incident.
- Give number of individuals who are involved.
- Describe what is happening.
- Obtain a description of suspects (approximate age, height, weight, complexion, clothing)
- Notice if any weapons are involved.

**When you drive:**
- Do not pick up hitchhikers.
- Keep doors locked; be alert at traffic stops.
- Do not lower windows for strangers; demand credentials.
• If stalled, ask for aid through a cracked window; remain in your vehicle.
• Travel well-lit streets.

If you are the victim of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

• Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the office of Public Safety at 603.645.9700 if you are on the Main Campus (Manchester) or call 911 if you are off campus. Salem Center and Nashua Center students may call 911 or contact:
  o Salem Center – Jamie Gott 603.893.9600
  o Nashua Center – Richard OLoughlin 603.769.8451

• Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.

• If you are a student of the Main Campus (Manchester), during regular business hours you may go to the Wellness Center which is located in the student center to speak with a licensed mental health counselor for support and guidance. After regular business hours, or in any situation where a victim wishes, local resources are also available and may be able to provide confidential assistance. You can contact Public Safety at 603.645.9700. Public Safety will connect you with the on call Wellness Counselor. You may also contact the local rape crisis center YWCA NH 24-hour crisis line at 603.668.2299 or the New Hampshire Sexual Assault Hotline at 800-277-5570 or the New Hampshire Domestic Violence Hotline at 866-644-3574, which are confidential resources.

• If you are a student at the Salem Center, Haven offers confidential and accessible assistance in reporting sexual or domestic violence. You can contact Haven at 603.944.7233. Haven offers access to antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy.

• If you are a student at the Nashua Center, Bridges Domestic and Sexual Violence Support offer confidential and accessible assistance in reporting sexual abuse or domestic violence. You can contact Bridges at 603.889.0858. Bridges offers access to antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy.

• Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or un laundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.

• If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.

• Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.

• Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

• If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from
abuse), please notify the office of Public Safety at 603.645.9700, or the campus Title IX Coordinator at 603.644.3188, or a Salem Center or Nashua Center CSA so that those orders can be observed on campus.

- Even after the immediate crisis has passed, consider seeking support from a licensed mental health counselor at the support locations listed above.

It is the policy of the University not to notify local law enforcement when sexual misconduct occurs, unless a victim wishes or there is an emergency threat to health or safety. Victims have the option to notify law enforcement and Public Safety directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to local law enforcement, but may also respect a victim’s request not to do so.

In the event that sexual misconduct, gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, the University takes the matter very seriously. The University employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student’s behavior represents a risk of violence, threat, pattern, or predation. If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, they are subject to action in accordance with the Student Code of Conduct in the Student Handbook. A student wishing to officially report such an incident may do so by contacting the Title IX Coordinator, any Responsible Employee, who are all mandated reporters, including RA’s, professional staff, or faculty members.

The University encourages community members to report incidents of sexual misconduct. Reporting allows the University to quickly respond to allegations and offer immediate support to the victim. The University is committed to protecting the confidentiality of victims, as permitted under law, and will work closely with students who wish to receive confidential assistance regarding an incident of sexual misconduct. Certain professionals at the University are permitted by law to offer confidentiality. Those who are unable to offer confidentiality are expected to keep reports private to the extent permitted under the law and University policy. This means that they may have to report to University officials, but will not share the information beyond what is required by law and policy. There are times when the University may not be able to honor a victim’s request for confidentiality in order to provide a safe, non-discriminatory environment for all members of the University community.

Regarding confidentiality, certain publically available reporting and disclosure requirements necessitate the need to report sexual misconduct reports, but do not include personally identifiable information about the victim. Any accommodations or protective measures provided to the victim will be confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

All allegations will be thoroughly reviewed and appropriately investigated in a prompt manner, and both the complainant and the accused will be afforded equitable rights during the process.

**Assistance for Victims**

The Title IX Coordinator provides assistance with University-related concerns, such as no-contact orders or other protective measures. The Title IX Coordinator will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. The University is able to offer reasonable academic supports, changes to living arrangements, escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. The University is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

- **Title IX Coordinator**
  Rebecca Lawrence
  603-644-3188
  titleix@snhu.edu
Victims of sexual misconduct, gender-based violence, or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, have the following support options available to assist them.

**Emotional Support**

Attending to one’s emotional health can be an essential part of their healing process. The following support services are available to assist victims.

**Main Campus (Manchester)**
- **The Wellness Center**
  - Located in the Robert A. Freese Student Center, 603.645.9679
  - Services include confidential emotional support, individual and group counseling, consultation, connection to medical services, and referral to off campus resources.
  - As licensed counselors, no personal information is shared without your permission, unless specifically required by law.
- **Campus Ministry**
  - Located in the Robert A. Freese Student Center (#110), 603.626.9100 x2139
  - Services include personal and confidential counseling.
  - As pastoral counselors, no personal information is shared without your permission, unless specifically required by law.
- **Deborah L. Coffin Women’s Center**
  - Womenscenter@snhu.edu, 603.668.2211 ext. 2793
  - Services include advocacy, support, referrals to confidential support services, and victim-centered resources.
- **YWCA Crisis Service (Off-campus confidential resource)**
  - 72 Concord Street, Manchester, NH 03101
  - Crisis Line: 603.668.2299
- **Crisis Center of Central NH (Off-campus confidential resource)**
  - Crisis Line: 866.841.6229

**Salem Center**
- **Haven (Off-campus confidential resource)**
  - 15 Ermer Rd., Unit 211, Salem, NH 03079
  - Crisis Line: 603.994.7233

**Nashua Center**
- **Bridges Domestic and Sexual Violence Support (Off-campus confidential resource)**
  - 33 East Pearl St., Nashua, NH 03060
  - Crisis Line: 603.883.0858

**Medical Care**

Medical care can be critical for assessing a victim’s overall health needs, including testing for sexually transmitted infections and pregnancy, and collecting evidence which may be used in legal proceedings. Staff at these facilities are specially trained and sensitive to a victim’s needs and concerns in getting medical care.

**Main Campus**
- **The Wellness Center**
  - Provides testing for sexually transmitted infections, HIV testing, education regarding emergency contraceptive services, and confidential counseling.
  - Assists students who would like to receive medical care at local hospitals.
- **Elliot Hospital**
- 1 Elliot Way, Manchester, NH 03103
  - Provides treatment for injuries and sexually transmitted infections, and rape kit assessments with a sexual assault nurse examiner.

- Catholic Medical Center
  - 100 McGregor St., Manchester, NH 03102
  - Provides treatment for injuries and sexually transmitted infections, and rape kit assessments with a sexual assault nurse examiner.

**Salem Center**
- Parkland Medical Center
  - 1 Parkland Dr., Derry, NH 03038
  - Provides treatment for injuries and sexually transmitted infections, and rape kit assessments with a sexual assault nurse examiner.

**Nashua Center**
- Southern New Hampshire Health
  - 8 Prospect St., Nashua, NH 03060
  - Provides treatment for injuries and sexually transmitted infections, and rape kit assessments with a sexual assault nurse examiner.

- St. Joseph Hospital
  - 172 Kinsley St., Nashua, NH 03060
  - Provides treatment for injuries and sexually transmitted infections, and rape kit assessments with a sexual assault nurse examiner.

**Procedures for Reporting a Complaint**

The University has procedures in place to support those who report sexual assault, domestic violence, dating violence, and stalking. A community member wishing to officially report such an incident may do so by contacting the Title IX Coordinator, any Responsible Employee, who are all mandated reporters, including RAs, professional staff, or faculty members.

When the University first receives notice or a complaint of an incident of sexual misconduct, the Title IX Coordinator is notified and the victim is provided with a written notification of resources both within the institution and the community, which will include a number of their rights and options, including, but not limited to:

- speaking with a counselor on or off campus;
- seeking medical assistance;
- seeking mental health assistance;
- seeking victim advocacy and/or legal assistance;
- visa and immigration assistance;
- student financial aid assistance;
- reporting the incident to local law enforcement;
- filing formal conduct charges with the University; and/or
- requesting accommodations which can include:
  - changes to academic, living, transportation, and working situations or protective measures.
  - The institution must make such accommodations or provide such protective measures if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

Prior to starting an investigation, the University will inform the victim of their intention to investigate, and request their consent to move forward. During this time, the University will assess any requests for confidentiality or requests not to investigate further. If the University cannot honor the request for confidentiality, or not to investigate further, the complainant will be informed at that time.
Interim Measures and Accommodations

If necessary, the University will take immediate steps to protect complainants before the final outcome of an investigation through interim measures. Interim measures available at the University include, but are not limited to:

- No-Contact order;
- temporary administrative suspension;
- restrictions on participation in a team or organization; or
- accommodations.

