



UNIVERSITY of NEW HAMPSHIRE

Welcome to the University of New Hampshire:

As a member of the University Community, you are in the midst of a great quest of *discovery* that should teach you much about yourself, the world around you, and your role in shaping the future. The University affords a wealth of resources to support your success as a student and the opportunities to learn and to grow are virtually limitless, shaped primarily by your motivation to rise and embrace the intellectual and personal challenges of a college education. Of course, as with any community, we do have rules to guide you and to help you make the most of these opportunities. The accompanying document, this year's *Student Rights, Rules and Responsibilities*, clearly outlines the expectations that the University has for its community members so that an environment conducive to learning will flourish on, and beyond, the University campus. One crucial aspect of this environment is our commitment to respecting the rights, dignity, and worth of all our community members. As a land, sea, and space grant University, we recognize that our "classroom" extends throughout the universe and we hope that you will carry this same sense of appreciation and respect to all corners of the world, beginning with our host community of Durham.

Please become familiar with this document. It contains the Statement of Shared Civic Commitment, with standards inherent in good citizenship at UNH and in the Durham community; the Student Code of Conduct and Judicial Process; the UNH Alcohol, Tobacco, and Other Drug Policies; and current academic and administrative policies. The appendix provides information about The Family Educational Rights and Privacy Act of 1974 (FERPA), additional information about alcohol and illegal drugs and the annual Campus Crime Report. The Room and Board Agreement outlines the policies for living on campus, but we hope you will keep in mind the expectations of civility and respect should you choose to live or when you visit off-campus. The policy on Parental Notification applies to cases where students under age 21 have been charged with violation of University alcohol or other drug policies. I urge you to take the time to review all of these documents as well as the other useful resources that are found in the appendices.

Your college education should be a wonderful experience and the vast majority of our students find this to be the case. Taking the time to familiarize yourself with the expectations and rules outlined in this document should allow you to focus on the best parts of college life and to truly discover your own future at UNH.

Again, welcome and best wishes for your success at the University of New Hampshire.

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Statement of Nondiscrimination

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. The University does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, veterans status, or marital status, in admission or access to, or treatment or employment in, its programs, activities or services. Inquiries regarding discrimination should be directed to: Pat Gormley, Special Assistant to the President for Affirmative Action, 603-862-2930 V/TTY; or to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack Post Office and Court House, Room 707, Boston, Mass. 02110-4557. Telephone: (617) 223-9662 Voice; (617) 223-9669 Fax; (617) 223-9695 TDD.

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

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

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

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

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

I. Respect for Community

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

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

II. Respect for Environment

Community members value and protect our natural and physical environment

continued on next page

III. Respect for Law and University Policy

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

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

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

2/4/04

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Student Rights, Rules and Responsibilities

Declaration of Student Rights and Rules

Preamble

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

Within that framework, these declarations are made for all students¹ at the University of New Hampshire.

Right to pursue learning and right of expression

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

Right to participate in University governance

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

Right to assemble and associate

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

¹ Procedures governing student grievances can be found in section 28, page 65. These declarations also apply to graduate students. Regulations concerning the admission and academic standing of graduate students may be found in the graduate catalog. Regulations concerning the library, financial policies, and health services apply equally to graduate and undergraduate students. Regulations concerning student conduct, organi-

zation, and housing also apply to graduate students unless specifically excluded within the policy. The administration of regulations concerning graduate student conduct, organization, and housing lies with the dean of the Graduate School. The dean of the Graduate School reserves the right to refer cases involving graduate student misconduct to the Vice President for Student and Academic Services Office for the purpose of a hearing.

Right to due process

Students are guaranteed the right of fair hearing and appeal in all matters of judgment of academic performance and personal conduct. See code of Conduct for exception on appeal of informal action.

Right of confidentiality of student records

Student records are maintained in the University, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations specified in the federal government's Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g). By University policy, no records shall be kept that reflect political or ideological beliefs or associations. (Please refer to Appendix A, page 70.)

Rights and responsibilities under the law

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

Responsibility for standards of conduct

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

Academic responsibilities

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

Room and Board Agreement

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

The Student Code of Conduct and Judicial Process

Preface

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

Article I: Definitions

1. The term "University" means The University of New Hampshire (UNH).
2. The term "student" includes all persons taking courses at UNH, both full-time and part-time, pursuing undergraduate or graduate studies, those enrolled in the Division of Continuing Education, and those who live in campus residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students."
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" includes any person employed by UNH, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Vice President for Student and Academic Services.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UNH, including adjacent streets and sidewalks.
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "Judicial Board," hereinafter "Hearing Board," refers to a group of persons designated by the Vice President for Student and Academic Services to determine whether a student has violated the Student Code of Conduct and, if so, recommend sanctions.
9. The term "University Judicial Officer," hereinafter "Hearing Officer," means a University official designated by the Vice President for Student and Academic Services to determine whether a student has violated the Student Code of Conduct and impose sanctions.
10. The term "Appellate Board" or "Appellate Officer" means any persons or person authorized by the Vice President for Student and Academic Services to consider an appeal from a Hearing Officer's or Hearing Board's determination that a student has violated the Student Code of Conduct or from the sanctions imposed.
11. Witnesses – A witness is a person who has personal knowledge of the incident in question. Character witness testimony is considered irrelevant and will not be permitted.
12. The term "shall" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. The Vice President for Student and Academic Services is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.
15. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the *Student Rights, Rules, and Responsibilities* publication, the University Room and Board Agreement, and the Graduate/Undergraduate Catalogs.

16. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
17. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
18. The term “aggravating factor” is defined as a circumstance(s) attending the commission of misconduct that adds to its seriousness. Examples may include, but are not limited to, violence, violation of a trust or duty, premeditation of a violation, use of force, or a previous conduct violation.
19. The term “mitigating factor” is defined as a circumstance(s) that may be taken into consideration to reduce a sanction. A mitigating factor does not constitute a justification or excuse for the misconduct in question.
20. The term “hosting” is defined as having a gathering consisting of one or more individuals who are not the assigned residents of a University Housing residence hall room or apartment where the gathering is occurring.

Article II: Judicial Authority

1. The Director of Judicial and Mediation Programs shall determine the composition of Hearing Boards and Appellate Boards.
2. The Director of Judicial and Mediation Programs and the Senior Assistant Vice President of Student and Academic Services shall develop policies for the administration of the University student judicial system and procedural rules for the conduct of hearings. Policies and procedures shall be approved by the Vice President for Student and Academic Services after consultation with appropriate faculty, students, and staff.

3. Decisions made by a Hearing Board and/or a Hearing Officer shall be final, pending the normal appeal process.
4. A Hearing Board may be designated as an arbiter of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct. All parties must agree to arbitration, and are bound by the decision with no right of appeal.

Article III: Proscribed Conduct

A. Jurisdiction of the University

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

B. Violation of Law and University Discipline

1. If a student is charged only with an off campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).
2. University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct; for example, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Hearing Officer or Hearing Board under the Student Code of Conduct, however, the University may advise off-campus

authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

4. The University Judicial System is an administrative process. It is not a criminal law process, nor is it intended to resemble one. The University Judicial System is not required to observe formal rules of evidence and may exclude unduly repetitious or immaterial information.

C. Conduct Rules and Regulations

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

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election of any University recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.
3.
 - a. Physical abuse,
 - b. Verbal abuse,
 - c. Threats, intimidation, coercion
 - d. Harassment
 - e. And/or other conduct which threatens or endangers the health or safety of any person.
4. Sexual misconduct, which includes, but is not limited to, any sexual activity as defined by RSA 632-A:1 (IV)

and (V) without seeking and receiving expressed permission. Sexual misconduct includes sexual activity when a person's ability to give expressed permission is compromised due to mental/physical disability and/or mental/physical incapacitation due to substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of these.

5. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
6. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
9. Violation of published University policies, rules or regulations, including, but not limited to, the University Room and Board Agreement, Fire Safety Regulations, University Dining Policies, and University Alcohol and Drug Policies. The breakdown follows:
 - a. Violation of published policies: housing (overnight guests),
 - b. Violation of published policies: housing (solicitation),
 - c. Violation of published policies: housing (pets),
 - d. Violation of published policies: housing (prohibited items),
 - e. Violation of published policies: housing (rights of others/noise),
 - f. Violation of published policies: housing (hall sports),
 - g. Violation of published policies: housing (fire safety regulations/fire drills/alarms/equipment),

- h. Violation of published policies: housing (damage),
 - i. Violation of published policies: housing (other),
 - j. Violation of published policies: affirmative action,
 - k. Violation of published policies: other.
10. Criminal conviction for violation of federal, state or local law on University premises or at University sponsored or supervised activities.
 11. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. (See Alcohol, Tobacco, and Other Drug Policies, page 21, and pages 72-76 in the Appendix.) The breakdown follows:
 - a. Use of narcotic or other controlled substances
 - b. Possession of narcotic or other controlled substances
 - c. Distribution of narcotic or other controlled substances
 - d. Possession of drug paraphernalia, including but not limited to, bongs, pipes, or one-hitters
 - e. Hosting a gathering where the use of narcotics or other controlled substances has occurred/common sources
 12. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and University regulations. The breakdown follows:
 - a. Use/possession/distribution of alcohol by individual under legal age,
 - b. Public intoxication,
 - c. Excessive consumption of alcohol,
 - d. Alcohol in common area of residence halls/apartment areas,
 - e. Possession/consumption of alcohol in room of individual under legal age,
 - f. Providing underage people with alcohol,
 - g. Hosting a gathering where prohibited drinking has occurred/common sources,
 - h. Under the influence of alcohol resulting in injury/illness,
 - i. Violation of UNH alcohol policy. (See Alcohol, Tobacco, and Other Drug Policies, page 21, and pages 72-76 in the Appendix.)
 13. All UNH students are responsible for the behavior of their guests when on University property and may be held accountable for violations of any University rule by their guests. The definition of "guest" includes, but is not limited to, any person(s) a student invites into his/her room or apartment building or to the campus, and/or any person(s) involved in activity in his/her room or apartment which violates any provision of the Student Code of Conduct.
 14. Illegal or unauthorized possession, or use of firearms, explosives, fireworks, other weapons, or dangerous chemicals.
 15. Participation in a campus demonstration which disrupts the normal operations of the University and infringes upon the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or in or around public ways in the town of Durham, failure to disperse when so directed by police or university officials; intentional obstruction which unreasonably interferes with the free flow of pedestrian or vehicular traffic, on University premises or at University sponsored or supervised functions, or in or around public ways in the town of Durham.
 16.
 - a. Conduct which is disorderly, lewd, or indecent
 - b. Breach of peace
 - c. And/or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.
 17. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computer and/or computing facilities to interfere with the work of another student, faculty member or University Official.

- e. Use of University computer facilities and/or computing technology to send or post obscene, harassing, or abusive messages.
 - f. Use of computer and/or computing facilities to interfere with normal operation of the University computing system.
18. Abuse of the Judicial System, including but not limited to:
- a. Failure to obey the summons of a University official who has responsibility for any aspect of the judicial system.
 - b. Falsification, distortion, or misrepresentation of information before a Hearing Board or University Hearing Officer.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a student judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a Hearing Board prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial system prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Article IV: Judicial Policies and Administrative Procedures

A. Informal Action

- 1. In some cases of student misconduct a disciplinary hearing may not be necessary. This is most often true when the student admits responsibility and a violation is of a less serious nature. In this case, the student might receive a written notice of a conduct violation from a Hall Director, the University Police, or other faculty or staff member. The notice will contain information about the alleged viola-

tion; including date, location, and nature of the incident. The student may choose to resolve the matter at this level by accepting responsibility and prescribed sanctions. If the student wishes to discuss the incident and prescribed sanctions with the person who prepared the notice of conduct violation, s/he must contact that person within 48 hours of receiving the notice. A meeting will be held to finalize facts around the incident and sanctions. Following that meeting, the person who prepared the written notice of violation will decide the appropriate resolution of the complaint. Decisions made in the meeting are final. In the event that the complainant is the first hand observer of the incident, and a meeting is requested, then an alternate staff member will conduct the meeting. A summary of the resolution will be filed in the Judicial and Mediation Programs Office and becomes part of the respondent student's disciplinary file.

- a. The written notice of a conduct violation shall include a section that provides the student with the opportunity to resolve the incident informally by accepting responsibility and prescribed sanctions. If the student chooses not to return the completed form within 48 hours, then resolution of the case becomes final.
- b. The Informal Meeting is an opportunity for the respondent to discuss the allegations of misconduct with the complainant, which may be a Residence Hall Director, UNH Police Officer, or other University professional staff member, or University student. During the Informal Meeting, the respondent will be invited to discuss and review information contained in the incident report, and will be encouraged to ask questions concerning all charges against him or her, as well as the available options for resolution within the UNH student judicial system.
- c. If an agreement is reached at the Informal Meeting, it will be summarized in a written formal agreement containing the violation(s) of the Student Code of Conduct

for which the respondent has accepted responsibility, and the agreed upon sanctions. This written agreement becomes part of the student's disciplinary file that is maintained in the Judicial and Mediation Programs Office.

2. In cases involving serious violations of the Student Code of Conduct, or in the event that there is a record of prior misconduct, the respondent shall have a hearing to determine responsibility for the charges and impose the appropriate sanctions. For potential eviction cases responsibility and sanctions shall be decided by a hearing officer only. For violations that could result in suspension or dismissal the student may ask for a hearing before a hearing officer or hearing board. A serious violation is defined as misconduct containing one or more of the following conditions:
 - a. Misconduct that caused physical harm to others
 - b. Misconduct that jeopardized the safety and/or well being of others
 - c. Misconduct that caused an adverse impact to the residential or University community
 - d. Misconduct that caused serious damage to University property or the property of others
 - e. Misconduct that violates conditions of probation or indicates repeated violations
 - f. Misconduct that involves hosting a gathering where prohibited drinking has occurred/common sources
 - g. Misconduct that is a violation of the University Drug Policy
 - h. Misconduct that harms others because of their particular race, religion, gender, or sexual orientation.

B. Charges

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Director of Judicial and Mediation Programs, who is responsible for the administration of the University judicial system. Any charge shall be submitted no later than twelve (12) months after the occurrence of the alleged incident and the discovery

of the identity of the student(s) involved. Complainants are encouraged to file charges as soon as possible after the alleged incident to ensure witness and evidence availability. If a student has withdrawn or withdraws after the filing of such charges, either (1) a "hold" will be placed on the student's academic record and the student notified that disciplinary action may be initiated upon the student's application for readmission, or (2) the University may proceed to resolve the disciplinary action.

2. The Director of Judicial and Mediation Programs may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Judicial and Mediation Programs. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, a formal judicial hearing shall be scheduled and the Director of Judicial and Mediation Programs may later serve in the role of procedural advisor at the judicial hearing. The respondent may elect to have the case heard by a Hearing Board if a sanction of suspension or dismissal is a possibility. All other cases will be heard before a Hearing Officer.
3. Pending Student Disciplinary Charge: A student ineligible to register for or attend classes at any one USNH institution because of a pending student disciplinary charge shall be ineligible to register for or attend classes at any other USNH institution for as long as the charge remains pending.
4. Members of a recognized student organization may be charged as an organization and/or individually with violation(s) of the Student Code of Conduct.

Guidelines for Charging Student Organizations:

- a. One or more officers or authorized representatives acting in the scope of their capacities, commit the violation.
- b. One or more members commit the violation after the action that

constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization.

- c. The violation is committed at an activity funded by the organization.
- d. The violation occurs as a result of an event sponsored by the organization.
- e. One or more members of an organization or its officers permit, encourage, aid or assist in committing a violation.
- f. Members of an organization fail to report to appropriate University authorities knowledge or information about a violation.

C. Hearing Guidelines

1. The Judicial and Mediation Programs Office shall present all charges to the respondent in written form and the notice shall include the hearing date, time, and place. The respondent and complainant (if a student) may request in writing the names of Hearing Board members, or Hearing Officer. A time shall be set for a hearing, not less than (3) nor more than fifteen (15) calendar days after the respondent has been notified of the hearing date by the Judicial and Mediation Programs Office. The respondent may waive the 3-day notice. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Judicial and Mediation Programs.
2. Adjudicatory Standard – The Hearing Officer/ Hearing Board will determine whether the respondent is “responsible” or “not responsible” for the alleged violation(s). The respondent will be presumed “not responsible” until determined otherwise by a preponderance of evidence. A preponderance of evidence is reached when the Hearing Officer/Hearing Board determines that it is more likely than not that the respondent violated the Student Code of Conduct as alleged in the charges.
3. Hearings shall be conducted by a Hearing Officer or Hearing Board according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the written request of either the respondent or the complainant, if s/he is a student, and subject to the discretion of the Hearing Board, Hearing Officer, or Procedural Advisor, specified others may be present.
 - b. Admission of any person to the hearing shall be at the discretion of the Hearing Board, Hearing Officer, or Procedural Advisor.
 - c. In hearings involving more than one respondent, the Hearing Board Chairperson, or Hearing Officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. When the complainant and/or the respondent are students, they have the right to be assisted by a student advisor. The complainant and/or the respondent are responsible for presenting their own cases. The primary role of a student advisor who is a volunteer trained by the Judicial and Mediation Programs Office, is to offer guidance to respondents (and complainants if they are students) before, during, and after a hearing. The student advisor does not represent a student at any point during the student judicial process. When criminal charges are pending or have the potential to be pending, the respondent may have an attorney present. The attorney may not participate in the hearing.
 - e. The complainant, the respondent and/or the Hearing Board or Hearing Officer shall have the privilege of presenting witnesses, subject to the right of cross examination by the Hearing Officer or Hearing Board
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Hearing Officer or Hearing Board Chairperson.
 - g. All procedural questions are subject to the final decision of the Hearing Officer or Hearing Board Chairperson.

- h. If a student chooses not to attend a hearing he/she will held accountable for any decision made by the hearing officer or hearing board, if applicable, who will determine responsibility and assign sanctions.
 - i. The Hearing Board shall determine, by majority vote if the Hearing Board consists of more than one person, whether the student has violated each section of the Student Code of Conduct with which the student is charged. A tie vote results in a finding of “not responsible” for the charge(s) in question. The Hearing Board may also recommend sanctions according to the procedures discussed in section D.
 - j. In cases where a separation sanction of suspension or dismissal from the University may be a likely outcome, students have the right to choose a Hearing Board to resolve the charges. In all other cases, students will have a Hearing Officer determine responsibility and sanctions for the charges.
 - k. Hearings occurring at the end of an academic semester, including, but not limited to reading days and final exams, and during the summer, shall be assigned to a Hearing Officer.
 - 1. The hearing body that the student originally selects on the Summary of Informal Meeting Form will remain the same type of hearing body should a new hearing be scheduled.
 - 4. There shall be a single verbatim record, such as a tape recording, of all hearings before a Hearing Board or Hearing Officer. The record shall be the property of the University.
 - 5. Except in the case of a student charged with failing to obey the directions of a Hearing Board, Hearing Officer, or University official, no respondent may be found to have violated the Student Code of Conduct solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
 - 6. If a respondent is found not responsible for a violation of the Student Code of Conduct, and the finding is upheld by the Appellate Board or Appellate Officer, the student may not be charged again for the same violation arising from the same incident unless there is new evidence.
 - 7. If the respondent is a graduate student, the Hearing Board or Hearing Officer and/or Appellate Board or Appellate Officer will include a student from the Graduate School.
- D. Sanctions**
- In recommending and determining sanctions, a Hearing Board or Hearing Officer may consider the student’s present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting therefrom, and other factors. The University has special concern for incidents in which persons are subject to harassment because of their race, religion, gender, or sexual orientation. More severe sanctions are appropriate for such conduct.
- 1. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Disciplinary Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
 - c. Loss of Privileges – Denial of specified privileges for a designated period of time, including but not limited to, participation in University athletics, membership in recognized student organizations, and use of specified University facilities.
 - 1) Banned from Entry – Prohibited presence in specific buildings or group of buildings on campus (including residence halls) for a definite period of time. Time period must be specified.

- 2) Prohibition Against Personal Contact – Prohibited contact or presence near a specific person for a definite period of time. Time period must be specified.
 - d. Fines – Previously established and published fines may be imposed. For more information on fines, please visit the Judicial and Mediation Programs Office website – www.unh.edu/student-life/judprograms
 - e. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions – Reflection papers, Ethics, Anger Management, or Alcohol/Drug Awareness Classes, service to the University, or other related discretionary assignments (such assignments must have the prior approval of the Director of Judicial and Mediation Programs).
 - g. Residence Hall Eviction – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - h. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
 - i. University Suspension – Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students are banned from campus for the duration of their suspension. Readmission to the University requires application and acceptance through the Office of Admissions. A student ineligible to register for or attend classes at any one USNH institution because of suspension entered upon a finding(s) of responsibility for violation(s) of the institution's Student Code of Conduct shall be ineligible to register for or attend classes at any other USNH institution during the entire period of suspension.
 - j. University Dismissal – Permanent separation of the student from the University. Students may conduct administrative business on campus with prior notice to University Police. A student ineligible to register for or attend classes at any one USNH institution because of permanent dismissal entered upon a finding(s) of responsibility for violation(s) of the institution's student code of conduct shall be ineligible to register for or attend classes at any other USNH institution for a period of two (2) years following the date on which the student was permanently dismissed.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. The minimum sanction for those found responsible for sexual misconduct that includes sexual penetration as defined by RSA 632-A:1,V is suspension for one year or until the survivor graduates or otherwise leaves the University for an indefinite period of time, whichever is longer.
 4. Other than University dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Disciplinary records may be voided by the Director of Judicial and Mediation Programs for good cause, upon written petition of respondents. Factors to include: a. the present demeanor of the petitioner, b. the conduct subsequent to the violations, c. nature of the violation and the severity of any damage, injury, or harm resulting from it. Cases involving the imposition of sanctions other than residence-hall expulsion, University suspension or University dismissal shall be expunged from the student's confidential record three years after final disposition of the case.
 5. The following sanctions may be imposed upon organizations:
 - a. Those sanctions listed above in Section D 1. a. c. d. e. and f.
 - b. Disciplinary Probation – a written reprimand for violation of specific regulations. Specific terms of the

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

- c. Organization Suspension – loss of privileges which may include loss of University recognition, for a specific period of time. Organization Suspension may also include other discretionary sanctions which are imposed for the purpose of assisting the organization in bettering itself, and with expectation that the organization completes these sanctions by the imposed timelines, regardless of University recognition status.
 - d. Organization Dismissal – permanent loss of all privileges including University recognition.
 - e. Members of a recognized student organization may be charged collectively as an organization and/or individually with violations of the Student Code of Conduct.
6. When a Hearing Board determines that the evidence and testimony of a case violate the Student Code of Conduct and warrant a penalty, it shall recommend a sanction(s) to a Hearing Officer.

