University of New Hampshire
Office of Community Standards
Alternative Sanctions to Eviction Program Handbook
Alternative Sanctions to Eviction Program Contract

I, _______________________________, do understand and agree to the following:

I have been given the opportunity to choose to participate in the Alternative Sanction Program.

Participation in the Alternative Sanction Program is voluntary. If I choose to participate in the program and successfully complete all of the requirements (including but not limited to two writing assignments and 30 hours of engagement) I will be allowed to remain in University Housing and my originally imposed sanction of eviction will be placed on file for one year.

Because this is a voluntary program I may choose to terminate my participation in the Alternative Sanction Program at any time. I understand if I choose to terminate this program, my originally imposed sanction of eviction will be implemented and I will have five (5) days from the date I terminate this program to move out of University Housing.

As outlined in the handbook that accompanies this contract I will be required to actively participate in this program. This will require work on my part. I will be required to meet any and all deadlines established and agreed upon during the course of this program. I will be required to complete all of my engagement hours, which I will plan for in the calendar that is attached to the Alternative Sanctions Program handbook. I understand that I will be required to put a good faith effort into my writing assignments showing my own personal reflection. I agree to follow APA standard college format (if you need help with this please ask and see https://owl.english.purdue.edu/owl/resource/560/01/) for all of my written assignments.

I_____________________________ do understand that it will be the administrators of this program who will determine if I am making satisfactory progress during the program and if I successfully complete the program. I understand that if the administrators of the program determine that I am not making satisfactory progress they will provide me with written feedback in the areas I need improvement and I will have until the next meeting to take appropriate corrective action. I understand if I fail to do so I will receive written notice that the program is terminated, my originally imposed sanction of eviction is implemented and I will have five (5) days from the date of the notice to move out of University Housing.

I recognize that I have been given the privilege to remain in my residence hall room during this eviction and that my due process rights have been exercised. As such, I understand if I choose to be involved in any further misconduct my privilege to remain in University Housing shall be revoked, my eviction will no longer be withheld, and I will be required to move out of University Housing within 48 hours; I understand that there is no five (5) day grace period. This includes, but is not limited to: misconduct that may be considered minor violations of the code, serious violations of the code, violations of local and state laws and ordinances, and because I am trying to make decisions that are the best for me, being in the presence of serious violations of the code may result in my eviction.

I acknowledge that the spirit and intent of this program is to help me understand both the immediate and long term consequences of my choices on my life and I understand that I am currently evicted from University Housing because of the choices I have made. I understand that the intent of this contract is not to scare me or intimidate me. I understand that the intent of this contract is to help me begin the process of thinking about the choices I will make, to explore whether or not they are the best choices for me, and to make well informed choices.

This contract and handbook has been reviewed and discussed with me, I have had an opportunity to ask questions and be heard, my questions have been answered, and I agree to voluntarily participate and abide by all requirements of the Alternative Sanction Program.

_____________________________  ________________________________
Student Name and date          Student Signature
Purpose of Document

The University of New Hampshire, Office of Community Standards, has developed a program offering alternative sanctions to the sanction of eviction. In cases where a hearing officer or complainant has determined that a serious violation of the Student Code of Conduct has occurred, or where a student has accepted responsibility for a serious violation of the Code, and a student would normally be sanctioned to eviction, it may be determined that a student is eligible to participate in the Alternative Sanctions Program (ASP).

This document will attempt to outline the mission and values of the Division of Student and Academic Services, goals, standards, structure, and expectations of the program to ensure transparency, consistency, and fairness to all students.

Mission and Values

The Student and Academic Services (SAS) Mission

The Office of Community Standards falls within the Division of Student and Academic Services at UNH. SAS serves the students of the University of New Hampshire. SAS provides experiences, opportunities and support that encourage students to reach their academic potential and develop the personal and professional skills necessary for participation in a changing world. The Division assists students with enrollment, academic support, community involvement and leadership, personal development, health and wellness, public safety and accountability, and the acquisition of skills and knowledge to realize the richness of learning that can flow from working with people from diverse backgrounds and in diverse settings.

The SAS Vision

The Division of Student and Academic Services is a learning organization that supports the Academic Plan of the University of New Hampshire utilizing strategic partnerships on and off campus; we create an integrated and challenging educational experience, within a supportive environment, that fosters intellectual and personal excellence, responsible citizenship, and a commitment to community.