A University community member who has been a victim of sexual misconduct may request an academic accommodation or change in residence hall after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. The accommodations are available regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

Possible requests include:

- the ability to change academic schedules or work schedules;
- withdraw from or retake a class without penalty;
- access academic support such as tutoring services; and
- change residence hall assignments.

In most cases of sexual violence or sex discrimination, the University will try, to the extent possible, to change the schedule or accommodations of the accused student before changing the schedule or accommodations of the complainant.

The University maintains privacy in relation to any accommodations or protective measures afforded to a victim, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about victims is maintained privately in accordance with Title IX and FERPA.

After the intake, the Title IX Coordinator or an assigned Deputy Coordinator will determine if the allegations contained in the complaint would, if proven true, create a violation of the University Sexual Misconduct Policy. If the allegations would create a violation, an investigation will be started by the Title IX Coordinator or his or her deputy. If the Title IX Coordinator determines that the allegations, if true, would not be a violation of the Policy, the complainant will be provided with other support options, but the Title IX Coordinator will not pursue any further investigation or discipline under this Policy at that time.

If, however, the complainant presents new evidence, reveals new information, or presents a violation of another SNHU Policy, this decision can be reevaluated by the Title IX Coordinator in his or her discretion.

Timeframe for Response Process

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 sixty (60) calendar days from when the complaint is first received, or a maximum of ninety (90) calendar days in the event of a subsequent appeal.

An appeal of the results must be submitted within five (5) business/school days of receipt of the written result. Absent extenuating circumstances, decisions on appeals are typically issued within thirty (30) days of the date of the original decision.
All deadlines and time requirements in the Policy may be extended for good cause as determined by the Title IX Coordinator, or another person who has been assigned to make the determination. Both the complainant and the respondent will be notified in writing of the delay, the reason for the delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than 5 business/school days.

Investigation Process

If the Title IX Coordinator determines that an investigation is appropriate, the Title IX Coordinator, or an assigned Deputy Title IX Coordinator, will conduct a prompt, fair and impartial investigation. During the investigation the Title IX Coordinator may interview appropriate parties or witnesses, and may review evidence, including available police reports.

All investigations will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct a hearing process that protects the safety of victims and promotes accountability. Any member of the University community who knowingly makes a false statement to the investigator, during the course of the investigation, may face disciplinary action.

The Investigator will complete an investigation report within a reasonable time period after starting the investigation. Based on the findings in the report, the Title IX Coordinator will decide whether the conduct in question should be referred to the University Conduct Board for a hearing. If the conduct is referred to the University Conduct Board, the Title IX Coordinator or his or her designee will send written charges to the complaining party and the accused simultaneously by email.

An investigative report completed as part of this process is a fact-finding report that will not include a recommendation of sanctions to the University Conduct Board. The University Conduct Board will determine during the hearing whether or not sanctions are to be imposed on the accused. The report is mandatory evidence for the University Conduct Board hearing, and will be presented to the Board by the Title IX Coordinator or the Investigator.

If the Title IX Coordinator decides the information in the report does not merit a referral for a University Conduct Board hearing, he or she will inform both the complainant and the accused simultaneously by email to their SNHU email accounts of the decision. That email will include the option of Independent Charges and notice that the investigation may be re-opened at the discretion of the Title IX Coordinator if new evidence is presented, new information comes to light, or a violation of another SNHU policy or another section of the Sexual Misconduct Policy are discovered.

University Conduct Board Hearing

If the matter moves forward to the University Conduct Board, a hearing will be conducted following the process outlined in the Student Handbook and in the Sexual Misconduct Policy. All hearings involving allegations of sexual misconduct will be conducted by officials with annual training related to domestic violence, sexual assault, and stalking, and on processes that protect the safety of victims and promote accountability.

The complainant and the accused may be assisted by an advisor of their choice, including an attorney, during the investigation process, disciplinary hearings, any mediation, and related meetings. Both parties may offer witnesses and may produce other evidence for the University Conduct Board to evaluate. Both parties are responsible for presenting evidence on their own behalf. Either party may request a brief recess, or break, to consult with their advisor which will be granted at the discretion of the hearing officer. Advisors may speak privately to their advisee, during the proceeding, but may not present evidence, question witnesses, raise objections, or address the Board, during the hearing.

If either party would like present any evidence during any hearing on the charges, they must do so at least 24 hours prior to the hearing. The evidence must be given to members of the University Conduct Board presiding over the hearing. The Conduct Board will then share it with the opposing party in advance of the scheduled hearing. The Conduct Board members presiding at and/or hearing the case
may exclude evidence that has not been shared or postpone the hearing to give all parties the opportunity to review evidence which will be presented during the hearing.

If a party plans to present witnesses, they must submit a list of proposed witnesses and a written witness statement for each witness to the hearing officer at least 24 hours prior to the hearing. Written witness statements will be shared with the opposing party as documentary evidence. Witnesses are defined as someone who saw the actual incident as it occurred. The Conduct Board will have discretion to call or chose not to call proposed witnesses during the hearing. The parties may not question witnesses directly during the hearing, but may submit questions to the Conduct Board. The Conduct Board may, in their discretion, ask the questions directly to the witness.

The investigation and records of the resolution conducted by the University are maintained confidentially. Information is shared internally between administrators who need to know, but a tight circle is kept. Where information must be shared to permit the investigation to move forward, the person bringing the accusation will be informed. Privacy of the records specific to the investigation is maintained in accordance with New Hampshire law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of victim or information that could easily lead to a victim’s identification.

Once complete, the parties will be informed, in writing, of the outcome, including the finding, the sanctions (if any), and the rationale therefor.

**Sanctions**

The University considers Sexual Misconduct violations as extremely serious. Depending on the severity of the case and the student’s prior conduct history, a student may receive any of the following sanctions:

- Interim Residence Suspension (pending a hearing)
- Interim University Suspension (pending a hearing)
- Reprimand
- Warning
- Residence Probation (typically ranging from one semester to the end of a student’s SNHU career)
- Residence Suspension (typically a minimum of one semester)
- University Probation (typically ranging from one semester to the end of a student’s SNHU career)
- University Suspension (typically a minimum of one semester)
- University Expulsion/Dismissal
- Campus Ban

The student may receive any of the following educational sanctions:

- Readings and written reflection
- Diversity education
- Ethics workshop
- Follow-up meetings with campus administrator
- Mandated assessment with the Wellness Center
- Sanction designed by the hearing officer/hearing board

Additionally, a student may also be sanctioned with any of the following:

- Restricted contact order
- Occupancy restriction
- Residential ban
- Residential relocation
- Suspended guest privileges
• Restitution of damages

These sanctions are in addition to any Wellness-related sanctions that may be appropriate, if there are drugs or alcohol involved in a situation:

• Alcohol Education Class
• CHOICES Class
• Prime for Life Class
• Marijuana Education Class
• Individual meetings with Wellness Center staff

Protective Measures

Following an allegation of sexual misconduct, the University will offer the victim protective measures such as:

• Interim measures, including but not limited to, change in housing, class schedule, escorts by Public Safety, and no contact orders for the complainant and respondent
• Protection against retaliation

Evidentiary Standard in Sexual Misconduct Complaints

The burden of proof in all cases of Sexual Misconduct is “the preponderance of the evidence” standard. This standard means whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible for sexual misconduct violation.

Notice to Parties

Both the complainant and the accused will be informed, simultaneously, by email to their Southern New Hampshire University email accounts, of:

1. the outcome of any disciplinary proceeding involving an allegation of sexual misconduct;
2. the University’s appeal process and the rights of both parties to appeal the results;
3. any change to the results that occurs prior to the results becoming final; and
4. when results will become final.

Rights to Appeal

Both parties have the right to appeal a decision by the University Conduct Board using the procedure described in the Student Handbook. Appeals must be submitted within five (5) business days of the decision, and are only to be allowed on the limited grounds defined in the Student Handbook.

Retaliation Policy

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. The University does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator and/or to officials of the U.S. Department of Education.

