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

I ___________________________ do understand and agree to the following:

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

Participation in the Alternative Sanction Program is voluntary. If I choose to participate in the program and successfully complete all of the requirements (including but not limited to one writing assignment(s) and 10 on campus engagements and 20 hours of community service) I will be allowed to remain in University Housing and my originally imposed sanction of eviction will be placed on file for one year.

I understand that entry into this Program is voluntary; however, I also understand that once I have agreed to participate I have committed to completing this program. I recognize that the administration of this program is heavily taxing on the Office of Community Standards (OCS) for that reason I agree to accept that I could be additionally charged with “Failure to Comply with the Sanction Imposed under the Student Code of Conduct” if I fail to complete this program for reasons other than another policy violation. I understand that additional conduct charges could put me in violation of UNH’s Three Strike Policy.

As outlined in the handbook that accompanies this contract I will be required to actively participate in this program. This will require work on my part. I will be required to meet any and all deadlines established and agreed upon during the course of this program as well as any deadlines set for all other sanctions I received as a result of this incident or previous incidents. I will be required to complete all of my engagements, community service hours, and attend all scheduled ASP meetings. I understand that I will be required to put a good faith effort into my writing assignments showing my own personal reflection. I agree to follow APA standard college format (if you need help with this please ask and see https://owl.english.purdue.edu/owl/resource/560/01/) for all of my written assignments.

I ___________________________ do understand that it will be the administrators of this program who will determine if I am making satisfactory progress during the program and if I successfully complete the program. I understand that if the administrators of the program determine that I am not making satisfactory progress they will provide me with written feedback in the areas I need improvement and I will have until a date assigned by my Program Administrator to take appropriate corrective action. I understand if I fail to do so I will receive written notice that the program is terminated, my originally imposed sanction of eviction is implemented and I will have five (5) days from the date of the notice to move out of University Housing. I understand that further conduct charges may also be leveled against me for failing to complete this program.

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

I acknowledge that I may inadvertently come into knowledge of other students’ participation in this program and them in mine. For the purposes of protecting everyone’s privacy I agree not to speak about others’ participation in ASP.

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

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

_______________________________  ________________________________
Student Name and date                      Student Signature

_______________________________
Administrator Signature and date

AY1617.04
Purpose of Document

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

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

The Division of Student Life’s Mission

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

The Division of Student Life’s Vision

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

Organizational Values

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

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

The Office of Community Standards (OCS)

We support the mission and values of the Division of Student Life by maintaining the general welfare and safety of the University community and preserving a productive living and learning environment through our administration of the University of New Hampshire Student Code of Conduct and Conduct Process; the agreed upon community standards established by UNH students, staff, and faculty.
To achieve these aspirations, The Office of Community Standards supports and enforces standards of behavior designed to foster an environment of civility and respect where both rights and responsibilities are deeply valued. OCS respects each and every UNH student by protecting their rights and ensuring fairness through the enforcement of University policies and regulations. OCS believes in personal responsibility, accountability, and that students’ choices matter.

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

The goals of this program are as follows:

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

Standards of the Program
When a student chooses to participate in ASP, their eviction will be withheld pending successful completion of the Alternative Sanctions Program. If the student successfully completes ASP their eviction will be placed on file for one year and the student will be allowed to remain in housing. If it is determined, at any point, that a student is not meeting the requirements of the program the student will be notified in writing and be given an opportunity to rectify any issues. If the student fails to adequately address the cited issues, they will receive written notification and the program will be terminated. The originally sanctioned eviction will be imposed and the student will have five (5) days of receiving said notification to move out of University Housing. By voluntarily entering the program the student agrees to meet the requirements; failure to do so could result in additional conduct charges and/or fines. This is important to note because UNH has a Three Strike Policy and an additional conduct charge could trigger this policy.

As indicated in the contract that accompanies this document, a student’s eviction is being withheld for the duration of this program. It is important to note that the student is still evicted from University housing during this time. As such it is a privilege for the student to remain in housing during their eviction. Because of this, if the student violates any UNH policy or violates any federal, state, or local law or ordinance during the year that their eviction is placed on file, the student shall be required to move out of UNH Housing within 48 hours. As
the student’s due process rights from their original case, which resulted in their eviction, have already been exhausted there will be no appeal.

