



University of  
New Hampshire

# STUDENT RIGHTS, RULES, AND RESPONSIBILITIES 2022-2023

Introduction

The Student Code of Conduct and Conduct Process

Alcohol, Tobacco, and Other Drug Policies

Academic Policies

Administrative Policies and Regulations

The University and Federal, State, and Local Laws

Sexual Misconduct at Institutions of Higher Education

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# STUDENT RIGHTS, RULES, AND RESPONSIBILITIES

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Find our COVID-19 Public Health and Safety Guidelines [here](#).

Click [here](#) for a .pdf version of the Student Rights, Rules, and Responsibilities handbook.

## Introduction

### Welcome to the University of New Hampshire

The University offers a wealth of resources to support your success. The opportunities to learn and to grow are virtually limitless, and are shaped by a motivation to embrace the intellectual and personal challenges of a college education. As with any community, ours has rules to promote a supportive environment conducive for learning. While these rules pertain to students, they are consistent with the expectations for all members of the UNH community.

The expectations within the *Student Rights, Rules and Responsibilities* apply on and beyond the University campus. One crucial aspect of the UNH Community is our collective commitment to respect the rights, dignity, and worth of all 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 respect to all corners of the world, beginning with our host community of Durham. We ask that you review this document in order to understand the values and rules of this community.

A college education is about the development of intellect. Importantly, it is also about the development of the character and judgment to use intellect wisely.

For the vast majority of our students, college will be a challenging and worthwhile experience. Taking the time to become familiar with the expectations and rules defined in this document will allow you to focus on the best parts of college life and discover your own future at UNH.

Welcome to the University of New Hampshire. If there is anything we can do to help you to succeed, please let us know.

## 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, gender identity and expression, disability, veterans' status, or marital status, in admission or access to, or treatment or employment in, its programs, activities or services. Inquiries regarding

discriminatory harassment (including sexual harassment) should be directed to:

#### Laura Buchs

Director & Title IX Coordinator  
Civil Rights and Equity  
105 Main Street, Thompson Hall 305  
Durham, NH 03824-3547  
603.862.2930 (voice)  
603.862.2936 (fax)  
7-1-1 (Relay NH)  
[laura.buchs@unh.edu](mailto:laura.buchs@unh.edu);

or to the Boston Civil Rights Office:

#### Office for Civil Rights (OCR)

U.S. Department of Education  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
617.289.0111 (voice)  
617.289.0150 (fax)  
800-877-8339 (TTY)  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov);

or to the Executive Director:

#### State of New Hampshire Commission for Human Rights (NHCHR)

Industrial Park Drive, Bldg. One  
Concord, NH 03301-8501  
603.271.2767 (voice)  
603.271.6339 (fax)  
[humanrights@nh.gov](mailto:humanrights@nh.gov)

UNH does not discriminate or permit discrimination on the basis of disability in matters of admissions, employment, housing, or services or in the educational programs or activities it operates. The EEO/ADA Compliance Officer has been designated as the Section 504 coordinator and coordinates compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and applicable federal and state regulations.

#### Ren Haywood

EEO/ADA Compliance Officer  
Civil Rights and Equity  
105 Main Street, Thompson Hall 305  
603.862.2929 (voice)  
603.862.2936 (fax)  
7-1-1 (Relay NH)  
[lauren.haywood@unh.edu](mailto:lauren.haywood@unh.edu) ([dms@unh.edu](mailto:dms@unh.edu))

## Statement of Shared Civic Commitment 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 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 all community members. UNH and the Town 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 rooted in 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.

### Respect for Community

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

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

### Respect for Environment

Community members value and protect our natural and physical environment. Respect should be exhibited in the downtown area and in residential neighborhoods. Young children, working older adults and elderly residents need quiet time and deserve a peaceful quality of life. Respect for the environment also means placing trash in containers and taking a moment to pick up and dispose of litter.

### Respect for Law and University Policy

Community members abide by the policies of the University of New Hampshire as applicable, and obey the ordinances of the Town of Durham, and the laws of 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:

- The sale, purchase, possession, consumption, and transportation of alcoholic beverages;
- The sale and/or use of illicit drugs;
- Violent, indecent or disruptive behavior including sexual and domestic violence and harassment;
- Landlord-tenant contractual relationships; and
- 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.

### 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 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 the individual members thereof, are recognized and balanced.

Within that framework, these declarations are made for all students<sup>1</sup> at the University of New Hampshire.

### Right to pursue learning and right of expression

Students' rights to pursue learning and to express their views responsibly are of paramount importance in an academic environment.

### Right to participate in University governance

Students have the right to participate in 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.

### Right to due process

Students are guaranteed the right to a fair hearing and appeal in all matters of the judgment of academic performance and personal conduct. See the Student Code of Conduct in this document for more information.

### 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 (FERPA). By University policy, no records shall be kept that reflect political or ideological beliefs or associations.

### 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

Students are responsible for meeting the academic standards established for the course of study in which they are enrolled, and these standards shall be the only basis for evaluating their academic performance.

### Responsibility to Monitor Information Technology Identification Address

The University of New Hampshire often communicates with students on official matters in written form. The progression of technology has prompted the University to adapt both its administrative and educational communications to benefit from this technology. In those instances when the University chooses to communicate with students through technology (including but not limited to email, portal communications, and electronic messaging), it often does so with the use of the University-generated UNH Username. The University will provide and maintain this UNH Username; it will be the responsibility of the student to monitor official communication sent by the University to this UNH Username on the UNH email system, as well as those posted to the UNH Portal (MyUNH) and accessible with this UNH Username.

### Statement of Agreement

Students are responsible for knowing the information contained herein, and enrollment at the University of New Hampshire is considered an acceptance of all conditions specified in this document. Students should also be aware that some programs may impose additional obligations.

Extensive efforts have been made to be sure that the contents of this document are complete and up to date, but the University also reserves the right to change any of the policies, rules, or regulations, according to established guidelines, as may be necessary for the interest of the University.

Note: In cases where a print document and the online document differ what is displayed online will serve as the official version.

## Rider to SRR&R Administrative Policies: Compliance with University Public Health Protocol

The health and safety of students, faculty, and staff are priorities in the midst of the COVID-19 pandemic. Accordingly, the University has established and implemented public, campus-wide protocols designed to limit the spread of COVID-19 on the campus and to help safeguard vulnerable persons on campus, in the Town of Durham, and in the wider community. The protocols are available on the University's COVID-19 website ([unh.edu/coronavirus](http://unh.edu/coronavirus)) and a summary document of the guidelines can be found [here](#).

UNH may modify these protocols based on changes in the pandemic or federal and state guidelines or directives.

<sup>1</sup> As used in this publication, "(fs)" denotes the rules within the jurisdiction of the Faculty Senate, "(gc)" for Graduate Council, and "(ad)" denotes administrative rules. Those rules denoted with "(ad/ss)" are within the jurisdiction of the administration and the Student Senate.

## The Student Code of Conduct and Conduct Process

### Community Standards: Values Statement

As a diverse community of learners, all members of the University of New Hampshire community are expected to uphold the highest standards of mutual respect and integrity. These core values are key components of the UNH experience and reflect the expectations of its students. Students must be able to live, work, and learn in an environment that deliberately seeks multiple perspectives and supports the free and open exchange of ideas through educational discourse. Students who engage in prohibited academic and behavioral conduct, interfere with their ability, and the ability of others, to take full advantage of university life, and will thus be subject to disciplinary action through the student conduct process. Community Standards will ensure that the rights of all students are guaranteed, and those engaged in the conduct process are afforded a fair, equitable, and meaningful opportunity to address allegations of prohibited conduct. Essential to its mission, Community Standards provides a continuum of high-impact practices and interventions, as pathways for enhanced reflection, accountability, and ethical development, that prepares students to lead lives of consequence. The established policies and behavioral expectations outlined in the Student Code of Conduct are intended to preserve and protect the University's educational mission of teaching, research, and public service.

## Article I: Definitions

1. **Advisor.** Subject to the provisions under the effectuating regulations of Title IX of the Education Amendments of 1972 34 CFR§106, any person, including an attorney, who is not a party, witness, or otherwise

involved in a student's case who may, at the student's request, assist them in all stages of the conduct process and may accompany the party to meetings, interviews, and hearings. The role of advisor is non-participatory in nature and limited to support and consultation; advisors do not represent students or serve as legal counsel.

2. **Aggravating Factor.** Circumstances or facts that increase the level of severity and may increase the sanction. Examples may include, abuse of trust or duty, premeditation, use of force or a weapon, recidivism, harm to the victim, or lack of remorse.
3. **Appellate Body.** An Appellate Officer or Panel, authorized by the Director, to consider the merits of an appellant's petition of a disciplinary outcome, based exclusively on one or more of the established grounds outlined in this Code.
4. **Bystander.** An individual who has a first-hand account of the alleged behavior and who tried to intervene to stop the alleged behavior.
5. **Complainant.** Any student or student organization who experienced or was subject to alleged misconduct as described in this Code. When there is no student, Complainant generally means the University.
6. **Conduct Conference.** A forum for where a Respondent and a Conduct Officer meet to resolve cases of alleged non-academic prohibited conduct and where sanctions are not likely to rise above Disciplinary or University Housing Probation.
7. **Conduct Officer.** A university official, subject to the provisions in this Code, who is vested with the authority to, among other duties, investigate alleged prohibited conduct, determine the appropriate resolution, and impose sanctions up to Disciplinary or University Housing Probation or affect other remedies as appropriate.
8. **Director of Community Standards.** Designated by the Senior Vice Provost of Student Life to be responsible for the overall coordination and administration of the University-wide student conduct system, including the development of policies, procedures, education, and training programs. The Director of Community Standards may serve as a Hearing Chairperson, an Administrative Hearing Officer, or Appellate Officer when needed. As used in this document, "Director of Community Standards" or "Director" includes the Director's designee.
9. **Expressed Consent.** Mutual agreement, based on a shared desire for specific sexual activities that is expressed verbally or non-verbally. Examples of expressed consent include, but are not limited to (i.) an ongoing verbal interaction, taken one step at a time, to engage in escalating sexual intimacy; (ii.) mutual awareness of possible unwanted consequences of sexual activities such as pregnancy and sexually transmitted diseases and taking precautions to avoid those consequences; and (iii.) an ongoing recognition that consent to some sexual activities does not imply consent to other, different or more intimate sexual activities.
10. **Evidence.** Information, including testimony, that is relevant, supports the imposition of charges and used during a disciplinary proceeding to determine whether or not the respondent has violated the Code of Conduct. Generally, **character witnesses** who attest to an individual's moral conduct and reputation (ontology) and **expert witnesses** (e.g., medical, forensics, technological, etc.) who have knowledge or experience of a particular field or discipline and express their independent opinion, are not permitted in hearings unless it's been determined to be highly relevant to the facts.
11. **Faculty Member.** Any person employed by the University to conduct classroom activities. For purposes of this Code only, graduate students conducting laboratory or classroom activities in credit-bearing courses for undergraduates without direct compensation, teaching assistants, and instructional assistants are faculty

- members. For purposes of this Code, persons with tenure track, research, clinical, and lecturer appointments are faculty members.
12. **Hearing Body.** An Administrative Hearing Officer or Panel, subject to the provisions in this Code, who is vested with the authority to, among other duties, review alleged prohibited conduct, make findings of responsibility, and impose sanctions up to University Dismissal or affect other remedies as appropriate.
  13. **Hearing Chairperson.** A university official responsible for ensuring a fair and expedient hearing and serves as gatekeeper by making final decisions on all procedural issues, evidence, and witnesses prior to and during the hearing. The Hearing Chairperson will provide guidance and advise the Panel as needed and may participate in deliberations but is a non-voting member.
  14. **Incapacitation.** Incapacitation is the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, either voluntarily or involuntarily, or the individual is unconscious, asleep, or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if they demonstrate that they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. Alcohol and other drugs impact each individual differently and determining whether an individual is incapacitated requires an individualized assessment.
  15. **Member of the University Community.** Any person who is a student, faculty member, university official or any other person employed by the University.
  16. **Mitigating Factor.** Circumstances and facts that may be taken into consideration to support leniency or lessen the sanction. Examples of mitigating factors may include no prior misconduct, accident, provocation, self-defense, or genuine contrition or remorse.
  17. **Observer.** Observers are other faculty, staff or students, approved by the Director, who may be present during a hearing for educational and training purposes. These observers are usually new panel members who are attending as a part of their training and continuing education process. Observers do not participate in any way and are allowed admission to the hearing with the consent of the students engaged in the process.
  18. **Policy.** A written regulation of the University that binds a student and the University. University policies are found in the University System of New Hampshire Online Policy Manual, the Student Rights, Rules, and Responsibilities, the University Room and Board Agreement, the Graduate/Undergraduate Catalogs, or other written statements or sets of statements by university trustees, faculty and officials that establish rights, requirements, and responsibilities. For more information review the full policy: <http://www.usnh.edu/policy/unh/iii-administrative-policies/e-institutional-policy-development-review-and-approval>.
  19. **Preponderance of Evidence.** One type of evidentiary standard used in a burden of proof analysis. Preponderance is the University's evidentiary standard when, considered as a whole, it is more likely than not that the alleged behavior did violate the Code of Conduct. The burden of proof is upon the University to sufficiently establish that the student is responsible for engaging in prohibited conduct that violated the Code of Conduct.
  20. **Respondent.** Any student or student organization accused of violating this Code and engaged in the conduct process.
  21. **Student.** Any person reported by the Registrar as taking one or more undergraduate, graduate, summer or continuing studies courses at UNH or having accepted an offer of admission to the University, including:
    - a. Persons enrolled in full-time and part-time degree, certificate or credit-bearing programs;
    - b. Non-university personnel living in university-owned undergraduate or graduate residences;
    - c. Persons enrolled in a UNH degree program or taking courses for UNH credit or for transfer credit; Students in study away and study abroad programs;
    - d. Persons who are not officially enrolled in credit-bearing studies for a particular term but who may have a continuing student relationship with the University including persons who are interim suspended, withdrawn, separated, or otherwise have a reasonable expectation of resuming enrollment in courses are considered students;
    - e. Students who have completed the course work to receive a degree but who remain on campus to conduct research.
  22. **Student Organization.** A group of students who have complied with the formal requirements for university recognition as an organization, as described in the Student Organization Policies section of this handbook.
  23. **Threat.** To express one's intention to physically harm or kill another person, or to take hostile action against another person or their property in a manner that would make a reasonable person fear for their safety.
  24. **University.** The University of New Hampshire (UNH), including its campuses in Durham, Manchester, and Concord.
  25. **University Hearing.** A mechanism for resolving cases of academic and non-academic misconduct when outcomes could reasonably result in University Housing Removal (for a specified period of time or indefinitely), University Suspension, or University Dismissal.
  26. **University Official.** Any person employed by UNH, performing assigned administrative or professional responsibilities.
  27. **University Premises.** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by UNH, including adjacent streets and sidewalks.
  28. **Witness.** A person who has relevant, direct, first-hand knowledge of an incident related to an alleged violation of this Code.

## Article II: Authority

1. **Jurisdiction of the University.** University jurisdiction and discipline shall apply to conduct which occurs on university premises or off-campus behavior that adversely affects the University Community and/or the pursuit of the University's objectives. This Code shall apply to students and recognized organizations participating in university-managed or approved study away, study abroad, and events or trips.
  - a. The university conduct system is separate and independent of any criminal or civil proceeding. If a student is undergoing civil or criminal action for the same behavior which forms the basis of alleged misconduct and disciplinary action under this Code, the University may administer the conduct process concurrently.
  - b. The University is not obligated to suspend the conduct process until the conclusion of any related criminal or

civil proceedings. The Director may temporarily delay the conduct process while criminal or civil proceedings are pending; however, interim measures may be taken immediately.