Campus Sex Crime Prevention Act and Duty to Report

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.
Main Campus (Manchester), Salem Center, and Nashua Center

In New Hampshire, pursuant to TITLE LXII of the New Hampshire Criminal Code chapter 651-B, convicted sexual offenders are required to report their current mailing address, place of residence or temporary domicile, and place of employment or schooling to the local law enforcement agency within 30 days after the person’s release from custody following conviction, or within 30 days after the person's date of establishment of residence in New Hampshire if convicted elsewhere. The reporting continues annually within 30 days after each anniversary of the person’s date of birth, and additionally within 30 days after any change of address or place of residence.

Any nonresident sexual offender or offender against children who enters New Hampshire for the purpose of employment, with or without compensation, or to attend any public or private educational institution for a period exceeding 14 consecutive days or for an aggregate period of time exceeding 30 days during any calendar year is required to report to the local law enforcement agency having jurisdiction over the place of employment or school within 10 days of the nonresident offender entering the state for employment or schooling, and additionally within 10 days after any change of place of employment or schooling. In the event a nonresident offender is required to register, but does not have a principal place of employment, the offender must register with the department in Concord. Upon the nonresident offender’s initial registration, the local law enforcement agency or the department notifies the offender of the offender’s duty to report under this chapter.

The offender reports the address of her/his place of employment or schooling while in the state, the address where s/he resides out of state, and other information required by department rules adopted in accordance with RSA 651-B: 8. The reporting continues annually within 30 days after each anniversary of the person’s date of birth, and additionally within 10 days after any change of address or place of employment or schooling. The offenders address status is monitored through the mailing of a non-forwardable verification form to the offender’s last reported address every 90 days.

The Main Campus (Manchester) falls under the jurisdiction of the Manchester and Hooksett Police Departments, the Salem Center falls under the jurisdiction of the Salem Police Department and the Nashua Center falls under the jurisdiction of the Nashua Police Department. Each police department is responsible for maintaining a current list of Sexual Offenders required to register in their perspective areas.

Availability of Information to the Public

(Convicted of a violation or attempted violation)

The information available to the public is broken down by city or town and includes the sexual offender's name, address, offense, and court date. Information is available through the New Hampshire Registration of Criminal Offenders website. The existing provisions of TITLE LXII of the New Hampshire Criminal Code chapter 651-B address the specific requirements of the federal law known as the Adam Walsh Child Protection and Safety Act of 2006 (42 USC 16921).

Uniform Crime Reports

Southern New Hampshire University maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation.

Disclosure to Alleged Victims of Crimes of Violence to Include Sex Offense

Southern New Hampshire University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of the hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Southern New Hampshire University will provide the result of the hearing to the victim’s next of kin, if so requested. SNHU discloses the results of hearings involving sexual harassment, sexual violence, stalking, and intimate partner violence to the parties in writing, without
significant delay between the notifications. Such notifications indicate when a decision is final, any changes that occur to the finding or sanctions before they are final, and procedures for appeal.

For more information about safety on the SNHU campus, contact the Office of Public Safety (603) 645-9700 to discuss your questions and concerns.
Annual Fire Safety Report

Only the Main Campus (Manchester) is a residential campus and included in the annual fire safety report.

Fire Safety Disclosures

A fire is any instance of an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Where to Report a Fire

All fires must be reported to the Public Safety Department at 603-645-9700 even if the fire is out and regardless of the size of the fire. Provide as much information as possible about the location and possible cause of the fire.

If anyone finds evidence of a fire that has been extinguished, and that person is unsure if the Public Safety Department has already been notified, that person should immediately notify the Public Safety Department so that the incident can be documented and investigated.

Fire Log

Daily Crime and Fire Logs are available for review during normal University business hours (8am to 4:30pm, Monday through Friday, except holidays and emergency closures) at the Public Safety office, located at Morrissey House 2503 North River Road. The information in the crime and fire log relative to fires typically includes information about fires that occur in residential facilities, including the nature, date reported, date and time, and general location.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes and updated information regarding previously reported crimes are entered into the daily crime and fire log within two business days of when it is reported to Public Safety. The Public Safety Department makes the daily crime and fire log for the most recent 60-day period open to public inspection during normal business hours. Additionally, any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request.

Fire Protection and Prevention

Southern New Hampshire University’s residential and non-residential buildings are thoroughly equipped with combinations of sprinkler systems, smoke and heat detectors, fire hose connections, and extinguishers which are at all key locations and are easily accessible. All of our fire suppressant systems meet or exceed current codes.

A minimum of two unannounced fire drills are conducted each year and any deficiencies found are immediately addressed.

The University takes fire safety issues very seriously and is regularly inspected and consults with the Manchester Fire Department and Hooksett Fire Department on fire safety issues. The Manchester Fire Department is approximately 2.72 miles from the main campus. The Hooksett Fire Department is approximately 2.03 miles from the main campus. This distance allows for quick response to any fire alarm or other emergency situations.

Both Departments are responsible for their sections of campus which is divided by the town and county line. These departments also provide mutual aid to each other in the event of an actual emergency on campus.
All fire alarm systems are wired into or radio dispatched to the Manchester and Hooksett fire departments.

Fire hydrants are located strategically for quick response and adequate supply of water.

**SNHU On Campus Student Housing Fire Safety Systems**

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* CH, WN, KR Torn Down June 2017
** Monadnock opened August 2017
*** Greely closed (total fire loss) 11/18/17
**** Kingston Opened August 2018
***** Cranmore and Sunapee Torn Down June 2018
Statistics and Related Information Regarding Fires in Residential Facilities

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* Chocorua, Winnisqaum, Kearsarge Torn Down June 2017
** Monadnock came on line August 2017
*** Greely closed (total fire loss)11/18/17
**** Kingston Came on line August 2018
***** Cranmore and Sunapee Torn Down June 2018

**Portable Fire Extinguishers**

- Portable fire extinguishers at the University are intended for use by trained individuals.
- You should activate the nearest fire alarm prior to using a fire extinguisher. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Don’t fight a fire if you have not been trained or are unsure about what type of extinguisher to use.
- Remember to never fight a spreading or growing fire and never block your escape.

**Fire Safety Education and Training**

Residence Life Staff receive yearly fire extinguisher training. Resident Assistants and Public Safety officers are trained in hands-on fire suppression.

Residents receive a general orientation to fire safety policies and fire safety systems present in their hall/floor meeting at the beginning of the academic year. Residents also participate in a minimum of two evacuation drills each year.

Magnets are placed in residence hall rooms with links to evacuation procedures, shelter in place procedures, contact information to report fire and safety concerns, etc.

**Fire Safety Related Policies and Procedures**

Breaching campus fire safety is prohibited. The following is a list of fire safety policy violations:
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. The cost for needlessly activating false fire alarms is $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. Open flames are not permitted in residence halls. Camp stoves, candles, incense and incense burners, propane torches and lanterns are not permitted in any residence.

**Flammable Materials and Fireworks**

Students may not possess 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.

**Grills**

Personal cooking grills (charcoal, gas or propane) are not permitted on campus. Students may use the university-owned grills.

**Residence Life Policies on Portable Appliances, Smoking, and Open Flames**

For safety reasons, university regulations prohibit the possession or use of some appliances even though they are regularly found in private homes. Examples of items not allowed are: space heaters, power tools, hot pots, hot plates, toaster ovens, coffee makers, other small cooking appliances, microwave ovens, air conditioners, immersion heaters and halogen lamps. This list is a guide and is not all-inclusive. The university reserves the final decision on any item determined to be inappropriate for residence halls. If residents live in an apartment or townhouse, they 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.

Open flames are not permitted in residence halls. Camp stoves, candles, incense and incense burners, propane torches and lanterns are not permitted in any residence.

For the safety and health of the entire campus community, the smoking policy of the institution is intended to minimize the effects of smoking and comply with the state legislation (RSA 155:64-77). Smoking is prohibited in all buildings and on Larkin Field. In addition, smoking is prohibited within 25 feet from any university building entrance.

**Health & Safety Regulations**

No more than 50 percent of the total wall area in any room may be covered with combustible materials (e.g. flags, posters, pictures). Do not suspend coverings (parachutes, fishnet, flags, tapestries, posters,
electric lighting, etc.) from the ceilings, walls, fire detectors, or sprinklers. Electrical outlets and lights may not be covered at all.

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 in any way obstruct passage into one’s residence.

Decorative holiday lights (including rope lights) will not be permitted in the residence halls.

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 (that is not bolted or fixed to walls, floors, etc.) and should be of a size that does not block doorways and/or corridors or in any way obstructs passage into their residence.