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

The Hearing Officer shall, within three work days after receiving the Hearing Board's recommended sanction(s), render a written decision and reasons therefore, which shall be included in the record. The Judicial and Mediation Programs Office shall send a copy of the decision to the respondent(s). Within the seven work days period, the Hearing Officer may request the Hearing Board to clarify its recom-

mendation and, upon receipt of clarification, may proceed to decide the matter. Any decision shall be based solely on the record of the Hearing Board, as may be clarified.

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

7. In order to consider imposing one of the following maximum sanctions:
 - a. Residential Eviction
 - b. Residential Expulsion
 - c. University Suspension
 - d. University Dismissal
 - e. Organization SuspensionOne or more of the following conditions must be present:
 - a. Misconduct that caused physical harm to others.
 - b. Misconduct that jeopardized the safety and/or well being of others.
 - c. Misconduct that caused an adverse impact to the residential or University community.
 - d. Misconduct that caused serious damage to University property or to the property of others.
 - e. Misconduct that violates conditions of probation or indicates repeated violations.
 - f. Misconduct that harms others because of their particular race, religion, gender, or sexual orientation.
 - g. Misconduct that involves hosting a gathering where prohibited drinking has occurred/common sources.
 - h. Misconduct that is a violation of the University drug policy.
8. If a student or organization fails to comply with sanctions imposed in a University judicial case, the student or organization may be sanctioned with University suspension.

E. Appeals

1. A decision reached by the Hearing Board, or a sanction imposed by a

Hearing Officer, may be appealed by the respondent(s) or complainant(s) to an Appellate Board or Appellate Officer within two (2) work days after the written hearing decision is ready for distribution. Such appeals shall be in writing and shall be delivered to the Judicial and Mediation Programs Office.

2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the respondent was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
 - c. To determine whether the sanction(s) imposed was appropriate for those cases that resulted in eviction, residential expulsion, suspension and/or dismissal. The Appellate Board or Appellate Officer shall not increase the sanction(s) imposed by a Hearing Officer.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the Appellate Board or Appellate Officer based on new evidence or procedural error, the case shall be remanded to the original Hearing Board or Hear-

ing Officer for re-opening of the hearing. If an appeal is upheld based on inappropriate sanction or lack of substantial evidence, the Appellate Board or Appellate Officer shall render the appropriate determination and/or sanction.

F. Interim Suspension

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

1. Interim restrictions may be imposed only:
 - a) to ensure the safety and well-being of members of the University community or preservation of University property;
 - b) to ensure the student's own physical or emotional safety and well-being; or
 - c) if the student poses a definite threat of disruption of or interference with the normal operations of the University.
2. During the interim restrictions, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student and Academic Services or designee may determine to be appropriate.
3. A student suspended on an interim basis shall be given an opportunity to appear personally before a Hearing Officer as soon as practicable, but within ten (10) work days from the effective date of the interim suspension, to discuss the following issues only:
 - a. the reliability of the information concerning the student's conduct, and
 - b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on Uni-

versity premises poses a threat to the safety and well-being of members of the University community.

G. Rights of All Parties in the Judicial Process

1. Respondent's Rights. Students and organizations who are charged with alleged violations of any University rules have the right to the following:
 - a. Fair notice of charges, including time and place of the alleged violation so that he/she understands the charges being made against him/her.
 - b. At least three (3) calendar days notice before a hearing.
 - c. Knowledge of the name(s) of the person(s) bringing charges and the time and place of the hearing.
 - d. A formal hearing, if the situation is not resolved in an informal meeting, which includes an opportunity to respond to charges.
 - e. The opportunity to have the assistance of a trained student advisor in preparing for a hearing and during a hearing as defined by conduct system policies. Only students selected, trained, and supervised through the Judicial and Mediation Programs Office may serve as a Student Advisor.
 - f. Request an appeal of a decision of the Hearing Board/Hearing Officer by an Appellate Board or Appellate Officer.
 - g. Notice of the results of formal hearings and appeals.
 - h. Resolution of charges in accordance with conduct system policies.
 - i. To be assumed not responsible until complainant has demonstrated, through evidence, that the respondent more likely than not violated the rule(s) of conduct.
 - j. Right to remain silent: A student or student organization against whom charges have been made may choose not to testify in his/her own defense. This choice shall neither preclude the right to present and cross-examine witnesses and consider other evidence, nor shall it be regarded as an admission of responsibility.

- k. The right to an attorney's counsel if criminal charges are pending or likely.
2. Complainant's Rights. The person reporting a violation of University rules has the right to the following:
 - a. A formal hearing, if the situation is not resolved in an informal meeting.
 - b. At least three (3) calendar days notice of the time and place of a formal hearing in order to prepare for that hearing.
 - c. The advice in preparing for a hearing of a student advisor chosen from the pool of trained student advisors (available through the Judicial and Mediation Programs Office) when the complainant is a student.
 - d. Request an appeal of a decision of a hearing body.
 - e. Notice of results of formal hearings and appeals.

Article V: Discriminatory Harassment Procedures

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

Article VI: Interpretation and Revision

- A. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student and Academic Services or his or her designee for final determination.
- B. The Student Code of Conduct shall be reviewed every three years under the direction of the Senior Assistant Vice President for Student and Academic Services and the Director of Judicial and Mediation Programs. The review should involve faculty, staff, and student representation.

Alcohol, Tobacco, and Other Drug Policies

A. UNH Alcohol Policy

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

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

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

III. Institutional restrictions on alcohol use on UNH property vary by location, and in some cases, by time. Given the sensitivity surrounding the use of alcohol, those who grant approval for alcohol consumption, as required below, must submit a copy of each approval to the President for filing and record keeping purposes. With the President's consent, deans or vice presidents may designate their approval authority to others. Students should refer to Student Rights, Rules and Responsibilities for additional information.

1. **University Residence Halls and Apartment Complexes**

Residents of legal drinking age may consume alcohol in their rooms or apartments. Alcohol may not be consumed in common areas, such as lounges, hallways, etc. See section C, Residence Alcohol Policy and Regulations listed below.

2. **Dining Halls**

During periods when dining halls are not open to students and are assigned to workshops or conferences, alcohol may be served and consumed with the approval of the Vice President for Finance and Administration.

3. **MUB, Hamel Recreation Center, Field House**

Alcohol may not be consumed in these facilities.

4. **Whittemore Center Arena, Skyboxes, and Skybox Lounge**

As a sports/entertainment complex, state law imposes special restrictions on alcohol consumption in the Whittemore Center arena, its skyboxes, and skybox lounge. For more information, contact the Assistant Vice President for Business Affairs.

a. **Arena and Skyboxes**

As required by law no alcoholic beverages may be sold or consumed in arena or skybox seating at any intercollegiate or interscholastic event. Furthermore, this policy prohibits distribution, possession, or consumption of alcohol in the arena or skyboxes at any event either sponsored by a student organization or which attracts a substantial number of audience members who are under the legal drinking age. Consistent with the foregoing restrictions, alcohol may be served and consumed at a limited number of approved events in the arena and skyboxes. The Vice President for Finance and Administration must give the required approvals.

b. **Skybox Lounge**

Alcohol may be served to private groups at a limited number of approved events in the skybox lounge. The Vice President for Finance and Administration must give the required approvals.

5. **The New England Center and the President's Residence**

Alcohol may be served and consumed only in conformity with all applicable laws, regulations, and policies.

6. **Academic, Administrative, and Classroom Buildings** (any UNH building not included in the previous categories)
Consumption of alcohol is permitted only as part of an approved event, such as a reception for a visiting scholar or a celebration of a special accomplishment. The dean or vice president who is sponsoring the event must give the required approvals.
7. **UNH Grounds**
Consumption of alcohol is permitted only as part of an approved event. Generally, approval will require the use of a third party vendor. The Office of the President must give the required approvals.

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

V. Any variation from this policy must be approved by the President upon the recommendation of the appropriate senior administrator reporting directly to the President.

VI. This policy became effective on January 17, 1998.

November 21, 1997

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

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

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

July, 1999

C. Residential Alcohol Policy and Regulations (ad/ss)

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

and/or irresponsible use of alcohol. Following are specific tenants of the residential alcohol policy.

1. Possession and/or consumption of alcohol is not permitted by anyone under age 21. A legal age drinker may have just one open alcohol container at a time for personal consumption.
2. Alcohol is not permitted in any of the common or public areas of the undergraduate residence halls or apartment buildings.
3. Possession or consumption of alcohol is permitted only in rooms where at least one of the assigned residents is at least 21 years old, and only by those of legal age.
4. Providing underage people with alcohol is illegal and, therefore, not permitted.
5. All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, or excessive amounts of alcohol in bottles or cases, are strictly prohibited in undergraduate residence halls and apartments. The host(s) of such activity will likely receive a sanction of eviction or greater.
6. In all circumstances when staff respond to and confront an illegal drinking activity, empty alcohol containers may well be considered an aggravating factor connected with the current illegal activity.
7. A person who is under the influence of alcohol and whose behavior leads to injury or illness may be considered to be in violation of the alcohol policy.

D. UNH Tobacco Policy

I. PREAMBLE

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

UNH supports the health goals of the U.S. Public Health Service (USPHS) to reduce the

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

II. POLICY

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

III. PROCEDURES

A. Education

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

2. UNH encourages employees and students not to smoke by offering educational information and providing information about smoking cessation classes offered through university departments or offices, health care providers, nonprofit organizations or other groups.
3. UNH Health Services, Office of Health Education & Promotion, will provide prevention and cessation programs to students upon request and offer other prevention and education initiatives that support non-use and address the risks of tobacco smoke.
4. USNH Embrace Life Fully (ELF) and other UNH faculty/staff assistance programs will offer prevention and cessation programs to faculty and staff.

B. Nonsmoking Areas

1. Inside all buildings owned and occupied or leased and occupied by UNH including Forest Park Apartments, the Kellogg Conference Center and public areas of the New England Center Hotel.
2. University vehicles.
3. Outdoor Areas:
 - a. Entrances and outside stairways to buildings, and outdoor passageways to entrances and stairways. Smoking will not be allowed within twenty (20) feet of a building or an air intake unit.
 - b. Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers.
 - c. Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.
 - d. Outdoor seating areas provided by food services.
 - e. Areas where there is fixed seating, such as Cowell Stadium.
 - f. Areas that are reserved for events that do not have fixed seating but for which the sponsor determines that the interests of nonsmokers need

to be protected (e.g., outdoor concerts, university receptions and events, and groundbreaking ceremonies). Such areas are designated “no smoking” by posting signage at appropriate locations or providing proper advanced notification.

C. Sales and Marketing

1. Advertisement of all tobacco products or their use shall be prohibited in all University of New Hampshire publications and on all University owned, occupied or leased properties.
2. Any sale or free sampling of tobacco products on campus shall be prohibited.

D. Implementation

1. This policy relies on the consideration and cooperation of smokers and nonsmokers. All members of the UNH community, including visitors, are asked to observe this policy.

IV. RESPONSIBILITIES

- A. The President, Vice Presidents, Deans, Directors and Department Heads shall:
 1. Assure that this policy is communicated to everyone within their areas of responsibility.
 2. Direct complaints and questions about the policy to the Environmental Health & Safety Office.
- B. Any variation of this policy must be approved by the President upon the recommendation of the appropriate senior administrator reporting directly to the President.

E. Commitment to Helping

The University of New Hampshire believes that most people are capable of learning to use alcohol without harming themselves or others. However, the University also recognizes that some individuals will be unable to avoid using alcohol in destructive ways. A problem exists when one’s use of alcohol causes physical or emotional harm, impairs one’s judgement, infringes upon the rights of others, or interferes with one’s work relationships, or daily life. The University regards alcohol problems as it does other behavioral/medical ones and does not attach a moral or social stigma to such personal

difficulties. However, persons with such problems will be held fully responsible for their behaviors that violate University regulations or state or local laws.

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

Services Available:

Alcohol and Other Drugs

Assistance services for students with alcohol and other drug-related problems and support for their friends are coordinated through the Office of Health Education and Promotion. Services are provided during regular academic terms. If you are taking drugs or medicine of any kind, don’t drink alcohol. Serious alcohol-drug reactions can occur even with only one or two drinks. If you are taking any medication, check with your doctor, Health Services, or a local pharmacist before you drink alcohol.

Assistance Services

Call *911 from campus phones or 911 from phones off campus for urgent care for students in crisis from alcohol ingestion or incapacitation.

Counseling and Intervention Services

Students concerned about their own drinking behavior or drug use or that of someone close to them, may speak confidentially with an alcohol/drug educator. Counseling is provided on a short-term basis; referrals are made to community-based counseling/treatment facilities. 862-3823 or 862-2090.

Conduct Education Course

Two courses are offered, one for alcohol and another for marijuana. These courses are mandatory for many students found

responsible by Judicial and Mediation Programs for alcohol/other drug related behavior.

Support Groups

In Health Services the Office of Health Education and Promotion coordinates support groups on campus. Alcoholics Anonymous is for individuals concerned about their own alcohol use. Adult children of Alcoholics groups help people grow in their capacity to understand and relate to parents, friends, or spouses with drinking or drug problems. The Office of Health Education and Promotion also keeps an updated listing of support groups available in the surrounding communities. Call Health Education, 862-3823 for meeting location and time.

Education and Consultation

Health educators assist staff members and students to design alcohol/other drug education programs. The Office of Health Education and Promotion conducts programs on alcohol/other drug problems, as well as other physical and emotional issues, for faculty, staff, and students. Workshops, presented by

trained staff and peer educators, are available to residence hall students, academic classes, the fraternities and sororities, and students living off-campus. The workshops provide accurate, factual information. They give students the opportunity to examine their own attitudes, values, and behaviors in relation to alcohol and other drug use and misuse.

Resource Library

A resource library in the Office of Health Education and Promotion Resource Room provides information about alcohol, alcoholism, alcohol education, tobacco, other drugs, and other important health issues. It may be used for research, papers, articles, speeches, and personal use.

UNH Drug Advisory Committee

The UNH Drug Advisory Committee is composed of students, faculty staff, and parents. The committee makes policy, research, and educational recommendations for the President.

For more information about alcohol and other drugs, see Appendix B of this publication.

Academic Policies

01 Definitions

01.1 Classification of Undergraduate Students

01.11 Degree candidate. A student who has been formally admitted into a program leading to a degree awarded by the University of New Hampshire. (See 03.112.)

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

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

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

02 Admission

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

Note: Sections 1-7 apply only to undergraduates unless otherwise specified. Graduate students should refer to the Graduate Catalog for information concerning academic policies for graduate students. Sections 8 and 9 apply equally to undergraduate and graduate students.

02.1 Entrance Conditions

02.11(fs) Entrance classifications.

Students may qualify for participation in University coursework under any one of three different classifications:

1. bachelor's degree candidacy
2. associate degree candidacy
3. special student status

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

02.12(fs) Transfer admission.

Candidates who have earned college-level course credit at the University or at other accredited colleges prior to admission will be considered as transfer candidates for admission. Their credit and class standing at the University of New Hampshire will be determined by the quantity and quality of work completed at the previous institution.¹ (See 06.231(fs).)

02.13 Entrance health requirements.

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

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

02.14 Immunizations. All undergraduate and graduate students must provide acceptable evidence of immunity to measles and rubella. All students must have received two doses of live measles vaccine or must provide physician-documented evidence of measles. Acceptable criteria for measles

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

immunization are: born before 1/1/57; physician-documented evidence of measles illness; or physician-documented evidence of a second measles immunization after 1979. Students failing to meet one of these criteria upon arrival on campus will be denied registration.

03 Registration and Withdrawal

03.1 Registration

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

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

03.112 Class standing. A.A. and baccalaureate undergraduates are assigned class standing on the basis of semester credit hours of academic work completed with a passing grade, as follows: to be a sophomore, 26 credit hours; to be a junior, 58 credit hours; to be a senior, 90 credit hours. A.A.S. candidates: to be a senior, 32 credit hours. (See also 05.11(fs).)

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

03.13 Auditing. Any student of the University may, with the approval of his or her adviser and the continuing consent of the instructor concerned, audit any course at the University upon payment of the regular

fees. The deadline for requesting an audit grade is Friday of the fifth week of classes. The change is accomplished by submitting a change of registration card to the Registrar's Office (See also 03.14 and 05.23(fs).)

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

03.14 Change of registration. A student may drop or add a course by filing in the Registrar's Office within the prescribed time limit a change of registration form, obtained from the department or Registrar's Office and approved by the instructor and the student's adviser. (See 03.142(fs) and 03.144(fs).)

03.141(fs) Failing a prerequisite. A student who fails a prerequisite to a course for which she or he is registered must drop the course, following the procedure outlined in rules 03.144(fs) and 03.145(ad/ss).

03.142(fs) Deadline for adding courses. A student may add a course to his or her schedule before the third Friday of classes each semester by filing with the Registrar's Office a change of registration form signed by that instructor and the student's adviser. A student may add a course after the third Friday only for compelling reasons, which must be presented in a petition signed by the course instructor and approved by the student's adviser and the dean of the student's college.

03.143(fs) Late add fee. A student who receives approval to add a course after the third Friday of classes at the beginning of each semester will be assessed a \$25 late fee. The registrar is responsible for administering this fee and is authorized to waive the fee for valid reasons.

03.144(fs) Deadline for dropping courses. A student may drop a course before the fifth Friday of classes (or third Friday of classes for courses of less than a semester's duration) by filing with the Registrar's Office a change of registration form signed by the instructor of the course and the student's adviser. After the third Friday of classes there is a \$25 fee for each dropped course.

² Course refers to a unit of work, such as English 401, Mathematics 425, while "curriculum" refers to a group of courses, such as the forest resources curriculum, chemistry curriculum, general liberal arts curriculum, etc.

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

03.145(ad/ss) Late drop fee. A student who drops a course after the third Friday of classes at the beginning of each semester will be assessed a \$25 late drop fee for each course dropped. The registrar is responsible for administering this fee and is authorized to waive the fee for valid reasons.

03.15 Variable credits. Credits in a variable credit course are established either by the student with departmental approval or assigned by the department at the beginning of the semester. In either case, a change of registration form must be filed with the Registrar's Office.

03.2 Transfers

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

03.22 Change of curriculum or major. A student may change his or her curriculum or major to another within the same college by filing, with the college dean and the registrar, a form obtained from the dean of the student's college or the registrar. This change must be approved by his or her adviser and department chairperson in the curriculum or major that the student is leaving, and by the adviser and department chairperson in the major or curriculum to which the student wishes to transfer. Dual Majors: Students with dual majors must maintain a 2.5 grade point average to continue as dual majors.

03.23 Transfer from Baccalaureate Program to AA. A student in good academic standing who is enrolled in a program leading to the BA or BS degree who wishes to interrupt or terminate his/her studies short of completing requirements for a four-year degree may wish to transfer to DCE and become a candidate for the Associate in Arts

degree. Such transfers should have at least 32 UNH credits, a GPA of 2.0, and no pending disciplinary action. Requests will normally be approved by the dean of the school or college in which the student is matriculated and the Dean of Continuing Education if effected no later than two months prior to the completion of the semester in which the Associate in Arts degree is to be awarded.

A student who transfers from a bachelor's program to an AA degree program and subsequently wishes to again become a candidate for a bachelor's degree from the University, must apply for admission to the University and will be considered as an applicant with advanced standing. Such a student will normally be admitted to a bachelor's degree with a minimum of 64 credit hours of advanced standing if space is available in the specific program for which he/she has applied.

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

03.3 Withdrawal from the University

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

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

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

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

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

04 Attendance and Class Requirements

04.1 Attendance

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

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

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

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

cooperate to the fullest extent with students from communities scheduling elections at other times.

04.14(fs) Absences in certain courses.

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

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

04.16 Weekly common exam hours.

Tuesday and Thursday from 12:40 p.m.–2 p.m. are University "free" hours, which are reserved for convocations or common exams for multi-section courses. Normally, classes and labs are not scheduled during these hours. The registrar may allow some exceptions to this policy; however, any classes or labs scheduled during these hours must excuse without penalty all students whose attendance is required for common exams. Thursday evening from 7:10 p.m.–9 p.m. is also designated as a common exam time when students must be excused without penalty from their regularly-scheduled classes or labs if a common exam is scheduled at the same time.³

04.2 Class Requirements

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

04.211(fs) Class visitation. Visitors may be admitted to individual classes with the

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

consent of the instructor. Active participation by a visitor in class discussions is permitted only upon invitation of the instructor.

05 Academic Requirements

05.1 Requirements

05.11(fs) Minimum acceptable level.

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

05.2 General Course Requirements

05.21 For students who are admitted as baccalaureate degree candidates. In addition to the particular requirements for specific degrees, all candidates for a bachelor's degree must obtain a passing grade in a minimum of 128 credits in courses numbered 400-799, must maintain a cumulative grade-point average of at least 2.00 for all courses taken at the University in which a grade is given, and must successfully meet, as soon as possible in their University career, the following General Education Requirements:

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

These required courses shall not be waived on the basis of special examinations or placement tests, and cannot be taken on a pass/fail basis. No single course may be counted in more than one general education category. Academic departments may or may not permit general education courses to count toward requirements for a major.

In addition, all students admitted (whether first-time admits or transfers) be-

ginning September 2000, will be required to complete four "writing-intensive" courses. The four courses must include English 401 (Freshman Composition) and three additional "writing-intensive" courses, one of which must be in the student's major, and one of which must be at the 600-level or above.

05.211(fs) Major department. "Major department" as used in the specifications of University General Education Requirements will be understood to mean the student's declared major.

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

05.22 (fs) General course requirements for students who are admitted as Division of Continuing Education associate in arts degree candidates.⁴

1. Completion of at least 64 credit hours with a minimum grade-point average of 2.00 based on a 4.00 scale.
 2. Completion of two "writing intensive courses" one of which must include English 401, Freshman Composition.
 3. Completion of General Education Requirements as follows:
 - a. one course in writing skills (no pass/fail allowed). This course will satisfy the English 401, Freshman Composition component of the Writing Requirement.
 - b. one course in quantitative reasoning (no pass/fail allowed)
 - c. one course in the biological sciences, or physical sciences, or technology (no pass/fail allowed)
 - d. three courses chosen from the following, with no more than one from each category: historical perspectives; foreign culture; fine arts; social science; works of philosophy, literature, and ideas (no pass/fail allowed)
- The Division of Continuing Educa-

⁴ Degree requirements for the University of New Hampshire—Manchester associate's degree are described in the UNHM Semester Bulletin.

tion may prescribe up to four of the six required courses used to satisfy the General Education Requirements. Courses that may be used to meet these requirements will be available from an adviser.

4. A minimum of four courses freely selected by the student.
5. The remaining courses or credits may be earned in one of the career concentrations and/or in elective general education courses.
6. The last 16 hours of credit must be University of New Hampshire courses completed at UNH following admission and matriculation, unless permission is granted to transfer part of this work from another institution.