Organizational Values

As an organization, the Division of Student and Academic Services includes a large and varied group of professional staff members, full- and part-time, who carry out the mission of the Division. Toward this end, we value:

- students and the transformative power of education
- organizational effectiveness
- diversity and multiculturalism
- collaboration, coordination and cooperation
- respectful treatment of all individuals
- open, honest communication and decision-making
- integrity and ethical conduct

The Office of Community Standards (OCS)

We support the mission and values of SAS by maintaining the general welfare and safety of the University community and preserving a productive living and learning environment through our administration of the
University of New Hampshire Student Code of Conduct and Conduct Process; the agreed upon community standards established by UNH students, staff, and faculty.

To achieve these aspirations, The Office of Community Standards supports and enforces standards of behavior designed to foster an environment of civility and respect where both rights and responsibilities are deeply valued. OCS respects each and every UNH student by protecting their rights and ensuring fairness through the enforcement of University policies and regulations. OCS believes in personal responsibility, accountability, and that your choices matter.

**Goals of the Program**

As previously stated, the Office of Community Standards values and respects each and every University of New Hampshire student and sees the inherent good our students bring to UNH. We understand our students will be faced with making many different and important choices in their lives here at UNH. We know that our students are developing into mature adults and part of this process is development through experience. We know there will be times when a student may not make the choice that is best for themselves. This might result in a meeting with any of the administrative officers on campus that utilize the conduct system which includes but is not limited to hearing officers, hall directors, apartment managers, and police officers. We find merit in the tremendous learning potential of our conduct process and this alternative sanction program and believe being given a second chance to remain in University Housing will enhance this learning.

The goals of this program are as follows:

- To help students clarify their own personal values and understand how those values relate to the choices they are making
- To help students understand the very real and potential long term impact of the choices they make today on their lives tomorrow
- To help students begin the process of making well informed and potentially different choices in their future
- To help students take advantage of all UNH has to offer academically and socially
- To help students map out their current and future goals
- To help students examine their current use of time

**Standards of the Program**

When a student chooses to participate in ASP, their eviction will be withheld pending successful completion of the Alternative Sanctions program. If the student successfully completes ASP their eviction will be placed on file for one year and the student will be allowed to remain in housing. If it is determined, at any point, that a student is not meeting the requirements of the program the student will be notified in writing and be given an opportunity to rectify any issues. If the student fails to adequately address the cited issues, they will receive written notification and the program will be terminated. The originally sanctioned eviction will be imposed and the student will have five (5) days of receiving said notification to move out of University Housing.
As indicated in the contract that accompanies this document, a student’s eviction is being withheld for the duration of this program. It is important to note that the student is still evicted from University housing during this time. As such it is a privilege for the student to remain in housing during their eviction. Because of this, if the student violates any UNH policy during the year that their eviction is placed on file, the student shall be required to move out of UNH Housing within 48 hours. As the student’s due process rights from their original case, which resulted in their eviction, have already been exhausted there will be no five (5) day grace period or appeal.

If the student is sanctioned to eviction and eligible for ASP but chooses not to participate they will be required to abide by the sanctions imposed by the hearing officer and move out of University Housing within five (5) days of receiving their hearing decision.

The student will be required to complete five (5) hours of social/academic engagement and five (5) hours of hall engagement in the first 7 weeks of this program. The student will have a total of 16 weeks from the start of the program to complete 20 hours of community engagement.

**How to be successful in the Alternative Sanctions Program:**

OCS offers students the ASP in hopes of it being a meaningful and educational opportunity that will positively impact a student’s overall success at UNH and beyond.

For participants to be successful within the ASP, it is encouraged for participants to keep the following in mind:

- Utilize all resources provided to you by OCS.
- Be proactive in your communication – we won’t chase you.
- Stay on top of all tasks and deadlines.
- Start your engagement hours from day 1!
- Be your best advocate.
- Bring a positive attitude and an open mind.
- Don’t wait until it is too late to bring a concern or question you have to light!