Plans for Future Improvements in Fire Safety

The University meets all state and local fire safety codes, and first responding employees (Public Safety, Residence Directors, Wellness staff) regularly receive fire safety training. The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. A direct communication system was installed in 2017 and now allows Public Safety to have direct communication with the Manchester and Hooksett fire departments without reliance on telephones.

In 2018 Public Safety added a fire safety awareness session for students to the Adopt a Hall program.

SNHU Emergency Evacuation

Emergency situations that call for evacuation of classrooms and buildings will be announced by the emergency fire alarm horns and visual alarm systems. When these alarms sound or are seen, all persons must immediately leave the building. Do Not Use Elevators during an emergency. The following are guidelines for individuals with and without disabilities:

Procedures for individuals without need of assistance:

- Treat all alarms as if they warned of real emergencies and always evacuate.
- Faculty and staff members should take a leadership role ensuring all students and guests follow evacuation procedures. Faculty, staff and students should be aware of the nearest emergency exit and alternative exits if necessary.
- Close but do not lock windows and doors, doors that are locked for security reasons may remain locked based on the general practices of the department. Remember that closed windows and doors can reduce the spread of fire and/or hazardous materials and fumes.
- Use appropriate exit – Do not use elevators. Exit the building using the closest stairwell or exit door. Move at least 100 feet away from the building so fire/rescue personnel may have greater access to the building.
- If possible, take any required medication and appropriate outerwear with you.
- If possible, assist persons requiring additional assistance exiting the building. If special assistance is needed, please alert Public Safety at ext. 9700 or 603-645-9700 of an individual's need and specific location.

Emergency Building Evacuation for People with Disabilities

This procedure has been developed to provide assistance to individuals with a physical or sensory disability when an emergency occurs; however SNHU calls to the attention of all individuals with disabilities the fact that no one else can look out for their well-being as well as they can themselves. Therefore, individuals with disabilities need to be responsible for studying and remembering the important parts of each building they are in, including exits, phone locations, and elevator procedures.
• Responsibility for evacuation plan awareness belongs to the student, staff or faculty member. During an emergency, individuals requiring special assistance should notify the Office of Public Safety at ext. 9700 or 603-645-9700 of their location so emergency personnel may be notified.
• With permission of a student, the Office of Public Safety will be provided with a student's class schedule by the Office of Disability Services.
• Individuals requiring evacuation assistance are encouraged to create an evacuation plan in coordination with the appropriate office or offices including: Office of Disability Services, Residence Life, Public Safety and the Office of Human Resources & Development. In addition, individuals requiring evacuation assistance and who reside on campus may register via the Public Safety Department with the Fire Department.
• When an emergency occurs in a single level building, individuals must leave the building using the nearest available exit. Once outside, move at least 100 feet away from the building. A volunteer student or staff member may assist the individual to safety.
• When an emergency occurs in a multi-level building, individuals are to go to the nearest stairwell, enter the stairwell and remain at the top of that stairwell for emergency personnel. Stairwells provide a safe haven for up to two hours and emergency personnel are trained to check stairwells first. Do not use elevators during emergencies. Ideally, and only on a volunteer basis, it is best if someone waits with the individual until help arrives.

Specific Guidelines for Assisting Those with a Disability:

Mobility Impaired:
• On a ground level floor, individuals with mobility impairments should exit the building using the nearest emergency exit.
• On a non-ground level floor, individuals with mobility impairments should move to the nearest stairwell and wait for emergency personnel. If possible, the individual should alert Public Safety at ext. 9700 or 603-645-9700 to their location and evacuation need.

Vision Impaired:
• Help guide a person with vision loss by asking the person if he/she would like to take your arm at the elbow. DO NOT grasp the arm of a person with low vision or blindness. Give the person verbal instructions as you guide the person, advising about steps, rough terrain, walking through doorways, debris, etc. Verbal compass directions, estimated distances and directional terms are the most familiar tools for person with vision loss.
• A service animal could become confused or disoriented in a disaster. People who are blind may have to depend on others to lead them, as well as their service animal, to safety during an emergency.

Hearing Impaired:
• Individuals who are deaf or hard of hearing should be informed individually of the emergency and how to respond as soon as the emergency is identified. Write directions on paper, if necessary. It should not be assumed that hearing impaired persons can hear the fire alarm or that they will know what to do by watching others. Residents who have disclosed that they are hearing impaired are provided with a flashing alarm system in their residence.

Respiratory Illnesses:
• Many respiratory illnesses can be aggravated by stress. In an emergency, oxygen and respiratory equipment may not be readily available. People with respiratory illnesses should be referred to emergency personnel. In an emergency, individuals with respiratory illness should notify Public Safety at ext. 9700 or 603-645-9700 of their location and evacuation needs.

Other Disabilities:
• Ask the person how you can help them most effectively. Be calm and reassuring. If the person is not able to evacuate safely, lead the person to an area of safety outside the
building or if in a multi-level building to a stairwell. Assure the individual that assistance is on the way and if possible notify Public Safety at ext. 9700 or 603-645-9700 of the location and evacuation need of the individual.

In the Event of Fire

- If you discover a fire in your area: alert others in the immediate area, get out, and close the door behind you.
- Activate the building fire alarm system on your way out and call Public Safety at 603-645-9700 from a safe place.
- Leave the fire area immediately by following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
- Exit the building via the closest exit or exit stairway.
- Never use an elevator when evacuating for a fire alarm or smoke-filled building. Always use the stairs.
- Once outside the building, move to a safe area, tell the fire department if anyone is left inside, and do not reenter until you are told to do so.

If you are Trapped or Unable to Exit

- Stay calm, and take steps to protect yourself.
- If possible, move to a room with an outside window.
- If there is a working phone, call Public Safety and tell the dispatcher where you are. Do this even if you can see the fire department from the window.
- Stay where rescuers can see you through the window, and wave a light-colored item to attract their attention.
- Stuff clothing, towels, or blankets around the cracks in the door to help keep smoke out of your refuge.
- If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. The rescue of occupants of large structures could take time.

SNHU strives to ensure the safety of all members of the campus community. By remaining calm and following the Emergency Evacuation Procedures, the highest level of safety will be ensured for all.
Appendices

Sexual Misconduct Policy

Introduction

Southern New Hampshire University ("the University"), in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and other similar state and federal statutes and regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety and welfare of a member of the University community; or any person on University property; or at a University sponsored or supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

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.

The University encourages the reporting of sexual misconduct that is prompt and accurate. This allows the University community to quickly respond to allegations and offer immediate support to the victim. The University is committed to protecting the confidentiality of victims as permitted under law and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. Certain professionals at the University are permitted by law to offer confidentiality. Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and University policy. This means that they may have to report to University officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be thoroughly reviewed and appropriately investigated in a prompt manner, and both the complainant and the accused will be afforded equitable rights during the process.

The University does not discriminate on the basis of sex in its educational programs and in other activities operated by the University and is required by Title IX, and specifically 34 C.F.R. Part 106.9, not to discriminate in such a manner. This extends to Associates of and applicants for admission to the University. Inquiries concerning the application of Title IX may be directed to the University’s Title IX Coordinator.