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

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

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

05.26(fs) Credit by examination. In exceptional cases only, permission to gain credit by examination may be granted to a

matriculated student who by study, training, or experience outside the University has acquired skill or knowledge equivalent to that acquired by the undergraduate in a college course, such examination to be on the material covered by the course.

05.27(fs) Advanced credit. Students entering the University who demonstrate to the Committee on Admissions, the department concerned, and the college faculty⁵ satisfactory achievement on approved placement examinations will be granted course credit.

05.3 Exemptions

05.31(fs) Waiver of requirements in a prescribed curriculum. The requirement of a given course in any prescribed curriculum may be waived by the faculty of the student's college.⁶ The student's petition must be approved by his or her major adviser and the dean of his or her college.

05.32(fs) Transfer credit. A course passed with a C grade or better at some other institution may be accepted for credit with the approval of the department concerned and the dean of the college in which the student is registered.⁷

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

Credits for a C grade or above are transferable from one institution to another within the University System (the College for Lifelong Learning, Keene State College, Plymouth State College, and the University of New Hampshire). (See 06.2 (fs).) Grades received in courses for which a student has been granted transfer credit will not appear on the UNH transcript and will not affect the student's grade-point average.

05.33(fs) Thompson School Courses.

Baccalaureate and Associate in Arts degree candidates may take 200-level Thompson School courses for credit with the following stipulations:

⁵ This power will usually be delegated by the faculty to the dean or to a committee.

⁶ See Note 5.

⁷ A student is advised to complete a prior approval form, available at the Registrar's Office, before enrolling for such a course at another institution.

1. The TSAS course must be transferable to UNH at the time it is taken.⁸
2. Grades received in 200-level courses will be recorded on the student's transcript but will not affect or be included in the student's GPA.
3. BA/BS candidates may take a maximum of 16 credits of TSAS courses; AA candidates may take a maximum of 8 credits. Normally, a student may take no more than 4 credits of TSAS coursework per semester.⁹
4. TSAS courses may not be used for general education, writing intensive, or foreign language requirements. They may be used for major or minor requirements only if specifically approved on a course-by-course basis by the department granting the major or minor and when the student meets the usual minimum grade requirements of that program.

05.4 Exclusion from a Course

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

05.5 Academic Exclusion, Suspension, Dismissal

05.51 Exclusion. Students whose academic progress is uncertain, as evidenced by a mixture of generally low grades, incompletes, and administrative failures, may, upon determination by the Academic Standards and Advising Committee, be excluded from further attendance until such time as their academic standing can be clarified, usually by resolution of incompletes. In addition, exclusion may be necessary to resolve questions concerning major departmental requirements or University academic standards. Exclusion is a temporary action and will be changed to suspension or dismissal not later than midsemester following the exclusion action unless the

student resolves the situation. If exclusion is not promptly resolved, then the student's preregistration, registration, and University housing will be canceled.

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

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

05.54 Readmission after suspension or dismissal. A student who is suspended from the University and who wishes to apply to the Academic Standards and Advising Committee for permission to be readmitted should present reasons indicating that she or he can successfully resume college work. Suspension from the University shall be for not less than one semester. A second suspension is considered a dismissal. Only under extraordinary circumstances will a student be readmitted after having been dismissed for academic reasons. (For readmission after withdrawal for reasons of health, see 22.)

⁸ A list of transferable courses is available in the Admissions Office and at the Registrar's Office

⁹ Semester credit limit may be waived for legitimate academic reasons by petition to the student's adviser.

06 Requirements for Graduation

06.1(fs) Student Responsibility for Knowledge of Requirements

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

06.2 Requirements

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

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

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

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

06.23(fs) More than one degree.

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

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

06.232(fs) Dual degree for transfer students. Transfer students already holding a baccalaureate degree from another accredited institution may pursue an additional dissimilar baccalaureate degree at the University of New Hampshire, provided they fulfill the requirements for the dual degree listed in the undergraduate catalog.¹⁰

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

06.3(fs) Certification of Candidate for Graduation

Candidates for graduation shall be certified as to their college requirements by the several college faculties to the registrar, who shall recommend them to the president for their appropriate degrees provided they have satisfied all University requirements for graduation.

¹⁰ The University administrative requirements for a dual degree are as follows:

General Policy

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

Requirements

1. Students desiring a dual degree must petition the college dean or deans involved for permission to pursue a dual degree.
2. If the student is planning to take one degree in a highly-prescribed curriculum, she or he should register as a freshman in the appropriate school or college for that curriculum.

3. It is expected that a candidate for two degrees will complete 32 credits beyond those required for the first degree.

4. It is expected that students will maintain a minimum 2.5 cumulative grade point average.

5. Students can earn more than one Bachelor of Science (B.S.) degree, provided that each degree is in a different field. Students can not earn more than one Bachelor of Arts (B.A.) degree.

Supervision

As soon as a student is accepted as a candidate for two degrees, the appropriate dean(s) will appoint supervisors for each of the proposed majors. The supervisors and the student will work out a basic course plan for the two degrees and inform the appropriate dual degree dean(s) of the plan. The supervisors will maintain joint control over the student's academic program. The deans' offices and the supervisors will receive copies of grade reports and other records for students pursuing two degrees.

07 Grades and Honors

General regulations

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

07.1 Grades

07.11(fs) The grading system in the undergraduate colleges and schools.

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

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

A	(4.00)	excellent
A-	(3.67)	intermediate grade
B+	(3.33)	intermediate grade
B	(3.00)	superior
B-	(2.67)	intermediate grade
C+	(2.33)	intermediate grade
C	(2.00)	satisfactory, competent
C-	(1.67)	intermediate grade

D+	(1.33)	intermediate grade
D	(1.00)	marginal grade
D-	(0.67)	intermediate grade
F	(0.00)	failure: academic performance so deficient in quality as to be unacceptable for credit.
AF	(0.00)	administrative F (usually indicates student stopped attending without dropping the course); is included in grade-point average
Cr		credit: given in specific courses having no letter grades, designated credit/fail
P		passing grade in a course taken under the student pass/fail grading alternative
W		withdrawal grade—assigned if withdrawal is after the fifth Friday of classes, but before midsemester, is not included in grade-point average
WF	(0.00)	withdrawal while failing; the 0 credit is computed in student's grade-point average
WP		assigned if withdrawal is later than midsemester and the student is passing the course up to the time of withdrawal; is not included in the grade-point average
AU		audit—no credit earned
IC		grade report notation for student's incomplete coursework
IA		indicates "incomplete" in a thesis or continuing course of more than one semester; the grade earned will replace "IA" assigned in previous semesters
IX		grade not reported by instructor

In an attempt to keep evaluation as objective as possible, instructors will assign a letter grade to a student exercising the pass/fail grading alternative. The instructor will not know that the student is exercising this alternative. (See 07.112(fs).)

The semester hours or other work units covered by the F grade shall be considered in full in figuring the average, except that the F awarded in a pass/fail grading alternative or in a credit/fail course shall not be figured in the average. (See 07.112(fs).) Courses covered by the Cr grade shall not be considered in figuring the average. (See

07.111(fs).) The number of grade points for a course is determined by multiplying the numerical equivalent of the grade times the semester hours of the course. The grade-point average is determined by the sum total of grade points divided by the sum total of graded credits (courses taken under the pass/fail grading alternative are not included in the divisor). The grade-point average is calculated to two decimal places.

No course dropped at the University of New Hampshire with a grade above F nor any course taken from another institution will be used in figuring the grade-point average.

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

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

1. courses that are used to fulfill General Education Requirements;
2. major and minor requirements;
3. to repeat a course previously taken; and
4. for B.A., B.F.A., and B.M. candidates, in courses that are used to meet the foreign language requirement.

The minimum passing grade requirement for a course taken pass/fail is D- (0.67). The course grade of a pass/fail course will not be calculated into the grade-point average of the student, but the pass or fail will be recorded on the student's transcript. In the event of a pass, the student will receive the course credits (credit hours) toward degree

requirements. The undergraduate student may elect the pass/fail grading alternative without permission or knowledge of the faculty member (course instructor). Upon request, the registrar shall inform the instructor of any course of the percentage of students enrolled as pass/fail. The student must opt for or drop the pass/fail grading alternative prior to the end of the add period (the third Friday of classes) and must obtain the approval of his or her adviser.¹¹

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

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

07.13 Incomplete courses

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

¹¹ No Whittemore School of Business and Economics course may be taken on a pass/fail basis by a student majoring in business administration, economics, or hotel administration.

bility for finishing the incomplete work rests with the student.

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

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

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

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

07.2 Honors

07.21(fs) Classification. An undergraduate degree student, after completion of at least 12 graded semester hours¹² in University of New Hampshire courses, will be designated as an honor student for a given semester if the student has (a) completed at least 12 graded (not Cr or P grades) semester hours for that semester and earned at least a 3.20 semester grade-point average or (b) earned at least a 3.20 cumulative grade-point aver-

age and at least a 3.20 semester grade-point average regardless of the number of graded credits that semester. These categories will be used: 3.20 to 3.49 (honors), 3.50 to 3.69 (high honors), and 3.70 to 4.00 (highest honors).

07.22(fs) Honors at graduation. Baccalaureate degree candidates who have earned honors for their entire work at the University will be graduated with honors based on the final cumulative grade-point average, provided that a minimum of 64 graded semester hours¹² has been completed in University of New Hampshire courses. The Latin equivalent of the honors classification will appear on the student's academic record and diploma. The student's honors classification will be noted in the Commencement program.

07.23(fs) Honors at graduation. Associate in arts, associate in science, and associate in applied science degree candidates who have earned honors for their entire work at the University will be graduated with honors based on the final cumulative grade-point average, provided that a minimum of 32 graded semester hours has been completed in University of New Hampshire courses. The English equivalent of the honors classification will appear on the student's academic record and diploma. The student's honors classification will be noted in the Commencement program.

07.3(fs) Educational Reprieve

Upon petition to the Academic Standards and Advising Committee, a former matriculated UNH student who has taken no courses for five or more consecutive years may, prior to readmission to UNH, request "educational reprieve." The procedure permits retention of the previous credit from all courses in which grades of C- or better were earned; but the former cumulative grade-point average, although retained for informational purposes on the academic record, will not be used. A new grade-point average will be started upon readmission. Graduation honors will be based only on the restarted grade-point average, provided a minimum of 64 graded semester hours (32 graded hours in an associate degree program) has been completed at the University subsequent to the reprieve. The notation "educational reprieve" will be written on the student's academic record.

¹² Pass/fail and credit/fail courses are not graded courses.

08 Library Regulations

08.1 University Libraries

The University Libraries consist of the main Dimond Library and four branches: the Biological Sciences Library, the Chemistry Library, the Engineering-Mathematics-Computer Science Library, and the Physics Library.

08.2 Library Hours

Hours of opening for all libraries are posted, as are changes due to vacations, interims, examination periods, etc.

08.3(ad/ss) General Regulations

Students are welcome in the library at all times. The library has as few rules as are consistent with good service and fair play for all its users. Stacks are open, with location charts at strategic spots.

All students wishing to borrow books must show their identification cards. A borrower of any library material is held responsible for its return to the main library or the branch library from which it was borrowed.

No food is permitted in any of the publicly accessible reading or study spaces in the Library, except when the areas have been set up for functions. Spill proof containers of beverages are allowed in all but the following specified areas: the electronic reference area, the data center, the map room, the Hart Multimedia Center, the current periodicals and newspaper room, the adaptive equipment room, Special Collections and Archives, and at any public electronic workstation. People violating the policy will be asked to take their food and beverage out of the Library or to put them away in their bags or packs.

08.4 Loans

Most books may be borrowed for four weeks. They are subject to immediate recall if needed for reserve and may also be recalled if urgently needed by another borrower. A "hold" may be placed on any book in circulation. Reserve books circulate for a more limited time. Rare books, archives, New Hampshire records, and reference collections do not circulate.

Periodicals in the open stacks may be borrowed for three days. Issues in the Periodical Reading Room may be borrowed for overnight use. The periodicals are listed in the online catalog.

08.5(ad/ss) Fines

Fines for overdue books are charged as a means of protecting library users as a whole. Please refer to Rule 11.22, Failure to Pay

University Accounts. The system of fines is established by the librarian in consultation with the Library Committee. Books that are damaged or lost will be charged the cost of replacement plus a processing fee. When material is returned within a year and undamaged, the replacement cost will be credited. The library may refuse library privileges to students who abuse them. Students who steal or willfully mutilate library materials will be subject to disciplinary action.

09 Academic Honesty

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

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

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

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

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

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

09.1 Written Classroom Examinations

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

Examples include, but are not limited to the following:

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

09.2 Out-of-Class Work

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

1. receiving outside help on take home exams;
2. consulting with others about homework, laboratory reports, etc.;
3. copying another's homework, laboratory reports, etc., and submitting them as your own.

09.3 Plagiarism

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

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

09.4 Misrepresentation

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

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

09.5 Academic Policy

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

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

09.6 Computers

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

09.7 Procedures for Dealing with Academic Misconduct

A student shall be informed of any accusation of academic misconduct. The procedure for handling such cases shall be as follows:

1. Individual cases will be handled initially by the instructor of the course concerned, as required by the instructor's professional responsibility to assess the performance of his or her students. The instructor will notify the student of the alleged infraction and what course of action and penalty the instructor believes

is appropriate. The student must be allowed an opportunity to rebut the allegation. The initial notification and conference are to be conducted informally. The chair of the department offering the course should be apprised on any actions taken. The penalty imposed by the instructor may not exceed failure in the course, in which case the student should be informed in writing that a failing grade is being assigned for academic misconduct and that further appropriate action may be taken by the student's college dean. Cases shall be reported to the student's college dean at the discretion of the instructor and department chair, except when a failing grade in the course is assigned for academic misconduct, in which case the student's college dean shall be notified of that fact.

2. Cases involving academic misconduct by students not enrolled in the course in question will be referred to the student's college dean, in which case the procedures detailed in section (1) above will be followed.
3. The student's college dean, when informed of an academic misconduct case as in (1) or (2) may take appropriate further action including suspension or dismissal; however, such action shall not take place before the student has been advised by the dean or his/her representative in writing in a timely fashion (normally before the semester succeeding the precipitating infraction) of the charges, and not before the student has been given an opportunity to explain or reply to the charges.
4. Any student penalized under those procedures may appeal the decision. In any appeal, the student involved has the right to the presence of an advisor of the student's choice drawn from the University community.
 - A. to appeal an instructor's decision, a written request for appeal must be sent to the student's college dean in a timely fashion, normally within 30 days, unless the student presents evidence of circumstances preventing such a timely response. Normally within two weeks the dean will schedule a meeting with the student

to afford the student an opportunity to explain or reply to the charges. A dean's appellate decision can be appealed further to the Academic Standards and Advising Committee, which will consider the appeal only on the basis of procedural irregularities. Any new data or evidence that becomes available will return the case to the student's college dean.

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

*As approved by the Faculty Senate
February 25, 1991*

09.8 Reporting

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

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

Administrative Policies and Regulations

10 Affirmative Action Policies

10.1 Nondiscrimination Policy

The University of New Hampshire is a public institution with a long-standing commitment to equal opportunity for all. The University does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, veterans status, or marital status, in admission or access to, or treatment or employment in, its programs or activities. Inquiries regarding discrimination should be directed to: Pat Gormley, Special Assistant to the President for Affirmative Action, (603) 862-2930 V/TTY; or to the Regional Director, Office for Civil Rights (OCR), U.S. Department of Education, J.W. McCormack Post Office and Court House, Room 707, Boston, Mass. 02110-4557, Telephone: (617) 223-9662 Voice, (617) 223-9669 Fax, (617) 223-9695 TDD. The Special Assistant is the Title IX Coordinator for UNH.

The time limitations for filing a complaint are: with UNH, one year; OCR, 180 days from the date of the act of discrimination or harassment.

10.2 Policy on Harassment and Sexual Harassment

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

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

It is the policy of the University of New Hampshire to uphold the constitutional

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

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

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

Discriminatory harassment does not include comments that are made in the classroom that are germane to the curriculum and a part of the exchange of competing ideas. A single incident that creates a distracting and uncomfortable atmosphere on a given day does not constitute discriminatory harassment. However, isolated or sporadic

acts that are severe may. It is possible for a series of individual incidents, each minor in itself, to have the cumulative effect of becoming pervasively harassing behavior.

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

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

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

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

A person who believes that he or she has been harassed should take steps to resolve the matter. Those steps may begin with direct, voluntary communication with the person engaging in the behavior in question, in an attempt to resolve the issue. Should the complainant not wish to contact the accused directly, the complainant has the right and is encouraged to pursue procedures that result in an administrative resolution or judgment. Any University community

member may contact the Special Assistant to the President for Affirmative Action with a harassment complaint, including sexual harassment. Alternatively, members of the community may choose to contact any one of the persons listed below, who will serve as a liaison to the Special Assistant. Students with complaints against other students may file a complaint with either the Office of Judicial and Mediation Programs or the Affirmative Action Office. Complaints against faculty or staff are handled by the Affirmative Action Office.

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

- The Sexual Harassment and Rape Prevention Program (SHARPP) Coordinator will act as a confidential support advocate for graduate and undergraduate students complaining of sexual harassment by another student, or by a faculty or staff member.
- The Director of Judicial and Mediation Programs will advise students wishing to make a harassment complaint against another student.
- The University of New Hampshire at Manchester Director of Counseling will advise UNHM students wishing to make a harassment complaint against any member of the UNH community.
- The Dean and the Associate Dean of the Graduate School will advise graduate students wishing to make a harassment complaint against any member of the UNH community.
- The Division of Continuing Education's Director of Advising will advise DCE students wishing to make a harassment complaint against any member of the UNH community.
- The Director of the Office of Multicultural Student Affairs will advise any student wishing to make a harassment complaint against any member of the UNH community.
- The Coordinator of the President's Commissions (on the Status of Women, on the Status of People of Color and on the Gay, Lesbian, Bi-sexual, and Transgender Issues), will advise any community member wishing to make a harassment or sexual harassment complaint against any other member of the UNH community.

Reprisals or retaliation against any person bringing a complaint through this process will not be tolerated, no matter whether the complaint is ultimately judged to be consistent with the criteria determining harassment or inconsistent with the criteria determining harassment. The university will pursue administrative action against those found to have retaliated against any individual participating in the complaint process. Also, the bringing of capricious or reckless complaints will not be tolerated. For a copy of the discriminatory harassment policy booklet, contact the Affirmative Action Office at 862-2930 V/TTY.

10.3 UNH Policy on Nonsexist Language

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

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

“Compliance with this policy shall be the responsibility of appropriate supervisory personnel. Concerns or questions regarding the implementation of this policy can be directed to the Affirmative Action Office at 862-2930 V/TTY. Copies of this policy and suggested guidelines for the use of nonsexist language will be available from the Affirmative Action Office and the President’s Commission on the Status of Women at 862-1058.”

11 Financial Policies

11.1 Rules Governing Tuition Rates for the University System of New Hampshire and Classification of Students for Tuition Purposes

The Rules Governing Classification of Students for Tuition Purposes are currently under review. This review may result in changes that might be effective for the current academic year. For information about the status of this review, please contact the Student and Academic Services Office at (603) 862-2053.

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

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

Review of Student Status.

- (a) Any student who is aggrieved by the decision of the dean or director of admissions classifying him/her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the dean or director of admissions. Any student aggrieved by the campus residency officer’s decision may appeal that decision to the University System’s Residency Appeals Board.
- (b) The student may present to the University System Residency Appeals Board such additional evidence as he/she may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the University System Residency Appeals Board shall be the final decision of the University System.
- (c) The University System Residency Appeals Board shall be comprised of three members who shall be designated by the presidents of each of the System’s three residential campuses. At the first meeting of each academic year the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year. The chair may delegate authority to chair particular meetings of the Board to any member of the Board.

Change in Status.

- (a) Any student who has, on his/her first admission to the University System,

been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change in status.

- (b) Appeals must be made on or before September 1 of any year for the fall semester, and on or before January 1 of any year for the spring semester. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. However, where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and that decision is reversed by the Residency Appeals Board during the semester, the student's status shall be effective as of the commencement of the semester.
- (c) In the event the campus residency officer possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the campus residency officer as herein above set forth. No such change made by the campus residency officer after the commencement of any semester shall be effective until the beginning of the next semester. Change to out-of-state status made by the dean or director prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board shall be effective as of the commencement of the semester.

Application Forms. Each applicant for in-state status for tuition purposes shall submit an application on forms to be prescribed by the dean or director of admissions which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the dean or director may require in support of the affidavit of domicile. In his/her discretion, the campus residency officer may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the University System unit.

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

Definition of "Parent." The term "parent" shall mean a person's father; or if he/she has no father, his/her mother; or in the case of separated or divorced parents, "parent" shall mean either a parent with legal custody or a parent providing more than one-half of a student's total financial support; or if there is a guardian or legal custodian, "parent" shall mean guardian or legal custodian provided there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

Definition of "Domicile." "Domicile" denotes a person's true, fixed and permanent home and place of habitation. It is the place where the person intends to remain and to which he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.

Determination of Domicile.

- (a) No person shall be eligible for in-state status unless she/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until he/she has been a resident of the state for twelve consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.
- (b) No unemancipated person shall be eligible for in-state tuition status unless his/her parent shall have established domicile in this state.
- (c) No person shall be eligible for in-state tuition status unless he/she establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.
- (d) When a person has established eligibility for in-state tuition based on his/her parent's domicile, and the parent subsequently establishes domicile outside of New Hampshire, the person shall be eligible for in-state tuition for one academic semester following the academic

semester during which the parent established out-of-state domicile.

- (e) All evidence relevant to determining domicile may be considered, but evidence of the following shall, in any case, be relevant without limiting in any way such other information as the applicant may wish to submit, or the dean or director of admissions may wish to require:
- (1) Payment or non-payment of any tax levied by the State or any political subdivision on persons resident or domiciled therein.
 - (2) Residence reported on any federal or state tax return.
 - (3) Registration of one's automobile.
 - (4) State issuing one's driver's license.
 - (5) Receipt of support in whole or in part from parents who are resident or domiciled outside the State of New Hampshire.
 - (6) Voting residence.
 - (7) Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose.
 - (8) Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit.
 - (9) The filing of any claim for benefits under any policy of insurance or any federal, state or local benefit legislation based on residence or domicile outside the State of New Hampshire.
 - (10) Status in some other state which would qualify a person for in-state tuition in that state.