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

The student will be required to attend a group intake meeting and have at least three one-on-one meetings with an ASP Program Administrator. Participation in all scheduled meetings is required. Students are expected to be prompt, and prepared for the sessions. The student will also be required to complete five (5) social/academic engagements and five (5) hall engagements in the first 10 weeks of this program. Of the five social/academic engagements; two (2) must be academic in nature, two (2) may be either social or academic in nature, and one (1) must be with either the UNH Career and Advising Center or the UNH Community Service and Leadership Office. The student will have a total of 10 weeks from the start of the program to complete the first 10 of a required 20 hours of community service. The remaining 10 hours of service must be completed within the next 10 weeks of the program. Community Service must be volunteer hours to help the community. The student may not receive compensation for those hours, and cannot be for a for-profit company. The Office of Community Standards reserves the right to modify these requirements as it sees fit to best aid the student in becoming a better member of the community; including, but not limited to: assigning engagements, requiring multiple reflection papers, or additional one-on-one meetings.

It is important to note that due to the student’s physical presence in the Office of Community Standards and during the group intake meeting the student may inadvertently come into knowledge of others participating in this program. For the purposes of privacy (the student and others) it is important for all students in this program not discuss others participation in ASP or any other OCS program.

Disqualifiers to the Program:
The following factors, if present in the initial incident, disqualify a student’s entry into the Alternative Sanctions Program.

- Receiving a sanction of suspension or dismissal
- An individual transported to the hospital from the hosted party
- Current or completed participation in ASP
- Previously sanctioned with eviction from UNH Housing
- Resisting arrest
- Violence or threatening behavior against hall staff

The following is a non-exhaustive list of aggravating factors when compounded could lead to disqualification:

- Level of disruption
- Number of people over fire code
- Common source of alcohol (e.g. keg, etc.)
- Failure to comply with hall staff or law enforcement request

AY1617.04
How to be successful in the Alternative Sanctions Program:

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

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

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

ASP Protocol

**Week 1:**

- Group In-take Meeting: Discuss requirements of successfully completing program
- Review and sign contract
- Begin to consider how to best utilize the 10 engagements and 20 hours of community service based on the following framework:
  - Are you making the most of your time at UNH? Are you academically engaged? Are you appropriately socially engaged? (5)
    - Career center
    - Internship and Advising Center
    - Center for Academic Resources (CFAR)
    - Your Dean’s Office
    - Reaching out to professors to see if you can work for them – are they involved in research etc.?  
    - Office of Multicultural Student Affairs (OMSA)
    - UNH Sponsored Programming not involving drugs or alcohol
    - Office of Student Involvement and Leadership (OSIL)
    - Club/org meeting
    - Memorial Union Building (MUB ) event
    - Paul Creative Arts Center (PCAC) event
  - Are you appropriately engaged in your Hall or Apartment Complex (5),
    - Attending educational programs
    - Attending social programming,
    - Participation in Hall/Apartment Council meetings and events
    - Develop relationships with Hall/Apartment Staff
    - Participation in community wide events and initiatives that promote community engagement (floor wars, open door olympics, etc.)
    - Volunteering in the hall/apartments
      - Bulletin boards, newsletter articles, program set up, etc.
  - Community Service (20hrs)
    - Cornucopia Food Bank
    - United Way
    - Active Minds
    - Aspiring Hands
    - Seacoast Reads
    - Project Sunshine
    - UNH Housekeeping/Jean Mitchell
    - Woodlands Office
- On Belay
- A student may find their own Community Engagement outlet that will need to be approved by Program Administrator

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

**How to prepare for Week 2:**

- Create an outline of proposal for the 10 engagements and 20 hours of community service.
- It is encouraged that you begin to complete part of your engagement requirements – there is always something going on in your hall and on campus.
- Write down any questions or concerns that you may have
- Identify any areas where you need assistance
- Print an updated class schedule
- Complete your sanction tracking sheet
Week 2:

What to Bring for Week 2:
- Bring your class schedule
- You sanction tracking sheet
- ASP Manual

Agenda:
- This is the first one-on-one meeting
- Do a good and thorough get to know you meeting – tell us your story and ask us for ours
- Go over student’s proposal for 10 engagements and 20 hours of community service
- How are you spending your time at UNH -time management exercise

What to do to prepare for Week 3:
- Solidified plan for completing engagements
- Participate in engagements and community service
- Update engagement and community service tracking sheets
- Start thinking about what is important to you
- Update your sanction tracking sheet
Week 3:

What to Bring for Week 3:
- Updated engagement and community service tracking sheets
- Updated sanctions tracking sheet
- ASP Manual

Agenda:
- Review engagements and community service hours
- Values Clarification Exercise Outline for reflection writing assignment

Writing assignment due for week 4:
The purpose of week three was for you to examine your values. Now that you have had time to reflect, are the values that you defined for yourself congruent with how you have chosen to spend your time at UNH? Why or why not?