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 provided to all incoming students and employees. All employees are required to participate in these programs, and all members of the University/university community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Acquaintance Rape</td>
<td>Forced, manipulated or coerced sexual contact committed by someone who knows the victim.</td>
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<td>Associate</td>
<td>A faculty member, staff member, or University personnel</td>
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<td>Term</td>
<td>Definition</td>
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<td>Consent</td>
<td>Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision—indicated clearly by words or actions—to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Coercion includes unreasonably pressuring another to engage in sexual activity. Lack of mutual consent is the crucial factor in any sexual misconduct. Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity. Silence without demonstrating permission does not constitute consent. Consent is not valid when a person is incapacitated, or when an intellectual or other disability prevents a person from having the capacity to give consent. A person is incapacitated if they lack the capacity to consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person. Under New Hampshire State Law, a person under sixteen years of age cannot consent to sexual contact.</td>
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| Dating Violence      | "Dating Violence" includes violence committed by a person:  
1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and  
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:  
a. the length of the relationship.  
b. the type of relationship.  
c. the frequency of interaction between the persons involved in the relationship. |
<p>| Discrimination       | Treating an individual differently in the terms or conditions of his or her employment or education on the basis of his or her 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. |
| Domestic Violence    | The State of New Hampshire defines domestic violence as 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: |</p>
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| | • assault or reckless conduct  
| | • criminal threatening  
| | • sexual assault  
| | • interference with freedom  
| | • destruction of property  
| | • unauthorized entry,  
| | • harassment, and  
| | • cruelty to animals.  
| | The offense or attempted offense must represent a credible threat to the safety of the victim. This may require consideration of all acts by the perpetrator that reflect an ongoing pattern of behavior which reasonably causes or has caused the victim to fear for his or her safety or well-being: (RSA 173-B:1; 173-B:10)  
| | Gender-Based Harassment  
| | “Gender-based harassment” is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.  
| | Hostile Environment  
| | 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.  
| | A hostile environment can be created by anyone involved in a University’s program or activity (e.g., administrators, faculty members, students, and campus visitors).  
| | In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. But the University will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.  
| | To make the ultimate determination of whether a hostile environment exists for a student or students, the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education.  
| | The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.  
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<td>First Amendment Considerations</td>
<td>This policy does not impair the exercise of rights protected under the First Amendment. Nor does it create First Amendment rights that do not currently exist within a private post-secondary institution. The University's sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the University applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others</td>
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<tr>
<td>Sex-Based Harassment</td>
<td>“Sex-based harassment” includes sexual harassment and gender-based harassment.</td>
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<td>Sexual Assault</td>
<td>New Hampshire law defines three levels of Sexual Assault: Sexual Assault, Felonious Sexual Assault, and Aggravated Felonious Sexual Assault.</td>
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<td>Sexual Assault (RSA 632-A:4) means unwanted or unwelcome touching of a sexual nature, including: fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid Consent.</td>
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<td>Felonious Sexual Assault (RSA 632-A:3) includes the offense often referred to as the “statutory rape law,” which involves sexual penetration of a person between the ages of 13 and 16 when the age difference between the actor and the other person is 4 years or more. It also applies when a person is in a position of authority over another and coerces that other person to engage in sexual contact with the actor or with him/herself in the actor’s presence.</td>
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<td>Aggravated Felonious Sexual Assault (RSA 632-A:2) is defined as a Sexual Assault under certain circumstances, including but not limited to: use or threat of physical violence or superior physical strength on the victim, coercion by threatened retaliation against the victim or another person, submission under false imprisonment, kidnapping or extortion, or sexual assault after the administration without prior consent of an intoxicating substance which incapacitates the victim.</td>
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<td>Sexual Battery</td>
<td>Sexual contact that occurs without consent.</td>
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<td>Sexual Exploitation</td>
<td>“Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:</td>
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<td>• Prostituting another person;</td>
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<td>• Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;</td>
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|                            | • 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
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<td>known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,</td>
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<td>• 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.</td>
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<tr>
<td>Sexual Harassment</td>
<td>As defined in the 1980 Equal Employment Opportunity Commission’s Guidelines On Sexual Harassment, sexual harassment encompasses “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. Sexual harassment occurs when:</td>
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<td>1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, creating an intimidating or hostile employment, educational or living environment for an individual; or</td>
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<td>2. Such conduct has the purpose or effect of abusing, threatening, or intimidating an Associate or student through insulting or degrading sexual remarks or conduct; or</td>
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<td>3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment or of a student’s status in a course, program or activity; or</td>
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<td>4. Submission to or rejection of such conduct is the basis for academic or employment decisions affecting an individual; or</td>
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<td>5. Such conduct is directed against an individual persists despite requests for its cessation and/or when a claim of sexual harassment has resulted in retaliation against Associates/students for complaining about such behavior.</td>
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<tr>
<td>Sexual Misconduct</td>
<td>Any sex discrimination that can include discrimination, sex-based harassment, sexual battery, gender-based harassment, sexual harassment, sexual violence or assault, rape, sexual coercion or exploitation, sexual threats or intimidation, domestic violence, dating violence, stalking, and cyber-stalking.</td>
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<td>Stalking</td>
<td>Under New Hampshire state law (RSA 633.3), Stalking occurs when a person:</td>
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<td>1. engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would place the person in reasonable fear for safety, or of harm or bodily injury to self or others; or</td>
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<td>2. engages in a course of conduct that the person knows will place that individual in fear for his or her personal safety or the safety of that individual’s immediate family; or</td>
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<td>3. after being served with a protective order prohibiting contact with an individual, purposely, knowingly, or recklessly engages in a</td>
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<td>single act of conduct that is included in the “Course of Conduct” definition below.</td>
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<td>A course of conduct refers to a pattern of behavior of two or more acts over a period of time that include any of the following acts:</td>
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<td>1. Threatening the safety of the targeted person or an immediate family member.</td>
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<td>2. Following, approaching, or confronting that person, or a member of that person's immediate family.</td>
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<td>3. Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family.</td>
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<td>4. Causing damage to the person's residence or property or that of a member of the person's immediate family.</td>
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<td>5. Placing an object on the person's property, either directly or through a third person, or that of an immediate family member.</td>
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<td>6. Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family.</td>
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<td>7. Any unwelcome act of communication as defined in N.H. RSA 644:4, II, including through email, text, phone, mail, etc.</td>
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**Unwelcome Conduct**

Conduct is considered “unwelcome” if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

**Scope**

This policy applies to all members of the University Community including all students, faculty, staff, and other university officials, whether full or part-time and guest lecturers, as well as to conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) directed toward, University students, faculty, or staff members. The policy applies to these parties regardless of sexual orientation or gender identity or expression. The policy governs the conduct of all faculty, staff, administration, Associates, students, volunteers and visitors at off-campus University sponsored events, including, but not limited to academic and educational programming, internships, study abroad programs, athletic events, and all other University programming, as well as to the conduct of all faculty, staff, administration, Associates, students, volunteers and visitors occurring off-campus but having an effect on the University's educational environment or a victim's educational experience.
Purpose

To define, prevent, and respond to Sexual Misconduct.

Prohibited Conduct

The University strictly prohibits all forms of Sexual Misconduct. As defined above, this includes discrimination, sex-based harassment, sexual battery, gender-based harassment, sexual harassment, sexual violence or assault, rape, sexual coercion or exploitation, sexual threats or intimidation, domestic violence, dating violence, stalking, and cyber-stalking. Sexual Misconduct is prohibited whether occurring on or off campus and whether directed against a member of the University community or outside the University. Allegations of sexual misconduct are investigated and processed in accordance with the discipline process outlined herein and in the Student Handbook, Employee Handbook, and/or SNHUPEA Agreement.

Reporting Policy

The University encourages community members to report incidents of sexual harassment, sexual assault or any other sexual misconduct immediately to the University and the police. A report may be made by the victim of a violation of this Policy or by any other person having knowledge of the violation. Confidentiality concerns are addressed below.

Employee Reporting

The University takes the position that all employees not having a legal duty of confidentiality (e.g. a licensed counselor, doctor, or nurse) are “Responsible Employees”. A Responsible Employee is a University employee who has the duty to report incidents of sexual misconduct. With respect to students who are also employed by the University, only Resident Assistants (RAs) and those student employees with similar significant responsibility for student welfare are Responsible Employees under this policy.

A Responsible Employee who witnesses or has knowledge of sexual misconduct against a student must immediately contact the Title IX Coordinator, Human Resources, or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President for advice and assistance and to ensure the University responds appropriately. A failure by a Responsible Employee to report a violation of this policy perpetrated against a student may warrant disciplinary action, and may in some circumstances also result in civil or criminal liability.

Any employee who has themselves been a victim of sexual misconduct should contact the Title IX Coordinator, Human Resources, or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President.

Bystander Policy

The University encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention where it is safe to do so, creating a distraction, calling law enforcement, or seeking assistance from a person in authority.

Connection Between the Sexual Misconduct Policy and the Drug and Alcohol Policy

Victims, bystanders, or other parties may have concerns about reporting sexual misconduct because of the University’s drug or alcohol policy. The University’s primary concern is student safety, and any drug or alcohol rules violations will be addressed separately from the sexual misconduct allegation. In addition, the University personnel involved in investigating violations of this Policy have discretion to grant amnesty from violations of the University’s drug and alcohol policy on a case by case basis. The use of alcohol or drugs never makes a victim at fault for sexual violence.
Role of the Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, the University’s Title IX Coordinator has primary responsibility for coordinating the University’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual Misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the University’s response to reports and complaints that involve possible sex discrimination affecting students to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the University can address issues that affect the wider school community.

A student or employee should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- seek information or training about victim’s rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the University’s policies and procedures related to sex discrimination, including Sexual Misconduct.

Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator’s functions and responsibilities include the following:

(1) Training for Students, Faculty, and Staff

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate University officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to Responsible Employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX’s protections against retaliation.

(2) Investigations

The University is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of Sexual Misconduct. The Title IX Coordinator oversees many aspects of this response, including:
• determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
• reviewing the intake information to assess whether there is sufficient information upon which an investigation may proceed,
• appointing an investigative team upon such determination,
• making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
• informing all parties regarding the disciplinary process,
• confirming that all parties have been notified of disciplinary decisions and of the right to, and procedures for, appeal, if applicable,
• maintaining information and documentation related to the investigation in a secure manner, and
• monitoring compliance with timeframes specified in the discipline procedures.

The Title IX Coordinator evaluates requests for confidentiality, as outlined below, by those who report or complain about sexual misconduct in the context of the University’s responsibility to provide a safe and non-discriminatory environment for all students.

**Reporting Sexual Assault or Other Violations of the Sexual Misconduct Policy**

**Timing of Complaints**

If the respondent is a current Southern New Hampshire University student (undergraduate or graduate, full-time or part-time), there is no time limit for filing a complaint to initiate these Procedures. However, students are strongly encouraged to report sexual misconduct in a timely manner to maximize the University’s ability to gather evidence, and conduct a thorough, impartial, and reliable investigation. If the respondent is a second semester senior (or in the final semester of a graduate program), the University may withhold that student’s Southern New Hampshire University degree pending conclusion of the complaint resolution procedures.

**After Graduation Complaints of Pre-Graduation Incident**

This Policy does not include adjudicating incidents that occurred before the accused was matriculated or after the student has graduated. The college can hear complaints against students who have graduated if the alleged incident took place before the accused student graduated and the complainant files a written complaint within the twelve months of the accused's date of graduation. If found to be responsible for a violation of sexual misconduct policy, the former student charged could face revocation of his/her diploma.

**Contact Information for Reporting:**

All reports of sexual misconduct under this policy can be made to the Title IX Coordinator, or any other member of the Title IX compliance team. The University’s Title IX compliance team includes Rebecca Lawrence, Title IX Coordinator; Danielle Stanton, Scott Fuller, and Jim Winn, Deputy Title IX Coordinators:

- Rebecca Lawrence is the University’s Title IX Coordinator and can be reached in person at Green Center room 105 on the University’s main campus at 2500 North River Road, Manchester NH, by telephone at 603-644-3188, or by email at titleix@snhu.edu. Ms. Lawrence, as Title IX Coordinator, is responsible for overseeing the University’s response to all Title IX complaints.
- Danielle Stanton is the VP for Human Resources and can be reached in person at 1230 Elm Street, 5th Floor, Manchester NH, by telephone at 603-629-7820, and by email at d.stanton3@snhu.edu
- Scott Fuller is the Student Conduct Manager for the College of Continuing and Online Education (COCE) and is also the Deputy Title IX Coordinator for COCE. He can be reached at 855-414-6142 ext. 0246, or at S.Fuller@snhu.edu.
Jim Winn is the Director of Public Safety, in addition to being a Deputy Title IX Coordinator for University College, and can be reached in person at Morrissey House, 2503 North River Road, Manchester NH 03106, by telephone at 603-645-9700, or by email at safety@snhu.edu.

Students:

Any student who believes that he or she has been subject to sexual misconduct and wishes to report it should immediately contact the Title IX Coordinator or any member of the Title IX Compliance team using the contact information above. Violations may also be reported to Public Safety at 603-645-9700, the office of Residential Life at 603-645-9758, coaches, Athletic Director, or any member of the Division of Student Affairs and Academic Development staff, or any other Responsible Employee. Confidentiality and the opportunity for confidential reporting are addressed below.

Employees:

Any manager or Responsible Employee who wishes to report a complaint of sexual misconduct should immediately contact a member of the Title IX Compliance Team or the office of Human Resources at 603-644-3125.

Reporting to the Police

Students are also encouraged to report sexual assault and relationship violence not only to the Public Safety or a Title IX Coordinator, but also to law enforcement authorities. However, students have a right to choose not to file a report with law enforcement. The decision to file a criminal complaint is a deeply personal choice. Students often make this decision based on the circumstances surrounding the incident and the circumstances in their life at the time of the incident. Some students discover that participating in a proceeding to hold the accused accountable helps them to regain some measure of control lost by virtue of the assault, and to protect themselves and others from future harm. Students must also understand that SNHU Public Safety is not a police force, and a report to Public Safety is not equivalent to filing a police report.

Upon reporting an incident, students will be given the opportunity and assistance to speak with appropriate local law enforcement personnel to make the report. Public Safety and/or the Title IX coordinator will assist students wishing to file a criminal complaint. Students do not need to file a criminal complaint in order to initiate disciplinary proceedings with the University, and the University may find an accused student responsible for violating the student disciplinary policy regardless of the status or outcome of the criminal proceedings, if any. Absent extenuating circumstances, the University will not unduly delay its Response Procedure to await the completion of any criminal proceeding or investigation, unless required to do so by valid court order.

Students may also wish to pursue a criminal or civil restraining order from a local court, and the University can offer a victim resources with information about how to obtain such an order.

Students in an ongoing emergency should dial 911. Contact information for local police in the Manchester area for non-emergency reporting is:

**Manchester Police Department**
405 Valley Street
Manchester, NH 03106
(603) 668-8711

**Hooksett Police Department**
15 Legends Dr.
Hooksett, NH 03106
(603) 624-1560
Health Care Resources in the Manchester Area

Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. A medical exam is also an important way for a health provider to properly collect and preserve evidence, which could later be used in a civil or criminal case. In cases where necessary, rape kits are also available at local emergency rooms.

In the case of an ongoing emergency, dial 911.

Elliot Hospital
4 Elliot Way, Manchester, NH 03013
(603) 669-5300

Catholic Medical Center (CMC)
100 McGregor St, Manchester, NH 03102
(603) 668-3545

Sexual Assault and Domestic Violence resources in New Hampshire and the Manchester area include:

New Hampshire Sexual Assault Hotline
1-800-277-5570

New Hampshire Domestic Violence Hotline
1-866-644-3574

YWCA Crisis Service
72 Concord Street, Manchester
Crisis line: 603-668-2299

Resources On-Campus

Medical treatment and counseling for on-campus students are also available at the Campus Wellness Center, located in the Robert A. Freese Student Center. Students can access health services during normal business hours by walk-in and may reach the Wellness Center Counselors at 603-645-9679. Emergency counseling services are also available twenty-four hours a day. During regular business hours, a student can speak with a counselor by contacting the Wellness Center staff. During nights, weekends and holidays, a student seeking emergency counseling can access services by contacting Public Safety or Residence Life who will notify a counselor on call.

Resources for Online Students

In addition, a list of counseling, health, mental health, victim advocacy, legal assistance, and other services available including crisis help lines can also be found on the COCE Wellness Center’s webpage. Students located outside of New Hampshire can click the “Locate Resources in Your Area” link to be directed to crisis resources based on their location.

Confidentiality

Cases involving alleged discrimination, harassment or violence based on sex demand special attention to issues of confidentiality. Dissemination of information relating to these cases is limited so as to ensure, as fully as possible, the privacy of the individuals involved. Additionally if the complaint wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the University's response may be limited. Furthermore, because of the University's obligation to maintain a safe environment for all members of the University community, the University may have an obligation to pursue an investigation without the complainant's cooperation. In such cases, the University will take
preventative measures to preserve confidentiality to the extent practicable and permissible by applicable law.

The University encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some, including professional counselors, doctors, or nurses, are required to maintain near complete confidentiality.\(^1\)
- All other employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "Responsible Employees") constitutes a report to the University—and generally obligates the University to thoroughly review and, if deemed necessary, appropriately investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The University encourages victims to talk to someone identified in one or more of these groups.

**Reporting Options:**

**A. Privileged and Confidential Communications**

**Professional and Pastoral Counselors**

SNHU can provide members of its campus community with professional, licensed counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor). SNHU Wellness counselors can be reached at 603-645-9679. Pastoral counselors may also be available to speak to students through Campus Ministry, which can be reached at 603-645-9608 or by referral at the Wellness Center.

These counselors are not required to report any identifying information about an incident to the Title IX coordinator without a victim's permission. A counselor may collect and eventually report some general, non-identifying data that will not lead to an investigation, such as the date of the report, date of the crime, and general location as part of the University's crime data reporting responsibility. A member of the community wishing to speak with a professional, licensed counselor can request to do so through the on-campus Wellness Center.