Emancipation. No person shall be deemed to be emancipated unless his/her parent, as defined above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met. The following shall be submitted by an applicant and requested by the dean or director of admissions:

- (a) Lack of financial support of the person by the parents;

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

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

- (a) The domicile of an unemancipated person is that of his/her parents or if the parents are separated or divorced, that of the parent who has custody of him/her, or that of the parent providing more than one-half of the student's total financial support.
- (b) The domicile of an unemancipated person who has no parents is that of his/her guardian or other legal custodian, unless it appears that such guardianship or custodianship was created for the purpose of establishing an in-state status.
- (c) The domicile of any person who first enters the University System from the domicile of his/her parent, as defined above is that of the parent until he/she abandons such domicile and, for purposes other than that of education, acquires a new domicile.
- (d) The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until he/she abandons such domicile and, for purposes other than that of his/her education, acquires a new domicile.
- (e) Attendance at a unit of the University System or at any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

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

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

11.2 University Accounts

11.21 Payment of University accounts.

Tuition and fees are due in full each semester before the first day of classes. Mandatory fees partially fund various programs and services available to all students. Students are required to pay all mandatory fees charged regardless of actual usage of the programs and services.

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

11.22 Failure to pay University accounts.

All university bills must be paid before a student is permitted to register for the ensuing semester, to graduate, to receive any credit for courses taken and to receive transcripts. Any student who does not clear all outstanding debts will be considered as not having completed registration, will have all enrollments for the current semester deleted, and will be held liable for bills under the refund policy (11.24). A student who is eligible to graduate must have all bills paid before he/she can receive a diploma and/or an official transcript.

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

11.221 Loan defaults. Former students who have not made the required payments (i.e. "defaulted") on government-backed and/or campus-backed loans will not be permitted to register for classes, to graduate, to receive any credit for courses taken, and to receive transcripts. Please contact Business Services, Stoke Hall. (Some examples of government

loans are Perkins, NDSL; some examples of UNH loans are UNH Loans, UNH Temporary Loans, UNH Emergency Loans.

11.23 ROTC uniform and equipment

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

11.24 Refund of University charges

11.241 Refund of tuition. One hundred percent of the tuition charge will be refunded to a student withdrawing before the first day of classes, three-fourths during the first week of a semester; one-half after one week and within thirty days; and none thereafter. (See 03.3). This refund policy also applies to students reducing their credit load from full to part time. This refund policy does not apply to Mandatory Fees, which are not refundable after the first day of classes. Course fees are refunded only if a course is dropped before the first day of classes or the student withdraws before the first day of classes.

Students receiving Title IV financial aid will be refunded based upon the federal rules and regulations in effect at the time the student withdraws from the University. If a refund is due to a student who has been awarded aid, a portion of that refund must be returned to the student financial aid program.

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

11.242 Refund of board payment.

The effective date for calculating a refund for residents of traditional residence halls will be the date the meal plan is canceled by UNH Dining. Refunds on approved petitions will be made at full cost before semester opening. Prorated refunds will be allowed during the first three weeks of each semester for students who are leaving their residence halls. Petitions for refunds thereafter will be handled on a case-by-case basis but, if approved, will usually only include the food cost portion of the meal plan, with no refunds after the twelfth week.

11.243 Housing policies: payment/cancellation/refund (ad/ss). The University will establish housing fees or proposed

fees yearly and announce these for each academic year. Upon nonpayment of fees or any charges herein provided, the University may refuse to register the student for the next semester, issue grade reports of work done, or allow the student to graduate. In order to ensure that rooms are available to students who wish to live on campus, the University will refund to the student his or her housing fee at the following rates (unless otherwise agreed by the director of housing or required by law). Subsequent to occupancy, no release from this agreement or refund can be provided unless the assigned room is left clean and all sign-out procedures including return of keys and settlement of obligations are completed. The effective date of release will be determined by the date of such completion.

11.2431 Academic Year Refund Schedule

a. Provisions

1. If by Friday of the first week of classes the student fails to occupy the assigned room, or cancels the agreement by mutual consent or for any of the reasons in b.1 of the Room and Board Agreement, the Agreement is canceled and the student receives a 75% refund of the semester's housing fee.
2. Cancellation for any of the reasons in b. 1 or by mutual consent after Friday of the first week of classes and before 30 days after registration, will result in a 50% refund of the semester's housing fee.
3. Cancellation of the agreement for any of the reasons in b.1 or by mutual consent 30 days after Registration, will result in no refund of the housing fee.
4. Students who check in or move into a hall or apartment, move out, and do not withdraw from the University, are charged the full housing fee.
5. If the agreement is canceled, any amount of housing fee/deposit refund due a student will first be applied to said student's current University charges.

b. Semester I Refund Schedule

1. Written cancellation of this Agreement by the student to the Department of Housing or cancellation by the University for disciplinary or non-renewal actions will result in the

following refund schedule. When mailed, postmarks will apply.

2. Cancellations postmarked or received by the Department of Housing on or before June 1 result in a 50% refund of the housing deposit paid.

Cancellations postmarked between:

- | | |
|---------------------------|---|
| June 2 and July 1 | 25% of deposit refunded to student; |
| July 2 and August 15 | student forfeits entire housing deposit; |
| August 16 and | student charged before Friday 25% of the first week semester housing of classes fee |

c. Semester II Refund Schedule

1. Requests for early termination of this Agreement at the end of Semester I can be considered ONLY IF RECEIVED IN WRITING BY THE DEPARTMENT OF HOUSING BEFORE THE SECOND FRIDAY IN NOVEMBER. Should any such release be possible, priority will be given to students whose requests show extreme hardship, not necessarily financial, and to those students whose academic programs require them to relocate while still enrolled at the University. Semester I students who have NOT been granted early termination of the Room and Board Agreement for Semester II will be charged the full Semester II housing fee. Any and all portions of the refund schedule do not apply to such students.
2. Students who are offered and accept housing beginning with Semester II and subsequently notify the Department of Housing of cancellation prior to hall opening forfeit the Housing Deposit.

11.244 Exception to refund policies.

Normally there will be no exceptions to refund policies. Students wishing to petition for consideration for a refund should submit their requests in writing to the Committee on Exceptions to University Refund Policies. Members of the committee are the business administrator, the registrar, and the Vice President for Student and Academic Services

or their designees. On the joint approval of these committee members, exceptions may be considered under very unusual circumstances. With regard to medical withdrawals or medical leaves, the Residential Life Office, in consultation with the student's Associate College Dean, may make exceptions to the refund policy.

11.245 Deductions from refunds/rebates. Any amount owed to the University will be deducted from any refund/rebate due to a student.

11.3 Financial Aid to Students

The University publishes a financial aid bulletin, which outlines procedural requirements for undergraduate financial aid and all eligibility criteria for federal financial aid programs and University tuition grants and scholarships. The University's financial aid program is one in which the basic philosophy for eligibility is the student's financial need.

University gift aid consists of tuition grants and scholarships. Tuition grants are based on financial need and are awarded to both resident and nonresident students from funds budgeted yearly by authority of the Board of Trustees. Scholarships are additional gift financial aid and are awarded on the basis of any of the following: scholastic achievement, requirements established by a donor, financial need. Rule 11.31 applies to students who receive University gift aid.

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

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

12 Health Services

12.1 General Policies

12.11(ad/ss) Student responsibility.

When a student becomes ill or has a significant health concern, he or she is urged to contact the Health Services.

12.2 Scope of Health Services

12.21 Services available. The University has a state-licensed and nationally-accredited health and wellness program. Primary medical care is provided for routine acute and chronic problems. Women's Health provides

family planning, gynecological health care, and sexual assault service. An outreach nurse assists with problems arising from hospitalization and/or medical withdrawal and return to campus. Other services include: allergy/immunization clinic, medical care for mental health issues, international travel information and nutritional counseling. Clinical support includes laboratory, pharmacy, and radiology departments.

The Office of Health Education and Promotion coordinates health promotion activities on campus. Provided are: programs and individual/group support to promote healthy life-style choices, anonymous HIV testing and counseling, massage therapy, and an extensive resource library.

12.22 Special services. Payment for medical care obtained off campus is the responsibility of the student. For exceptions, see 12.31 and 12.33 below.

12.3 Fees and insurance

12.31(ad/ss) Fees. Students are expected to share the cost of providing for their health care needs. This is accomplished through a combination of a mandatory prepaid health fee, voluntary insurance, private insurance, and/or direct payment of a fee-for-service. The mandatory student health fee provides for many outpatient primary care needs that are obtained in Health Services. However, charges not covered by the health fee are the responsibility of the student. Students should check with the Health Services business office with any questions.

12.311 Enrollment policy. Enrollment in the UNH Health Services Program is required of all full-time graduate and undergraduate degree candidates and nondegree (special) students, and all part-time graduate and undergraduate degree candidate students registered for five or more credit hours per semester. Any other student enrolled in a credit course may voluntarily enroll in the program.

12.312 Waiver Policy. Waivers of this policy are rare and may be granted only in extreme circumstances. The services and facilities are available to all; the extent to which a student uses them is not a factor by which assessment is determined.

12.313 Health Insurance. Student Health insurance is separate from the health fee. It provides health care coverage beyond the primary care covered under the health fee. Information regarding the Student Health Plan and other available health insurance

plans can be found at www.unh.edu/student-affairs. The University does not require domestic students to have health insurance, however, it is strongly recommended. All international students are required as a condition of enrollment to purchase the International Student Sickness and Injury Plan sponsored by the University. This plan provides coverage for 12 consecutive months effective August 15th of each year. International students will automatically be enrolled for 12 months and charged for the annual premium with their fall tuition bill. If an international student begins enrollment status in the spring, the student will automatically be enrolled and charged for coverage from January 15 - August 15. If an international student graduates in December, the premium will be adjusted for coverage from August 15 - January 15. Written confirmation of the intent to graduate in December is required from the academic advisor for this adjustment.

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

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

12.33(ad/ss) Urgent care at other than regular clinic hours. For fee-paying students, after hours care is available when residence halls are open through an agreement with a local hospital. This service may require a co-payment or may be the student's full responsibility, dependent upon the level of care received.

12.4 Patient's Bill of Rights

1. The patient shall be treated with consideration, respect, and full recognition of his/her dignity and individuality, including privacy in treatment and personal care and including being informed of the name, licensure status, and staff position of all those with whom the patient has contact, pursuant to RSA 151:3-b.
2. The patient shall be fully informed of a patient's rights and responsibilities and of all procedures governing patient conduct and responsibilities. This information must be provided orally and in

writing before or at admission, except for emergency admissions. Receipt of the information must be acknowledged by the patient in writing. When a patient lacks the capacity to make informed judgements, the signing must be by the person legally responsible for the patient.

3. The patient shall be fully informed in writing in language that the patient can understand, before or at the time of admission and as necessary during the patient's stay, of the facility's basic per diem rate and of those services included and not included in the basic per diem rate. A statement of services that are not normally covered by Medicare or Medicaid shall also be included in this disclosure.
4. The patient shall be fully informed by a physician of his/her health care needs and medical condition, unless medically inadvisable and so documented in the medical records and shall be given the opportunity to participate in the planning of his/her total care and medical treatment, to refuse treatment, and to be involved in experimental research upon his/her written consent only.
5. The patient shall be transferred or discharged after appropriate discharge planning only for medical reasons, for the patient's welfare or that of other patients, if the facility ceases to operate, or for nonpayment for the patient's stay, except as prohibited by title XVIII or XIX of the Social Security Act. No patient shall be involuntarily discharged from a facility because the patient becomes eligible for Medicaid as a source of payment.
6. The patient shall be encouraged and assisted throughout his/her stay to exercise his/her rights as a patient and citizen. The patient may voice grievances and recommend changes in policies and services to facility staff or outside representative free from restraint, interference, coercion, discrimination, or reprisal.
7. The patient shall be permitted to manage his/her personal financial affairs. If the patient authorizes the facility to assist in this management and the facility so consents, the assistance shall be carried out in accordance with the patient's rights under the subdivision and in conformance with state law and rules.

8. The patient shall be free from emotional, psychological, sexual and physical abuse and from exploitation, neglect, corporal punishment and involuntary seclusion.
 9. The patient shall be free from chemical and physical restraints except when they are authorized in writing by a physician for a specified and limited time necessary to protect the patient or others from injury. In an emergency, restraints may be authorized by the designated professional staff member in order to protect the patient or others from injury. The staff member must promptly report such action to the physician and document same in the medical records.
 10. The patient shall be ensured confidential treatment of all information contained in his/her personal and clinical record, including that stored in an automatic data bank, and his/her consent shall be required for the release of information to anyone not otherwise authorized by law to receive it. Medical information contained in the medical records at any facility licensed under this chapter shall be deemed to be the property of the patient. The patient shall be entitled to a copy of such records, for a reasonable cost, upon his/her request.
 11. The patient shall not be required to perform services for the facility. Where appropriate for therapeutic or diversional purposes and agreed to by the patient, such services may be included in his/her plan of care and treatment.
 12. The patient shall be free to communicate with, associate with, and meet privately with anyone, including family and resident groups, unless to do so would infringe upon the rights of the patient. The patient may send and receive unopened personal mail. The patient has the right to have regular access to the unmonitored use of the telephone.
 13. The patient shall be free to participate in activities of any social, religious, and community groups, unless to do so would infringe upon the rights of other patients.
 14. The patient shall be free to retain and use his/her personal clothing and possessions as space permits, provided it does not infringe on the rights of other patients.
 15. The patient shall be entitled to privacy for visits and, if married, to share a room with his/her spouse if both are patients in the same facility and where both patients consent, unless it is medically contraindicated and so documented by the physician. The patient has the right to reside and receive services in the facility with reasonable accommodation of individual needs and preferences, including choice of room and room mate, except when the health and safety of the individual or other patients would be endangered.
 16. The patient shall not be denied appropriate care on the basis of race, religion, color, national origin, sex, disability, marital status, sexual preference, or source of payment.
 17. The patient shall be entitled to treatment by the physician of his/her choice subject to reasonable rules and regulations of the facility regarding the facility's credentialing process.
 18. The patient shall be entitled to have his/her parents, if a minor, or his/her spouse, or next of kin, or his/her personal representative, if an adult, visit the facility, without restriction, if the patient is considered terminally ill by the physician responsible for his/her care.
 19. The patient shall be entitled to receive representatives of approved organizations as provided in RSA 151:28.
 20. The patient shall not be denied admission to the facility based on Medicaid as a source of payment when there is an available space in the facility.
- 12.41 Responsibilities.**
1. The patient has the responsibility to provide full information about his /her illness or problem to allow proper evaluation and treatment in order to ensure optimal care.
 2. The patient has the responsibility to ask sufficient questions to ensure appropriate comprehension of illness or problem as well as the health professionals' recommendation for continuing care. If the care or course of treatment is unacceptable for any reason, it should be discussed with staff of Health Services or a student advocate.
 3. The patient has the responsibility to show courtesy and respect to health personnel and other patients.

4. The patient has the responsibility not to lend his/her personal identification to others. It may lead to entries in the wrong medical chart or errors in treatment.
5. The patient has the responsibility, if unable to keep an appointment, to cancel or reschedule as far in advance as possible, so that the time may be given to someone else.
6. The patient has the responsibility to not give medication prescribed for self to others.
7. The patient has the responsibility to communicate with health care providers if conditions worsen or are not following the expected course.
8. The patient has the responsibility to refrain from behavior which would offend or harm others.
9. The patient has the responsibility to follow the rules and regulations of the health service facility.
10. The patient has the responsibility to respect the property of the health service facility.
11. The patient has the responsibility for his /her own health by following good health practices and by seeking medical services in a timely manner.
12. The patient has the responsibility to provide feedback on positive and negative aspects of the health care process.
13. The patient has the responsibility to inquire about possible charges for services at the time of each visit, and to pay for all charges for care not covered by the student health fee or private insurance.

12.5 Notice of Privacy Practices

Health Services is committed to protecting the privacy of its patient's health information. Please read Health Service's Notice of Privacy Practices at <http://www.unh.edu/health-services/privacy.html> to understand how a patient's medical information may be used and disclosed and a patient's rights regarding this information.

Questions concerning your rights and responsibilities as a patient in Health Services should be directed to the Director of Health Services:

Kevin Charles
 Health Services
 12 Ballard St.
 Durham, NH 03824
 Phone: 862-1098
 Fax: 862-4259

13 Residential Rules and Regulations (ad/ss)

13.1 Eligibility

In order to live in University housing, students must be classified as a full-time student according to rules 1.11. If a student's credit hour registration drops below twelve credits, she or he may be required to vacate the residence hall with a prorated refund. Note: A regular student is considered to be a full-time degree candidate. Associate in applied science degree candidates are eligible; special students and associate in arts degree candidates will be considered on a case-by-case basis.

13.2 Applicability of Rules

All undergraduate students are subject to all of the rules of the Faculty Senate and the Student Senate. All rules, including specific housing and residential life rules and regulations, shall be in force while students are staying in residence halls, whether or not the University is in session.

13.3 Room Selection

To reserve a space, students must file an application and pay the housing deposit with the Department of Housing by the designated deadline. University housing is not guaranteed for the full four-year undergraduate period.

13.4 Terms and Conditions of Occupancy

All students residing in University residences are bound by the terms and conditions of the room and board agreement for an entire academic year or, in the case of summer, for a period equal to the duration of the student's summer courses.

13.5 General Provisions

The University (a) will establish proposed housing rates yearly and announce the proposed housing rates for each academic year at the time of housing selection in the spring, (b) reserves the right to inspect students' rooms, (c) reserves the right to recommend to the appropriate judicial board the termination of any agreement, and (d) will control the rooms in the case of an epidemic.

13.6 House Councils

The purpose of a house council is to promote and maintain a sense of community within the residence hall. As vehicles of self-government, house councils may hold hearings, make findings, and fix penalties for minor infractions of properly enacted and

approved house rules which serve to maintain good order with the residence halls. These penalties include but are not limited to warnings or admonitions, work details, or fines not to exceed \$10.

13.7 Guests/Overnight Guests

Residence hall rooms are intended for the peaceful enjoyment and privacy, free from intrusion, for those assigned students. The right to privacy outweighs the privilege of having a guest. Therefore, overnight guests are not permitted in residence hall rooms without the **advance** permission of all residents of the room in which they are staying. Students are responsible to ensure that their guests do not impose any inconvenience on other room residents. Residents may not have a guest stay more than two days in any given week. The spirit of the policy is to occasionally allow for a weekend guest when the other roommate has left for the weekend.

Residents who feel their rights are being violated or who feel a lack of confidence to share with their roommate what they really feel about the issue, should **immediately** inform their RA or Residence Hall Director. Staff members are expected to settle the issue instantly in favor of the right of privacy over the privilege of having a guest.

13.8 Study Hours

At the beginning of each school year, every resident will have a chance to vote secretly on the exact hour that quiet hours will commence during the week and on weekends. All established quiet hours must be observed. Violations of quiet hours will be subject to disciplinary action.

13.9 Fire Drills and Alarms

The Department of Housing and the residence hall staff shall be responsible for establishing procedures for supervised fire drills periodically in residence halls in compliance with local and state fire safety regulations. Fire drill procedures include the requirement for all students' residences to have prepared fire evacuation plans for each building, to include orientation for all students for recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Students must leave buildings during a fire drill or be subject to disciplinary action. Alarm systems shall not be tampered with or tested by unauthorized persons. Students are expected to help prevent false alarms and should report

any tampering with the alarm system to the work control center.

13.10 Residence Hall Fire Safety Policies

1. Hotplates, toaster ovens, toasters, electric heaters (unless provided by the University), any item with a heating coil, i.e., sandwich and grill makers, and non-UL approved appliances are strictly prohibited. These items have heated exposed surfaces which have caused fires in the past. Appliances which can be used in individual rooms, but cannot be left plugged and unattended include curling irons, coffee makers, irons, and hot pots. A violation occurs when an appliance is left plugged in and unattended.
2. An individual room having multiple plugs leading to the same outlet causing more than 15 amps of power to be drawn is dangerous and should be avoided. This situation is usually caused by too many plugs in one outlet. Power strips, splitters or cube taps are acceptable, but only if they have a fuse or circuit breaker. Power strips may not be plugged into a normal extension cord. The power strip cord must be of construction grade quality, and it must have a ground plug (a third prong). A power strip may not be plugged into another power strip or splitting device. Extension cords may not be connected in a manner that allows too many appliances to be plugged into the same outlet causing more than 15 amps of power to be drawn. No electrical cords of any sort, other than phone cords, speaker wires and cable wires, are to be run underneath a rug.
3. Microwaves and refrigerators require a construction grade extension cord (generally the same size or larger than the unit's own cord) or needs to be plugged directly into an outlet or a fused power strip; they cannot be plugged into a splitter unless the splitter has a fuse. If an adapter is used for a power strip or extension cord, the ground lead must be connected. (Refrigerators that draw no more than 1 amp of power and are 34" in height or less are allowed. Microwaves with a power output of 1000 watts or less are allowed.)
4. Flammable items such as the following are not allowed in the halls: stain, flammable cleaning solvents, butane,

propane torches, gasoline, camping or cooking fuels, oil lamps, oil candles, and kerosene lamps.

5. Candles, wax tarts, incense, and incense paraphernalia are not allowed for any reason. Lit candles and incense have caused serious room fires in the past. No exceptions will be made for cut wicks or removed wicks.
6. No more than 50% of a single wall surface can be covered. If you use wall posters or hangings, they should be used sparingly, covering no more than one-half of the surface on each wall (this does not include furniture against the wall). This precaution eliminates excess combustible material which could cause fires to spread.
7. A clearance of at least 33" from the ceiling to the top of a mattress is required to allow adequate breathing space in case of fire or smoke that may enter the room. Any loft or stilt bed that does not comply must be fixed immediately and lowered to meet clearance guidelines.
8. The room overhead area must be kept clean and clear at all times. Items cannot be hung or suspended from the ceiling, ceiling pipes running horizontally, electrical conduit, lights, smoke detectors, etc. This includes Christmas lights on pipes and anything hanging overhead. All wall hangings and decorations must completely touch the wall. This precaution prevents the possibility of materials falling down on a person during a fire.
9. At least six inches of air space between the electric heater unit and furniture is required. While it seems unlikely, a number of room fires have started due to items placed too close to the heater unit. Halls with electric heat are Stoke, Hubbard, Babcock, Christensen and Williamson.
10. Do not touch the smoke detector under any circumstance. If you suspect it to be malfunctioning, talk to your R.A. immediately. There is a \$100 fine for covering, defacing, or tampering in any way with this device.
11. All pathways to room doors and windows must be kept clear. This policy is most often in violation when a resident has to push an item to the side in order to exit a room door or window. Examples of this would be furniture

preventing the room door to open 90 degrees, items hanging down to enclose a sleeping space, etc.

12. Any style lamp with a halogen type bulb cannot be used in the residence halls. The intense heat generated by such lamps can and have caused fires.