Please use standard college format. Your punctuation and grammar count. This should be a minimum of 2 double spaced pages, 12 point Times New Roman font. This will need to be emailed to the program administrator by 10:00PM the day before your week 4 meeting. Please use the following naming convention in your file name: first and last name –Reflection Paper (Example: John Smith –Reflection Paper). Microsoft Word or PDF files are preferred –the Office of Community Standards does not utilize Mac computers; therefore, please avoid saving the paper as a .pages file.

How to prepare for Week 4:
- Write your reflection paper and be prepared to discuss
- Email electronic copy of reflection to your Program Administrator by 10:00PM the day before week 4 meeting. Please use the following naming convention: first and last name –Reflection Paper.
- Participate in engagements and community service
- Update engagements and community service hours
- Update sanctions tracking sheet
Week 4:

What to Bring for Week 4:

- Your reflection writing assignment
- Updated engagement and community service tracking sheets
- Updated sanction tracking sheet

Agenda:

- Discuss your reflection paper
- Plan for completing any unfinished engagements and community service and other sanctions
- Expectations moving forward – both the student’s for themselves and behavior standards
- Administrators as resources
- Review of the Alternative Sanction Program rules and expectations
- Discuss UNH’s Three Strike Policy
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# Five (5) Social/Academic Engagements Tracking Sheet

**Due Date: 03/27/17**

<table>
<thead>
<tr>
<th>Describe what you did and with whom</th>
<th>Date of Engagement</th>
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<td>(or) UNH Community Service &amp; Learning</td>
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**Examples**

- **Social**
  - Sporting event
  - Club meeting
  - Memorial Union Building (MUB) event
  - Paul Creative Arts Center (PCAC) event

- **Academic**
  - Center for Academic Resources (CFAR)
  - Professor Office Hours
  - Review Sessions
  - The Robert J. Conners Writing Center
  - The Mathematics Center (MaC)
  - UNH Programming Assistance Center (PAC)
  - Guest lecture
  - Paul College TA Help Sessions
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<th>Name________________________</th>
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<tr>
<td><strong>Five (5) Hall Engagement Tracking Sheet</strong></td>
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<td><strong>Due Date: 03/27/17</strong></td>
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<th>Describe what you did and with whom</th>
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**Examples**

- Hall Council Meetings
- Floor Wars
- Floor/Dorm socials
- Create a Bulletin Board
- Rounds with an RA or CA
- Ask your RHD/Property Manager for a project
### ASP Community Service Hours Tracking Sheet

**10 hours Due by 02/09/17 and 10 more by 04/20/17**

<table>
<thead>
<tr>
<th>Describe what you did along with name and phone number of community service contact</th>
<th>Date of Service and Time Spent</th>
<th>Supervisor Name Signature</th>
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Community Service must be volunteer hours for the benefit of the community. Examples include non-profits, religious organizations, and government agencies. Hours will not be accepted if the student received compensation, or the hours were for a for-profit company.
Enter your sanctions and their respective due dates into the above table. You can find these dates on your Summery of Preliminary Meeting form or from your hearing decision. It is your responsibility to make sure these sanctions are completed by their due dates. Failure to complete your sanctions by their assigned due dates could result in the sanction of eviction being enforced. Fill out this sheet and bring it with you to your week two meeting.
Resources:

- UNH Master Calendar
  calendar.unh.edu/MasterCalendar.aspx

- Wildcat Link
  wildcatlink.unh.edu

- UNH Community Service and Learning
  www.unh.edu/uacc/community-service

- UNH Career Center and Advising
  www.unh.edu/uacc/
  - UNH Jobs and Internships
    www.unh.edu/uacc/career/posting-jobs-and-internships
  - UNH Work Study Jobs
    www.unh.edu/uacc/career/wildcat-careers

- UNH Center for Academic Resources
  www.unh.edu/cfar

- The Robert J. Conners Writing Center
  www.unh.edu/writing/cwc/

- The Mathematics Center (MaC)
  https://ceps.unh.edu/mathematics-statistics/mathematics-center-mac

- UNH Programming Assistance Center (PAC)
  http://pac.cs.unh.edu/

- UNH Office of Student involvement and Leadership
  unhmub.com/office-student-involvement-leadership

- UNH Office of Health Ed and Promotion
  www.unh.edu/health-services/ohep

- UNH MUB
  www.unhmub.com/