Emergency services are available 24 hours a day. Students can access services by calling the Wellness Center at 603-645-9679. During nights, weekends and holidays, a student can access services by contacting Public Safety at 603-645-9700 who will notify a counselor on call.

Students in the College of Online and Continuing Education (COCE) can also log on to the Wellness page within mySNHU and find a list of available professional counseling resources in their state.

**Registered Nurses**

In addition to counseling services, the campus Wellness Center is staffed by two full-time Advanced Practice Registered Nurses (APRN) and one licensed registered nurse. New Hampshire law (RSA 326-B) provides that confidential communications made to a nurse by a patient are entitled to the same privilege as those between a physician and a patient. As a result, a nurse in the Wellness Center is not required to reveal any details of an incident to the

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\(^1\) See “Exceptions to Confidentiality” below for an explanation of when this duty of confidentiality may not apply.
Title IX coordinator. As with a professional counselor, a nurse may collect and eventually report some general, non-identifying data that will not lead to an investigation, such as the date of the report, date of the crime, and general location as part of the University's crime data reporting responsibility.

Both professional counselors and licensed nurses may be required to break confidentiality in certain circumstances, as more fully described in “Exceptions to Confidentiality,” below.

A victim who speaks to a professional counselor or nurse must understand that, if the victim wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. Again, as a practical matter, the full availability of some of these services may be limited in certain circumstances by a victim’s desire for confidentiality and level of cooperation. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors will provide the victim with assistance if the victim wishes to do so.

Exceptions to Confidentiality:

While these professional counselors and nurses may maintain a victim’s confidentiality vis-à-vis the University, they may have mandatory reporting or other obligations under state law. For example, New Hampshire has a mandated reporter law for when a person “has reasons to suspect that a child has been abused or neglected” (R.S.A. §169-C:29), which requires timely disclosure to the N.H. Department of Health and Human Services if the victim is under eighteen years of age. A similar reporting law applies to incapacitated and elderly adults. (RSA 161-F:46). New Hampshire also has an anti-hazing statute that requires that any person who is present or otherwise has direct knowledge of any student hazing must report the hazing to law enforcement or educational institution authorities. (RSA 631:7).

Likewise, behavior that poses a serious threat of harm to self or others, or receipt of a court order or a subpoena under certain circumstances can trigger a duty to timely disclose confidential information, irrespective of the categories above.

Also, if the University determines that the alleged perpetrator(s) poses a serious and immediate threat to the University community, Campus Safety may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

B.  Reporting to “Responsible Employees.”

A “Responsible Employee” is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a Responsible Employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to review thoroughly and appropriately investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.
To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A Responsible Employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

All University employees other than licensed counselors or medical professionals are deemed to be Responsible Employees. This includes, but is not limited to: University administrators, Campus Safety Officers, student affairs personnel, residence life employees, and all faculty, adjuncts, and instructors. The only Student Employees who are Responsible Employees are Resident Assistants (RAs) and those student employees with similar significant responsibility for student welfare.

To the extent possible and practicable, a Responsible Employee should try to ensure that the victim understands the employee’s reporting obligations before a victim reveals any information to a responsible employee, – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible Employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the University to fully investigate an incident. By the same token, Responsible Employees will not pressure a victim to make a full report if the victim is not ready to do so.

**Requesting Confidentiality: How the University Will Weigh Request and Respond**

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

There are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all members of the university community.

The University has designated the Title IX Coordinator to evaluate requests for confidentiality once a Responsible Employee is on notice of alleged sexual misconduct. The Title IX Coordinator may consult other appropriate University stakeholders in his or her assessment of such a request and consideration of the factors identified below.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the University will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
whether the sexual violence was committed by multiple perpetrators;
• whether the sexual violence was perpetrated with a weapon;
• whether the victim is a minor;
• whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
• whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the victim’s request for confidentiality.

If the University determines that it cannot maintain a victim’s confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University’s response.

The University will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan.

Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

• assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
• provide other security and support, which in some circumstances could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
• inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The University may not require a victim to participate in any investigation or disciplinary proceeding.

If the University determines that it can respect a victim’s request for confidentiality, the University will also take immediate action as necessary to protect and assist the victim.

The University’s Response Procedure

Upon the University receiving notice of an incident of Sexual Misconduct, the University will provide the complainant with additional resources and a written notification outlining a number of choices including but not limited to:
• speaking with a counselor
• seeking medical assistance
• reporting the incident to local police
• filing formal conduct charges
• requesting reasonable accommodations

Timeframe for Response Process

Unless otherwise stated, 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. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint, or a maximum of ninety (90) calendar days in the event of a subsequent appeal.
An appeal of the results, whether by the complainant or the accused, must be submitted within five (5) business days of receipt of the written result. Absent extenuating circumstances, decisions on appeals are typically issued within thirty (30) days of the date of the original decision.

Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the Title IX officer or his or her designee. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than 5 business/school days.

Extenuating Circumstances

Notwithstanding the above, Extenuating Circumstances may require that this timeline be extended. For example, a complainant who seeks confidentiality and chooses not to name an accused at the time of intake may cause an investigation to be paused. If that complainant later identifies an accused, the Response Process may be re-initiated, and the time from the receipt of the initial incident report to sanctions, if imposed, may extend beyond sixty (60) days.

Hearing Procedures

Please refer to the Southern New Hampshire University Student Handbook, Employee Handbook and/or SNHUPEA Agreement for a further description of investigation, grievance, and adjudication procedures. With respect to incidents of alleged Sexual Misconduct, any conflict between the procedures described in this Policy and either Handbook, the terms of this Policy shall control.

Intake

Upon receiving a complaint, the University will conduct an Intake. At the Intake stage, the University will take steps to make a safety plan, prevent or address any retaliatory conduct, address any immediate physical or emotional safety concerns for anyone involved, offer support to the complainant with any law enforcement reporting decision, address any threat to the safety of the University community, and enter any non-identifying information into the University's crime log.

Prior to initiating its investigation, the University will inform the complainant of their intention to investigate, and request his or her consent to do so. The University will assess any requests for confidentiality or requests not to investigate further at that time, consistent with the Confidentiality policy outlined above. If the University cannot honor such a request, the complainant will be informed at that time.

Informal Resolution Options

The University may present an opportunity for informal remedies or resolution at any time during the response process. A complainant will never be expected to work out a resolution directly with the accused. Likewise, in incidents of sexual assault or sexual violence, mediation is never an option. Informal resolutions are voluntary.

Interim Measures

If necessary, the University will take immediate steps to protect complainants pending the final outcome of an investigation with interim measures. If it is determined by a staff member that contact between specific persons may pose a threat to the safety or emotional well-being of an individual, a No-Contact order can be issued by the University. Other interim measures available to the University include but are not limited to: temporary administrative suspension, restrictions on participation in a team or organization, or student accommodations as described below.
Student Accommodations

A student who has been a victim of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, access academic support such as tutoring services, and change residence hall assignments. Pursuant to Title IX, in most cases of sexual violence or sex discrimination, the University will endeavor, to the extent practicable, to change the schedule or accommodations of the accused student prior to changing the schedule or accommodations of the complainant.

After any necessary Interim Measures or Accommodations have been made, the scope of any further investigation or disciplinary action will depend upon factors including but not limited to: whether the complainant wishes to pursue a complaint to the University Conduct Board and whether the University has an obligation to pursue a University Conduct Board hearing regardless of the wishes of the complainant to preserve the safety of the University community.

Investigation and University Conduct Board Discipline Process

After the Intake, the Title IX Coordinator or an assigned Deputy Coordinator will determine if the allegations contained in the complaint would, if proven, constitute a violation of this Policy. If a determination is made that the allegations would constitute a violation, an Investigation will be initiated by the Title IX coordinator or his or her deputy or designee.

If the Title IX coordinator determines that the allegations, if true, would not constitute a violation of the Policy, the complainant will be provided with other support options as appropriate, but the Title IX coordinator will not pursue any further investigation or discipline under this Policy at that time.

If, however, the complainant presents new evidence, reveals new information, or presents a violation of another SNHU Policy, this decision can be reevaluated by the Title IX Coordinator in his or her discretion.