14 Dining Hall Policies

14.1 Students in Residence Halls

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

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

14.2 Specific Nutrition Concerns

Students with specific nutrition concerns or medically restricted diets should meet with UNH Dining's registered dietician to review options for dining hall accommodations. UNH Dining endeavors to provide a wide variety of nutritious food options to meet all needs. Should the decision be that the dining program is not able to accommodate specific needs; the student should consider alternate housing, either in a University apartment or off-campus housing without a meal plan requirement. Meal plans are a requirement for all who reside in residence halls and exceptions are not granted.

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

14.3 Commuter Meal Plans

Commuters and those who live in the University apartment complexes or Babcock Hall may choose a commuter meal plan or one of the residential meal plans. See www.unh.edu/dining for the latest information

about the commuter meal plans. The last day for cancellations, changes and refunds is the second Friday of the semester in which the meal plan was purchased.

14.4 Board Rates

Meal plan prices are available from the Dining Office, at www.unh.edu/dining or at Housing sign-up. The University reserves the right to change rates at the beginning of a semester with as much advance notice as possible. Students will be charged for the meal plan in effect at the time of billing.

14.5 Rebates

In the event of an official withdrawal from the University, the effective date for calculating a refund on a paid dining plan will be the date the University grants a withdrawal. Academic year refunds are based on the following schedule: before registration day, 100% refund, during the first two weeks of the semester 100% refund minus plan usage, weeks three and four 50% refund, after the end of week four, no refund. All rebates will take the form of a credit to the student's University tuition account.

14.6 Meal Hours

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

14.7 Removal of Food and Equipment

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

14.8 Items Prohibited From Dining Halls

Backpacks and other satchels are not allowed in the dining halls for the safety of patrons and staff. Bottles, mugs and other containers (except for Dining issued mugs for takeout beverages) are prohibited. The University of New Hampshire is not responsible for lost or stolen items.

15 University ID Cards

15.1 Use of Identification

The primary purpose of the UNH ID card is to identify the cardholder as eligible for the various programs and privileges UNH provides. The ID card remains the property of the University. You may be asked to produce it at any time to validate your pres-

ence in or access to buildings and programs including meal plans and debit programs. Your UNH ID card is not transferable. A photo ID card will be confiscated when presented by someone other than the owner. Misuse of the card will result in penalties to all parties.

15.2 Lost ID Cards

Lost or stolen ID cards should be reported immediately to the Dining ID office (603) 862-1821 or suspended instantly at www.unh.edu/dining. You are responsible for any use made of your card until it is reported lost or stolen and suspended. Only the balance of meals, Dining Dollars, Cat's Cache and guest passes on the card at the time of suspension can be protected. Until your ID is replaced, you will not have access to the balances and privileges encoded on the card. A charge of \$10 is made to replace a lost, stolen or mutilated photo ID card. A charge of \$5 will be made to replace a lost, stolen or mutilated non-photo dining card. The area desks maintained by the Department of Housing can issue temporary cards allowing access to residence halls.

15.3 The Cat's Cache Debit Program

The Cat's Cache debit program is a convenient way to make purchases. It is accepted at all University Hospitality locations, the Memorial Union (including the bookstore), Health Services and other campus locations and many businesses in downtown Durham. Cat's Cache balances carry forward from year to year and are fully refundable. Students may have their University account billed for a Cat's Cache deposit as part of their tuition bill or as part of the Housing sign-up process. Deposits can also be made with cash or check in the Dining ID office or online with a credit card at www.unh.edu/dining. Purchases of alcohol, tobacco, firearms, weapons and any other incendiary and/or destructive devices are prohibited.

15.4 Dining Dollars

Dining Dollars are available to anyone with a meal plan. Those owning a Gold or Platinum meal plan can purchase additional Dining Dollars at a 20% discount at the Dining ID office. Dining Dollars are accepted at Philbrook, Stilling, Holloway Commons, MUB Food Court, MUB Coffee Office, with Panache, Wildcatessen and Philbrook Café. Dining Dollars are not accepted at Acorns Restaurant at the New England Center except during advertised special events. Dining

Dollars are valid during the academic year of purchase only. Balances carry over from Fall Semester to Spring Semester but expire at the end of meal service in May. Dining Dollars are not refundable.

15.5 Hand Recognition Technology

Access to Holloway Commons, Anna's Place at Philbrook Hall and the Marketplace at Stillings for unlimited meal plan holders is via a hand scanner at the entrance to the dining hall. Hand scanning is mandatory for unlimited meal plan holders and meals are not transferable. Any attempt to gain entrance for multiple persons is prohibited. Such fraudulent actions will result in penalties to all parties.

16 Telecommunications

UNH Telecommunications is your telephone company while you live on-campus. Phone lines, personal authorization codes allow you to make long distance calls from your dorm room, and voice mail services are activated upon the student's arrival at UNH. Students may receive assistance at Wildcat Wireless – Your UNH Phone Store (MUB Room 202), telephone 862-1030 or at <<http://www.unh.edu/telecom>>.

16.1 Personal Authorization Code

New students will receive a letter in August from Telecommunications with their personal authorization code (PAC) attached. By first usage of their PAC, the student is agreeing to the terms and conditions and will be responsible for all calls made with his/her code. Please refer to the Telecom website <<http://www.unh.edu/telecom/students.html>> for a complete listing of the PAC Rules of Conduct. In addition to the Rules of Conduct and Telecom policies, all users must refer to the AUP (Acceptable Use Policy for Information Technology Resources at UNH) at <<http://www.unh.edu/cis/aup.html>>.

Please be sure to report a lost PAC immediately to Telecommunications at Wildcat Wireless, Your UNH Phone Store (MUB Room 202).

16.2 Rates

When using their personal authorization code (PAC) students are able to place calls to off-campus numbers from on-campus. Calls to local numbers are free. The local calling area is posted on Telecom's web site <<http://www.unh.edu/telecom>>. For 24 hours a day/7 days a week, rates for

domestic long-distance calls start at 10 cents per minute and go as low as 7.5 cents per minute, based on the student's monthly usage. Telecom does not charge taxes, fees or surcharges for using this service. Further details on discounted rates are available at <<http://www.unh.edu/telecom>>.

International rates vary by country and time period and are posted at <<http://www.unh.edu/telecom>>.

16.3 Students Supply Own Phone

Students do need to bring their own touch-tone telephones to school. (UNH does NOT provide students with telephones.) There is one activated phone connection and one voice mailbox per room. Cordless phones are discouraged and are not supported as they do not work well in multiple dwelling buildings. The use of devices which interfere with the UNH wireless data network is not permitted, for example 2.4 GHz cordless phones.

16.4 Payment

Students will receive email notification each month when charges have been posted to their account with the UNH Business Office. Refer to our web site at <<http://www.unh.edu/telecom>> for more details on accessing your on-line statement.

Payment should be made to UNH Business Services via their e-Check service or mailed to UNH, P.O. Box 9573, Manchester, NH 03108-9573.

16.5. Semester Fee

If living on campus, students must pay their semester fee for the active phone line in their room. This fee is part of the Housing fee.

16.6 Special Wireless Phone Packages for UNH Students

UNH Telecommunications offers first-rate wireless packages for UNH students. We have discounted cell phones, service plans, repair service, loaner phones for our customers, accessories, Refer A Friend Program, and provide on-site excellent customer service at Wildcat Wireless – Your UNH Phone Store, MUB Room 202, Monday - Friday, 8 a.m. - 4:00 p.m..

17 Intercollegiate Athletics (ad/ss)

17.1 Certification and Eligibility

The NCAA compliance officer is responsible for certification of eligibility for participation in men's and women's intercollegiate athletics under the terms and conditions of the

bylaws of the NCAA. Students enrolled in the Thompson School are ineligible for participation in intercollegiate athletics.

17.2 Funding

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

17.3 Intercollegiate Athletics

The University is a member of the National Collegiate Athletic Association, the America East Conference, the Atlantic 10 Conference, Hockey East, East Atlantic Gymnastic League, Eastern College Athletics Conference and is governed by those rules and regulations that are on file in the Intercollegiate Athletics Office in the Field House.

18 Student Organization Recognition Process

18.1 Organization Oversight Committee

The Organization Oversight Committee (OOC) is charged with oversight of student organization recognition policies, conduct and operations. The OOC is comprised of a Student Senate Representative, Organization Resource Representative, Memorial Union Board of Governors (MUBBOG) Chairperson, an Interfraternity Council/Panhellenic delegate, Graduate Student Representative, Program Advisory Board Representative and the Assistant Director of the Memorial Union.

18.2 Recognition of Student Organizations

- A. Student organizations shall be designed and operated by students with an emphasis on student development and safety.
- B. Student organizations shall not be set up for the fiduciary gain of the members.
- C. Representative(s) of all current groups seeking to be recognized for the next academic year must attend a formal recognition session held each year.
- D. Groups who are recognized during the spring recognition session will be granted recognition for the following academic year provided they maintain all standards set forth in the criteria for recognition section.

- E. New organizations seeking recognition may begin the process for formal recognition at any time by attending a meeting with a Leadership Center representative.
- F. Student group representatives must attend at least one Student Organization Services Town Meeting during the school year.
- G. A Student Organization must inform Student Organization Services (SOS) immediately if the officers, name of organization, constitution, or statement of purpose of the organization changes.
- H. Student organizations must conduct fair elections or appointments of officers.
- I. Clubs shall be recognized as sport clubs through Campus Recreation if they demonstrate the following:
 1. Interest
 2. Organization
 3. Need (within the University and the University's ability to fit that need)
 4. Safety
 5. Satisfaction of a true sport definition to include:

A sport (example, badminton, rugby, sailing, rowing, etc.) with a national, international, or independent governing body; a set of rules published by the appropriate governing body; evidence that there are established competitions, clinics, or tournaments within a reasonable driving distance/time of UNH; and that the sport is the primary purpose/objective of the club.

See Section 19: Sport Clubs for more information.

18.3 Rights and Privileges of Recognized Student Organizations

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

- to use the University name; The University name, or any part thereof, shall not be used by any student or group of students in connection with any public activity except as authorized by Student Organization Services upon registration.
- to apply for funding and utilize the services of the SAFO and ORO;
- to be listed on the SOS website;
- to use campus facilities and services;
- to have a WEB page on the University system;

- to have a faculty/staff advisor;
- to apply for office space in the MUB;
- to sponsor programs and activities;
- to utilize free advertising resources such as the monthly calendar of events, table tents and showcase spots in the MUB;
- to advertise for upcoming activities in University buildings, residence halls, and on designated bulletin boards on University property;
- to obtain limited free advertising in *The New Hampshire*;
- to participate in the Student Activities Fair each fall and other student organization recruitment activities;
- to apply for tax exempt status through the Internal Revenue Service to solicit tax exempt donations;
- to use the University's tax exempt status to solicit donations in support of approved activities;
- to utilize the services of the University Ticket office;
- to obtain the use of a mailbox and to access all services in the Leadership Center;
- to participate in leadership seminars and workshops;
- to attend the annual Leadership Awards Banquet;
- to utilize program advising services.

18.4 Organizing/Tentative Recognition

When an organization does not yet meet the criteria for formal recognition, (18.5), tentative recognition may be granted for a period of 10 days by the Student Organization Services Coordinator.

18.5 Criteria for Formal Recognition

- Organizations must submit a signed and completed recognition form that commits its members to abide by any and all applicable federal, State, and local regulations and University policies.
- Membership in undergraduate student organizations shall:
 - Have full-time University of New Hampshire undergraduate students as its officers and maintain a current list of officers with Student Organization Services. Undergraduate student officers must maintain a 2.3 GPA and graduate student officers must maintain a 3.0 GPA. SOS follows Rule #5.11 in the *Rights, Rules, and Responsibilities* that state the minimal

acceptable GPA for all UNH students is a 2.0;

- Consist of at least seven (7) full-time University of New Hampshire students;
 - Be composed mostly of students;
 - Non-student club members must be identified as "associate members."
- If the student organization's membership does not meet the above membership criteria during any part of the year, they will have one month granted by the OOC to increase membership.
 - Organization's stated purpose must be consistent with the mission of the University of New Hampshire as set forth in RSA 187-A:3.
 - Fraternities and Sororities must be recognized by Panhellenic Council or Interfraternity Council.
 - The University of New Hampshire acknowledges the following governance organizations:
 - Graduate Student Organization
 - Panhellenic Council
 - Interfraternity Council (IFC)
 - Student Senate
 - Memorial Union Board of Governors
 - Program Advisory Board

Such acknowledgment reflects the University's acceptance of each of these organizations as the official representative of student opinion for the constituencies served by that group. In order to be acknowledged as an official representative of their constituencies, governance organizations must submit updated versions of their respective constitutions and by-laws as well as submit a signed and completed recognition form which commits its members to abide by any and all applicable federal, State, and local regulations and University policies.

- A risk assessment will be completed with each student organization for recognition for the following academic year. Student Organizations are responsible for following risk assessment findings.
- Groups that are categorized as Campus Programming, Arts, & Entertainment are required to attend all Program Advisory Board Meetings.

18.6 Appeal Process

If recognition should be denied, the appeal process is as follows:

- Step 1: Within 5 working days, request a hearing before the OOC through the Assistant Director of the Memorial Union.
- Step 2: Within 5 working days, you may appeal the OOC's decision to the Judicial Programs Office through a review of previously presented materials.
- Step 3: Within 5 working days, further review and reconsideration may be requested of the Vice President for Student and Academic Services or designee.

18.7 Responsibilities of Recognized Student Organizations

As a recognized student organization, you are expected:

1. to consider student development, citizenship and safety (physical, emotional, spiritual, psychological) of paramount importance;
2. to have a completed, signed recognition form on file with Student Organization Services;
3. to provide full disclosure regarding national, State or local affiliations;
4. to adhere to all applicable federal, State and local laws and university policies;
5. to provide full details regarding dues, fees or costs associated with membership;
6. to provide a clear description of all membership requirements and/or recruitment practices;
7. to permit members to disassociate at any time;
8. to have a minimum of two (2) full-time University of New Hampshire students who are in good academic standing as its officers and maintain a current list of officers with Student Organization Services;
9. to refrain from committing, either verbally or through written contract, the University, to any financial obligation;
10. to insure that membership follows the criteria set forth in the membership criteria section;
11. to adhere to the University's anti-hazing policy as listed in the Student Code;
12. to adhere to the University's nondiscrimination policy as listed in the Student Rights, Rules, and Responsibilities publication;
13. to exist for a purpose beyond the fiduciary gain of the members. While fundraising is important to most groups' survival, this must not be the group's priority or purpose;
14. to hold the membership accountable to the organization's policies and procedures;
15. to provide Student Organization Services with an updated copy of your organization's constitution, policies and procedures every year;
16. to clearly indicate your organization as sponsor on all announcements, flyers, letters, posters, etc., promoting or describing an event, meeting or program.
17. to alert Student Organization Services if during any time of the year membership does not meet the criteria listed in 18.5.
18. to have at least one member attend the annual recognition sessions each spring.
19. to have an advisor if you choose. Your advisor must be a member of the University of New Hampshire faculty or staff unless an exception is granted by the Student Organization Services Office. An advisor is recommended and in certain cases required (example, Sport Clubs, Risk Assessment Findings, Judicial Procedures).
20. to adhere to all posting policies by the town of Durham and the University, paying close attention to all policies of the residence halls.
21. struggling student organizations, or those in danger of losing recognition status, may be required to meet with a representative of the Student Organization Services Office on a periodic basis.
22. to obtain student mailing lists from University Registration Office for purpose of University sanctioned fundraising and recruitment. Permission must be granted by the Student Organization Services Office prior to request.
23. all student organizations accepting funds/monies must have their bank accounts within the University system unless they are currently incorporated nationally or with the state (Greek Organizations/New Hampshire Outing Club). All political organizations should consult with Student Organization Services before opening an account.
24. any student organization having an overnight trip must create a list of all the students attending with a main contact name and number. One copy of the list must be sent to the UNH Police and Student Organization Services Office.

18.8 Revision or Amendments to a Constitution of a Recognized Student Organization

Organizations must submit to the OOC, in writing, any revisions or amendments to their constitution, name of organization, purpose, or officers prior to implementation.

18.9 Discipline of Recognized Student Organizations/Discipline of Members

Anyone, including the Student Organization Services Office may submit a complaint regarding the action of recognized student organizations to the Office of the Memorial Union or the Office of Judicial and Mediation Programs. The judicial process for student organizations will mirror that for individuals brought before the conduct system and will follow the procedures in Article IV of the Judicial Policies. The procedure may involve meeting with the OOC or the Office of Judicial and Mediation Programs in the event that charges are pending against an organization. In most cases the group will attend an informal meeting with OOC members. This meeting will be followed by a written formal agreement summarizing the violation and the agreed upon sanctions. If sanctions cannot be agreed upon, they may be issued in writing by the OOC. Any appeals to these sanctions should be directed to the Judicial and Mediation Programs Office within five working days. The Office of the Memorial Union, the OOC and/or the Office of Judicial and Mediation Programs may require a student organization to cease all activities pending a hearing or sanction decision. A group member may face temporary and immediate suspension from organization activities if she/he is indicted in a criminal investigation.

18.10 Re-recognition of Student Organizations once Recognition has been Revoked

Student organizations that have lost recognition may reapply for recognition in accordance with the sanction received. Organizations requesting re-recognition must submit the following information to the Assistant Director of the Memorial Union to be forwarded to the OOC:

1. Letter of intent to become a recognized student organization signed by the officers which includes all appropriate information regarding eligibility for re-recognition,

2. Supporting documents from the Office of Judicial and Mediation Programs certifying that the imposed sanctions (where applicable) have been met, and
3. Verification that all other criteria for recognition have been met. If re-recognition should be denied, the appeal process is outlined in 18.6.

18.11 Student Activity Fee-funded Organizations

Those organizations supported by the undergraduate Student Activity Fee will follow the same guidelines as non-SAF-funded organizations and will be under the general jurisdiction of the Organizations Oversight Committee. SAF-funded organizations also come under the direct jurisdiction of the Student Senate and its constitution and bylaws.

19 Sport Clubs

19.1 Membership and/or Eligibility for Sport Clubs

1. Eligibility requirements for membership:
 - a. Clubs are open to full-time matriculating students without respect to race, creed, sex, national origin, sexual orientation, or disabilities. Some clubs, however, due to guidelines for intercollegiate competition, must limit their membership to full-time undergraduate students for competition.
 - b. Faculty and staff must have a recreation pass. Benefits-eligible faculty and staff may purchase their pass at the Service Desk in the Whittemore Rec. Center.
 - c. All aquatic-oriented clubs (i.e., Sailing & Crew) require members to pass a swimming skills test administered by the Department of Campus Recreation and receive hypothermia training.
 - d. All members of team sport clubs must have clearance from University Health Services or a personal Physician.
 - e. Limitations may be imposed on membership due to lack of facility space and time, funding, etc.
2. There is a kind of flexibility in the rules governing eligibility for participation which attracts people to Sport Clubs. It enables the competition of varsity athletics to remain, but not as a requirement. It allows the athlete to work as much as

- he/she wants; it permits the champion to work beside the recreational athlete.
3. Intercollegiate eligibility rules will apply to all clubs competing on an intercollegiate basis. In-season varsity athletes will not be allowed to compete on Sport Club teams. Sport Clubs will not be recognized in a sport when an intercollegiate team already exists, unless necessary resources exist (facilities, administrative support, finance, etc.) for safe, constructive, participation.
 4. Club members should be mindful that the public tends to judge the University by the conduct of its members. All individuals are expected to conduct themselves as responsible members of the academic community and to respect the rights of their fellow citizens. Clubs affiliated with the Sport Club Program will be held responsible for the compliance of their group with the University regulations. When it is felt that any club or club member(s) does not have the proper attitude and cannot represent the University of New Hampshire in an outstanding manner, the Director of Campus Recreation can withdraw that club's (or club member's) authorization until such time as certain conditions are corrected.
 5. To be eligible to serve as an officer of a Sport Club organization, a person must be a full time matriculating student.

19.2 Procedures for Starting a New Sport Club.

1. It is the responsibility of students interested in initiating a specific activity into the Sport Club Program to file a Request for Sport Club Program Affiliation and meet with the Asst. Director of Campus Recreation to outline their proposed club.
 - a. Type of club or team, i.e., bowling, karate, crew, etc.
 - b. Purpose of club or team, i.e., competitive, instructional, etc.
 - c. Facilities and time needed for activities.
2. After reviewing the request, if approval is granted by the Asst. Director of Campus Recreation, an organizational meeting will be scheduled by the Asst. Director.
 - a. Decide upon a date and time.
 - b. Reserve a room for the meeting.

- c. Publicize the meeting in *The New Hampshire*, *The Campus Journal*, and on *WUNH*.
 - d. Develop a publicity flyer to be distributed by the initiators to dorms, fraternities, and sororities.
 - e. Assist in the conduction of the meeting.
3. Groups desiring recognition as a Sport Club must satisfy several requirements before their acceptance into the program:
 - a. Formation of a written proposal which should include the following:
 - (1) Statement of purpose and objective.
 - (2) Membership requirements and dues.
 - (3) Procedure for maintaining continuity – established officer election dates.
 - (4) Officers and their duties and responsibilities.
 - b. Sufficient membership interest – at least 15 (fifteen) members must join to receive group sponsorship by the Sport Club Program. It is essential that all prospective club members fill out a Club Registration Card.
 - c. Suggested operating funds needed.
 - d. All clubs must have either an advisor or a coach. All advisors/coaches must be approved by the Asst. Director of Campus Recreation. The coach/advisor will need to be 3 years removed from college.
 - e. Newly recognized sport clubs will be required to have a completed Constitution on file by the end of the first year.

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

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

20 Meetings and Speakers Meetings

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

- b. Requests of off-campus organizations. The use of rooms by off campus organizations must be authorized by the Vice President for Student and Academic Services or her/his designee, except in the case of conferences and institutes.
- c. Requests for use of academic classrooms from recognized student organizations (as defined by Student and Academic Services) for meetings of their membership are handled by the Registrar's Office Scheduling Department.
- d. Requests for use of academic classrooms from recognized student organizations (as defined by Student and Academic Services) for events including non-members, are handled by the Registrar's Office Scheduling Department.

Meetings with Outside Speakers

- a. The basic guidelines for the University's Speakers Policy are the Bill of Rights and the United States Constitution. The rights of freedom of speech and peaceable assembly are fully protected.
- b. Any University organization or University group may invite any speaker it desires; however, the following procedures will provide effective advanced information to the University to avoid scheduling conflicts and to assure notification about special requirements.
 1. The University organization or group must clearly state in the invitation and in its attendance publicity that the speaker is a guest of the sponsoring group.
 2. The Vice President for Student and Academic Services or designee shall specify conditions prerequisite for maintaining order at campus meetings which shall be applicable to all organizations and groups. The University may, within the reasonable interpretation of its mission, limit the time, place, and manner of the presentation.
- c. No organization or group may preclude the right of reply through disallowing questions or comments following the speech.