- c. To the extent possible, the University will cooperate 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.
  - d. Individual students, staff, and faculty members, acting in their personal capacities, remain free to interact with investigators, attorneys, and prosecutors, as they deem appropriate, subject to controlling law.
2. **Interpretation and Revision.** Proceedings under this Code are administrative and educational in nature and purpose, focused on growth and accountability. University proceedings foster a non-adversarial environment and do not constitute a criminal law process, nor are they intended to resemble one. Formal rules of civil procedure and technical rules of evidence do not apply to these proceedings, though principles of fairness and predictability inherent in such rules inform and provide guidance.
- a. Typically, the Code of Conduct will be reviewed and updated annually after the end of the academic year. To assure compliance with federal, state, and local laws, orders of the court or other governmental authority, and university rules and policies, the Director may revise the Code of Conduct in consultation with the General Counsel's Office, outside of the normal review and revision periods. If such updates occur and these updates constitute substantive changes (i.e., changes that go beyond formatting edits or corrections of grammatical and spelling errors), the University will provide notice to the campus community.
3. The Director is responsible for interpreting and enforcing the Student Code of Conduct and administering the university-wide conduct system to promote fair, accurate, and prompt resolutions to alleged misconduct in a way that furthers the education, safety, and welfare of the University community. The Director is designated by the Senior Vice Provost of Student Life. In addition, the Director shall:
- a. Develop policies and forums for the administration of the university student conduct system and procedural rules for the facilitation of hearings.
  - b. Establish sanctioning guidelines to be used by disciplinary bodies as an advisory tool when a Respondent has been found responsible for engaging in prohibited conduct that violates the Code of Conduct.
  - c. Have discretion to investigate or appoint an independent investigator to find additional facts to assist in the prompt, fair, and accurate resolution of any alleged prohibited conduct.
  - d. Consult with an independent investigator, hearing participants, and hearing or appellate body, regarding the procedures required by this Code and controlling law, including ruling on evidentiary and legal questions as needed.
  - e. Act as a neutral Hearing Chairperson, determine findings of responsibility, impose sanctions up to University Dismissal, and review appeals in the absence of a hearing or appellate body to ensure an expedient resolution.
  - f. Preserve the impartiality and fairness of the processes undertaken under this Code, respecting the interests of Complainants, Witnesses, Respondents, hearing

personnel, and the importance of the conduct process to the educational mission of the University.

- g. Support and participate in the University's response to allegations of sexual violence, sexual harassment, and related offenses as described in Article V.D and may advise the work of the independent investigator, in consultation with the university Title IX Coordinator, as needed.
- h. Select qualified people to serve and participate on Hearing Panels. Persons selected shall receive training and ongoing education to undertake careful, fair, and objective reviews of disciplinary matters consistent with the educational and rehabilitative goals of the university's student conduct system. Every person serving in an official capacity or role under the Code shall receive annual training from the Director or other appropriate university experts appropriate to their position, including training focused on diversity, equity and inclusion, and cultural humility.

## Article III: Prohibited Conduct

The following list describes actions that detract from the effectiveness of the university community and are prohibited but do not include constitutionally protected activity, nor is this section meant to curb, impede, or chill speech that is protected by law.

1. **Academic Misconduct.** Any action that misrepresents a student's work, knowledge, or achievement, provides a potential or actual inequitable advantage, or compromises the integrity of the educational process as described in the Academic Honesty Policy found in the Academic Policies section of this handbook.
2. **Alcohol.** The acquisition, distribution, possession, or consumption of alcohol must be in compliance with all local, state, and federal laws and university policy. Institutional restrictions on alcohol while on UNH property vary by location and in some cases by time.
  - a. Possession or consumption of alcohol while under the legal age
  - b. Engaging in any behavior which encourages, facilitates, or constitutes excessive or rapid alcohol consumption including, but not limited to keg stands, alcohol luges, beer bong, beer/water pong, and other drinking games
  - c. Public intoxication or engaging in any behavior while under the influence that may endanger oneself or others regardless of age
  - d. Unauthorized or unlawful distribution, sale, or service of alcohol, regardless of age, except as expressly permitted by law and university policy
  - e. Permitting any underage individual or group to possess or consume alcohol or where alcohol is dispensed from common sources in a space owned, occupied, or controlled by the host
  - f. Unauthorized or unlawful possession or consumption of alcohol in open spaces, university buildings, common areas of university residential halls and apartment complexes, or in public except as expressly permitted by law and university policy
  - g. Control or operation of a vehicle while under the influence or impaired by alcohol
3. **Complicity.** Actively encouraging or assisting another student to engage in prohibited conduct, failing to advise another to cease behavior that constitutes prohibited conduct and leaving immediately

thereafter, or failing to report violations to a university official or law enforcement officer.

4. **Damage and Destruction to Property.** Engaging in the intentional, reckless, or unauthorized defacement, damage, or destruction of university property or the property of another, including all acts of vandalism.

5. **Disorderly Conduct**

- a. Engaging in behavior that will disturb, alarm, anger, or provoke others or constitutes a breach of the peace including, substantially obstructing, or interfering with the lawful exercise of freedom of speech or freedom of peaceable assembly or engaging in public fighting.
- b. **Lewd or Obscene Behavior.** Indecent conduct including public display of intimate body parts, public sexual acts or public urination or defecation.

6. **Disruptive Behavior**

- a. **Disruption to the Academic Environment.** Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the University. Without excluding other situations, examples include shouting, noise-making, obstruction, and other disruptive actions designed or intended to interfere with or prevent meetings, assemblies, classes, or other scheduled or routine university operations or activities.
- b. **Disruption to Community.** Intentionally causing or recklessly creating a risk of disruption to the university community or local community, including, but not limited to, violent or threatening behavior, unreasonably loud or belligerent behavior or obstruction of vehicular or pedestrian traffic.

7. **Drugs and Other Substances.** Possession, consumption, manufacturing, or distribution of narcotic or other controlled substances except as expressly permitted by law.

- a. Unauthorized or unlawful possession or consumption of narcotics or other controlled substances
- b. Unauthorized or unlawful distribution, manufacture, or sale of narcotics or other controlled substances
- c. Possession or use of drug paraphernalia
- d. Permitting any individual or group to possess or consume narcotics or other controlled substances or where said substances are dispensed from common sources in a space owned, occupied, or controlled by the host, except as expressly permitted by law
- e. Control or operation of a vehicle while impaired by drugs or other substances
- f. Being impaired by drugs or other substances in public to the point where one's behavior adversely affects or could affect, the regular operations of members of the university community

8. **Harm and Endangerment**

- a. **Physical Assault.** Unwelcome physical contact or actions that are intentional or reckless and can be reasonably expected to result in harm or injury
- b. **Endangerment.** Reckless disregard for the health or safety of any person
- c. **Harassment.** Unwelcome conduct that is so severe, pervasive or persistent, that it interferes with, denies, or limits a student's ability to participate in or benefit from educational or employment opportunities, privileges, or status at the University. Harassment may occur via written,

electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyberbullying, intimidation, or coercion, except where a different legal standard applies under 34 CFR§106 or the University's Discrimination and Discriminatory Harassment Policy

d. **Threat.** Any verbal threat or physically threatening behavior that would cause a reasonable person to fear for their safety

9. **Misrepresentation**

- a. Furnishing false information to any university official, faculty member, office, or law enforcement officer, or purposefully omitting facts that are material to the purpose for which the information is provided
- b. Forgery, alteration, or misuse of any university document, record, or instrument of identification
- c. Manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification

10. **Noncompliance**

- a. Failure to comply with the reasonable directives, verbal or written, of university officials, student staff or law enforcement officers acting in performance of their duties, including failure to identify one-self when requested to do so
- b. Failure to comply with or complete assigned conduct sanctions or mandated educational interventions
- c. Violation of terms of any interim action or exclusionary order imposed by the University including no contact directives, no-trespass notices, building, or campus ban or restriction, removal from university housing, interim suspension, or emergency removal
- d. Violation of terms stipulated with disciplinary probation, university housing probation, or deferred university suspension status

11. **Obstruction with the University Conduct System**

- a. Failure to cooperate or respond to any notice from a university official who has responsibility for any aspect of the conduct system
- b. Falsification, distortion, misleading, or misrepresentation of information before a disciplinary body
- c. Deliberate disruption or interference with the orderly conduct of an investigation or disciplinary proceeding
- d. Destroying or withholding information related to a potential or actual Code of Conduct violation
- e. Attempting to discourage an individual's proper participation in or use of the conduct system
- f. Attempting to influence the impartiality of a university official prior to, during the course of, or after a disciplinary proceeding
- g. Reporting a student for disciplinary action without cause or deliberate false accusations, as opposed to allegations which, even if erroneous, are made in good faith

12. **Relationship Abuse.** A pattern of emotional, sexual, physical, or financial abusive or coercive behaviors, which could include threats, isolation, and/or intimidation, by a former or current intimate partner.

- a. **Dating Violence.** Violence (actual physical injury to another) or threat to cause violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship



shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

- b. **Domestic Violence.** An act of violence (actual or an attempt to cause physical injury to another) or threat to cause violence to another, committed by spouses, ex-spouses, other intimate partners, parents, other relatives, persons cohabiting with each other, and persons who cohabited with each other but who no longer share the same residence.
13. **Retaliation.** Any intentional adverse action or threatened action against a community member who makes an allegation, files a report, serves as a witness, assists a Complainant or Respondent, or participates in any university investigation or disciplinary proceeding. Retaliation is an independent violation of policy and may be present even when the underlying report of prohibited conduct is unsubstantiated.
14. **Sexual Misconduct**
- a. **Sexual Harassment.** Complaints of sexual misconduct that constitute sexual harassment as defined under 34 CFR§106, eff. Aug. 14, 2020.
- i. All other complaints of sexual misconduct, as defined in this Student Code of Conduct, may take the form of:
- b. **Sexual Assault.** Any sexual penetration without seeking and receiving expressed consent; penetration accompanied by threat, force, unwelcome manipulation, intimidation, blackmail, as a substitute for expressed consent; or penetration when a person is incapacitated due to a mental and/or physical disability, and/or is asleep, and/or substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of the two.
- c. **Unwanted Sexual Contact.** Any sexual contact that can be reasonably construed as being for the purpose of sexual arousal or gratification, or the humiliation of the person being touched, without seeking and receiving expressed consent; sexual contact accompanied by threat, force, unwelcome manipulation, intimidation, blackmail, as a substitute for expressed consent, or sexual contact when a person is incapacitated due to a mental and/or physical disability, and/or is asleep, and/or substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of the two.
- d. **Sexual Exploitation.** Knowingly using any device for the purpose of observing, recording, or streaming without the other person's knowledge, or in any way transmitting images, videos, or sounds of the private body parts of a person or their sexual activity without the other person's consent.
15. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, (i.) course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (ii.) "Reasonable person", as hypothetical or an idea, meaning under similar circumstances and with similar identities to the victim. (iii.) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
16. **Theft.** Unlawful or unauthorized use or possession of property or services of the University, any person or entity; attempted theft may be enough to constitute a violation.
17. **Unauthorized Access and Use**
- a. **Unauthorized Entry.** Misuse of access privileges or unauthorized access or entry to any university premises
- b. **Unauthorized Keys.** Unauthorized possession, duplication, or use of keys, codes, or access cards, including student IDs and other forms of identification, for any university premises.
18. **Violation of Law.** Behavior that would constitute a violation of any federal, state, and/or local law; city or county ordinance.
19. **Violation of Privacy.** Unauthorized surveillance by use of any device for the purpose of observing, recording, streaming, or in any way transmitting images, videos, or sounds, without the other person's knowledge or consent, in a place where they would have a reasonable expectation of privacy.
20. **Violation of University Policy.** Behavior that would constitute a violation of any approved University of New Hampshire policy, rule, or regulation, including but not limited to:
- a. Acceptable Use Policy for Information Technology Resources
- b. Discrimination and Discriminatory Harassment Policy
- c. Fire Safety Regulations
- d. Student Organizations Policy
- e. University Housing Rules and Regulations
- f. University of New Hampshire Hazing Policy
21. **Violations Committed by Guests.** All UNH students are responsible for informing and holding their guests to the University's standards of behavior and will be held accountable when their guests violate policies outlined in this Code, though not informing the guest of the rules does not absolve the student of responsibility. For the purpose of this policy, someone is considered a student's guest if (i.) the person is in a student's room or apartment (whether or not invited by that student); (ii.) the student invited the person to the student's residence hall or apartment building; or (iii.) the student invited the person to campus.
22. **Weapons.** Unauthorized possession, use, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, explosives, fireworks, dangerous chemicals, or other weapons defined as any object or substance designed to inflict a wound, threaten injury, cause injury, or incapacitate unless expressly permitted by law and/or university policy. Possession of chemical defensive sprays is permitted; however, use of such an item, even if legally possessed, in a manner that harms or threatens others is prohibited unless it is being used defensively.

## Article IV: Conduct Resolution Process and Procedures

### Reporting Allegations of Prohibited Conduct

Subject to the provisions under the effectuating regulations of Title IX of the Education Amendments of 1972 34 CFR§106, any member of the University, department, organization, or entity may report an incident or file

a complaint alleging a violation of the Student Code of Conduct against a student or recognized organization to the University. The person filing a complaint shall be referred to as the reporting party (or reporter). The student who is subject to the alleged behavior shall be referred to as the Complainant. The person alleged to have violated the Code of Conduct shall be referred to as the Respondent.

No report will be referred for disciplinary action unless there is reasonable cause to believe there has been a violation of policy. Reasonable cause is defined as reliable information to support each element of the violation, even if that information is merely a credible statement. The Director will assess the credibility of available information and determine if a report is wholly supported or unsupported by any such information.

The following procedures do not apply for alleged violations of the Academic Integrity Policy. Refer to the Academic Honesty policy found in the Academic Policies section within this handbook for information on those procedures. Information on how this process is modified for reports of sexual misconduct can be found in the Procedures for Responding to Sexual Violence, Sexual Harassment, and Related Offenses section within the Additional Provisions section of this Code of Conduct.

1. **Preliminary Review.** Upon receipt of a complaint, the Director shall conduct a preliminary review into the nature of the reported incident, complaint, or notice to determine if there is jurisdiction to adjudicate the complaint and to what extent. Within the University's discretion, a preliminary review may lead to:
  - a. A determination that there is insufficient information to initiate an investigation or the alleged misconduct, even if proven true, would not violate the Code of Conduct.
  - b. Referral to another office or external entity for the appropriate response or bypass the conduct process and recommend an alternative resolution such as mediation or educational conversation.
  - c. Deferral of the conduct process, with or without conditions; however, when cases involve a threat to personal or environmental safety, an interim or exclusionary action to adequately mitigate risk may be taken immediately during the pendency of an investigation and/or adjudication process.
  - d. Referral to the designated official within the appropriate jurisdiction for resolution through the conduct process when the alleged misconduct has met the threshold of a potential policy violation.
2. **Anonymous Reporting.** To the extent possible, Community Standards will maintain anonymity when reasonable or when there is fear of retribution or a true safety concern. Reporters should know that anonymity may impact Community Standards' ability to investigate alleged misconduct and ensure appropriate outcomes. In some situations, anonymity may not be possible, and Community Standards may be required to investigate alleged misconduct, even against the wishes of the reporter. Community Standards staff members are not considered confidential resources and have a responsibility under applicable law(s) and university policy to report sex and gender-based misconduct, discrimination, and harassment to the Civil Rights and Equity Office.
3. **Timelines.** To promote timely and effective review, students who have been harmed by, witness to, or have knowledge of a potential violation of the Code of Conduct are encouraged to report as soon as possible. A delay or prolonged passage of time may impact the University's ability to gather relevant and reliable information, contact witnesses, investigate thoroughly, and respond meaningfully. Absent

extraordinary circumstances, incidents reported later than twelve (12) months after the alleged occurrence are subject to dismissal for good cause shown. If the student accused of violating the Code of Conduct is no longer a student at the time the complaint was received, either because the student graduated or left the University permanently, the Director is unable to pursue resolution. The Director will assess whether any remedial steps can be taken to address any prohibited conduct or its effects on the university community. Generally, this time limitation does not apply to complaints of sexual misconduct or other protected class discrimination and harassment.