**Structure of the Program**

**ASP Protocol**

**Week 1:**

Initial meeting

- Do a good and thorough get to know you meeting – tell us your story and ask us for ours
- Discuss requirements of successfully completing program; review and sign contract
- Begin to discuss how to best utilize the 30 hours of engagement based on the following framework:
  - Are you making the most of your time at UNH? Are you academically engaged? Are you appropriately socially engaged? (5hrs)
    - Career center
    - Internship and Advising Center
Center for Academic Resources (CFAR)
Your Dean’s Office
Reaching out to professors to see if you can work for them – are they involved in research etc.?
Office of Multicultural Student Affairs (OMSA)
UNH Sponsored Programming not involving drugs or alcohol
Office of Student Involvement and Leadership (OSIL)
Club/org meeting
Memorial Union Building (MUB ) event
Paul Creative Arts Center (PCAC) event

Are you appropriately engaged in your Hall or Apartment Complex (5hrs),
- Attending educational programs
- Attending social programming,
- Participation in Hall/Apartment Council meetings and events
- Develop relationships with Hall/Apartment Staff
- Participation in community wide events and initiatives that promote community engagement (floor wars, open door olympics, etc.)
- Volunteering in the hall/apartments
  - Bulletin boards, newsletter articles, program set up, etc.

Community Engagement (20hrs)
- Cornucopia Food Bank
- United Way
- Active Minds
- Aspiring Hands
- Seacoast Reads
- Project Sunshine
- UNH Housekeeping/Jean Mitchell
- Woodlands Office
- On Belay
- A student may find their own Community Engagement outlet that will need to be approved by Program coordinator

Student will be required to search for opportunities to complete their engagement hours and will be required to bring an outline of their proposal to complete their hours to week two.

**How to come prepared for Week 2:**
- Bring outline of proposal for 30 hours of engagement
- It’s encouraged that you begin to complete part of your engagement requirements – there is always something going on in your hall and on campus.
- Bring any questions or concerns that you may have
- Identify any areas where you need assistance
- Bring updated class schedule
Week 2:

- Go over student’s proposal for 30 hours of engagement
- How are you spending your time at UNH?
- Time management exercise

It is a requirement that you fill out and utilize the calendar that is attached to this handbook. Please bring this to each meeting moving forward.

How to come prepared for Week 3:

- Bring calendar
- Bring solidified plan for completing engagement hours
- Bring updated engagement hours tracking sheet
- Start thinking about what is important to you
Week 3:

- Review engagement hours
- Values Clarification Exercise
- Outline for reflection writing assignment

Writing assignment due for week 4:

The purpose of week three was for you to examine your values. Now that you have had time to reflect, are the values that you defined for yourself congruent with how you have chosen to spend your time at UNH? Why or why not?

Please use standard college format. Your punctuation and grammar count. This should be a minimum of 2 double spaced pages, 12 point Times New Roman font. This will need to be emailed to the program administrator by 10:00PM the day before your week 4 meeting.

How to come prepared for Week 4:

- Bring a paper copy of reflection and be prepared to discuss
- Email electronic copy of reflection to the program administrator by 10:00PM the day before week 4 meeting
- Bring updated engagement hours
- Bring calendar
Week 4:

- Discuss reflection writing assignment
- Begin goal mapping
- Review engagement hours

How to come prepared to Week 5:

- Bring completed goals worksheet
- Bring updated engagement hours
- Bring calendar
Week 5:

- Program check in
- Engagement hours check in
- Review final writing reflection assignment

Writing assignment due for week 7:

The intent of this program was to help you explore your own values, to examine the choices you have been making, to examine your use of time and find out if you are taking advantage of all that UNH has to offer, and to map out goals moving forward. Keeping all that you have experienced over the past five weeks, please reflect on the following:

- What are you walking away with?
- How will you take all that you have reflected on and apply it to the rest of the time you have at UNH?
- In your opinion, why is it important for college students to reflect upon on their values, decision making and goals?
- Knowing what you know now, would you have done anything differently? Why or why not?

Please use standard college format. Your punctuation and grammar count. This should be a minimum of 4 double spaced pages, 12 point Times New Roman font. This will need to be emailed to the program administrator by 10:00PM the day before your week 7 meeting.
There will be no meeting week 6:

- Work on final reflection
- Work towards finishing engagement hours

How to come prepared for week 7:

- Bring paper copy of final writing assignment
- Email electronic copy of final writing assignment by 10:00PM the night before meeting 7
- Bring calendar
- Bring all engagement hours tracking sheets
- If engagement hours are not complete bring solidified plan of how
**Week 7:**

- Discuss final reflection
- Review calendar and hours to date
- Plan for completing any unfinished engagement hours – this will need to be a formal and solidified plan and will need to be finished 16 weeks from the start of this program
- Expectations moving forward – both the student’s for themselves and behavior standards
- Administrators as resources
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# ASP Hall Engagement Hours Tracking Sheet

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# ASP Community Engagement Hours Tracking Sheet

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