21 Student Participation in University Committees (ad/ss)

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

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

22 Administrative Separation for Reasons of Health and Procedures for Readmission.

The Vice President for Student and Academic Services or Dean of the Graduate School or designee, in consultation with Health Services and/or Counseling Center officials, may temporarily suspend a student from the University without prejudice for reasons of seriously impaired physical or mental health and/or in consideration of the physical health, safety, and well-being of members of the University community. Such action shall be taken only for bona fide health and safety emergencies and may not be used as a means of excluding qualified students with disabilities.

The vice president or dean or designee shall provide the student with a written statement of the reasons for the temporary suspension. The student may request a hearing with the vice president or dean or designee to dispute the reasons. The student may be represented at the hearing by a member of the University community. If the student fails to request such a hearing within ten days of beginning the temporary suspension, or if the temporary suspension is upheld at the hearing, the temporary suspension shall be changed to an administrative withdrawal.

Readmission is contingent upon receipt by the directors of counseling and/or health services, or their agents, of a medical release from a licensed attending medical authority; and a personal interview with the Vice President for Student and Academic Services or designee, who, on the basis of the information received, will either approve or disapprove the application. (University Senate, April 26, 1976)

23 Free Speech, Solicitation, and Distribution of Literature in the Public Areas of Campus (ad/ss)

23.1 General Policy

Students and nonstudents shall be permitted to engage in free speech activities, solicit for contributions, and distribute literature (including requesting a small fee or voluntary contribution for the literature to defray expenses) in the public areas on campus, provided that:

1. public areas on campus shall be defined as those areas generally open to the public that do not serve a specific educational, administrative, research, health, residential, dining, athletic, or recreational purpose;
2. such public areas shall include but not necessarily be limited to the corridors of the New Hampshire Memorial Union and the sidewalks and parking lots on the campus;
3. areas on campus not open to the activities described above shall include, but not be limited to, classroom and laboratory buildings, libraries, cafeterias, residence halls, and faculty, staff, or student offices;
4. activities described in paragraph I shall not be permitted if human safety is threatened, if vehicular or pedestrian traffic is seriously disrupted, if University property is damaged, or if there is material interference with any educational or research activity.

23.2 Door-to-Door Solicitation

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

23.3 Permission

A license/permit shall be required by all student solicitors and upon approval, will be issued by the Chief of Police or his/her designee, University of New Hampshire Police Department (862-1427). Within the Memorial Union Building, approval must be received through the Director of the Memorial Union or his/her designee (862-4600).

23.31 Gathering permit.

1. This form is required when having a BBQ/fire. It is also required when having vendors for a function (such as a carnival, fund raiser, etc.), booths, music, fireworks, or a non-BBQ gathering for permission to use the grounds, etc.

2. Required information:
 - a. name and address of person filing application.
 - b. social security number.
 - c. date of activity
 - d. name and address of person in charge of the activity
 - e. type of activity
 - f. edibles and supplier
 - g. location of activity
 - h. purpose of activity
 - i. type of equipment to be used
 - j. if BBQ—type of grill (gas or charcoal), open pit, etc.
3. Clean-up will be done immediately. As soon as embers or coals have thoroughly cooled, dispose of properly. DO NOT dispose of embers in dumpsters.
Persons using area are also responsible for litter/refuse clean-up of the area, and for any damages incurred while using said area. Persons have the option of either repairing damaged areas themselves with a plant maintenance inspection for satisfaction or to pay for repairs.
4. Signatures required
 - a. Chief of University Police, Janetos house (appropriate forms originate at this location), 862-1427
 - b. Susanne Bennett, Director, Plant Maintenance, Leavitt Center, 862-3936
 - c. Captain on staff, Durham Fire Department, 862-1426
5. Permit is required for each gathering. Seasonal BBQ/gathering permits are not available.
Note: if obtaining a non-BBQ gathering permit and the function is to take place at one of the following locations, appropriate people must be notified:
 - a. Thompson Hall grounds area: Chief of University Police, 862-1427; Ron Lavoie, Manager, Grounds and Roads, 862-1695
 - b. Residence Hall area: Chief of University Police, 862-1427; Ron Lavoie, Manager, Grounds and Roads, 862-1695; Duane Roberts, Manager, Residential Life, 862-2120

Please retain your copy of all of the above permits.

23.32 Distribution of literature on campus.

The University of New Hampshire is attempting to control mass distribution of printed material for both energy conserva-

tion purposes and campus beautification. The procedures for on-campus and off-campus agencies who wish to mass distribute information are:

- a. must obtain an application for mass distribution of literature from Chief of University Police, Janetos House
- b. are responsible for clean-up costs that are incurred as a result of mass distributions of literature
- c. must obtain required signatures:
 1. Chief of University Police, Janetos House, 862-1427
 2. Ron Lavoie, Manager, Grounds and Roads, 862-1695 (for clean up and use of grounds)

24 Commercial Activities on Campus(ad/ss)

The purpose of rule number 24 is to restrict commercial activity on campus in order to maintain an educational atmosphere on campus, insure that other campus activities are unimpeded by commercial activity, protect the students, faculty and staff as consumers of commercial activity and to insure the safety and security of all University publics and to provide safety and security to the property, real and otherwise, of the University of New Hampshire. The conducting of any commercial activities for the profit of any person or business is not permitted on the campus, with the following conditions and exceptions:

For the purposes of rule number 24, commercial activity will be defined as the sale of food and/or beverages of any kind. Please see staff in the Memorial Union Office for policies regulating other forms of commercial activity.

Selling, displaying or offering for sale food and/or beverages of any kind, whether by a person or from a stand or motor vehicle by non-students, is prohibited on the campus except as is explicitly provided herein.

24.1 Exemptions

The following activities are exempt from this policy:

- A. Commercial activities at athletic events which receive authorization from the Director of Athletics and which are registered with the University Police Department.
- B. Student activities performed by students of the University.

- C. Commercial activities sanctioned under separate contract/agreement executed by authorized University officials.

24.2 Procedure for Commercial Activity Permit

- A. A person either on his/her own behalf or on behalf of a group of persons, wishing to conduct any type of commercial activity shall file with the Chief of University Police an application containing:
 1. The name, address and telephone number of the applicant;
 2. A complete description of the nature and type of activity to include specification of all product lines, cooking and storage equipment, audio or visual equipment, signs, carts, tents or shelters, number of people working, the amount of space required, etc.;
 3. The name and/or names of the business covered under permit;
 4. If vehicular in nature, a copy of the current registration for the vehicle and the names of all individuals that drive the vehicle, and a copy of their licenses;
 5. Copies of applicable New Hampshire State licenses; and
 6. Any additional information of a reasonable nature that the UNH Chief of Police feels is necessary to evaluate the applicant's ability to provide for the safety of persons on campus.
- B. The owner of any commercial activity must have and be able to demonstrate appropriate public liability insurance, appropriate workers compensation coverage, and have all applicable New Hampshire permits.
- C. A permit fee for approved commercial activity will be established by the Assistant Vice President of Business Affairs. Fee assessments will be charged on the basis of the duration of activity. Fees are paid in advance of the approved activity in room B11, New England Center and made payable to the University of New Hampshire.
- D. The owner of any approved commercial activity who is in need of utility hook-ups will contact the Assistant Vice President for Facilities, or his designee to make arrangements for the same. A separate hook-up fee will be paid by the

owner of the commercial activity and the equipment used to effect said hook-up remains the property of the University.

24.3 Responsibility of Permit Applicant

All permit applicants are responsible to:

- A. Comply with all applicable federal, state and municipal laws, statutes and ordinances.
- B. Conduct all activities in accordance with information contained within the permit application and provide the UNH Chief of Police prior written requests to change the same when so desired.
- C. Ensure cleanup of the location where the commercial activity will be conducted (if approved) during and at the conclusion of the activity.
- D. Present a copy of an approved permit to officials of the University when asked to do so.
- E. Ensure against the destruction of University property.
- F. Provide the University Police Department with copies of all licenses and certificates required under this policy prior to engaging in commercial activity at the University.

24.4 Official Action on the Permit

- A. Each permit shall be reviewed by the UNH Chief of Police, Assistant Vice President of Business Affairs and the Assistant Vice President for Facilities, or their respective designees.
- B. The UNH Chief of Police or his/her designee shall determine whether the applicant has:
 - 1. Submitted a complete and accurate application;
 - 2. Met the provisions and purpose of the Policy;
 - 3. Provided adequate arrangements to ensure the safety of the campus community and general public covered under the permit;
 - 4. Appropriate steps have been taken to ensure against damage to University property.
- C. Upon consideration of all items in section 24.2, the UNH Chief of Police has the authority to approve or disapprove the application. This decision shall be based on a finding by the UNH Chief of Police that the applicant is complying with the purpose and intent of this policy. In either case, a decision must be made no later than ten (10) working

days after receipt of the application. If the application is disapproved and the permit denied, the UNH Chief of Police shall provide written reasons to the applicant for the disapproval of application and denial of permit. Permit application may be obtained during normal business hours from the University Police office.

- D. The UNH Chief of Police may amend or revoke a permit if it appears that the arrangements contained in the permit will no longer prevent injury to person or property, or, will no longer ensure against disruption of University activities due to a change in circumstances under which the permit possession was granted. Permits may also be revoked when the commercial activity is no longer in keeping with or the same as the commercial activity described on the approved permit application.
- E. The owner of any commercial activity whose permit has been revoked pursuant to this policy forfeits any and all rights to a refund of the fees paid to the University.
- F. The University retains final authority, without limitation, to determine the time, place, nature of, and duration of any and all commercial activity occurring on University property.

24.5 Appeal Process

- A. A person may appeal to the Vice President for Finance and Administration the denial of a permit by filing a written notice within five (5) working days of denial of the permit. The decision of the Vice President for Finance and Administration shall be final.

24.6 Prohibited Conduct

A person or business engaged in commercial activity on campus shall not:

- A. Violate University Parking, Traffic or any other policy which may be in effect or as may be developed or changed from time to time.
- B. Impede pedestrian or vehicular traffic.
- C. Engage in any activity which occurs on parking lot surfaces, entrances, exits or walkways.
- D. Create or cause to be created any human or mechanical noise which creates a nuisance or disrupts University activities.
- E. Engage in commercial activities during times not explicitly identified on an approved permit application.

F. Engage in any activity which is not explicitly described on an approved permit application.

24.7 Sale of Concert- and Performance-Related Materials

The sale of records, tapes, programs, and other items immediately before, during intermission(s), and directly after concerts and other performances sponsored by recognized student organizations and/or University departments, shall be permitted provided that all material offered for sale is directly related to the person or group performing. Within the Memorial Union refer to policy 24.9.

24.8 Public Presentations

Public presentations of a commercial nature to which students may be invited shall be permitted in the conference rooms of the New Hampshire Memorial Union, provided that:

1. the presentation or demonstration is specifically requested by a recognized student organization and/or at least one faculty/staff member;
2. the room to be used is properly reserved;
3. the Memorial Union and Student Activities Office is given advance written notification of the time, place, and nature of the presentation or demonstration and the name(s) of the student(s) who requested the presentation or demonstration; and
4. during and immediately after the presentation or demonstration, no sales may be discussed or closed, no reservations recorded, no money exchanged, and no credit obligations created.

24.9 Memorial Union

The sale of items in the Memorial Union is permitted at designated tables and meeting rooms in accordance with specific guidelines outlined by the Memorial Union and Student Activities Office and the Memorial Union Board of Governors. This shall include items listed in policies 24.1 and 24.7 provided those items do not conflict with items or services currently provided by the Memorial Union.

24.10 Private Individual Sales Presentations

Nothing in this policy shall prohibit a person or business engaged in commercial activities from conducting private individual sales presentations on campus if so requested by

a student, advertising in student and local newspapers, telephoning students, or posting information on general-use bulletin boards.

24.11 Permission

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

25 Motor Vehicles

See also UNHINFO for detailed rules.

25.1 Permission to Operate a Vehicle on Campus

Permission to operate a vehicle on campus or other lands of the University is a discretionary privilege bestowed by the University, and such privileges may be denied, removed, suspended, or modified by the action of the University Police Department or Transportation Department. A student may be permitted to possess or operate a motor vehicle during the college year only under the conditions contained in the University Parking Rules and Regulations, available at Transportation Services and the library. Eligible students desiring to operate vehicles are advised to review this policy. All eligible students operating motor vehicles on University-owned property are required to register their vehicles with Transportation Services. The policies governing Winter Parking Ban must be strictly observed.

All persons who have questions or who require assistance are encouraged to consult with the personnel in Parking Services, in the Visitor Information Building, which is open Monday – Friday, 7:30 a.m.–4 p.m.

All additions, deletions, or other changes in the parking rules and regulations authorized by the University Transportation Services and involving signs controlling the operating and/or parking of motor vehicles shall become effective at the time the appropriate sign is posted or removed.

25.2 University-Owned Motor Vehicles (ad/ss)

Students are not permitted to drive University System cars except when they are in the employ of the University on an hourly basis and/or performing work in which the use of the vehicle is essential. Students must complete the defensive driver course to drive for UNH business..

25.3 Traffic Ticket Appeals (ad/ss)

Vehicle operators who question the validity of a UNH traffic ticket must appeal within ten calendar days of issuance. Beyond ten calendar days the right to appeal is forfeited. Persons who wish to appeal must fill out the violation appeal form available at the Transportation Services Office. A late fee is administered to any ticket not paid or appealed within ten calendar days of issuance.

26 Health and Safety

26.1 Hazardous Substances Or Dangerous Weapons

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

26.2 False Reports Making or causing to be made false fire alarms, false reports of fires, or any other dangerous conditions is prohibited.

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

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

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

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

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

26.8 Throwing Objects Objects are not to be thrown from windows or sun decks.

Room or apartment residents may also be held responsible for objects thrown out of their windows, regardless of who threw the objects.

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

26.10 External Doors and Internal Fire Doors

Opening a clearly marked external emergency exit or security door, or deliberately propping open a door that is intended to be locked, is prohibited. Students are also prohibited from obstructing or blocking open any interior fire door.

26.11 Room/Apartment Maximum Capacity

To ensure safe emergency exit, no more than ten (10) people may be present in any residence hall room or thirty-five (35) in a University apartment at any time.

27 Bicycles

27.1 Bicycle Operation

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

27.2 Parking and Securing of Bicycles

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

27.3 Violations

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

28 Grievance and Complaint Procedures

28.1 Preface

All members of the UNH community are encouraged to make efforts to resolve conflicts informally before pursuing grievance or

complaint procedures. Students are encouraged to talk with faculty or staff members or to write letters to seek resolution of their concerns. In some cases, however, the University acknowledges that such action may be intimidating and/or ineffective. In those cases, students can pursue the complaint procedures described below to resolve concerns involving faculty, and students can pursue the grievance procedures described below to resolve concerns involving staff.

The grievance and complaint procedures may be initiated by any UNH students, including undergraduate or graduate degree candidates and special students. These options are available to students who believe that a University faculty or staff member has not acted according to policies outlined in this publication or any other official publication of the University of New Hampshire.

The University has established specific procedures to address concerns related to discriminatory harassment and sexual harassment detailed in 10.2. Harassment complaints against teaching assistants may be filed under this policy or by using Article III of the Student Code of Conduct. The Affirmative Action office may be consulted at any time for assistance.

28.2 Complaints About Faculty

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

28.3 Grievance Against Staff

Any student who wishes to pursue a grievance should first contact the staff member and review his or her concern. The student must call to make that appointment within one academic semester of when the incident occurred or of when she/he became aware that it occurred. (For the purpose of the grievance process, summer session is not considered an academic semester.)

At any point in the grievance process, a student may be accompanied by a non-attor-

ney support person of his or her choosing. The steps involved in the grievance process are as follows:

28.31 Step I: Informal Resolution with Assistance.

The student will notify the staff member the student is concerned about, in writing or on the telephone, that the student has a concern. The student will set up a meeting with that person, the student, and staff support person to discuss the concern and seek a resolution. If the staff member involved is not available (due to legitimate reasons such as professional leave, sickness, etc.), the student may go on to Step II and meet with the supervisor. The staff member may choose to have a support person at that meeting, as well.

Within five academic days of this meeting, regardless of the terms of resolution, the staff member will provide the student with a written summary of the discussion. This summary will include any agreements arrived at during that meeting. The student may choose to meet again to finalize agreements. If the student does not receive that letter, she or he may choose to move on to Step II.

If this process results in a resolution, the student must acknowledge the resolution in a letter to the staff member concerned within five academic days of receiving the staff member's letter. Failure to respond or to initiate Step II will result in termination of the grievance process for this issue.

If this process does not result in a resolution, the student may move on to Step II.

28.32 Step II: Supervisor Review. The student and his or her support person will send a letter to the supervisor of the staff member the student is concerned about. The letter will include a summary of the student's complaint and a statement as to the resolution she or he is seeking. The letter will also include a copy of the results of Step I of the grievance process.

The supervisor will respond in writing, or set up a meeting with the staff member concerned, his or her support person, the student, and the student's support person. The student will receive either a response or a meeting time within ten days.

The supervisor may step in and resolve the issue to the student's satisfaction without a meeting, or have the meeting to determine what action to take to resolve the issue. If

a meeting is scheduled, it must take place within five academic days of the notice of the meeting, but both parties must be given at least three days' notice. If a meeting takes place, both parties will receive a summary of the results of that meeting from the supervisor within five academic days of the meeting. If his or her decision is not a satisfactory resolution for the student, the student may choose to move on to Step III.

28.33 Step III: Formal Hearing. The student or support person will request that the Student Grievance Hearing Board be convened by the Vice President for Student and Academic Services to conduct a formal hearing on this issue. All parties will be notified of the hearing date, time, and place and attend that hearing with support persons. Hearings must be scheduled within ten days of the request for a hearing and at least three academic days' notice will be given both parties prior to the hearing. The hearing will involve formal presentations of each side of the issue including recommendations for resolution. The board will make a decision as to whether a policy has been violated, and if so, what the appropriate resolution should be. The board may elect to listen to both sides, then recess for as many as ten academic days to investigate the situation. If a recess is called, the student will be notified as to the time, place, and date of the final board meeting when the board may ask for more information and announce its decision. The board must deliver its decision in writing to both parties within 48 hours after the hearing's conclusion.

28.34 Appeal. Students may appeal the decision of the board to the University President on grounds of procedural irregularity or discrimination during the grievance process. That appeal must be delivered to the President's Office within five academic days of receiving notice of the board's decision. The President will review all written documentation and make a decision as to whether to ask the board to reconsider the issue. That decision and rationale must be delivered to the student within ten academic days of receiving the appeal. The President's decision will stand as final.

28.35 Student Grievance Hearing Board. This board will be appointed at the beginning of each academic year by the University President. Membership will consist of one graduate student, one undergraduate

student, one member of the Operating Staff council, and one of the PAT staff council. The Vice President for Student and Academic Services will be responsible for assuring that the board is convened at the beginning of each academic year to review the grievance process and be trained to facilitate hearings.

Appeals Procedure for Graduate Students Concerning Employment Status

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

Reappointment

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

Non-reappointment

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

Termination

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

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

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

Step 1

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

Step 2

If the student is not satisfied with the decision reached in Step 1, s/he may request that the Graduate Dean review the decision. The student's request should be in writing and must stipulate the reasons for his/her dissatisfaction with the decision reached in Step 1. The Step 2 appeal will be heard by the Student Affairs Committee of the Graduate Council, unless the student requests that the Dean or the Dean's designee hear the appeal. When the appeal is heard by the Dean's designee or the Student Affairs Committee, a recommendation is made to the Dean, who will render a decision.

The Dean's decision will be communicated in writing to the student, the hiring unit and the hiring unit's College Dean, Director or Vice-President.

Appeals Procedure for Graduate Students Dismissed for Academic Reasons

A Department Chairperson, a Director of Graduate Studies of a Program, or an appropriate faculty committee may recommend dismissal for a student who is not performing satisfactorily. This recommendation will be acted upon by the Associate Dean of the Graduate School. A student disagreeing with the action taken should make every effort to resolve the situation through informal discussions with the individuals involved in

the decision. After such efforts, a student wishing to enter a formal appeal should follow the procedure outlined below. A student who has been dismissed for academic reasons may, with the permission of the Dean of the Graduate School, enroll as a special student in courses in his/her program pending a final decision on the appeal. *Note: This procedure is not available to graduate students who have received failing grades in 9 or more credits.*

Step 1

The student should request that the faculty member or committee making the original recommendation reconsider their decision. The student's request should be written and should contain any information which the student feels warrants a reconsideration of the decision. A copy of the request should be sent to the Graduate Dean. As soon as possible after receiving this request, the faculty member or committee group will reconsider their decision and notify the student and the Graduate Dean of the result of their deliberations in writing.

Step 2

If the student is not satisfied with the decision reached in Step 1, he/she may request that the chairperson of the appropriate department or program convene a meeting of all faculty in the department or program to review the decision. The student's request should be in writing, and a copy should be sent to the Graduate Dean. After the meeting, the chairperson will provide the student and the Graduate Dean with written notification of the decision of the faculty.

Step 3

If the student is dissatisfied with the decision reached in Step 2, he/she may request that the Graduate Dean review the decision. The student must request such a review in writing and stipulate the reasons for his/her dissatisfaction with the decisions reached in the earlier steps in the review procedure. Within a reasonable period of time, the Graduate Dean will hold separate meetings with the students and the appropriate faculty to discuss the case. After these meetings and after reviewing any other information he/she deems appropriate, the Graduate Dean will

inform the College Dean about the appeal process to date. In consultation with the Graduate Council, the Graduate Dean will then arrive at a final decision, which he/she will communicate in writing to the student, the department or program faculty, and the College Dean.

In Steps 1 and 2, the student may, at the discretion of the faculty body involved in

hearing the appeal, be present during the review of his/her appeal. A member of the University community may appear with the student, as an advisor, before the Graduate Dean and before any faculty meeting which the student is permitted to attend. An advisor may be present, but may not directly participate, in any of these proceedings.