4. **Effect of a Pending Report of Violation or Charges.** A Respondent who is 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.
  - a. If a respondent has withdrawn or withdraws after the initiation of charges, the University will either:
    - i. place a hold on the student's academic record and notify the student that disciplinary action may be initiated upon application for readmission; or
    - ii. proceed with disciplinary action and resolve the matter.

## Forums of Resolution and Procedures

The University is committed to the timely and fair resolution of disciplinary matters involving students and organizations accused of violating the Code of Conduct, within the principles of due process that do not undermine the integrity of the conduct process. Generally, the more serious the possible deprivation, the greater due process protections owed. Although the Code of Conduct affords significant procedural protections in the conduct process to ensure the parties involved a meaningful resolution, this does not include the right to confront accusers in a manner inconsistent with this Code or be represented by counsel. As such, the Director may make reasonable alterations to any of these procedures in the spirit of a prompt conclusion depending on the context of the situation.

5. **Resolution Agreement.** When UNH provides notice of an allegation to a Respondent, the Respondent may elect to participate in an expedited process by resolution agreement upon timely response to the notice of allegations and in lieu of a live disciplinary proceeding. The Respondent accepts responsibility for all pending charges, admits to the relevant allegations, agrees to specific sanctions, and waives the right to an appeal. The Respondent will be provided information regarding a meeting to review the terms of the agreement and any conditions, sanctions, and remedies implemented. Resolution Agreements are final upon signatures of the Respondent and the Director or Conduct Officer.
6. When the potential sanctions, as set forth in Article IV, are not likely to rise above Disciplinary or University Housing Probation, the case is referred to a **Conduct Conference**. The following procedures apply to resolve the alleged prohibited conduct:
  - a. **Notice.** Respondents are notified through their UNH-issued email. The notice will include a summary of the allegations made against them, charges under consideration, proposed sanctions, and the resolution options available. The notice will also specify instructions on procedures for responding and deadlines, and the date, time, and location of the meeting. Requests to reschedule conduct meetings are typically only granted when there is an academic conflict.
    - i. **Conduct Conference.** The Respondent is denying responsibility for one or more of the charges under consideration and agrees to participate in a one-

on-one fact-finding meeting with a Conduct Officer. This will allow for further exploration of other facts and circumstances of the alleged misconduct. The burden is on the respondent to prove that their position has merit. The Respondent will have an opportunity to share their perspective about the incident in question, clarify or correct any information submitted for review and answer questions specific to their alleged involvement.

- b. **Decision.** Typically, the Conduct Officer will send the Respondent a written notice of the decision as to whether the charges have been substantiated or not, based upon preponderance as the standard of proof, the rationale for the determinations, and the assigned sanctions (if any) five (5) business days after the meeting or at the conclusion of the conduct process when such cases involve multiple respondents.
7. When the potential sanctions, as set forth in Article IV, either for a single incident of serious prohibited conduct or a persistent pattern of less severe prohibited conduct, could reasonably result in University Housing Removal (for a period of time or indefinitely), University Suspension, or University Dismissal, the case is referred to a **University Hearing**. The following procedures apply to resolve the alleged prohibited conduct:
    - a. **Notice.** Respondents, and Complainants when applicable, are notified through their UNH-issued email. The notice will include a detailed summary of the allegations made against the respondent, charges under consideration, and the resolution options available. The notice will also specify deadlines and instructions on procedures for responding, the date, time, and location of the preliminary meeting, and relevant links or attachments where the Code of Conduct is located and can be accessed.
    - b. **Preliminary Meeting.** The preliminary meeting is likely to be the first time for the Respondent to review all relevant information that will be used to support the charges brought forth against them and to have the procedures to be followed at a live hearing explained. If the date, time, and location of the hearing have been confirmed and the names of the Panel or Hearing Officer are known, this information will also be shared at that time. Additionally, the Respondent should be prepared to identify the advisor (if any) that will support them for the duration of the conduct process, to discuss alternative resolutions of the matter without a hearing, and to resolve special considerations, answer other questions, and share information prior to the hearing. Requests to reschedule preliminary meetings are typically only granted when there is an academic conflict.
    - c. **Additional Investigation.** If the Respondent does not accept responsibility for the charges and admit to the allegations, the Director may proceed with further investigation if necessary. The Respondent may provide a written response to the allegations within three (3) days of the preliminary meeting, with any relevant information, including supporting documentation, they want to be considered and the names and contact information for any witnesses they want to be interviewed. Reasonable attempts will be made to interview relevant witnesses and additional information, documentation, and witnesses from other sources may be explored. The Director will consider information that is relevant, material, and temporally proximate to the conduct at issue. As appropriate, the Director will provide both the Respondent (and any Complainants) with periodic status updates during the investigation. Any additional investigation will be completed expeditiously with a timeline of twenty (20) days; however, the actual duration of each investigation may vary commensurate with its complexity, the severity, and extent of the allegations, the number of witnesses, the need for language assistance or accommodation of disabilities, and the possibility of interruption by break periods. If the duration of an investigation substantially exceeds these estimates, the Director will notify the parties, in writing, of any such delay.
    - d. **Options for Resolution.**
      - i. **Administrative Hearing.** Respondents who accept responsibility for all charges but disagree with the proposed sanctions will have their case resolved by a single Hearing Officer. The Hearing Officer will not revisit the question of alleged prohibited conduct, but rather consider the Respondent's petition for a lesser consequence before imposing the appropriate sanction. The full range of sanctions is available for the Hearing Officer, including dismissal.
      - ii. **Panel Hearing.** Respondents who deny responsibility for one or more of the charges under consideration and contest the allegations will have their case adjudicated by a body of trained community members comprised of faculty, staff, and students.
    - e. **Pre-Hearing Submissions.** Community Standards reserves the right to verify the accuracy and authenticity of germane information shared prior to and during the hearing process, including witnesses, authors of letters or documentation submitted, and inspect documents in an effort to corroborate the account provided by the student. The Director, in consultation with the Chair, will establish a reasonable deadline for these submissions, typically no longer than five (5) business days. Formal rules of evidence do not apply, and the Chair shall make all determinations regarding the admissibility, probative value, prejudicial effect, repetitiveness, redundancy, relevancy, etc., of evidence presented. Evidence that was excluded or redacted from the record as impermissible will not be admissible at the hearing. Hearsay is admissible if the Chair finds that it is generally reliable, but any party may present reasons that admitted hearsay evidence is or is not sufficiently reliable to be the basis for a finding of responsibility. Witnesses presented on behalf of the parties must have factual first-hand knowledge of the incident in question. In cases requiring special expertise, the University may appoint individuals with similar expertise to serve as consultants to the hearing body. The consultant may be present and provide information as called upon during the hearing. Expert Witness testimony is admissible only when the investigator determines that such testimony is potentially relevant to the investigation and where the investigator determines that the expert witness is qualified to provide such testimony. In order for expert witness testimony to be considered for purposes of adjudication, they must be available to attend the live hearing and must testify at the live hearing if called by the Panel. The expert witness must also submit to cross-examination. If an expert

witness is not available to testify at the live hearing and/or does not testify when called at the live hearing, any prior statement, testimony, or written report submitted may not be considered to determine responsibility.

The parties may request extensions that may be granted, if reasonable, at the discretion of the Director. Extensions granted to one party will be granted to the other party. Delays simply to prolong the process will not be permitted, and failure to meet deadlines will generally result in forfeiture of a party's ability to participate in that aspect of the process. Subject to a demonstration of compelling circumstances, a party who declines or fails to participate in a meeting or interview, provide evidence, or suggest witnesses, waives their right to do so upon the issuance of the final report and/or record.

- f. **Notice of Hearing.** Hearings are scheduled as timely as possible. All efforts will be made to provide notice of hearing no less than three (3) days or no more than ten (10) days after a notice of allegations has been issued. The Respondent may waive the three-day notice. Time limits for scheduling meetings and hearings may be extended at the discretion of the Director. If the notice does not include the names of the decision-maker(s) slated for adjudication, the parties will be notified, in writing, at a later time, prior to the hearing. Hearings may take place in person or via video conference or other remote technology.
- In matters where there is more than one Respondent arising from the same incident, the Chair in consultation with the Director and the parties may order a consolidated or severed hearing. Respondents may request that hearings be conducted separately. In the case of a consolidated hearing, the Chair may reasonably adjust timelines and procedures if doing so is likely to result in reliable and more efficient outcomes without causing prejudice to the parties involved or confusion for the fact finders. When a hearing occurs at the end of an academic semester, including, but not limited to reading days and final exams, and during the summer and winter breaks, the Director may assign cases to a single Hearing Officer.
- g. **Request to Delay.** The Respondent may request a postponement of no more than three (3) business days for reasonable cause. The Director will determine the validity of the request. Absent extenuating circumstances, a request for a postponement must be made in writing, include supporting rationale, and be received by the person sending the hearing notification at least two (2) business days before the scheduled hearing. The University reserves the right to reschedule a hearing for the first appropriate available date.
- Given the number of individuals involved in a hearing, and the attendant difficulty of scheduling and rescheduling them in a timely manner, it may not be possible to accommodate all scheduling requests. The Chair may postpone and reschedule a hearing, without a request by the parties, when the cause to do so arises.
- h. **Challenge for Impartiality.** The Respondent and Complainant have the right to a hearing by an unbiased decision-making body, and the right to challenge the body that is serving in such capacity and the Chair, on the grounds of bias or conflict of interest. The Director will determine the validity of the objection but shall not impair

the independence of designated hearing body, though they may provide procedural advice at all times and exercise best judgment to avoid acting in dual roles in the same conduct case.

The provisions about bias and conflict of interests shall not be construed so widely as to eliminate broad categories of panelists and no panel member will be excused solely on the basis of a protected characteristic in accordance with the University's Statement of Nondiscrimination. Mere knowledge of the events at issues shall not disqualify a panel member. Where actual bias or conflict of interest is established, the Respondent or Complainant may request that a panel member be excused because of a proven conflict of interest as provided in the foregoing provisions assuming they have not already recused themselves, to ensure that the process is managed by individuals that eliminates the identified bias or conflict.

Actual bias is an articulated prejudice in favor of or against one party or position; it is not a generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the decision-makers in the process. Panel members should be alert to potential personal, economic, or legal conflicts of interest between themselves and the persons bringing matters to the Panel or the student against whom a matter has been brought.

Panel members having past or present ties of kinship, marriage, or other very close personal relationship to any of the parties involved in the matter should notify the Chair that a conflict of interest exists and be automatically excused from participation; the nature of the relationship need not be disclosed to the Chair. Panel members having some form of close professional relationship with one or more of the parties involved in the matter (e.g., collaboration or cooperation in research, writing, or teaching with a colleague or service as an ongoing academic adviser, athletic coach, employed in the same department or unit or instructor to the student in class that is smaller in size) should notify the Chair that a potential conflict of interest exists.

A Panel member should inform the Chair that the nature of the matter creates an occasion for a conflict of interest and may request to be excused from participation. Similarly, all issues relating to conflict of interest should be raised by the student and settled before the Panel begins consideration of the matter. Questions relating to conflict of interest may not be raised after the Panel has reached decisions, nor may they be grounds for appeal of the hearing results.

The foregoing provisions are intended not to be inclusive of all possible situations of conflict of interest, but rather to provide guidance. It is the intention of these provisions to enable the Panel to avoid both the appearance and the reality of conflict of interest so that the community will have confidence in the fairness of the proceedings. In case of doubt, the Chair and panel member should assume that a potential conflict of interest exists.

- i. **Advisor Assistance.** As an alternative or in addition to utilizing a university-trained advisor, the Respondent and Complainant have the right to be assisted by an advisor of their choosing during the conduct process and at the hearing. The role of the advisor is to provide support and assistance in understanding and navigating this process. To protect the privacy of those involved, all advisors not

trained by Community Standards are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the University's process. The University's duty is to the student, not the advisor. All communication is made directly with the student. The process will not be unreasonably delayed to accommodate the schedule of the advisor. An advisor must familiarize themselves with university policy and may be provided with written expectations in advance of participation in university proceedings. The advisor may not testify in or obstruct an interview, author-written submissions, create a recording or transcription of the meeting, bring electronic devices into the meeting, or disrupt the process. The Director has the right to determine what constitutes appropriate behavior of an advisor and take reasonable steps to ensure compliance with this policy.

- j. **Reasonable Accommodation.** A qualifying Respondent or Complainant has the right to reasonable accommodations to ensure the opportunity to participate fully in the conduct process. Student Accessibility Services (SAS) is committed to and responsible for assuring students with disabilities receive equitable, effective, and meaningful access to all campus programs, resources, and services. The student who wishes to request accommodation should adhere to the procedures and documentation guidelines established by SAS. Students should advise Community Standards, in writing, of their intention to request accommodation no later than two (2) days prior to the scheduled hearing in order to permit sufficient time to make any necessary arrangements.
- k. **Standard of Proof and Presumption of Non-Responsibility.** The University's prescribed standard of proof used to determine responsibility for policy violations is the preponderance of the evidence standard, when the information suggests that it is more likely than not that a violation occurred. Decision-making bodies shall make no assumptions or presumptions (including about the credibility or culpability of the parties to the proceeding or witnesses) and reach decisions as to whether the Respondent has violated university policy solely on the basis of the evidence and testimony presented to them. In incidents where the University is the Complainant, the Respondent will be presumed not responsible until the appropriate disciplinary authority, using the preponderance of evidence standard, determines that a policy violation has occurred. When participating in any of the University's conduct processes, neither the Respondent nor Complainant bears the responsibility to prove or disprove allegations. It is the University's role to gather information and apply an unbiased and transparent process so that the appropriate decision-maker can determine the outcome.
- l. **Decision.** Following the conclusion of the hearing, the Respondent will be notified in writing of the hearing results outlining the findings of fact, rationale any determination whether the student is responsible for violating the Code of Conduct and the sanctions, if any. If sanctions are imposed, they will be issued in consideration of the specific circumstances of the case, institutional precedent, disciplinary history, aggravating and mitigating circumstances, and community impact. If the hearing results involve outcomes of Disciplinary Probation,

University Housing Removal, University Suspension, or University Dismissal, a summary of the appeal procedures will be included.