Investigation Process

If the Title IX Coordinator determines that an investigation is appropriate under the standard described above, the Title IX Coordinator or an assigned deputy Title IX coordinator will conduct a prompt, fair, and impartial investigation that involves interviewing parties and witnesses as appropriate, and reviewing evidence including available police reports. All investigations will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct a hearing process that protects the safety of victims and promotes accountability. Any member of the university community who knowingly makes a false statement to the investigator during the course of the investigation may be subject to disciplinary action.

The Investigator will complete an investigation report within a reasonable time period after initiating the investigation. The Title IX Coordinator will then, based upon the findings in that report, determine whether the conduct in question should be referred to the University Conduct Board for a hearing. If so, written charges will be prepared by the Title IX Coordinator or his or her designee, provided to the complaining party and the accused simultaneously by email, and filed with the University Conduct Board. An investigative report completed as part of this process is a fact-finding report that will not include a recommendation of sanctions to the University Conduct Board, which will determine what sanctions, if any, are to be imposed. The report shall be mandatory evidence for the University Conduct Board hearing, and will be presented to the Board by the Title IX Coordinator or the Investigator.

If the Title IX Coordinator determines that the information presented does not merit a referral for a University Conduct Board hearing, he or she will inform both the complainant and the accused simultaneously by email to their SNHU email accounts of the decision. That email will include Notice that the investigation may be re-opened at the discretion of the Title IX Coordinator if new evidence is
presented, new information comes to light, or a violation of another SNHU Policy or another section of this Policy are discovered.

Option to File Independent Charges:

Under extenuating or unusual circumstances, at the sole discretion of the Dean of Students, the complainant may be permitted, despite a decision by the Title IX Coordinator not to refer the matter to the University Conduct Board, to file independent charges with the University Conduct Board on his or her own behalf. In such cases, the Investigator’s report shall be considered as evidence by the Conduct Board, and the Investigator shall be called by the Board as a necessary witness. A complainant wishing to file independent charges must seek permission of the Dean of Students, no later than 180 days of the alleged incident, unless extended for good cause by the Dean of Students in his or her sole discretion.

University Conduct Board Hearing for Students

If the matter is referred to the University Conduct Board, or if a complainant files independent charges with the Student Conduct Board, a hearing will be conducted consistent with the process outlined in the Student Handbook and herein. All hearings conducted involving allegations of Sexual Misconduct will be conducted by officials with annual training related to domestic violence, sexual assault, and stalking, and on processes that protect the safety of victims and promote accountability. In the event of any discrepancy between the procedures described in the Student Handbook and this Policy, this Policy shall control.

Applicable Procedures for Employees

The adjudication of complaints lodged against Southern New Hampshire University employees will be handled consistent with the Southern New Hampshire University Professional Employees Association Agreement and the Employee Handbook.

Parties’ Rights to Advisors

The accused and the complainant may be assisted during disciplinary hearings, any mediation, and related meetings, by an advisor of their choice, including an attorney. The respondent and complainant may propose witnesses and may produce other evidence for consideration by the University Conduct Board. The respondent and complainant are responsible for presenting evidence on their own behalf. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the hearing officer or his or her designee. Advisors may speak privately to their advisee, during the proceeding, but may not present evidence, question witnesses, raise objections, or address the student conduct body.

Student Sanctions

The University considers Sexual Misconduct violations as extremely serious and subject to sanctions including expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions.

Evidentiary Standard in Sexual Misconduct Complaints:

The burden of proof in all cases of Sexual Misconduct to be adjudicated by the conduct board is “the preponderance of the evidence” standard – whether it is “more likely than not” that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

Conflict of Interest

If there is a real or reasonably perceived conflict of interest involving the actions of the designated University official or University office typically responsible for handling matters of concern for a student, employee or faculty member, an alternative University representative or University office can be contacted instead. Alternate representatives may include the Office of Academic Affairs, Provost’s
Office, or Office of Human Resources. The alternate University representative or office may then designate an impartial and appropriate University official to resolve the matter following applicable University policy.

**Evidence and Witnesses**

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be presented to members of the University Conduct Board presiding over the hearing at least 24 hours prior to the hearing, who will then share it with the opposing party in advance of the scheduled hearing. The Conduct Board members presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing.

If a party intends to present witnesses, a list of proposed witnesses and a written witness statement for each witness must be presented to the hearing officer at least 24 hours prior to the hearing. Written witness statements will be shared with the opposing party as documentary evidence. Witnesses are defined as someone who perceived the actual incident as it occurred. The Conduct Board will have discretion to call or choose not to call proposed witnesses during the hearing. The parties may not question witnesses directly during the hearing, but may submit questions to the Conduct Board, which the conduct board may, in their discretion, ask directly to the witness. Any attempt to coerce or intimidate a proposed witness by any person will constitute Retaliation under this policy subject to appropriate disciplinary action.

Members of the University Conduct Board presiding at and/or hearing the case will have broad discretion and make the final decision relating to the admissibility of all evidence and the presentation of witnesses. When the circumstances warrant, Conduct Board members may, in their sole discretion, consider evidence or admit witnesses submitted with less than 24-hours’ notice. Where required by applicable law, witness statements or evidence may be reasonably redacted to protect recognized privacy rights.

**Documentation or Recording of Proceedings**

The University will seek to maintain a record of all hearings, including findings of fact. The record of the University Conduct Board Hearing will generally be made by audio recording, though alternative methods of recording or documentation may be employed at the University Conduct Board’s discretion or as needed.

**Notice to Parties**

Both the complainant and the accused will be informed, simultaneously, by email to their Southern New Hampshire University email accounts, of (1) the outcome of any disciplinary proceeding involving and allegation of sexual misconduct, (2) the University’s appeal process and the rights of both the complainant and the accused to appeal the results (3) any change to the results that occurs prior to the results becoming final, and (4) when such results become final.

**Rights of Appeal**

Both parties shall have the opportunity to appeal a decision by the University Conduct Board using the procedure described in the Student Handbook. Appeals must be submitted within five (5) business days of the decision, and are only to be allowed on the limited grounds defined in the Student Handbook.

**Additional Reporting Resources**

A student or applicant who believes that he or she has been discriminated against can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights.

The New Hampshire Regional Office can be contacted at:
U.S. Department of Education
8th Floor
A student or applicant may also file a Charge of Discrimination at their state Fair Employment Practices agency, such as the New Hampshire Human Rights Commission, which can be contacted at:

New Hampshire Human Rights Commission  
2 Chenell Drive Unit 2  
Concord, NH 03301-8501  
Telephone: (603) 271-2767  
Fax: (603) 271-6339  
Email: humanrights@nhsa.state.nh.us

Retaliation

Retaliation against any individual who files a complaint or participates in a harassment inquiry is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subjected to retaliation. If a Complainant or witness believes s/he has been subjected to retaliation s/he should contact the Association Vice President for Human Resources, Title IX Coordinator or the Dean of Students, Deputy Title IX Coordinator. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.
Student Conduct Discipline Process

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 is directed to attend a hearing to determine what, if any, violation may have occurred.

Students 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 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 COCE Student Conduct Officer, 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, Advising, or Student Affairs. Generally, 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 email 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 member 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, COCE Student Conduct Officer, 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, COCE Student Conduct Officer, 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, COCE Student Conduct Officer, 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.

- **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 email 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.

- **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.

- **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.

- **Finding and Sanction**
  Based upon the information presented, the hearing officer or conduct board will determine if the student is 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, the Assistant Vice President of Student Success, or designee.

- **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 Student Conduct Officer, 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, COCE Student Conduct Officer, 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 it is more likely than not 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 complying with 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 a faculty or staff 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 who has participated in the hearing process and been found responsible for violating the Student Code of Conduct may file a written appeal. Appeals will only be granted if one of three criteria is met, as described in the Appeal Process section of the Student Handbook. In cases involving sexual 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, Assistant Vice President of Student Success, 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.

Appeal Process

The appeal process ensures that a student has been treated fairly in the hearing process. A student who 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 sexual assault, 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’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, Assistant Vice President of Student Success, 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 email notification of the decision is sent within seven business days of the review.

To submit a Petition for Appeal:

- Students will receive an individual appeal link included in the outcome email they receive from the hearing officer or conduct board advisor. COCE students must submit forms to coceconduct@snhu.edu.

- The Petition for Appeal must be submitted within five business days of the decision being rendered.

- If the appeal is reviewed, a decision will be made within 10 business days of receiving the petition. Outcomes could include: Upholding the decision, changing the decision, dismissal of the original decision/sanctions, or granting a new hearing. In cases of sexual assault, the University has the right and is required to notify the victim.

- 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.