Appendix

A. The Family Educational Rights & Privacy Act of 1974 (“Buckley Amendment”)

Annual Notice to UNH Students

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

Section I: Family Educational Rights and Privacy Act Guidelines

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

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

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

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

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

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

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

Effective 1998, The Family Educational Rights and Privacy Act was amended to no longer prohibit postsecondary institutions from disclosing, to parents or legal guardians of students under the age of 21, information about violations of law and campus policies regarding alcohol or other drugs. The University of New Hampshire provides such notification in certain situations. The parental notification policy is contained herein under Alcohol, Tobacco, and Other Drug Policies. For full text of the amendment, please see footnote below.¹

Section II: Directory Information About Students

- A. The act provides that “directory information” may be made available to third parties without requiring permission of the student. However, public notice must be given of the intent to publish

the information, so that students can request that all or part of this information not be made public. A request form to prevent disclosure of directory information is available at the Registrar’s Office and must be filed with the registrar each semester by the third Wednesday of classes. “Directory information” (other than that for specialized programs and activities) should be requested from the Registrar’s Office and consists of the following items:

1. student’s name, address, telephone listing, and e-mail address;
2. major field of study;
3. participation in officially-recognized activities and sports;
4. weight and height of members of athletic teams;
5. dates of attendance;
6. degrees and awards received;
7. most recent previous educational institution or agency attended by the student;
8. class;
9. honor rolls;
10. date of birth.

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

For general information concerning the Buckley Amendment or for assistance in locating individuals or offices maintain-

¹ Section 444 of the General Education Provisions Act (20 U.S.C. 1232g) is amended by adding...

(i) Drug and Alcohol Violation Disclosures

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

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

[A concluding section states that nothing in the above cited language “shall be construed to supersede any provision of State law that prohibits an institution of higher education from making the disclosure....”]

**ing a student's education records, please contact the following campus offices:
Vice President for Student and Academic Services:**

Thompson Hall, 862-2053

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

Copies of the Buckley Amendment are available in the Dimond Library at the Reference Desk, and on UNHINFO.

B. Alcohol and Illegal Drugs

The University of New Hampshire is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

For many years, the University has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various University of New Hampshire's publications.

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

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the University of New Hampshire are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University-sponsored activities are prohibited.
2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.
3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from the University.

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

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

Federal Drug Laws

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

A. Denial of Federal Benefits 21 U.S.C. 862

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 (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, spouse 21 years of age, (4) be in an area where alcoholic beverages are served unless accompanied by person 21 years of age. Penalty: fine and/or time in jail.

It is illegal for anyone to (1) sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated (2) charge for alcoholic beverages without a

Substance	Amount	Penalty— First Conviction
Heroin	1 kg. or more	Prison: not less than 10 years, not more than life. Fine: up to \$4 million.
Cocaine	5 kg. or more	
Crack Cocaine	50 gm. or more	
Methamphetamine	100 gm. or more	
PCP	100 gm. or more	
LSD	10 gm. or more	
Marijuana	1000 kg. or more	
Heroin	100-999 gm.	Prison: not less than 5 years, not more than 40 years. Fine: up to \$2 million.
Cocaine	500-4,999 gm.	
Crack Cocaine	5-49 gm.	
Methamphetamine	10-99 gm.	
PCP	10-99 gm.	
LSD	1-10 gm.	
Marijuana	100-1000	
Amphetamines	any amount	Prison: up to 5 years. Fine: up to \$250,000.
Barbiturates	any amount	Prison: up to 20 years. Fine: up to \$1 million
Marijuana	50-100 kg.	
Hashish	10-100 kg.	
Hash Oil	1-100 kg.	Prison: up to 5 years. Fine: up to \$250,000.
Marijuana	less than 50 kg.	
Hashish	less than 10 kg.	
Hash Oil	less than 1 kg.	

license (3) manufacture, sell, possess or use a falsified ID (4) to lend a driver's license to be used for unlawful purpose. Penalty: fine and/or jail sentences.

(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)

You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

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 drivers license until 21 years of age. Any subsequent alcohol violations will result in suspension of drivers license.

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

Description of Health Risks

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.

Drugs and 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, 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 and the Body

- Impairment of brain function, judgement, 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, legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in user's children

USNH Policy Governing Alcohol and Controlled Substances

Use of Alcohol and Controlled Substances During Work Hours

1. Using, possessing, or being under the influence of alcoholic beverages, amphetamine-type drugs, barbiturate-type drugs, cannabis-type drugs, cocaine-type drugs, morphine-type drugs, hallucinogenic drugs, or any controlled drugs as provided in RSA 318-B during work hours by University System employees is prohibited. The only exceptions are the use of alcoholic beverages when permitted by policy and the use of drugs in strict accordance with the prescription of a physician or dentist.
2. Safety considerations and concern for the image of the institution require that discretion be exercised in the use of alcoholic beverages either on or away from University System property during meal or break periods.
3. In situations where the use of certain types of medication may negatively affect mental concentration or coordination (such as antihistamines or "mood altering" drugs), safety considerations may require temporary reassignment of duties and responsibilities by the department chairperson or supervisor following notification of such use by the faculty or staff member.
4. In the event that a faculty or staff member is found to be acting against policy as stated above, he or she will be subject to appropriate action, which may include a warning, reprimand, suspension, or discharge.

Alcoholism and Drug Addiction

1. The University System of New Hampshire views alcoholism and drug addiction as highly complex diseases which, once they have been recognized, can be arrested by appropriate treatment, and for which the same consideration is

given to faculty and staff as in the case of other illnesses. The USNH Alcohol Assistance Program is available to any seeking help in dealing with this illness.

2. Supervisors who have documentation of a faculty or staff member's deficient or deteriorating performance which they believe may be related to use of alcohol or drugs must discuss options for handling the problem with the personnel officer or other official designated by the campus chief executive officer. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The employee must then be confronted and asked to seek medical assistance. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member.
3. The individual's employment status will in no way be affected by the decision to seek treatment. He or she will continue to be covered by applicable personnel policies. If cooperation in obtaining treatment does not occur and work performance continues to be deficient, or if treatment does not result in evident improvement of performance within a reasonable period, a performance review will be conducted to allow for appropriate determination concerning the individual's future employment status, within the framework of existing policy. In cases where such action is taken, it will be based on evidence of poor job performance, such as frequent absences and neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships.

*(Approved by the
Administrative Board May 17, 1985)*

UNH Policy on Drug-Free Workplace

The University of New Hampshire as an employer strives to maintain a workplace free from illegal use of controlled substances.

Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or off our premises while conducting University business is prohibited. Violation of this policy will result in disciplinary action, up to and including

termination and may have further legal consequences.

The University recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting The Employee Assistance Plan, appointments: 1-800-628-2417, 24 hour Crisis Intervention: 1-800-424-1749, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the University must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

Assistance Services

The University of New Hampshire is concerned about the use of and addiction to alcohol and other drugs. In order to assist individuals who struggle with this issue the following services are available.

Personnel Services, 862-0500, can provide assistance in area of policy clarification and options available, as well as information on benefits.

UNH Health Services, 862-1530, can assist by providing referral information on in- and out-patient treatment, and support groups, to individuals concerned about their own alcohol or other drug use or that of a family member. A resource library is also available for information.

Environmental Health and Safety provides Drug-Free Workplace training sessions for faculty and staff. To register for a session, call 862-3452.

Alcohol/Other Drug Education and Assistance Services

Staff/Faculty

Personnel Services 862-0500
Employee Assistance Program
Appointments 1-800-628-2417
24-Hour Crisis Intervention 1-800-424-1749

Office of Health Education and Promotion,
Health Services,
Support group information,
resources/referral, library 862-3823
Health Service Center
Medical Assistance 862-1530

Students

Health Service Center
Medical Assistance 862-1530
Office of Health Education and Promotion,
Health Services
Support group information,
resources/referral, library 862-3823
UNH Counseling Center 862-2090
Student Conduct Office 862-3377

This information is provided in compliance with the Drug Free Schools and Communities Act.

C. Annual Campus Crime Report: Safety and Security Information

The University Police Department is within the Division of Student and Academic Services. The Chief of Police is responsible for the management of the University Police Department and reports to the Vice President for Student and Academic Services. However, all public safety services are coordinated with other key university, state and local officials.

The University Police Department, consisting of Patrol, Support, and Security Services, provides continuous year round security and law enforcement to the university community. Twenty-four hour patrol and dispatch services are provided with access to State and Municipal emergency services. University Police Officers are certified by the New Hampshire Police Standards and Training Council and are sworn with full police powers.

In addition to the Police personnel of the department, Security officers patrol the campus and residential halls on a regular, daily basis. Security personnel receive in-service

training as well as training from the Tri-State Security Academy.

The Durham/University of New Hampshire Communications Center, staffed by professional emergency dispatchers, operates on a twenty-four hour basis and receives all calls for emergency and routine service. Communications specialists instantly dispatch the appropriate response and have the ability to communicate with local, county, state and federal agencies when required.

All Emergency calls should be made to 911 from all campus 862 or 295 exchange telephones and off campus, to 911. Regular business calls of a non-emergency nature can be made to the University Police Department (862-1427) at any time.

If you call the University Police Department, please provide the following information:

- Your name
- Location of the incident you are reporting.
- A description of the scene and suspects.
- A description of any vehicles involved in the incident, especially a license plate number

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the University Police Department immediately.

Building Security

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

All buildings are secured each night and are open only during normal business hours.

Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled and checked by University Police and Security staff who are equipped with emergency telephone and fire detective systems directly connected to the emergency dispatch center.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by University Police personnel.

Residents of University residence halls are issued room keys. Their University ID card is used for access to the building during hours the building entrances are locked. Hall staff perform regular assigned building checks each evening and, in addition, regular patrol/building checks are made by security personnel of the University. Unscheduled patrols of the residence halls are conducted by officers of the University Police Department as well. Safety and security checks made in the residence halls are expected to detect damage to doors, windows and safety features.

Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the University Police Department.

Policies on Alcohol and Illegal Drug Use

The University of New Hampshire adheres to and enforces its policies related to alcohol and illegal drug use. These policies are consistent with federal and state laws and are published annually in the *Student Rights, Rules and Responsibilities*. Numerous programs related to alcohol and drug education are provided for students.

Crime Prevention Resources and Services

The University of New Hampshire provides direct service programs to the members of the University community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings..... 2-1427
- Escort service 2-1427
- Operation Identification..... 2-1427
- Self defense training..... 2-1427
- Campus lighting checks and surveys .. 2-1427
- Criminal incident evaluations and reports to the campus Community policing programs..... 2-1427
- Professional counseling services 2-2090
- Alcohol assistance programs:
 - 2-3823 (8-4:30)
 - 2-1530 (after hours)
 - 1-800-451-1715 anytime
- Sexual Harassment and Rape Prevention Program..... 2-3494
- Residential hall safety programs 2-2268

The key to preventing crime is awareness, which is best achieved through education. At UNH, police, security, residence life staff, students, and others help students take responsibility for their own safety.

The majority of incidents on college campuses can be avoided if students recognize that they can become victims and take basic precautions, such as walking in groups at night and keeping residence doors locked. These messages are given to all UNH students from the first day they arrive on campus in meetings with resident assistants and throughout the academic year in regular programs presented on campus by various offices.

Passenger Rail Service

The railroad tracks and surrounding area are private property and are off limits. Trespassing on the railroad tracks is dangerous and may result in a summons.

Cooperative Law Enforcement Functions

The University of New Hampshire Police Department continually works in concert with local, county, state and federal law enforcement agencies.

The principal local law enforcement agencies adjacent to the campus properties are linked together by a computer system for reporting crime. Each agency has direct access for sharing of information, statistical data collection and cooperative planning. The system is located in the University of New Hampshire Police Department and the local departments have direct access to the system.

The University of New Hampshire, through the Police Department, maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation. The University informs the campus community of violent criminal activity that may be threatening or potentially dangerous to the community and its members. Specific procedures are in place to establish such a response.

Campus Crime, Educational Opportunities, Where to Go for Assistance

A statistical report for the past three calendar years is presented on the University web pages, address is found at the end of

this section. The table shows that the most common problem over this time period at UNH has been theft. Offenses involving the abuse of alcohol represent a second general category.

The statistics for sexual assault indicate that rape is a problem on college campuses, and we believe that education is the most powerful weapon to combat this problem. Education includes a variety of approaches including safety awareness and crime prevention. We want to do all we can to reduce the likelihood of this crime taking place on campus and to encourage individuals to report incidents when they do occur. Our tradition of rape education and our consistent message of encouragement to report all crimes are having a positive impact. Students are better educated, more aware, and more willing to come forward.

Sexual assault is a violation of the UNH Code of Conduct, as well as a violation of state law. Students are encouraged to report all cases of sexual assault to the University Police Department (862-1427). Reporting a violation does not require criminal prosecution. In situations where the accused person is a student, the case may be adjudicated through the student judicial process. The judicial process provides due process protections for both the complainant and the accused student. The complainant has the right to the following:

1. The right to a formal hearing to determine responsibility and appropriate sanctions;
2. The right to assistance at the hearing from an advisor;
3. The right to alternative living arrangements or academic scheduling if the accused student lives or attends classes in close proximity; and
4. The right to be notified of the outcome of the hearing and the sanction imposed.

Contact the Office of Judicial and Mediation Programs (862-3377) for further information.

In addition to the statistical profile presented at the web address, a list of definitions is included below and provides basic information about each crime category.

Definitions

Arson—To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.

Aggravated Assault (Assault 1st & 2nd)—The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

Burglary—The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Criminal Mischief—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Assault, Sexual—Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

Dating/Domestic Violence—"Abuse" means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim's safety.

Murder and nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another.

Robbery—The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Weapon Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting

instruments, explosives, incendiary devices, or other deadly weapons.

Disorderly Conduct—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Liquor Law Violations—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Trespass of Real Property—To unlawfully enter land, a dwelling, or other real property.

Drug/Narcotic Violations—The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offences—The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Motor Vehicle Theft—The theft of a motor vehicle.

Campus Sex Crime Prevention Act and Duty to Report

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state, must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at the University of New Hampshire, the State of New Hampshire must promptly notify the University of New Hampshire and Durham Police Departments. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at the University of New Hampshire, must register with the Durham Police Department. Failure to register is considered a misdemeanor.

Members of the UNH community who wish to obtain information regarding registered sex offenders should come in person to either the University of New Hampshire or Durham Police Departments to review the registry.

Questions

For more information about safety on the UNH campus, you are encouraged to contact the Office of the Vice President for Student and Academic Services at (603) 862-2053, the University Police Department at (603) 862-1427, or the UNH Sexual Harassment and Rape Prevention Program (SHARPP) at (603) 862-3494. A university official will be glad to discuss your questions and concerns.

Crime Statistics Report

The statistical report for calendar years 2001, 2002, and 2003 can be found at the following University web address:

<http://www.unh.edu/unhcrimestatistics.html>

A hard copy of the report can also be obtained by contacting the Office of the Vice President for Student and Academic Services, (603) 862-2053.

SHARPP (Sexual Harassment and Rape Prevention Program) Statistics

The statistical report for calendar years 2001, 2002, and 2003 can be found at the following University web address:

<http://www.unh.edu/sharpp/>

D. Sexual Misconduct

1 APPLICABLE STATUTORY PROVISIONS

a. RSA 632-A:1(IV)

“Sexual contact” means the intentional touching, whether directly, through clothing, or otherwise, of the victim’s or actor’s sexual or intimate parts, including breasts and buttocks. Sexual contact includes only that aforementioned conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification.

b. RSA 632-A:1(V)

“Sexual penetration” means:

- (a) sexual intercourse; or
- (b) cunnilingus; or
- (c) fellatio; or
- (d) anal intercourse; or
- (e) any intrusion, however slight, of any part of the actor’s body or any object manipulated by the actor into genital or anal openings of the victim’s body; or

- (f) any intrusion, however slight, of any part of the victim’s body into genital or anal openings of the actor’s body;
- (g) any act which forces, coerces or intimidates the victim to perform any sexual penetration as defined in subparagraphs (a) – (f) on the actor, on another person, or on himself;
- (h) emission is not required as an element of any form of sexual penetration.

2. Expressed Permission

Seeking and receiving expressed permission to engage in sexual activity is least ambiguous when the behavior of seeking and expressing permission is done with words. Although it may be possible to seek and express permission without words, this behavior is far more ambiguous than when done with words. Ambiguity can lead a person to think that they sought permission or received permission when in fact they did not.

3. Drugs and Sexual Misconduct

Alcohol:

- Immediate Effects: muscle relaxation, intoxication, depression, impaired motor control, impaired memory and judgment, lowered inhibitions
- Long-term Effects: dehydration, hangover, obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremens; overdose or mixing with other depressants can cause respiratory failure, death

Rohypnol:

- Decreased inhibitions, loss of memory, vision problems, dizziness and confusion
- Central nervous system depressant
- When combined with alcohol black-outs lasting 8-24 hours may occur
- Overdoses: respiratory/cardiovascular depression, aspiration, which can lead to death if untreated by emergency personnel
- Pill form, sold in bubble packs (like cold pills)

- Commonly called Roofies, Roche, R-Z, Rope, Stupefi, Shays, R-2
- Schedule 1 drug

GHB:

- Low doses: feeling of “well-being”, decreased inhibitions, increased sociability, drowsiness and/or sleep
- High doses: immediate intoxication, deep breathing, decreased blood pressure, memory loss
- When combined with alcohol it can cause blackouts
- White powder or odorless, clear liquid
- Commonly called GHB, Liquid E, Liquid X, Grievous Bodily Harm
- Schedule 2 drug

Ketaset, Ketalar:

- Visual hallucinations, amnesia
- Coma and death possible
- Street names: k, ket, ketamine, special k, vitamin k
- Schedule 3 drug

GBL:

- Gamma butyrolactone, one of the main ingredients in GHB, sold and marketed legally in gyms, health food stores, and through the internet
- Liquid and powder form
- Promoted as a natural growth hormone
- Causes memory impairment much like GBH

Burundanga:

- Concealed in chewing gum, chocolate and soft drinks
- Light yellow powder, no taste, immediate intoxication, but user experiences no “high”
- Affects central nervous system
- Victims unaware of condition, and when effects wear off, victims remember nothing that transpired while under its influence

MDMA/Ecstasy

- X, XTC, Smurf Drugs, Hug Drugs, The Love Pill, Molly, Molecule, Roll, Rollin', sassafras, fras
- Small pill often imprinted with a

cartoon character, business logo or symbol. Also sold as powder (Molly) or in capsule form. Can be crushed to powder and snorted, placed on gums, tongue or in liquids. Various shapes/colors.

- Can be taken orally, given in a drink or snorted. Powder reported to have an unpleasant taste.
- A feeling of joy, trance, lack of pain and may inhibit orgasm/erection, muscle spasms, altered perception, sensory enhancement, dehydration, desire to touch and hug and be close, loss of motor skills, increased BP, pulse and body temperature, dry mouth and thirst. Frequent users suffer from depression after discontinuing use. Evidence of long-term/permanent brain damage from use. Opens the door to sexual assault as the person becomes entranced by sensations and touch and may lose ability to recognize/stop an assault.
- If over dosed: Increased BP, heart rate and body temperature, passing out, teeth clenching, cardiovascular arrhythmia, seizures, death.
- Onset is 30-60 minutes
- Pill peaks in 2-3 hours and lasts up to 5-7 hours. Impaired for 12 hours (i.e., for driving).
- Developed as a base compound for other drugs in 1912, it has no approved medical purpose.

Scheduling Levels:

Schedule 1: has high potential for abuse and has no accepted medical use in treatment in the US or lacks accepted safety for use in treatment under medical supervision.

Schedule 2: a-substance has high potential for abuse; b-has accepted medical use in treatment in the US or currently accepted medical use with severe restrictions; c-abuse of the substance may lead to severe psychic or physical dependence.

Schedule 3: a-potential for abuse exists but less than 1 and 2; b-currently accepted medical use in treatment in US; c-substance may lead to moderate or low physical dependence or high psychological dependence

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

Purpose

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

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

Scope

This Policy applies to all users of IT resources, including but not limited to University students, faculty, and staff, and to the use of all IT resources. These include systems, networks, and facilities administered by Computing and Information Services (CIS), as well as those administered by individual schools, departments, University laboratories, and other University-based entities. This includes the general public. Use of University IT resources, even when carried out on a privately-owned computer that is not managed or maintained by the University, is governed by this policy (OLPM UNH. VI.F.4.2).

User Responsibility

For actual content please refer to the Acceptable Use Policy for Information Technology Resources at UNH published on our website at: <http://www.unh.edu/cis/aup.html>. UNH follows an established process to respond to complaints from the industry about students who allegedly violate the copyright law through electronic means such as peer-to-peer file sharing through personal computers. See also <http://www.unh.edu/cis/dmca> for information concerning the Digital Millennium Copyright act (DMCA) and the University's compliance procedures for the sections that deal with online copyright

infringement liability limitation. The policy is periodically reviewed and updated. It is the user's responsibility to familiarize herself/himself with the updates.

F. Room and Board Agreement

A. **General Provision.** Every student residing in University housing is subject to the provisions of the Student Rights, Rules and Responsibilities handbook and the terms of this Agreement. All rules of conduct governing the behavior of University students shall be enforced; violations of rules, policies and regulations as stated in the Student Rights, Rules and Responsibilities handbook and this Agreement shall be subject to appropriate University sanctions, including eviction from University housing. Students can be held responsible for any policy violation that occurs in their room. All students are expected to conduct themselves in a manner consistent with the expectations of the University, as stated in the Student Rights, Rules and Responsibilities handbook, and this Room and Board Agreement. All references to rules in the body of this agreement are found in the Student Rights, Rules and Responsibilities handbook.

1. **Eligibility.** In order to live in University housing, students must be classified as full time students. Full-time undergraduates are defined in accordance with rule (01.11) or (03.112). Full-time graduate students are verified through the Graduate School. Summer school students must be enrolled in one (1) or more courses by the Division of Continuing Education during the period of housing. In order to live in The Gables apartment complex students must be 19 years of age or be at least a sophomore. In order to live in the Woodside apartment complex students must be 20 years of age or be at least a junior. Babcock Hall is a graduate residence. Undergraduate students of non-traditional age are permitted to live there only by exception.
2. **Terms of Agreement.** This Agreement is for a period of one academic year (both semesters) or in the case

of summer session, for a period equal to the duration of the student's summer courses. Housing accommodations are not provided (except for students residing in the apartments, Babcock, the Upper Quad, and Smith Hall) during University vacation periods. University Housing services, including access to the room or apartment, begin on the designated opening day and end within 24 hours after a student's last final exam or cancellation of this Agreement. Graduation, official withdrawal from the University, academic suspension from the University, or mutual consent of the parties constitutes the only basis for release from this financial responsibility. Non-renewal, suspension, exclusion or dismissal will result in cancellation of charges according to the Refund Schedule in section C. This Agreement cannot be transferred or reassigned.