- m. **Disciplinary Proceedings Held in Absentia.** Students have a duty to cooperate with the university's conduct system and an obligation to provide truthful information. Because the most accurate and fair review and understanding of the facts of the incident at issue can best be accomplished when all parties are present, refusal to respond or participate will be considered a forfeiture of the party's right to address the allegations and denies the decision-making body from learning important information that could influence the outcome of the proceeding. Although no inference or adverse action may be drawn against a student for failing to participate in a Conduct Conference or University Hearing, the University reserves the right to proceed with the conduct process to its conclusion in the student's absence except when there are exigent circumstances. Any findings of responsibility or non-responsibility will be based on the information available, sanctions issued, and related deadlines will be documented in an outcome letter and sent to the applicable parties.
8. **Format and Order of Proceedings.** Disciplinary proceedings adjudicated by a panel will generally follow the outline described below:
- University Hearings are closed to the public. The only individuals who may be present are panel members, the Hearing Chairperson, the Complainant and Respondent (and their respective advisors), witnesses (when called), and necessary university personnel including observers.
  - Two members will constitute quorum. Hearing panels shall be composed of no more than three members: two members drawn from faculty and staff communities and a student. To the extent possible, the Panel shall include a student from the Graduate School when the Respondent is a graduate student. The Director has sole discretion to modify the composition of the Panel when good cause arises.
  - There shall be a single verbatim record (audio or video) of all hearings. The record shall be the property of the University. The Panel may consult the record during its deliberations. Unless ordered by the Director, recordings shall be destroyed after the appeal process has concluded. In order to protect the confidentiality of the process and the privacy of the individuals involved, no other participants are permitted to record the hearing.
  - The Chair reminds those present that reasonable time limits may be set for any part of the proceeding and will use reasoned judgment to determine the relevance of, place restrictions on, or exclude any witnesses or information. The Chair will identify at least one break of no fewer than ten minutes for every two hours of the hearing. The parties involved may also request additional breaks as needed, provided the number of requests is not disruptive to the orderly conduct of the hearing. The Chair will decide whether to grant any such requests.
  - After consultation with the other panel members, the Chair may adjourn the hearing, once commenced, and later reconvene the hearing for good cause, in consideration of factors including, but not limited to, the unavailability of a witness, party, panel member, or needed personnel; curtailed operations when the campus is expected to be closed or shift to non-face-to-face instruction due to inclement weather; late hour; or in order to make an evidentiary

or procedural ruling. All parties shall be notified of the date, time, and location at least five business days in advance, but prior notification of possible continuance dates will satisfy this requirement.

- f. The Chair may issue a single, verbal warning and/or decide to move forward in the proceeding at any point if, in their judgment, anyone's actions cause undue delay. The Chair can require anyone to leave the proceeding who fails to respect the limitations of their role, engages in active advocacy, or harasses, abuses, or intimidates any participant in the proceeding. The proceeding will continue in their absence. The Chair will always also be mindful of the necessity of hearing reasonable and relevant points from participants, especially the complainant and the respondent.
  - g. To ensure the integrity of the process, the parties involved are expected to maintain the confidentiality of the proceedings and information circulated in regard to those proceedings until the conclusion of the conduct process. All documents and other materials prepared for the hearing must be held in strict confidence. Students may not disclose hearing materials to anyone other than their advisor and confidential support persons. The University may take disciplinary action against a student who breaches confidentiality in order to retaliate against a person for cooperating with the University's conduct system. The assurance of confidentiality is not intended to imply or impose restrictions on a student sharing their own experience or seeking/obtaining evidence/information in support of their case. The University, including its agents, has a legal obligation under federal law to maintain the confidentiality of student education records, including records used in the disciplinary process that include identifiable student information, except as required by law, (e.g., as authorized by the student or compelled by a subpoena or court order). Although the parties involved, witnesses, and advisors are not bound by the federal law applicable to the University and its agents, they should recognize that confidentiality breaches erode the community's trust in the process and are encouraged to use good judgment when sharing information with third-parties, as some disclosures and related statements made outside of the proceedings may give rise to legal claims against them by persons who believe that the disclosures or statements are false, invade privacy rights or cause reputational damage.
9. **Hearing Agenda.** The following agenda is offered as a general guideline to facilitate a better understanding of the structure of a Panel Hearing:
- a. The Chair shall preside and exercise control over proceedings. The hearing will begin with the introduction of all parties present, a brief overview of the process, clarification of roles, and expectations of participants for the duration of the hearing.
  - b. The Chair restates that the purpose of the hearing is to vent fully all sides of the issues raised before the Panel to determine what happened, whether the Respondent engaged in prohibited conduct and if so, the nature of the sanction to be imposed. The Chair dismisses participating witnesses until their time to be recalled.
  - c. The Respondent responds to all, some, or none of the charges under review.
  - d. The Chair will normally invite each participating Complainant (if applicable) to make an opening statement to the Panel regarding the allegations. The Panel will then question the Complainant, after which the Respondent will have an opportunity to suggest questions to be posed to the Complainant.
  - e. The Chair will invite the Respondent to make an opening statement regarding the allegations. The Panel members will then question the Respondent, after which the Complainant will have an opportunity to suggest questions posed to the Respondent.
  - f. If the Panel determines it is necessary to do so, questions may be posed to the Investigator when applicable. The Complainant and Respondent will also be given an opportunity to propose questions.
  - g. The Chair will invite each participating witness into the hearing, one at a time, to answer questions from the Panel. For each witness, both the Respondent and any participating Complainants will have an opportunity to suggest questions to be posed by the Chair.
  - h. Only the Chair and Panel may ask questions of the Respondent, Complainant, and others who appear before the Panel; the parties involved may not cross-examine or otherwise directly engage one another or others, but may, at the discretion and direction of the Chair, suggest questions to be posed by the Panel. The Chair may revise or decline to ask any or all submitted questions if it has already been answered, is irrelevant, or is inappropriate. The Chair may also reword a relevant question that is asked in a manner that, in the Chair's opinion, is confusing or is intended to disparage, intimidate, or otherwise harass the individual being questioned.
  - i. The Chair normally gives the participating Complainant and Respondent the opportunity to make concluding remarks of a reasonable duration. The Chair will invite any participating Complainants to make a statement to the Panel regarding the impact of the Respondent's behavior. The Chair will invite the Respondent to make a statement to the Panel that would mitigate any sanctions if a finding of responsibility is determined.
  - j. At the completion of the proceeding, all parties will be excused, and the Panel will deliberate confidentially to consider the information obtained in the course of the proceeding and decide whether the Respondent violated the Code of Conduct and, if so, to issue the appropriate sanction. In making a determination, the Panel will apply a preponderance of evidence standard. Deliberations are not recorded. The Panel will determine whether the Respondent is responsible for violating the Code of Conduct by a majority vote. This means that to find the Respondent responsible for any prohibited conduct, a majority of the Panel must be satisfied, based upon the hearing record, that it is more likely than not that the Respondent committed all elements of the alleged prohibited conduct. If after the Panel determines that exhaustive deliberations have occurred, and a majority decision is not reached the student will be found not responsible. The Director, in consultation with the Chair, will vote in the event of a tie.
  - k. Upon completion of deliberations, the Panel will issue a written decision as expeditiously to the Director. The decision will include the specific prohibited conduct for which the Respondent was found responsible and not responsible, and the findings of fact and the rationale for the Panel's determinations regarding responsibility and recommended sanctions. The decision may incorporate and reference any portions of the proceedings, including the investigative record and report, as the Panel deems appropriate.

The Director shall review the decision and determine whether the findings and sanctions are consistent with the Code and sanction guidelines. It shall be approved if it is consistent and remanded to the Panel for additional consideration if it is not. The hearing decision becomes final upon the Director's approval and shall be issued electronically to the parties simultaneously and as soon as practicable. The decision will include instructions and time limits for appeals.

10. **Sanctions.** The aims of sanctioning are to protect the University community, deter future misconduct, promote individual accountability, and enhance ethical development. Reasonable efforts are made to educate and support students in reaching their academic and personal goals while fostering a climate of accountability and responsibility for one's actions.

Sanctions should be commensurate with the violations found to have occurred. In determining the sanction(s) to be imposed, the decision-making body should take into account any mitigating circumstances and any aggravating factors including, but not limited to, any provocation by the subject of the conduct that constituted the violation, any failure to comply fully with previously assigned sanctions, the actual and potential harm caused by the violation, and the severity and pervasiveness of the prohibited conduct.

Ordinarily, the penalties for subsequent or repeated violations, whenever such violation(s) occur, should progress in severity. Further, certain types of violations are so fundamentally inconsistent with the University's educational mission that, absent unusual mitigating factors, will be considered for higher modes of discipline. Such violations include acts of violence or other violations that substantially threaten the University's educational mission or property, or the health or safety of university community members, misconduct motivated by bias for classes protected, other than constitutionally protected expression.

Where appropriate, the sanction shall include the period of duration, any conditions to be observed during that period, and the conditions for termination of the sanction. The following, individually or in combination, are authorized disciplinary sanctions:

- a. **Formal Warning.** An official written notification indicating that a student's behavior is inconsistent with established behavioral expectations for members of the university community. Unless otherwise specified, a University Warning will remain in effect for one academic year and would serve as a basis for progressive sanctioning should subsequent misconduct occur.
- b. **Disciplinary Probation.** A specified period of time for observation and review during which continued relationship with the University is conditional and dependent upon demonstrated and sustained compliance with university policy, and the development of a plan for modified behavior. A probationary status may impact any merit-based scholarships, eligibility to participate in university organizations or activities, including study abroad or holding certain leadership positions. Failure to abide by the conditions of a probationary status or further misconduct will likely result in University Suspension or University Dismissal.
- c. **University Housing Probation.** Formal notice that the student is not in good standing with the Department of Residence Life and Housing. Housing probation is typically assigned in situations where behavior has been detrimental to the on-campus residential community for a period of time to allow residential students to reflect upon their actions and demonstrate the ability

to abide by housing community standards and expectations. Additional residentially based violations while on a probationary status may impact a student's eligibility to participate in the housing lottery process, residential sponsored programs or services, serve in leadership positions or result in suspension from on-campus housing or permanent removal.

- d. **University Housing Suspension.** Separation of the respondent from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified. Suspension from university housing occurs when conduct clearly demonstrates unwillingness or inability to function appropriately in the residential living and learning environment. Students suspended from the housing system may reapply for on-campus housing at the end of the housing suspension period; however, there is no guarantee that Residence Life and Housing will be able to provide on-campus housing in any future semester or academic year.
- e. **University Housing Dismissal.** Permanent separation from on-campus housing that terminates the student's ability to be around, live in, or visit any residence hall or apartment complex at UNH indefinitely.
- f. **University Suspension.** Separation from the University for a definite period of time that terminates the student's enrollment. Satisfactory completion of specified stipulations may be required for re-enrollment at the end of the suspension period. Under special circumstances, a suspension may be held in abeyance, which would allow for the student's continued enrollment so long as the student adheres to all stipulations, restrictions, or conditions imposed and is at the sole discretion of the Director. A student who has been suspended from the University shall be denied all privileges afforded a student including, but not limited to, participation in University-sponsored or sanctioned events and activities, and shall be required to vacate campus property, and may not enter upon campus and/or other university property at any time, for any purpose, in the absence of expressed written permission from the Dean of Students. 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 shall be ineligible to register for or attend classes at any other USNH institution during the entire period of suspension. Students on suspension for any reason will not earn transfer credit for courses taken while on suspension for the first full semester of their suspension. The Director, in collaboration with the Registrar, will authorize the conferral of degree at the end of a period of suspension upon students who have completed their coursework and would graduate during a period of suspension.
- g. **University Dismissal.** Permanent separation from the institution that terminates a student's enrollment and all attendant privileges indefinitely. 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 University Dismissal 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.
- h. **Discretionary Assignments or Activities.** Specific academic work, community service for a specific number of hours, remedial education, or other appropriate reflective or restorative assignments, restitution, or fines.

- i. **Loss of Privileges.** Exclusion from participation in designated privileges and activities for a specified period of time, participating in intercollegiate activities, including attendance at athletic events, serving in positions of trust and responsibility, using university facilities, such as libraries and gymnasiums, revocation of visitation rights at university housing, holding office or representing the University or denial of the use of a vehicle on campus.

considered on their merits and will not be granted automatically; any extension granted is at the discretion of the Director.

- 12. **Content of Appeal.** The Notice of Appeal must contain at least the following: (1) specific grounds for appeal; (2) specific outcome requested; and (3) the appellant's reasons in support of the grounds identified and outcome requested. The appellant must sign and submit the notice of appeal in writing, in the manner and method prescribed by Community Standards. Oral appeals, appeals authored by a third-party including advisors, and physical appeals mailed or submitted in person to Community Standards will not be accepted.

- a. **Sanctions Held in Abeyance Pending Appeal.** Any formal or educational sanctions imposed will be held in abeyance automatically during the period in which the appeal may be filed and, once an appeal is filed, until a decision on the appeal has been reached. Behavioral restrictions and/or administrative actions, however, remain in place pending the appeal.

- 13. **Authority of the Appellate Body.** The Appellate Body is responsible for determining if the procedures were followed to a fair result or to identify a clear error.

In its review of the appellate documents, the Appellate Body may not substitute their judgment for that of the original decision-making body merely because they disagree with the findings or conclusion, nor will they make new findings of fact. Moreover, the Appellate Body may not substitute its opinion on credibility for the judgment of the review officer who saw and heard the witnesses and parties.

Great deference is given to the original decision. The role of the Appellate Body is not to decide whether it would have reached the same factual conclusions as the conduct officer, but rather to decide whether a reasonable factfinder could have come to the same conclusion based on the facts in the record. If there is a conflict in the evidence and a reasonable fact-finder could have resolved the conflict either way, the Appellate Body will generally not reverse findings of fact by the original decision-making body.

- 14. **Appeal Decision.** After the review process, the Appellate Body will do one of the following:

- a. Affirm the findings of responsibility and sanctions imposed. The original decision stands.
- b. Affirm the findings of responsibility and moderately adjust, but not eliminate the sanction, if the ground for appeal was disproportionate sanction.
- c. Remand the case to the original decision-making body with recommendations if there were procedural errors.
- d. Remand the case to the original decision-making body for clarification or reconsideration in light of new, relevant information that was not reasonably available prior to or during the hearing.

The Appellate Body's decision will be communicated in writing. The Appellate Body will review and respond to the appeal within five (5) business days of receipt of all documentation but may extend this time for specific reasons that will be communicated in writing to the appealing party. The Appellate Body's decision is final, binding, and non-reviewable.

## Article V: Additional Provisions

### Interim Action

In the interest of maintaining a safe and secure environment for all community members, at any time in the conduct resolution process including prior to any complaint or charges being filed and/or without prior

## Appeals Process and Procedures

- 11. **Right to Appeal.** When the Respondent is found to have violated the Code of Conduct and is sanctioned with Disciplinary Probation, University Housing Removal, University Suspension, or University Dismissal, the Respondent has the right to request an appeal of the original decision. Appeals are documentary reviews, narrowly tailored to the specific grounds identified by the filing party, and not intended to rehear or reargue the same case. Appellants shall be limited to one appeal of a disciplinary outcome. Non-attendance by the parties may not be the sole grounds for an appeal nor is mere dissatisfaction with the decision grounds for appeal.

- a. **Grounds for Appeal.** An appeal may be based only upon one or more of the following grounds:

- i. **Procedural Error.** A Procedural irregularity that significantly affected the outcome; deviations from the designated procedures will not be a basis for sustaining an appeal unless the error had a prejudicial effect on the hearing results.
- ii. **Sufficiency of Evidence.** The finding did not meet the required standard of evidence and the decision rendered is clearly erroneous.
- iii. **New Evidence.** Discovery of substantial new evidence that was not known nor available at the time of the hearing and that would, with high probability, have affected the outcome.
- iv. **Disproportionate Sanction.** The sanctions or remedies imposed are substantially disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors, or are otherwise manifestly unjust.

- b. **Jurisdiction.** The Director accepts all appeal submissions except when any such petition is appealing an academic penalty assessed by a faculty member. The Director will evaluate the appeal request to determine whether it meets the stated criteria for convening a review. Key to this evaluation is whether the claims presented in the request for appeal individually or collectively were more likely than not to have had a bearing on the outcome. The Dean of Students or their designee will review an appeal for standing when the decision-maker is the Director. Upon receipt of the appeal request, the Director may do one of the following:

- i. **Deny the appeal.** Determine that the appeal lacks standing and is dismissed, in which case the original decision stands is final
- ii. **Grant the appeal.** Determine that the appeal has standing and appoint the appropriate Appellate Body to review the record limited to the grounds identified by the filing party.

- c. **Deadline.** No later than three (3) days from receipt of the disciplinary outcome, the appellant may submit a notice of appeal and all supporting documentation to Community Standards. Although rare, should a party intending to appeal believe they have inadequate time to prepare written documents, a request for extension of time and rationale supporting such a request must be submitted in writing to the Director. Requests will be



notice, the Director may take action to protect the safety of member(s) of the UNH community and/or preserve UNH property.

1. **Interim Actions.** Such actions include, but are not limited to:

- a. **No Contact Instruction.** A restriction between members of the UNH community that they may not contact each other.
- b. **Loss of Privileges and/or Restrictions.** This can take various forms including interim suspension (see below), limiting a student's access to certain areas of campus or facilities, or exclusion from participation in designated privileges and activities such as intercollegiate activities, leadership positions, visitation rights at university housing, holding university office, representing the University, or denial of the use of a vehicle on campus. Campus Restrictions can also include administrative room/hall reassignments for students living on-campus.
- c. **Cease and Desist.** A cease-and-desist notice may be issued to student organizations to cease some or all their operations and business. Organizations issued a cease-and-desist may be prohibited from conducting formal or informal business, recruiting potential new members, sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus, hosting any social or philanthropic events, utilizing campus facilities, and/or may be ineligible to receive any university award, honorary recognition or institutional funding.

2. **Notice.** The Director will provide written notification to a student who is issued an interim action. The written notification will include information regarding the alleged prohibited conduct and the rationale for the interim action. The interim action will be effective immediately. If the interim action is an interim suspension from the University and/or from University housing, or a Cease-and-Desist issued to an organization restricting all the organization's operations and business, the notice will contain information on the appeal process.

3. **Interim Suspension.** In circumstances when a student's behavior significantly interferes with or poses a credible substantial risk of harm to other individuals within the community or to the University as a whole, the Director may temporarily suspend a student from the University and/or university housing or deny access to University privileges for an interim period pending disciplinary charges or criminal proceedings regarding behavior relevant to such proceedings. This interim suspension will be predicated on an individualized assessment of the student's behaviors. The primary considerations in making this assessment will be the severity of the safety risk presented by the student and the impact of the student's behaviors on the university community and the broader community. The University reserves the right to place a registration hold on the account for a student who has been issued an interim suspension.

- a. **Conditions.** When placed on an interim suspension from the University, the student is prohibited from participating in any in-person University activities or programs, attending in-person academic classes, residing in university-owned or operated housing, or otherwise being on university premises for any reason. At the time of the interim suspension, the Director will determine if the student may be permitted to continue coursework remotely based on the Director's assessment of if the student's ongoing participation in remote coursework could significantly interfere with or pose a credible substantial risk of harm to other individuals within the community or to the University as a whole.

- i. Any modifications to the interim suspension will be explicitly communicated by the Director.
- ii. The student's faculty will be notified of an interim suspension. If the student is being permitted to work remotely, the student's faculty will be asked to work flexibly with students whenever possible. However, the student is responsible for keeping up with the work and may be penalized for assignments that require in-person participation. No specific information regarding the allegations will be released. University regulations will continue to apply during an interim suspension.

4. **Appeal.** A student who is placed on interim suspension from the University and/or housing or an organization that is issued a cease-and-desist for all business and operations will have the opportunity to appeal to the Director within five (5) business days from the date of the interim suspension notification. The appeal must be submitted in writing and include any documentation or information that supports the student's grounds for the appeal.

- a. The grounds for appealing an interim suspension are:
  - i. The reliability of the information concerning the student's conduct, including the matter of identity.
  - ii. The conduct and surrounding circumstances reasonably indicate that the student's behavior would not indicate that their continued presence on university premises would not significantly interfere with or pose a credible substantial risk of harm to other individuals within the community or to the University as a whole.
- b. The Director will review the appeal as soon as administratively possible. The Director will provide the student with a written notice of the outcome of the appeal. The interim suspension will remain in effect while any review is pending. There will be no further appeals to the decision rendered upon review.
- c. The Director has discretion to impose, lift, reassess, and modify an interim suspension as circumstances may warrant at any point during the interim suspension period. The Director will notify the student when the interim suspension is lifted. If the interim suspension is lifted, the Director may place other interim restrictions (e.g., removal from university housing, limited access to campus) until the resolution of during the pendency of an investigation and/or hearing or criminal proceedings regarding behavior relevant to such proceedings. When there is a criminal proceeding against the Respondent, conditions for reinstatement to the University may be specified.
- d. A student placed on interim suspension does not replace the student conduct process, which shall proceed in accordance with the Code of Conduct to address the alleged prohibited conduct. Timelines will be reasonably adjusted to ensure an expedient resolution.

## Procedures for Responding to Discrimination and Discriminatory Harassment

1. **Scope.** These procedures shall apply to alleged prohibited conduct by a student, where the reported violation states a colorable claim of discrimination or discriminatory harassment as defined by UNH's Discrimination and Discriminatory Harassment Policy. The process will follow the procedures described in Article IV: Conduct Resolution Process and Procedures with the following modifications.

2. **Report and Disclosure.** Any member of the university community and any person may report or disclose incidents of this nature at any time in person, by mail, by telephone, or by electronic mail. The report or disclosure may be made to Community Standards or to the Civil Rights & Equity Office. Community Standards shall convey a copy of any report or disclosure that it receives directly to the Civil Rights & Equity Office.
  3. **Outreach.** When the Civil Rights & Equity Office receives a report or disclosure that a student experienced discrimination or discriminatory harassment, a staff member from that office will offer information to the student about the student's rights, options, and resources available. UNH may provide support whether or not a Complainant chooses to seek a formal or informal resolution or the complaint is dismissed.
  4. **Dismissal of Formal Complaint.** At any point in the process, the Director of the Civil Rights & Equity Office may determine that the alleged behavior, even if substantiated, would not constitute discrimination or discriminatory harassment. Should this determination occur, the parties will be notified and the matter will be closed.
  5. **Appointment of investigator(s).** The Director of the Civil Rights & Equity Office may appoint an investigator(s) and notify the Director of Community Standards.
  6. **Investigation.** The investigator(s) shall work under the direction of the Director of the Civil Rights & Equity Office to complete a thorough, prompt, and equitable investigation.
    - a. The Director of the Civil Rights & Equity Office and investigator shall provide status reports to the Director of Community Standards periodically and upon request.
    - b. In cases where there is/are parallel criminal and administrative investigations the Director of the Civil Rights & Equity Office and investigator may cooperate with law enforcement to preserve the integrity of both investigations while striving to complete a prompt, thorough and equitable investigation of the matter.
  7. **Informal Resolution.** The parties may request that the University facilitate informal resolution processes, such as mediation or restorative justice. Where both parties give informed, written consent, informal resolution may present a way to resolve discrimination or discriminatory harassment. UNH may also address offensive conduct that does not rise to the level of discrimination or discriminatory harassment through informal measures. Addressing such conduct will not result in the imposition of discipline under this policy, but may be addressed through respectful conversation, remedial actions, education, and/or other informal resolution mechanisms.
- Rights & Equity Office. Community Standards shall convey a copy of any report or disclosure that it receives directly to the Civil Rights & Equity Office. The Director of the Civil Rights & Equity Office is also UNH's Title IX Coordinator.
4. **Emergency Removal for Sexual Misconduct and Related Offenses.** In circumstances when a student's behavior poses an immediate threat to the physical health or safety of a student or any other individual arising from alleged sexual misconduct, relationship abuse, or stalking, the University can remove a Respondent from its education program or activity following the procedures described in the Interim Action policy within this Code of Conduct. The University will make the decision to remove a Respondent from its education program or activity based on an individualized safety and risk analysis. If the University makes such a decision, the Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal.
  5. **Outreach.** When the Civil Rights & Equity Office receives a report or disclosure that a student experienced sexual misconduct, relationship abuse, or stalking, a staff member from that office will offer information to the student about the student's rights to make a formal complaint, to initiate other proceedings, to receive supportive services, and to participate in an intake. UNH may provide support whether or not a Complainant chooses to seek a formal or informal resolution or the complaint is dismissed.
  6. **Intake.** If the student wishes to meet with a staff member from the Civil Rights & Equity Office, the staff member will provide the student with information about their rights, responsibilities, resources, and options.
  7. **Formal Complaint.** The formal complaint is a document filed and signed by the Complainant (physical or digital signature or signed by Director of the Civil Rights & Equity Office) alleging sexual misconduct, relationship abuse, or stalking against a respondent and requesting the institution investigate the allegations.
  8. **Resolution of Formal Complaint.** The process to resolve the formal complaint will begin upon receipt of a formal complaint and conclude upon the issuance of a written determination of the alleged misconduct. This process will be completed as soon as practicable but no more than 180 days after the receipt of a formal complaint. Deviations from this time frame will be made on a case-by-case basis and supported by good cause. Parties will be notified in writing regarding the length of time and justification for any such delays.
    - a. A copy of the formal complaint will be forwarded to the Director of the Civil Rights & Equity Office for review pursuant to §106.45(b)(3)(i).
    - b. Review of formal complaint of sexual misconduct, stalking, and relationship abuse: the Director of the Civil Rights & Equity Office will review the formal complaint to determine whether the conduct alleged would constitute sexual harassment as defined in 34 C.F.R. §106.30. If the alleged prohibited conduct meets those requirements, the complaint will be processed as provided in the Procedures for Sexual Misconduct, Relationship Abuse, Stalking, and Related Offenses section of this Code of Conduct. If the conduct does not constitute sexual harassment under that regulation, but otherwise alleges sexual misconduct, relationship abuse, or stalking under this Code, the complaint will also be processed as provided in the Procedures for Responding to Sexual Misconduct, Relationship Abuse, Stalking, and Related Offenses section of this Code of Conduct.
    - c. The Director of the Civil Rights & Equity Office will notify the Complainant and the Respondent of the results of the review.

## Procedures for Responding to Sexual Misconduct, Relationship Abuse, Stalking, and Related Offenses

1. **Scope.** These procedures shall apply to alleged prohibited conduct by a student, where the reported violation states a colorable claim of sexual misconduct, relationship abuse, or stalking.
2. **Protocols.** The Director will establish public protocols to guide Community Standards as it implements these procedures. The protocols will include rules of decorum and rules of evidence for hearings.
3. **Report and Disclosure.** Any member of the university community and any person may report or disclose incidents of this nature at any time in person, by mail, by telephone, or by electronic mail. The report or disclosure may be made to Community Standards or to the Civil

Either party may appeal the finding that the conduct alleged does not meet the requirements of 34 C.F.R §106.30

9. **Dismissal of Formal Complaint.** At any point in the process, the Director of the Civil Rights & Equity Office may determine that the alleged behavior, even if substantiated, would not constitute sexual misconduct, stalking, or relationship abuse. Should this determination occur, the parties will be notified and the matter will be closed.
10. **Appointment of investigator(s).** After completing the intake, the Director of the Civil Rights & Equity Office may appoint an investigator(s) and notify the Director of Community Standards.
11. **Notice of Allegations and Complaint.** The Director of the Civil Rights & Equity Office will send a notice of allegations and the formal complaint to the Complainant and to the Respondent. Notice to the parties will state that the respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process, notice of their right to an advisor of choice, a summary of available resources, the contact information for the Director of the Civil Rights & Equity Office, a link to this Code, and a caution against retaliation.
12. **Investigation.** The investigator(s) shall work under the direction of the Director of the Civil Rights & Equity Office to complete a thorough, prompt, and equitable investigation.
  - a. The Director of the Civil Rights & Equity Office and investigator shall provide status reports to the Director of Community Standards periodically and upon request.
  - b. In cases where there is/are parallel criminal and administrative investigations the Director of the Civil Rights & Equity Office and investigator may cooperate with law enforcement to preserve the integrity of both investigations while striving to complete a prompt, thorough and equitable investigation of the matter.
13. **Amnesty.** Students who participate in an investigation related to a report of a violation under these procedures generally are not subject to a conduct complaint for drug, alcohol, or COVID-19 violations immediately before and during the incident giving rise to the report, unless the lesser violation is directly related to the facilitation of the offense. Students may be held responsible for subsequent conduct violations of any nature. If students are involved in repeated violations or more serious violations, they may still be subject to a conduct process.
14. **Investigative Report.** The investigator shall prepare a written report of the investigation that fairly summarizes relevant evidence.
  - a. The Director of the Civil Rights & Equity Office shall provide a comment draft of the report to both the reporting and responding persons and their advisors, and at the same time provide access to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, providing them both with ten days to submit a written response containing suggestions to make the report more accurate. The investigator shall consider the written response(s) but is not required to accept any proposed change from either party.
  - b. The investigator shall prepare a final investigative report and submit it to the Director of the Civil Rights & Equity Office. The Director of the Civil Rights & Equity Office shall convey the final report to the parties, their advisors, and the Director of Community Standards.
15. **Notice of Hearing.** The Director shall prepare the notice to be used to guide the parties to prepare for the hearing and to assist the hearing panel to understand the evidence presented at the hearing.
  - a. The notice shall provide fair notice of the alleged facts and shall specify the provisions of this Code that are alleged to have been violated.
  - b. The notice, together with a copy of the final investigative report, shall be conveyed to the parties at least 10 days before the hearing and to the hearing panel members at least 2 days before the hearing.
  - c. The notice will state that the respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process.
16. **Limitations Period.** Individuals are encouraged to report sexual misconduct, stalking, and relationship abuse as soon as possible after the incident occurs to maximize the University's ability to respond promptly and effectively. Prompt reporting allows the University to obtain the most reliable information, be able to contact relevant witnesses (if any) and provide reasonable assistance and supportive or interim measures for affected parties. The University does not limit the time for reporting these incidents or filing a complaint, however, and in all cases, a decision will be made on existing facts to determine if an investigation and conduct proceedings are necessary to comply with the law and to serve the university community.
17. **Informal Resolution.** The parties may request that the University facilitate informal resolution processes, such as mediation or restorative justice. Where both parties give informed, written consent, informal resolution may present a way to resolve sexual misconduct, stalking, and relationship abuse allegations in an informal atmosphere. Informal resolution may only be requested after a formal complaint has been filed so that the parties understand what the grievance process entails and can decide whether to voluntarily attempt informal resolution as an alternative.
18. **Hearing.** The hearing panel will be assembled with members free of conflicts of interest and bias and who have been trained in their responsibilities under the law and under this Code.
  - a. The Director shall assign an advisor to both parties if they have not selected an advisor of their own choosing. The advisor can assist in preparing for the hearing, reviewing the investigation report, and directly related evidence, and conducting cross-examination.
19. **Adjustments in the Hearing Process.** Proceedings involving allegations of sexual misconduct, stalking, and relationship abuse shall be processed as provided for other reports of violation under this Code, subject to the following adjustments:
  - a. The Complainant and the Respondent have a right to have a support person and an advisor of choice present at any meeting or hearing. Neither party is required to request permission for the presence of an advisor or support person. Advisors may conduct cross-examination, but support persons may not represent or speak on behalf of either party in any meeting or proceeding. Advisors and support persons will be subject to the rules of decorum adopted by the Director.
  - b. The Complainant and Respondent have a right to be assisted by an attorney, who may be present at any meeting or hearing. Legal counsel shall provide the Director with two (2) business days' notice that counsel will be present at any hearing or meeting. Legal counsel shall abide by the rules of decorum at every meeting or hearing and shall not disrupt any meeting or hearing. Legal counsel may not speak on behalf of either party at any meeting or hearing. Legal counsel would be considered

an advisor in a Conduct Conference or Hearing and would be expected to follow all guidelines for advisors including any modifications to the guidelines of an advisor for sexual violence and sexual harassment proceedings.