3. **Reservation of Space.** To reserve a space, students must submit an application and pay a housing deposit to the Department of Housing by the designated deadline. Signature of the student on the housing application legally binds said student to the terms and conditions of this agreement. The University will offer a student the opportunity to reserve a space at its sole discretion. Its use of a priority system, including lottery and wait lists for making such offers, may be changed or limited at its sole discretion.
4. **Housing Assignment.** Assignments are made by the Department of Housing. Use of student preference, seniority, or time priority systems for making such assignments may be changed or limited at the University's sole discretion. The University will cooperate to the degree possible with students desiring a change in room or apartment assignment. The University retains the right to administratively change a housing assignment at its sole discretion. The University reserves the right to assign more occupants to a room than the established capacity when the demand for housing exceeds

the spaces available. In such cases, the housing fee for all occupants involved will be reduced based on the housing rates established by the Board of Trustees. When the period of over-assignment terminates, all occupants involved will be required to pay the increased fee, pro-rated, based on room or apartment occupancy. The occupant(s) is (are) responsible for any changes in housing fees.

5. **Move In/Move Out.** Every student is personally required to complete designated check in procedures at the beginning of occupancy and complete designated check out procedures at the end of occupancy. The Room/Apartment Inventory and Condition Form, obtained at check-in, will become the basis for an assessment of charges due to damage or loss. Failure to return a signed Room/Apartment Inventory and Condition Form results in the student's acceptance of the University's pre-assessment as valid. Before moving out, a student is required to remove all refuse, remove all personal possessions, and leave the room or apartment clean. Charges for additional cleaning required, removal of personal property, or for any damage or loss of University property, normal wear and tear excepted, will be billed to the student(s).
 - a. **Keys.** Keys will be issued to the student of record on arrival at the beginning of the occupancy period. Keys may not be transferred, duplicated, or given to other persons. Lost keys should be reported immediately to the appropriate housing office. In each case in which keys are lost, the lock will be changed, new keys issued, and the student billed. Keys said to be temporarily mislaid, keys not returned at the end of the occupancy period, or unauthorized duplicate keys turned in at the end of occupancy will be considered lost keys and charges will be assessed to the student.

- b. **Combination Locks.** Students assigned to a room with combination locks are prohibited from issuing or in any way communicating the combination to their room to any person or persons. Combinations will be changed as new occupants are officially assigned to such rooms. If a combination change becomes necessary as a result of the combination being communicated to others by the student, the student will be billed for the cost of the combination change.
6. **Liability.** The University shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of, the student for any cause whatever, or whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The student is encouraged to carry personal property insurance. The University is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, or dismissal from any accommodation in University housing. Students are particularly encouraged to remove all valuables from their accommodations during periods of absence or during University vacations. In the event of damage by fire, water, steam or other causes which render the room or apartment wholly unfit for occupancy, the University reserves the right to reassign the student to alternative University housing accommodations. If alternate quarters are not available, this Agreement may be terminated and the student shall not be entitled to recompense for damages except for a pro-rated housing fee refund.
7. **Smoking.** Smoking is strictly prohibited inside any university residence facility. Smoking within 20 feet of any university building is strictly prohibited.
8. **Guests.**
- a. No more than ten people may be in a residence hall room or 35 people in an apartment at one time, per order of the Durham Fire Department. Residents of the apartments must register with and receive approval from the Property Manager for hosting a gathering of more than 19 people (including hosts). Residents of the apartments must adhere to the Special Events/Parties guidelines as they appear in the policies for apartment residents' document.
 - b. Overnight guests are not permitted in University housing without advance permission of all students of the room/apartment in which they are staying. Overnight guests may not stay longer than two nights in any given week.
9. The host student(s) is (are) responsible for the conduct of his/her guests including damage caused by them. Students within University housing are collectively responsible for their own conduct as well as the conduct of their guests whether invited or not.
10. **Staff.** The University will provide staff in accordance with the University policy of providing students with a living experience that complements the academic mission of the University of New Hampshire.
11. **Parking.** Student/guest parking will be determined in accordance with the parking and traffic rules and regulations. Only vehicles for persons with disabilities (displaying the appropriate permit) may park in designated parking areas. Any vehicle illegally parked is subject to towing and/or a fine, and disciplinary action.
12. **Storage.** Storage space for surplus or seasonally used property is NOT provided. Each student must make his/her own arrangements for such surplus storage off campus. No article of any nature may be stored in stairwells, attics, housekeeper closets, interior and exterior building passageways, roofs or on the grounds.
13. **Entry/Inspection.** University staff members may enter a student room or apartment to inspect for or correct hazards to health or personal safety.

- University maintenance personnel may enter a student room or apartment to perform routine maintenance during normal working hours whether or not the student is present. Advance notice is not required unless maintenance is expected to be substantially disruptive to students. Periodic fire safety inspections may be conducted without prior notification and/or the presence of the student(s) by the Department of Housing or the Durham Fire Department or University officials trained in fire safety. The Durham Fire Department and the University reserve the right to determine fire safety standards for decorations and appliances and require students to take action to correct hazards.
14. **Solicitation.** Door-to-door solicitation is strictly prohibited. Commercial activity, solicitation or advertising is not permitted in or around University housing unless prior approval by the University Police Department has been obtained. The only exceptions are activities permitted under University Rules and/or those sponsored by University staff or local resident governing councils.
 15. **Laundry Service.** Laundry machines are provided for students. The University shall not be liable for any damage to or loss of personal property resulting from the use of the laundry machines. Nor shall the University be liable for personal items left unattended in the laundry rooms
 16. **Pets.** Pets or animals of any kind, except non-dangerous fish, are prohibited in University Housing. One ten gallon tank containing fish is allowed per room.
 17. **Prohibited Items.** The following items are prohibited in University housing, except where specifically permitted:
 - a. Halogen lamps, hot plates, heating/immersion coils, electric frying pans, toaster ovens, electric heaters, electric blankets, non-UL listed items and electrical items not approved by the Department of Housing.
 - b. Air conditioners, clothes washers and dryers, dishwashers, and water beds.
 - c. Television or radio antennae and any other objects which are placed outside the room window or anywhere on the exterior of the building or adjacent grounds.
 - d. Firearms, candles, incense, explosives, fireworks, weapons of any kind, hazardous chemicals, gasoline, propane, butane, motorized vehicles of any kind (or parts, repair tools, accessories for any motor vehicle).
 - e. Paraphernalia which can be used with illegal drugs including, but not limited to, bong, pipes, rolling papers, etc.
- B. Use of Common Areas:** Students are expected to use good judgment when displaying material in the common areas of the residence hall. These include any areas outside of a student room, including lounges, hallways, and hallway doors. Students are prohibited from displaying material in common areas that interfere with the educational mission of the university, including, but not limited to, materials that are pornographic or depict sexual conduct and have not been approved by the residence hall staff, information that advertises or promotes drugs or alcohol, postings that use profane or vulgar language, and information that is harassing or threatening to others. The display of materials in the common areas includes but is not limited to, photographs, posters, written materials, videos, and live performance. Videos shown in the common areas must have a rating of G, PG, PG-13 or R, and individuals who show videos are expected to comply with all applicable copyright laws.
- C. Use of Dwellings and Grounds**
1. **Rights of Others/Noise.** Each student shall respect and observe the rights of other students occupying University housing. Excessive noise, including the use of radios, stereos, television sets, musical instruments, etc., at a level that can be heard beyond the boundaries of the room or

- apartment is prohibited. The placement of stereo speakers in such a manner that sound carries out from the apartment or room is strictly prohibited. Compliance with the Durham noise ordinance is required. All established quiet hours must be observed.
2. **Appliances.** All electrical items in a room must be UL listed. Coffee pots, popcorn poppers, irons, hot pots may be used but cannot be plugged in unattended. Refrigerators that stand less than 35" in height and draw no more than 1 amp of power are allowed. Microwaves up to 800 watts of power output are acceptable.
 3. **Cooking.** Cooking is prohibited in student rooms in residence halls and allowed only in designated kitchen units or facilities.
 4. **Cleanliness.** Students are responsible for maintaining reasonable sanitation and safety standards. If upon inspection, University staff finds safety and sanitation below standard, the student will receive a written request prescribing corrective action. If after a reasonable time, the corrective action has not occurred, the University will perform the needed work at the student's expense.
 5. **Furnishings.** All student rooms and apartments are provided fully furnished. Students may not remove or store furnishings provided by the University and may not replace them with other items owned or rented by the student. The Department of Housing will not remove or store the standard University Furnishings.
 6. **Lofts.** Built-in (wall or ceiling attachment) structures are prohibited. Free-standing loft structures are permitted. All lofts must be structurally sound and incorporate the box spring(s) and mattress(es) provided by the University. The headboard(s) provided by the University must be stored in the student's room throughout the year. The top of a loft mattress must be at least 34" from the ceiling. The Department of Housing and/or the Durham Fire Department reserve the right to determine the danger of lofts and require their removal.
 7. **Alteration to Premises.** No changes may be made in the building or its fixtures by students individually or in groups without the expressed permission of the Department of Housing. The student or any person acting with his or her permission shall refrain from:
 - a. Removing any item of University equipment/furniture from the room or premises.
 - b. Altering or replacing the present locks or other security devices or installing additional locks or security devices.
 - c. Making any structural or electrical alterations to the room.
 - d. Using nails, screws, bolts, or decals upon the furniture, walls, doors, woodwork, ceiling, or floors of the room or apartment or otherwise defacing or marring such surfaces.
 - e. Making unauthorized repairs to the room or apartment.
 - f. Removing screens.
 - g. Building partitions or making alterations to furniture.
 8. **Maintenance.** Routine maintenance needs should be reported to the Department of Housing in a timely manner. The University reserves the right to perform any and all needed maintenance.
 9. **Trash Removal.** Students are solely responsible for bagging trash which accumulates in their room or apartment and disposing of such trash by depositing it in the designated dumpster, trash compactor, and/or recycling container.
 10. **Condition of Common Areas.** Students are responsible for keeping all common and public areas of University housing free of personal trash and belongings. These areas include, but are not limited to hallways, bathrooms, stairwells, lounges, utility closets, and adjacent grounds.
 11. **Damage.** Damage, theft, and vandalism to University property are strictly prohibited. Violators will be subject to disciplinary action. Each student is financially responsible for the cost of replacement or repair of any breakage or damage (except for normal wear and tear) to his/her accommo-

- dations and its furnishings as well as for his/her share of the costs of any damages in the common areas of University housing.
12. **Sports.** The playing of various sports in University housing is strictly prohibited. This includes, but is not limited to, football, hockey, Frisbee, golf, and hackey sack. All athletic activities are to be confined to areas outside University housing which are specifically designated for such purposes.
 13. **Security.** Vandalizing exterior building doors or locks or any other security system will be subject to appropriate University discipline procedures. Any student who props a locked or secured door is subject to a fine and/or disciplinary action. Students shall be prohibited from climbing through windows or being on ledges, porticos or roofs of buildings. Students are prohibited from throwing objects out windows or from roofs of buildings.
 14. **Fire Prevention/Drills/Alarms/Equipment.** Students are expected to notify the Fire Department of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participation in fire alarm/evacuation drills. Students must leave buildings during a fire drill or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Students are financially responsible for charges assessed as a result of tampering with fire safety equipment.
 15. **Alcohol.** All students are subject to the University Rights and Rules governing the use of alcohol, as well as federal, state, and local laws of alcohol use to include the Open Container Ordinance of Durham, NH. Entryways, hallways, and lounges are common areas, and consumption of alcohol is prohibited in these areas (even by those of legal drinking age). Group sources such as kegs of beer, beer balls, and alcoholic punches are prohibited in University housing.
 - a. Only students of legal drinking age (21 years or older) may consume alcohol in their own room or in the room of another student who is at least 21 years old.
 - b. A legal age drinker may have just one open alcohol container at a time for personal consumption.
 - c. Alcohol is not permitted in any of the common or public areas of the undergraduate residence halls or apartment buildings.
 - d. Possession or consumption of alcohol is permitted only in rooms where at least one of the assigned residents is at least 21 years old.
 - e. All common sources of alcohol, including but not limited to kegs, punch bowls, beer balls, or excessive amounts of alcohol in bottles or cases, are strictly prohibited.
 - f. Providing underage people with alcohol is illegal and strictly prohibited.
 - g. Any person who is under the influence of alcohol and whose behavior leads to personal injury or illness may be considered in violation of the alcohol policy.
 - h. Having a gathering in a residence room that involves illegal consumption of alcohol will likely lead to eviction upon a first offense. A gathering is defined as more people in the room than just the people who are assigned to that room.
 16. **General.** The University reserves the right to inspect students' rooms or apartments to ensure compliance with rule C-9, reserves the right to recommend to the appropriate disciplinary body the termination of any Agreement, and will control the rooms or apartments in case of an epidemic.

D. **Payment/Cancellation/
Refund-Housing**

1. **General.** The University will establish housing fees yearly and will announce these proposed fees for each academic year at the time of housing sign-up during Semester II. Upon nonpayment of fees or any charges herein provided, the University may refuse to register the student for the next semester, issue grade reports of work done, or allow the student to be graduated. In order to ensure that accommodations are available to students wishing to live on campus, the University will refund to the student his/her housing fee at the following rates (unless otherwise agreed by the Director of Housing or required by law). Subsequent to occupancy, no release from this Agreement or refund can be provided unless the assigned room or apartment is left clean and all sign-out procedures including return of keys and settlement of obligations are completed. The effective date of release will be determined by the date of such completion
 - a. All students intending to reserve a space in University housing must pay a housing deposit. The housing deposit will be applied against the semester housing fee.
 - b. Semester payment is due when indicated on the bill and must be paid in full prior to occupancy or registration day, whichever is earlier.
2. **Academic Year Refund Schedule**
 - a. **Provisions**
 - (1) If by Friday of the first week of classes the student fails to occupy the assigned room, or cancels the agreement by mutual consent or for any of the reasons in b.1., the Agreement is canceled and the student receives a 75% refund of the semester's housing fee.
 - (2) Cancellation for any of the reasons in b.1. or by mutual consent after Friday of the first week of classes and before 30 days after Registration will result in a 50% refund of the semester's housing fee.

- (3) Cancellation of the Agreement for any of the reasons in b.1. or by mutual consent 30 days after Registration, will result in no refund of the housing fee.
 - (4) Students who check in or move into a hall or apartment, move out without consent of the Housing Department, and do not withdraw from the University, are charged the full housing fee.
 - (5) If the agreement is canceled, any amount of housing fee/ deposit refund due a student will first be applied to said student's current University charge.
- b. **Semester I Refund Schedule**
 - (1) Written cancellation of this Agreement by the student to the Department of Housing or cancellation by the University for disciplinary or non-renewal actions will result in the following refund schedule.
 - (2) Cancellations postmarked or received by the Department of Housing on or before June 1 result in a 50% refund of the housing deposit paid. Cancellations postmarked between.
 - (i) June 2 and July 1 : 25% of deposit refunded to student;
 - (ii) July 2 and August 15: student forfeits entire housing deposit;
 - (iii) August 16 and before Friday of the first week of classes: student charged 25% of full semester housing fee.
 - c. **Semester II Refund Schedule**
 - (1) Requests for early termination of this Agreement at the end of Semester I can be considered **ONLY IF RECEIVED IN WRITING BY THE DEPARTMENT OF HOUSING BEFORE THE SECOND FRIDAY IN NOVEMBER.** Should any such release be possible, priority will be given to students

whose requests show extreme hardship, not necessarily financial, and to those students whose academic programs require them to relocate while still enrolled at the University. Semester I students who have NOT been granted early termination of the Room and Board Agreement for Semester II will be charged the full Semester II housing fee. Any and all portions of the refund schedule do not apply to such students.

- (2) Students who are offered and accept housing beginning with Semester II and subsequently notify the Department of Housing of cancellation prior to hall opening forfeit the Housing Deposit.

d. **Summer Refund Schedule**

- (1) Written notification from the student of cancellation of the Agreement or official withdrawal from class(es) received by the Department of Housing prior to the first day of scheduled classes of that summer session, the student forfeits the deposit.
- (2) Failure to occupy the assigned room or written notification from the student of cancellation of the Agreement or of official withdrawal from class(es) within the first seven (7) days of residence, the student is charged for 1/2 of the Agreement amount.
- (3) Written notification from the student of cancellation of this Agreement after the first seven (7) days of residence, the student is charged for the full amount of the Agreement.

E. **Resident Meal Plans.** All students who reside in University housing (except Babcock Hall and the Gables and Woodside apartment residents) are required to purchase a meal plan from the designated mandatory choices. See www.unh.edu/dining for the latest information about meal plans and services.

1. Access to the dining halls can be obtained through one of the following four methods:
 - a. Hand Recognition System (those owning one of the 3 resident unlimited access meal plans)
 - b. Dining Dollars (programmed on your UNH photo ID card).
 - c. Cat's Cache (programmed on your UNH photo ID card).
 - d. Cash.
2. Resident students must designate the meal plan of their choice:
 - a. prior to July 1 for Semester I
 - b. prior to the second Friday in November for Semester II
 - c. prior to opening day for Summer Session
3. Failure to specify a meal plan choice will be an indication of acceptance of the minimum mandatory meal plan for resident students.
4. The last day for making changes to your meal plan is the 2nd Friday of each semester.
5. Resident meal plans are valid through the last day of meal service in the semester of purchase.
6. Refund schedule: In the event of official withdrawal from the University, suspension or mutual consent of the parties to terminate this Agreement, the effective date for calculating a refund on a paid dining plan will be the date the contract is canceled by UNH Dining.
 - a. Academic Year Refunds are made as follows:
 - (1) Before Registration Day, 100% refund.
 - (2) Before the end of the first week of the semester meal service, 75% refund.
 - (3) After the first week but before the end of the fourth week of meal service, 50% refund.
 - (4) After the end of the fourth week and through the end of the twelfth week of meal service-prorated based on food cost only.
 - (5) No refund after the end of the twelfth week.

- b. Summer Session Refunds are 90% of the value of the value of the unused meals less a \$10 handling charge.

F. Dining Hall and ID Card Policies

1. Students with specific nutrition concerns or medically restricted diets should meet with the registered dietitian and executive chef to review options for dining hall accommodations. It is the responsibility of customers with food allergies or other specified nutrition concerns to make the final judgment on whether or not to question the ingredients of a food item or to choose to eat the foods selected.
 2. Dining hall meal services begin on the official opening day and end on the last day of final examinations.
 3. Meal services are not provided during University vacations or summer session weekends.
 4. Food served in the dining halls is available on a “help yourself” basis and cannot be taken out.
 5. Students are expected to conduct themselves in the dining halls in a manner conducive to quiet enjoyment of meal times by all. Cooperation with stated procedures such as the self-bussing of soiled trays is expected. Misuse of food is grounds for disciplinary action.
 6. Removal of dining hall property is prohibited.
 7. Lost Cards:
 - a. A charge of \$10 is made to replace a lost, stolen or damaged photo ID card and a \$5 charge to replace a lost, stolen, or damaged non-photo dining card.
 - b. Lost or stolen meal cards must be reported immediately to the Dining ID Office (603) 862-1821 or suspended instantly at www.unh.edu/dining. Only the balance of items on the card at the time the card is suspended can be protected. No temporary cards will be issued. Until your ID card is replaced, you will not have access to your Dining Dollars, guest passes or Cat’s Cache (the hand scanner eliminates
- the need to use your ID card for admission into the dining halls when you own one of the unlimited access meal plans).
- c. Your University ID card is strictly nontransferable. The owner of ID card is responsible for its security and proper use and subject to a \$25 fine for its unauthorized use.
8. Guests may be brought into the dining hall by using a guest pass, Dining Dollars, Cat’s Cache, or cash.
 9. Dining Dollars
 - a. Owners of the Gold and Platinum unlimited access meal plans can purchase additional Dining Dollars at a 20% discount at the Dining ID Office in Holloway Commons.
 - b. Dining Dollars are accepted at Philbrook, Stillings, Holloway Commons, the MUB Food Court, MUB Coffee Office, Wildcatesen, Philbrook Café and with Panache.
 - c. Dining Dollars are valid during the academic year of purchase only. A remaining balance from semester 1 will carry over to semester 2 but expires at the end of meal service in May. Dining Dollars are non-refundable.

G. UNH Policy on Scheduling of Games and Practices

Preamble:

The University of New Hampshire, first and foremost, is dedicated to the promotion of learning and scholarship, and to meeting the public need for educated citizens. The University achieves that goal by completing its three-fold mission of teaching, research, and public service. UNH also values the role played by athletics in the life of the community. Student athletes are representatives of the University in intercollegiate competition, and their athletic and academic excellence brings credit to UNH. The University recognizes that student athletes must balance the demands of their sport with the academic obligations they assume when they enter an institution of higher learning. The follow-

ing policy is designed to acknowledge that challenge, and to assist the athletes, as well as faculty members, coaches, and administrators, in managing conflicts that could arise between the legitimate demands of both academics and athletics.

A. Policy on Games During Academic Semester:

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

ing class, sitting for exams, and meeting assignment due dates on the same schedule as other students enrolled in the same course, and may be penalized for absences other than those resulting from such travel or participation.

B. Policy on Practices During Academic Semester:

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

C. Policy on Game Scheduling During Exams:

1. The Department of Athletics, in cooperation with the Coaches of UNH intercollegiate teams and their respective

- conferences, should make every effort to avoid scheduling games or meets during the period of final exams for both Fall and Spring Semesters.
2. Notification of the UNH final exam schedule, along with a copy of this policy, should be forwarded to the various athletic conferences as soon as the exam schedule is made available by the University.
 3. Because conflicts may occasionally arise between the UNH exam schedule and regular season games, championship meets, or conference playoffs in which a UNH team, or individual athlete may be expected to compete, UNH student athletes shall have the option of declining to participate in those games, meets, or matches in order to devote time to preparation or completion of final exams.
 4. In the event of a conflict between final exams and a scheduled athletic contest, the student athlete has the responsibility to notify as soon as possible the instructor(s) of the course(s) involved in the conflict. The UNH student athlete shall have the option of requesting a rescheduling of the exam, and UNH faculty members shall make every reasonable effort to accommodate student athletes. The final decision regarding rescheduling of exams, or assignment of alternate course work remains with the faculty member. UNH student athletes are responsible for completing their exams and assignments according to the schedule determined by the instructor of the course.
 5. Participation in a scheduled athletic contest during the final exam period shall not be considered sufficient reason for requesting or issuing a grade of incomplete (IC).

D. Policy on Practice During Final Exams:

1. UNH student athletes must be given every reasonable opportunity to prepare and successfully complete final exams and other assignments required in their academic courses.
2. UNH Athletic coaches may not schedule mandatory practices, scrimmages, or other mandatory team or individual training during final exam periods.
3. UNH athletic coaches may schedule optional workouts or practices, and are encouraged to remain flexible in offering such opportunities to their athletes.
4. Consistent with space and personnel constraints, the Athletic Department shall offer access to various training and practice facilities on a flexible schedule during final exam periods.
5. No UNH student athlete may reschedule a final exam, or postpone a final assignment due date, because of a conflict with a scheduled but optional individual or team practice session.

Approved March 1998 by the Athletic Advisory Committee

Approved April 1998 by the Faculty Senate

Approved June 1998 by President Leitzel

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