- c. The Director may conduct preliminary meetings separately with the Complainant and Respondent. The Director may permit or require the parties to be in separate rooms during the hearing itself, provided, however, that the Respondent's right of confrontation shall be given appropriate weight and protection in fashioning protections for the Complainant.
- d. The Director of the Civil Rights & Equity Office may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing, the Complainant withdraws the complaint; the Respondent is no longer enrolled at the University, or the University cannot gather evidence regarding the formal complaint. §106.45(b)(3)(ii). Either party may appeal the Director of the Civil Rights & Equity Office's decision to discretionarily dismiss a formal complaint.

## Procedures for Responding to Organizational Misconduct

Members of a recognized student organization may be charged as an organization and/or individually with violation(s) of the Student Code of Conduct. Factors that may lead to an organization being charged include:

- One or more officers or authorized representatives acting in the scope of their capacities, commit the violation.
- 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.
- The violation was committed at an activity funded by the organization.
- The violation occurs as a result of an event sponsored by the organization.
- One or more members of an organization or its officers permit, encourage, aid or assist in committing a violation.
- Members of an organization fail to report to appropriate University authorities' knowledge or information about a violation.

Organization conduct processes are managed by the staff or governing bodies that oversee the organizations following their own internal protocols or bylaws.

- Alleged violations by Fraternities will be managed by the University's Interfraternity Council
- Alleged violations by Sororities will be managed by the University's Panhellenic Council
- Alleged violations by sport clubs will be managed by the Assistant Director of Sport Clubs, Intramural Sports, Outdoor Adventures, and Special Events
- Alleged violations by all other student organizations will be managed by the Director of the Memorial Union Building and Student Activities

Community Standards will typically manage organization conduct processes following the resolution processes described in the Code of Conduct when the alleged violation is hazing or sexual misconduct and/or when the sanctions could reasonably result in organization suspension or organization dismissal.

**Sanctions.** In addition to the sanctions described in the "Conduct Resolution Process and Procedures" article, possible sanctions for organizations include:

- **Organizational Probation.** A specified period of time for observation and review during which continued relationship with the University is conditional and dependent upon demonstrated and sustained compliance with university policy, and the development of a plan for modified behavior. Probation includes the probability of more severe disciplinary sanctions if the responding organization is found to be violating any institutional regulation(s) during the probationary period.
- **Organization Suspension.** Loss of recognition by the University for a specific period of time. During such time the organization is prohibited from conducting formal or informal business, recruiting potential new members, sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus, hosting any social or philanthropic events, representing the University in any way, maintaining membership or representation on any governing councils, utilizing campus facilities, and is ineligible to receive any university award, honorary recognition or institutional funding. An organization that has completed the suspension period and has met conditions for return as outlined in the return agreement may seek reinstatement by complying with the registration requirements of the Office of Off-Campus Engagement & Fraternity and Sorority Life.
- **Organization Dismissal.** Permanent loss of recognition as an organization by the University.

Some sanctions will result in collateral consequences such as a loss of privileges. Loss of privileges precludes the organization from participating in certain activities or may require an organization to forfeit specific privileges. Privileges may include, but are not limited to, loss or limitation of social events or limitation of ability to participate in university events or activities. Temporary or permanent loss of recognition may also result in a loss of external privileges given to recognized organizations such as living in a property that is zoned specifically for a recognized organization.

When the organization is associated with an inter/national organizational governing body, the University may collaborate with the governing body to remedy structural deficits which may include, changes to organization's operating procedures, a membership/leadership review, an external review, and changes to the organization's advisor support.

## Amnesty Through Responsible Action Protocol

1. **Purpose.** Amnesty Through Responsible Action is part of University's comprehensive environmental approach to address high-risk behaviors. Because the University understands that perceived fear of disciplinary actions may act as a barrier to students seeking emergency assistance, it has adopted the following Responsible Action Protocol to alleviate such concerns. Essential to our values, the Amnesty Through Responsible Action policy prioritizes a culture of communal care, necessary to build lasting, meaningful change and to limit the recurrence of problematic behavior. This provision was developed as a mechanism to grant amnesty to students and student organizations who, in good faith, take immediate steps to seek medical treatment or professional assistance by notifying the appropriate authorities for a peer or themselves in serious or life-threatening situations as a result of over-consumption of alcohol, drugs or other substances. When a student

calls on behalf of an impaired individual, remains with that individual until assistance arrives, fully cooperates with emergency responders, and attends any follow-up meeting(s) requested by university staff, the caller will not be subject to disciplinary actions.

2. **Scope.** Provided that the requisite procedures are followed, amnesty applies to:
  - a. The student who calls on behalf of a peer who has passed out, is unconscious or unresponsive
  - b. The student who required medical assistance for personal consumption
  - c. The student who contacts emergency services for themselves
  - d. A recognized fraternity or sorority that could be charged for violations of the Code for behavior that occurs during an approved social event when representatives from that organization seek medical assistance on behalf of an individual attending the event
3. **Responsible Caller.**
  - a. Get help: In medical emergencies, immediate action should be taken by calling University Police, 911, or alerting a resident assistant.
  - b. Remain with that individual until assistance arrives or until you are told that your assistance is no longer needed.
  - c. Fully cooperate with emergency responders, including all requests for information and assistance.
  - d. Attend any follow-up meeting(s) requested by Community Standards.
4. **Review.** The Director will determine eligibility for amnesty under the Responsible Action Protocol during the initial review or investigation. Typically, when the Responsible Action Protocol is not being applied, violations of the University's alcohol, drug, and other substances policies that require medical transportation and reviewed through the conduct process, will likely result in the following sanctions:
  - a. For students:
    - i. Disciplinary Probation
    - ii. Referral to Health and Wellness to complete an appropriate alcohol and other drug (AOD) educational program/intervention ranging in cost from \$75 to \$150
    - iii. A parent or guardian is notified when a student, under the age of 21, violates the law and/or university policy that governs alcohol and drug use and consumption
  - b. For organizations:
    - i. Organization Probation
    - ii. Loss of privileges precludes the organization from participating in certain activities or may require an organization to forfeit specific privileges. Privileges may include, but are not limited to, loss or limitation of social events or limitation of ability to participate in university events or activities.
    - iii. Additional sanctions assigned by the appropriate governing body
5. **Following the Incident.** When it is determined a student or organization qualifies for this program, Community Standards will not create a conduct record, hold any sanctions, and waive the cost of any AOD educational program/intervention in abeyance, pending the timely completion of the following requirements:
  - a. Attend an appropriate alcohol and other drug (AOD) educational program/intervention (e.g., BASICS, CASICS, AOD assessment and evaluation).
  - b. Comply with recommendations set forth by AOD provider.

- c. Complete any other educational recommendations from Community Standards.
- d. Complete any necessary follow-up meetings with Community Standards, Off-Campus Engagement & Fraternity and Sorority Life, or Health and Wellness as specified.

6. **Provision Limitations.** This protocol does not apply to individuals who are found by university officials, law enforcement agencies or student staff acting in performance of their duties.

Costs associated with hospital transportation, treatment, assessment, or damage are the responsibility of the student in need of medical attention.

The Responsible Action Protocol applies only to alcohol and other drug-related medical emergencies. It does not apply to other prohibited conduct such as disorderly conduct (including physical or verbal abuse), property damage, or distribution of illicit substances. Amnesty does not forgive or cover criminal, civil, or other legal consequences for violations of federal, state, or local laws or ordinances.

The Responsible Action Protocol is not intended to shield or protect students and student organizations that repeatedly engage in high-risk consumption. In cases where repeated policy violations occur, the University reserves the right to take disciplinary action on a case-by-case basis regardless of how the incident was reported.

## Maintenance, Inspection & Review of Disciplinary Education Records

1. The University's procedures regarding the inspection and review of education records under the Family Educational Rights and Privacy Act ("FERPA") are as follows:
  - a. All students who are or have been in attendance at the University have the right to inspect and review their education records subject to the limitations and exceptions set forth in FERPA and its related regulations, 20 U.S.C. § 1232g and 34 CFR Part 99.
  - b. To facilitate the gathering and inspection of student records, all requests must be submitted in writing to the Community Standards via email at [community\\_standards@unh.edu](mailto:community_standards@unh.edu); neither requests to other university offices nor verbal requests will be honored. Hard copies will not be provided unless a failure to provide copies prevents an eligible party from accessing the necessary information.
  - c. If a student's request is unclear or insufficiently specific, a representative from the Community Standards may discuss the request with the student to assure that the appropriate records will be gathered for the student's review. The representative Community Standards will gather the requested records; review the records to confirm that they are complete and redact any FERPA-waived recommendations, information about other students subject to FERPA privacy obligations, or any other information protected from disclosure by FERPA or other applicable law; finally, the representative will make arrangements with the student to inspect the records in person.
2. Community Standards is the designated Unit Custodian for disciplinary records. The Unit Custodian is the person who possesses the records or oversees the office that possesses the records. It is the Unit Custodian's responsibility to ensure proper access control and to handle, store, and dispose of the records as appropriate.
  - a. Education records belong to the University and, although students have the right to review and request amendments as set forth below, students are not authorized to photocopy, photograph, or otherwise image or duplicate university records.

Students may, however, take personal notes regarding their educational records. Students should be mindful of the risks of sharing personal information from their educational records with those who are not subject to FERPA's privacy requirements.

- b. Access to a student's education records will be provided within a reasonable period of time, but in no case will an offer to meet and review the records be made more than forty-five days after the request. If, after reviewing their educational records, a student believes that certain records encompassed by the request were not made available for inspection, the student should submit a follow-up request clarifying the additional records the student believes exist.

## Schedule for Record Retention and Disposal

3. Community Standards complies with existing state and federal legal requirements and the university's policy and schedule for record retention and disposal. After the minimum retention period for a disciplinary record is reached, said record is disposed of unless it still serves a legal or operational purpose or has historic value.
  - a. Disciplinary records that include the issuance of University Suspension and any sexual harassment investigation, including any responsibility determination, and any required recording or transcript, as well as any sanctions imposed on the respondent, and any remedies provided to the complainant; any appeal and its result; and all materials used to train adjudicators, with regard to sexual harassment, are retained for a period of seven years in adherence with recordkeeping requirements described under the Clery Act regulations, 24 CFR § 668.24(e)(92)(ii), the Title IX regulations described in 34 C.F.R. § 106.45(b)(10), state law and relevant university policies.
  - b. Disciplinary records that involve the issuance of University Dismissal as the sanction are retained permanently. Typically, disciplinary records that include lesser sanctions or do not result in findings of responsibility will be retained for a period of three years.
  - c. Records of organizational misconduct, regardless of the outcome, will be retained for ten years.
  - d. Disciplinary records are subject to release according to the retention policies dictated by the controlling formal sanction. For students who have been sanctioned for more than one case, the most serious formal sanction is the controlling one. For students who have been issued their most serious formal sanction on more than one occasion, the most recent one is controlling.

## Alcohol, Tobacco, and Other Drug Policies

- [UNH Alcohol Policy](#) (p. 21)
- [Marijuana and Illegal Drugs](#) (p. 22)
- [Parental Notification in Cases of Alcohol or Other Drug Violations/Arrests](#) (p. 22)
- [Fraternity & Sorority Social Policy](#) (p. 22)
- [UNH Tobacco, Smoke, & Nicotine-Free Policy](#) (p. 25)

## 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. The focus of University alcohol policy is to comply with local ordinances, state laws and federal laws that protect the health and welfare of individuals and the community. The possession, consumption and transportation of alcohol by persons under the age of twenty-one is illegal in New Hampshire. 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 and should always comply with applicable law. Alcohol-free social events are encouraged.

## Service of Alcoholic Beverages at University Events

A request for approval to serve alcoholic beverages form must be submitted to Conferences and Catering for each function being planned where alcohol, beer or wine will be served. This form must be submitted 30 days prior to the event. All bar service must be provided by Conferences and Catering, as holder of the Liquor License. If requests are received with less than 30 days notice, Conferences and Catering has the right to deny approval and service will not be granted.

It is UNH's general policy that alcohol is not served at undergraduate student events. However, UNH may authorize an exception to this general policy. Exceptions are more likely to be considered if the event attendees are expected to be of the legal drinking age, the event specifically focuses on seniors (e.g. award ceremonies for graduating students), and the sponsor of the event is a UNH department, rather than an undergraduate student organization.

### Guidelines

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

Institutional policies on alcohol use on UNH property vary by location, and, in some cases, by time.

- **University residence halls and apartment complexes.** UNH events with alcohol will not be approved in the residence halls or apartment complexes.
- **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.
- **Field House.** UNH events with alcohol will not be approved in the field house.
- **Whittemore Center Arena, Wildcat Stadium, Hamel Recreation Center, Memorial Union, and President's Residence.** UNH events with alcohol may be approved in certain spaces within these locations. Additional review/approval from the facilities manager of the building may be required.
- **Academic, administrative, and classroom buildings (any UNH building not included in the previous categories).** UNH events with alcohol may be approved in certain spaces within these locations.

- **Outdoor Spaces.** UNH events with alcohol may be approved in certain outdoor spaces.

## Approval Process

Requests to serve alcohol at an event must also be approved by the dean or vice president of the sponsoring department or, in the case of a student organization, the Director of the MUB and Student Activities.

If a request to serve alcohol at a UNH event is approved, Conferences and Catering will send the event sponsor information on the required next steps. If those next steps aren't followed, the arrangement to serve alcohol may be canceled.

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.

Any request for variation from this policy must be submitted to Conferences and Catering.

## 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 nor its staff, are accountable for all outcomes related to legal, illegal, and/or irresponsible use of alcohol. Following are specific tenets 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. Possession or consumption of alcohol is permitted only in rooms, suites, or apartments where at least one of the assigned residents is at least 21 years old, and only by those of legal age.
3. Alcohol is not permitted in any of the common or public areas of the residence halls or apartment buildings.
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 residence halls and apartments. The host(s) of such activity may 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.

## Marijuana and Illegal Drugs

The use of illegal drugs is prohibited by law. The legal status of marijuana is changing in many states and in other parts of New Hampshire, but the University of New Hampshire prohibits the possession and use of marijuana and other illegal drugs.

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

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) gives students certain rights with regard to their own education records including that schools are generally required to ask for written consent from the student before disclosing personally identifiable information from that student's records to others. More information about FERPA can be found in [The Family Educational Rights & Privacy Act of 1974, as Amended section](#) (p. 58) of this handbook.

Under the guidelines of FERPA, there are exceptions to this restriction on disclosures. One such exception is that UNH may notify a parent or legal guardian when a student under the age of 21 is found responsible for violating any law or University policy governing the use or possession of alcohol or controlled substances.

## Fraternity & Sorority Social Policy

### Statement of Purpose

The Interfraternity Council (IFC) and the College Panhellenic Council (CPH) of the University of New Hampshire (UNH) have established this set of rules to reduce risk for the members and associates of its recognized organizations. The implementation, monitoring, and enforcement of this policy are essential in fostering a safe, positive and respectful environment for the recognized Fraternity and Sorority Community at the University of New Hampshire.

Throughout the course of this document, the terms "fraternity", "chapter", and "organization" are used to identify both men's and women's Greek Letter organizations that are recognized by UNH. The term "event" refers to a social event (defined below). The term "member" refers to an active, enrolled UNH student who is an official member of a recognized fraternity or sorority.

The Social Policy of the IFC and CPH of UNH includes the following provisions and shall apply to all fraternity/sorority entities and all levels of fraternity/sorority membership. IFC and CPH do not approve or sponsor social events but must be informed as to their occurrence. IFC and CPH do, however, work closely with the Fraternity & Sorority Life (FSL) Coordinator to administer the review process established in this policy.

### Social Event

Any event held on an approved social event property, or any situation sponsored or endorsed by the chapter or any event an observer would associate with the fraternity/sorority where alcohol is present. Social events include, but are not limited to, formal third-party vendor events ("cocktails"), fraternity sponsored/hosted events, and brotherhood/sisterhood events. Please see our resource page provided by the Office of Off-Campus Engagement & Fraternity and Sorority Life for helpful information on determining if your event is a social event.

### Authority

All recognized organizations of the IFC and CPH at UNH must adhere to this policy unless written documentation is received by the chapter's respective council at least seven days prior to the event. The chapter's respective council must give final approval of such an exception. No exception may violate any local, state, federal laws, and/or National/ University policies.

The monitoring body for each organization is its respective council and the Office of Off-Campus Engagement & Fraternity and Sorority Life.

The sponsoring organization(s) must follow all state and local laws, the IFC/CPH, Social Policy, insurance, National/International regulations, and the UNH Student Rights, Rules, and Responsibilities Handbook.

If the sponsoring organization(s) fail(s) to comply with all state and local laws, the IFC/CPH, Social Policy, insurance, National/International regulations, and the UNH Student Rights, Rules and Responsibilities Handbook in the preparation for the function, the IFC President or the CPH President have the authority to cancel the said function prior to its start.

Most (inter)national fraternity organizations have their own policies about social events. The sponsoring organization must follow this policy and applicable policies established by its (inter)national organization. When a provision of this policy conflicts with a provision of a policy established by the sponsoring organization, it must follow whichever provision is stricter.

## Responsibility

The sponsoring organization(s) is/are responsible for providing a safe environment for its members and guests. The sponsoring organization(s) must be in compliance with all fire codes and regulations, with particular attention to the maximum occupancy rating of the event as determined by the Durham Fire Department and local landlord. All assembly permits and copies of the most up-to-date lease agreements shall be submitted to the Office of Off-Campus Engagement & Fraternity and Sorority Life with the chapter roster before their first social event is submitted for approval every year.

## Approval of Social Event Property Location

Fraternity and Sorority Life organizations that have been accredited and in good standing by the Office of Off-Campus Engagement & Fraternity and Sorority Life and registered as recognized student organizations with both the University and their national organization can have one identified location approved for social events only.

If an organization is in good standing and lives in a property deemed zoned by the town of Durham as a Fraternity/Sorority house, they will only be approved to host events at that property.

If an organization is in good standing but is not living in a property that is deemed by the town of Durham as a Fraternity/Sorority zoned property, they must submit additional annual documentation to the Office of Off-Campus Engagement and Fraternity and Sorority Life in order for one of their properties to be considered as a potential space to host social events. That documentation is a letter of support from the landlord that includes the maximum number of guests that are permitted at the property and a letter of support from their national organization approving the use of the facility for social events. In the event that members of the organization live in multiple properties, the approved property will be determined by several factors including:

- the size of the property
- the location of the property
- the landlord of the property
- if the residents of the property are exclusively members of the organization
- if the proposed property is already perceived as their chapter house

The IFC/CPH/Office of Off-Campus Engagement & Fraternity and Sorority Life recommends that third-party vendors for any event that might breach capacity guidelines.

## Social Event Review Process

A roster from each recognized organization must be submitted within the first two weeks of each new semester to the Office of Off-Campus Engagement & Fraternity and Sorority Life and forwarded to the appropriate council; IFC/CPH. The roster must be in the format requested by the Office and include all members' names, student ID numbers, executive positions, phone numbers, and email addresses. Events may not be reviewed before these rosters are received.

Social Chairs, Formal Chairs, Risk Managers, and Presidents must schedule a meeting with the Office of Off-Campus Engagement & Fraternity and Sorority Life prior to holding their first social of the year in order to verify all policies and procedures are understood and to maintain the safety of the event. This can be completed by attending the social/risk management training offered each semester prior to chapters being permitted to host social events.

Any recognized organization planning to host an event must inform the Office of Off-Campus Engagement & Fraternity and Sorority Life by 1:00 p.m. on the Tuesday preceding the scheduled event. The respective officers of IFC and CPH will be notified of the event by the Office. To inform these parties, the organization must complete the mandatory FSL Social Event Review Form. This form is located on Wildcat Link under the Office of Off-Campus Engagement & Fraternity and Sorority Life. All events that meet the opening definition of "event" must be registered regardless of the day that event occurs. Events should not occur during times that will interfere with members' and guests' academic schedules. Events with alcohol are not to begin before 6:00 p.m. unless otherwise approved by the IFC or CPH Executive board and the Office. Events must end by 2:00 am. Guests and alcohol are not permitted to enter an event after 1:30 am. An event may not be hosted by an organization(s) for more than a total of five hours. The exact hours of the registered event must be indicated on the FSL Social Event Review Form.

When planning co-sponsored social events between a Fraternity and Sorority involving alcohol the chapters should pay close attention to their (inter)national policies for what requirements are expected to be met in regard to paperwork, security, and safety.

An accurate guest list must be submitted to the Office of Off-Campus Engagement & Fraternity and Sorority Life via email by noon on the business day prior to the event.

During the event, each guest that attends shall be marked off by an experienced chapter member. We do not recommend having new members work the door of social events. This list must contain actual members that plan to attend and not just be a chapter roster. The marked guest list should be typed or clearly identifiable and must be submitted to the Office of Off-Campus Engagement & Fraternity and Sorority Life by the first business day following the event. The Office of Off-Campus Engagement & Fraternity and Sorority Life provides resources regarding best practices for building a guest list and tracking attendance.

An organization may not sponsor or host more than one social event within a 24-hour period.

No social events may be held with organizations that are not recognized by the University of New Hampshire. No social events may be held during new student June orientation. No social events may be held until 72 hours



after the conclusion of bid day for the respective councils each semester. That date will be shared with the organizations.

The IFC and CPH strongly recommend the presence of independent security assistance for monitoring guest behavior, ID verification, and overall assistance in risk management. Be sure to refer to the organization's (inter)national headquarters' policy about hiring security.

## Social Event Rules and Requirements

All social events shall be strictly BYOB (Bring Your Own Beverage). No one under the legal drinking age of 21 should consume or bring alcohol into an event. No one shall be allowed by the sponsoring organization(s) to bring more than six standard drinks (e.g. six 12-ounce beers, four 12-ounce malt beverages, and one 750 ml of wine). Hard Alcohol may only be consumed at Third-Party Vendor events when served by a licensed bartender. Please contact the IFC/CPH or Office of Off-Campus Engagement & Fraternity and Sorority Life for recommendations on having a successful BYOB Event.

No alcoholic beverages may be purchased through chapter funds nor may the purchase of the same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to anyone under the legal drinking age (21). The purchase or use of bulk sources of alcoholic beverages (e.g. kegs, cases, punch, lined trash cans, party balls, "brothers' beer", etc.) is prohibited. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

To bring alcohol into a social event, invited guests must produce proper identification, such as a valid driver's license or passport indicating that they are at least 21 years of age. These individuals must wear a wristband given by the sponsoring organization(s). Wristbands shall be picked up from the Office of Off-Campus Engagement & Fraternity and Sorority Life prior to the event occurring. Wristbands are funded by IFC and CPH. Individuals who are under 21 must also show proof of identification. It is recommended that guests who are under 21 are marked with something that would indicate they should not be drinking, such as "X"s on their hands. In addition, IFC and CPH require the checking of UNH ID for all guests, and the chapter must identify any non-UNH guest on their list.

Student(s) perceived as being intoxicated will not be permitted to enter the event.

Under no circumstances may any person(s) who voluntarily or involuntarily leave the premises, be allowed to re-enter the social event, with the exception of residents and members of the sponsoring organization(s).

Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited. All social events must be closed functions with invited guests only. All guests shall present proper identification. Only members that are on the guestlist may be allowed to invite guests. Each member on the guestlist may invite up to three people and the sponsoring organization must not allow the total number of persons attending the social event to go over the property's capacity.

The sponsoring organization(s) is/are responsible for providing sober monitors, proportionate to 10% of the organization's members in attendance. If the event is co-sponsored, each organization shall provide sober monitors proportionate to 10% of their own members in attendance. If the event is a list party and not co-sponsored by another organization, the host organization must provide sober monitors of 10% of the total number of attendees. At least one of the monitors shall be an executive officer of the

organization. There shall be at least one monitor (from each organization sponsoring) present at the entrance to the social event throughout the duration of the event. All the names of the monitors must be submitted on the FSL Social Event Review Form. All monitors must be accessible throughout the event. All monitors shall be substance-free before, during, and after the event (until 9 a.m. the next day).

The sponsoring organization(s) is prohibited from collecting money in association with a social event (i.e. Donations, tickets, raffles, bands).

An adequate amount of food and non-alcoholic beverages, and a sign indicating their location must be available at all functions where alcohol is present. The food and alternative beverages shall be located in an easily accessible area of the event. A supply of food and alternative beverages shall be easily available throughout the duration of the event.

Sponsoring organization members are permitted to search backpacks, bags, and parcels. If a guest does not permit such a search, the sponsoring organization or any of its members has the right to deny that guest entrance to the social event.

The possession, sale, or use of any illegal drugs or controlled substances while on chapter premises or during an event or any event that any observer would associate with the organization, is strictly prohibited.

All recruitment activities associated with any chapter will be a dry function.

No alcohol shall be present at any associate/novice/new member program, activity, or ritual of the chapter.

No member shall permit, tolerate, encourage, or participate in "drinking games".

Events must be contained inside the facility except as provided in this policy. Social events that have not been reviewed or parties with anyone under 21 years of age on lawns associated with a chapter house are prohibited. All activities that violate state law, local ordinances, or non-reviewed gatherings that could be perceived by a guest, neighbor, passer-by, or University official as a social event are prohibited.

**A sponsoring organization may go through the review process for an "outdoor social event" on the grounds of an approved social event location with the following conditions:**

- The sponsoring organization, its alumni, or its (inter)national organization own or lease the chapter house and land where the outdoor social event will be held or written approval from the approved social event location from the landlord and headquarters for the event/social. No part of an outdoor social event may occur on public property.
- The sponsoring organization shall obtain and strictly adhere to the conditions of assembly permits and/or lease agreements (following the strictest policy). The sponsoring organization shall abide by all town ordinances, state laws, applicable University policies, chapter rules, and (inter)national organization policies. In cases where policies conflict with relevant law, the sponsoring organization shall comply with the stricter policy or law (e.g. compliance with rules about a dry property or dry chapter).
- Drinking by persons under the age of 21 on the grounds or chapter house of the sponsoring organization is strictly prohibited. The consumption of illegal substances, including marijuana, by any person at an outdoor social event is strictly prohibited.
- The sponsoring organization will permit only beer, wine, wine coolers, and/or seltzers of 15% ABV or less to be consumed at an

outdoor social event and will ensure that national/international standards and best practices regarding moderation are followed.

- All outdoor social events will be reviewed by the Office of Off-Campus Engagement & Fraternity and Sorority Life and applications to go through the review process for an outdoor social event will be reviewed by both the Office and respective council (IFC/CPH) before being permitted. If an outdoor social event is being planned, the plans, risk management processes, and overall communication about the proposed event need to be shared with the Office two weeks prior to the event. The Office will work with the organization to submit the proper paperwork for approval.
- Attendance at an outdoor social event shall be confined to members of the individual organization who are at or above 21 years of age.
- The Office of Off-Campus Engagement & Fraternity and Sorority Life, CPH, and IFC will not tolerate any exceptions for late document submissions related to outdoor social events. An accurate guest list of 21+ members to be in attendance at the outdoor social event must be submitted to the Office as required by the social event guidelines above. The guest list shall be submitted by the sponsoring organization on or before 1 PM the Tuesday prior to the event.
- Outdoor social events shall be properly sectioned off with appropriate barriers to entry and require a designated point of entry which is to have a sober monitor to prevent nonmembers from attending the outdoor social event.
- It is highly encouraged that the sponsoring organization hires a private security company or police officer to work the “entrance” to an outdoor social event.
- Requests to host outdoor social events may be submitted by chapters only for hosting outdoor events such as, but not limited to, upperclassmen barbecues, senior send-offs, and alumni networking events.
- A maximum of two outdoor social events per semester will be allowed per chapter that is able to host an outdoor social event.
- Outdoor social events must go through the review process. Hosting a gathering that could be perceived as an outdoor event without going through the appropriate review process is grounds for IFC/CPH discipline regardless of whether police issued any citation or criminal complaint or if the landlord permits alcohol use on the premises. Examples of gatherings that could be perceived as outdoor social events include:
  - Persons attending a registered (indoor) social event congregate on the lawn, holding plastic cups and exhibiting behaviors consistent with intoxication,
  - Drunk individuals playing soccer in the street in front of a UNH chapter and/or on the grounds of the chapter.
  - Individuals of various ages are drinking beer, eating, and socializing on the grounds of the chapter.
  - A group of individuals is drinking alcohol on the grounds of a building that is rented to fraternity members and to non-fraternity members and that group includes members of a fraternity “newly establishing group” that is headquartered in that building.
- All sponsoring organizations holding a reviewed/approved outdoor social event must provide inconspicuous (and preferably environmentally friendly) cups or containers for storing alcohol.
- Any chapter reported to have violated this policy will be sent to their respective council J-Board/ Standards Boards and possibly a follow-up hearing with Community Standards.

## V. Third-Party Vendors

Third-party vendors must be licensed and insured. The third-party vendor must sell alcohol by the drink at a true cost, may not charge a flat rate at the entrance for all you can drink or subsidize the cost of drinks and must identify all customers and serve only those of drinking age. Please see our resource guide for helpful information about Third-Party Vendors.

No fraternity or sorority may be allowed to obtain a liquor license for any purpose. The third-party vendor is responsible for having their own liquor license.

Any fraternity or sorority that completes all necessary steps and is in good standing with the Office of Off-Campus Engagement & Fraternity and Sorority Life and the IFC/CPH can host a social event at a third-party vendor, *regardless of possessing an assembly permit for chapter premises.*

No advertising is allowed for social events in which alcohol is present.

No chapter may co-sponsor an event with an alcohol distributor, charitable organization, or tavern (tavern defined as an establishment generating more than half of annual gross from sales of alcohol) where alcohol is given away, sold, or otherwise provided to those present.

## Other Risk Areas

In compliance with insurance, National/International regulations, state and local laws, and the UNH Student Rights, Rules, and Responsibilities, all UNH fraternities and sororities must abide by the following expectations:

**Hazing:** No chapter, newly establishing group, student, or alumnus/a, under any circumstance shall conduct nor condone hazing activities. See the University of New Hampshire Hazing Policy for more detail.

**Sexual Violence:** No chapter, under any circumstance, shall tolerate or condone any form of sexist or sexually abusive/violent behavior on the part of its members whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men, including but not limited to date rape, gang rape, physical or verbal harassment.

## VII. Violations

Students and organizations may be referred to the appropriate conduct board to answer allegations about violations to this policy. This policy falls under the jurisdiction of all State and Local laws, and the UNH Student Rights, Rules, and Responsibilities policies. Any additional violations of codes besides the IFC/CPH social policy will be handled by the appropriate judicial body or bodies.

## UNH Tobacco-, Smoke-, & Nicotine-Free Policy

### Preamble

The University of New Hampshire (UNH) joins with the American College Health Association (ACHA) and more than 2000 institutions of higher education 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 has been classified as a Group A carcinogen by the United States Environmental Protection Agency. Considering these health risks, UNH hereby adopts a tobacco policy that is committed to a tobacco, smoking, and nicotine-free campus and prevention, reduction, and cessation actions as they pertain to tobacco, smoking, and nicotine (TSN) use issues.

UNH supports the health goals of the U.S. Public Health Service (USPHS) to reduce the proportion of adults who consume TSN products, and to positively influence our community by helping people remain or become TSN-free. Efforts to promote a TSN-free environment have led to substantial reductions in the number of people who consume these products, the amount of these products consumed, and the number of people exposed to environmental harms associated with use. 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 people who smoke and those who do not. We acknowledge the Centers for Disease Control and Prevention (CDC) statistics that an estimated 32 million people who smoke (about 70% of all people who smoke) report that they want to quit smoking completely. We recognize that the implementation of a 100% TSN-free policy will have an immediate effect on our campuses, and therefore have included prevention, education, and cessation initiatives to support the non-use of tobacco products.

## 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), the University of New Hampshire is committed to a policy of prohibiting the use of tobacco products, including but not limited to: cigarettes (clove cigarettes, bidis, kreteks), electronic nicotine delivery systems (ENDS, vaping), cigars and cigarillos, hookah-smoked products or any lighted or heated tobacco and nicotine products, and non-combustible tobacco products (dip, chew, tobacco substitutes) in facilities and on grounds owned and occupied or leased and occupied by the University (including UNH Manchester & UNH Law). In addition, UNH supports education programs to provide prevention and cessation initiatives to our students, faculty and other academic appointees and staff. This policy supersedes all other TSN policies at UNH.

## Definitions

“Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including cannabis (recreational and medicinal), whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

“Tobacco Substitutes” means nicotine pods and juices, electronic cigarettes or other electronic or battery-powered devices that contain and are designed to deliver nicotine or other substances into the body through the inhalation of vapor and that have not been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes. Products that have been approved by the U.S. Food and Drug Administration for tobacco cessation or other medical purposes shall not be considered tobacco substitutes as defined in this Article.

“Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

## Procedures

### 1. Education

- a. The UNH TSN policy shall be included in the new employee and student orientation program, in the Student Rights, Rules, and Responsibilities, Room & Board Agreement, in admissions application materials and other campus documents where appropriate.
- b. UNH encourages employees and students not to use tobacco products by offering educational information and providing information about TSN cessation resources offered through university departments or offices, health care providers, nonprofit organizations, or other groups.
- c. UNH Health & Wellness, Living Well Services, 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 exposure to second and third hand exposure.
- d. USNH health and wellness programs and services will offer prevention and cessation programs to faculty and staff.

### 2. Affected Areas of the Tobacco-, Smoke-, and Nicotine-Free Policy

The TSN-Free policy applies to all University of New Hampshire facilities, property, and vehicles, owned, or leased, regardless of location. Smoking and the use of tobacco products shall be prohibited in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within UNH housing. TSN products shall also be prohibited outdoors on all UNH campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

### 3. Sales and Marketing

- a. 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.
- b. Any sale or free sampling of tobacco products on campus shall be prohibited.

### 4. Implementation

The cultivation of a TSN-Free public health environment is a social process that cultivates shared public health norms over time. This policy relies on the consideration and cooperation of individuals who consume tobacco products and those who do not. All members of the UNH community, including visitors, are asked to observe this policy that begins and remains centered on communication, education, and cessation as the community adapts to the policy.

## Compliance

The policy will operate through educational communication and the cultivating of public health norms within a community-inclusive framework with the primary goal of voluntary compliance. Implementation focuses on communication, education, and cessation as the community adapts to the policy over time. The Tobacco, Smoke, Nicotine-Free Task Force will work with campus stakeholders in an ongoing way to address compliance. Oversight is the shared responsibility of all UNH community members who are expected to execute that responsibility in good faith.

## Academic Policies

- [01 Definitions](#) (p. 27)
- [02 Admission](#) (p. 27)
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- [04 Attendance and Class Requirements](#) (p. 29)
- [05 Academic Requirements](#) (p. 30)
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**Note:** 01-07 apply only to undergraduates unless otherwise specified. Graduate students should refer to the Graduate Catalog for information concerning academic policies for graduate students. Sections 08 and 09 apply equally to undergraduate and graduate students.

## 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 academically 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.<sup>1</sup>

## 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's degree candidacy
3. Special student status

The specific criteria for acceptance to the above classifications are set forth in the University catalog. The director of admissions may approve the admission of students who do not fully meet these criteria, provided there is adequate evidence that they are capable of pursuing their proposed curriculum satisfactorily.

### 02.12(fs) Transfer admission

Candidates who have matriculated or enrolled at another accredited college and/or completed more than 16 college-level course credits prior to admission but following completion of high school will be considered as transfer candidates for admission. Students enrolled in an associate degree program at Thompson School of Applied Science, UNH Manchester, UNH Preadmission Program or any associate degree program will also be considered as transfer candidates. 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.<sup>1</sup> (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 health record on file with University Health & Wellness. This record consists of a confidential computerized medical history questionnaire to be completed prior to matriculation.

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

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

## 03 Registration and Withdrawal

### 03.1 Registration

#### 03.11(fs) Quota of semester credits

Students enrolled in courses totaling more than 20 credits must have received the approval of their academic dean or their designee.

#### 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.) Students, during the course of their 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, 26 credit hours. (See also 05.11(fs).)

### 03.12 Failure to register

Credit will be given only for those courses<sup>1</sup> for which a student has properly registered.

### 03.13 Auditing

Students of the University may, with the approval of their advisor 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 an Audit Course Form 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 advisor, and the student's academic dean or their designee.

### 03.14 Change of registration

Within academic deadlines, students may drop or add a course in Webcat by using a Registration Access Code (RAC) or filing a change of registration form with the Registrar's Office, completed with approval from the instructor. (See 03.142(fs) and 03.143(fs).)

#### 03.141(fs) Failing a prerequisite

Students who fail a prerequisite to a course for which they are registered must drop the course, following the procedure outlined in rules 03.142(fs) and 03.143(fs).

#### 03.142(fs) Deadline for adding courses

Students may add a course to their schedule through the end of the add period. The addition may be made in Webcat by use of a Registration Access Code (RAC). A student may add a course after the add deadline only for compelling reasons, which must be presented in a petition signed by the course instructor and approved by the student's advisor and the student's academic dean or their designee. All registration deadlines can be found on [UNH's academic calendar](#).

#### 03.143(fs) Deadline for dropping courses

A student may drop a course through the end of the drop period in Webcat by use of a Registration Access Code (RAC).

A student may drop a course after the drop period only for compelling non-academic reasons, which must be presented in a petition signed by the course instructor and approved by the student's advisor and the student's academic dean or their designee. This petition is subject to approval by the Academic Standards and Advising Committee. (See 7.132(fs) and 7.11(fs) regarding grades for courses dropped; and 12.341 regarding refund of tuition.) All registration deadlines can be found on [UNH's academic calendar](#).

#### 03.144 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, the student may make the change in Webcat by the end of the add period.

## 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 academic deans and departments of the colleges involved by submitting a request through the online change of major process. This change must be approved by the academic department of the major to which the student wishes to transfer. An associate degree candidate must apply through the Office of Admissions to change colleges.

### 03.22 Change of curriculum or major

Students may change their curriculum or major to another within the same college by submitting a request through the online change of major process. This change must be approved by the academic department of the major 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 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 12.32.)

## 03.3 Withdrawal from the University

### 03.31 General rule

A student may withdraw from the University in any semester by obtaining, completing, and submitting a withdrawal form from the Registrar's Office. Until mid-semester, students may withdraw from the University without academic liability. Students withdrawing from the University after the drop period and before mid-semester receive a "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 readmission. (For tuition rebate, see 12.341 for housing rebate, see 12.343; for dining rebate, see 15.5. For withdrawal grades, see 7.132(fs). For leaves for reasons of health, see 03.32.)

### 03.32 Leave of absence

Any student not subject to any academic or conduct action wishing to seek a leave of absence from their degree program may consult with their respective college dean's office or the Office of the University Registrar. Reasons for requesting a leave of absence may include financial, academic, personal, or health reasons. Students who request a leave that begins while they are enrolled for a given semester will be subject to the rules governing refunds and the award of W, WP, and WF as noted in section 3.31. In most instances, however, leaves that are not health-related begin after the completion of a semester. Students on a Leave of Absence for any reason, except Military Leave of Absence, may not earn transfer credit for courses taken while on the leave of absence.

Any student taking a leave of absence from UNH for health reasons may consider the Health Leave of Absence process. More information about Health Leaves can be found at <https://www.unh.edu/health-leaves>.

Students who are granted a Health Leave of Absence are prohibited from study away program participation during the duration of the leave, must remain on leave for one complete semester following the granting of the leave, and must submit a letter of support from a treatment provider to be reviewed by the Dean of Students prior to approval and reinstatement.

Students returning from a leave for a fall semester must notify the Registrar by June 1 of their intent to return and by November 1 when returning for spring semester. Students will be reinstated into the same major at the point of their leave's start. Normally, leaves of absence may not exceed three academic years or six semesters, exclusive of J-Term and Summer Session. Exceptions to the leave of absence policy will be granted by the University Academic Standards and Advising Committee and only in unusual circumstances.

Until mid-semester, students may take a Leave of Absence from the University without academic liability. Students withdrawing from the University after the drop period and before mid-semester receive a "W" in all courses. Students taking a Leave of Absence 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 return from a leave of absence or to formally withdraw is considered a lapse in a student's degree status in the next semester after three academic years have elapsed and a transcript notation is recorded "degree status discontinued." The student must subsequently apply for readmission. (For tuition rebate, see 12.341 for housing rebate, see 12.343; for dining rebate, see 15.5. For withdrawal grades, see 7.132(fs). For leaves for reasons of health, see 03.32.)

<sup>1</sup> Course refers to a unit of work, such as ENGL 401 First-Year Writing, MATH 425 Calculus I, while "curriculum" refers to a group of courses, such as the chemistry curriculum, and general liberal arts curriculum, etc.

## 04 Attendance and Class Requirements

### 04.1 Attendance

#### 04.11(fs) General

Students are expected to accept the responsibility for satisfactory attendance in each course for which they are 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 (d) instructional trips, and (e) important religious holidays and/or observances as discussed with the instructor, 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 students' grades or credit may be affected by their record of attendance, as in certain courses of the Department of English, 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

- warn the student against continued absences by letter or by interview
- place the student on scholastic warning—see 05.11(fs)—or
- report the student to the Academic Standards and Advising Committee for a decision as to whether the student shall continue in the University.

#### 04.16 Weekly common exam hours

Tuesday and Thursday from 12:40 pm to 2:00 pm 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 also required for common exams. (footnote 3) Thursday evening from 7:10 – pm to 9:00 pm 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.<sup>1</sup>

### 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) UNH Credit Hour Policy

The University of New Hampshire is in compliance with the federal definition of credit hour. For each credit hour, the university requires, at a minimum, the equivalent of three hours of student academic work each week assuming a 14-15 week semester (student workload for shorter length terms must be increased proportionally per week to maintain approximately the required 42-45 hours of work per credit per term). For example, a 4 credit course over a 14 week semester reflects 168 hours of work. Student work reflects intended learning outcomes and is verified through evidence of student achievement.

**04.212(fs) Class visitation**

Visitors may be admitted to individual classes with the consent of the instructor. Active participation by a visitor in class discussions is permitted only upon invitation of the instructor.

**04.213 (fs) Student Use of Electronic Devices in the Classroom**

Regarding the policy on cell phone/PDA/pager/digital music player/laptop/other electronic device use during class, students may not use cell phones, PDAs, pager, digital music players, laptops and other electronic devices during class unless designated by the course instructor. If use of any of these items is permitted by the course instructor, these items are not allowed to be used for non-class activities. If you, the student, have a learning disability that requires the use of one of these items, you must provide evidence from Student Accessibility Services (SAS), to inform the course instructor of this situation so that they can accommodate your use. Also, if you need to leave a cell phone on for an emergency situation, you should inform the course instructor at the beginning of the class session as well as keep the phone on in a silent mode, so as not to disrupt the course.

<sup>1</sup> Common exam times are not applicable to Thompson School courses.

**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<sup>1</sup>**

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 the following Discovery Program.

**Discovery Program Requirements****Discovery Foundation Skills****Inquiry course INQ**

This course may fulfill a Discovery category and/or a departmental requirement. It should be taken during a student's first or second year or prior to completion of 57 credits. For students who transfer in with 26 or more credits, the INQ requirement is waived automatically.

**One course in writing skills WS**

Most students will satisfy the first-year writing requirement with English 401. This course should be taken during a student's first year or prior to completion of 32 credits.

**One course in quantitative reasoning QR**

This course is normally completed by the end of the first year or 32 credits.

**Discovery in the Disciplines**

Students must take one course from each Discovery category at the 400 - 600 levels. Inquiry courses that carry Discovery category designations may be used to satisfy this requirement.

1. One course in Biological Science (BS);<sup>2</sup>
2. One course in Physical Science (PS);<sup>2</sup>
3. One course in Environment, Technology, and Society (ETS);
4. One course in Fine and Performing Arts (FPA);
5. One course in Historical Perspectives (HP);
6. One course in Humanities (HUMA);
7. One course in Social Science (SS);
8. One course in World Cultures (WC) (also may be satisfied by approved study abroad programs that are 8 weeks or longer in duration).

**Additional Information**

Discovery Program requirements shall not be waived on the basis of special examinations or placement tests, except for the College Board Advanced Placement tests and the College Level Examination Program (CLEP) tests.

The required courses cannot be taken on a pass/fail basis. No single course may be counted in more than one Discovery discipline category. Academic departments may or may not permit Discovery courses to count toward requirements for a major. All Discovery courses carry 3-4 credits.

In addition, all students are 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. Writing Intensive courses cannot be taken on a pass/fail basis.

**05.211(fs) Major department**

"Major department" as used in the specifications of University Discovery 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) Privileges of an auditor**

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

**05.23(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.

### 05.24(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).)

### 05.25(fs) Credit by examination

In exceptional cases only, permission to gain credit by examination may be granted to a 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.

### 05.26(fs) Advanced credit

Students entering the University who demonstrate to the Office of Admissions, the department concerned, and the college faculty<sup>3</sup> 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 course.<sup>3</sup> Students' petitions must be approved by their major advisor and the dean of their college.

#### Waiver of requirements in the Discovery Program

Students may petition the Discovery Committee in order to waive or replace a requirement. Students' petitions must be approved by their major advisor and the dean of their college.

### 05.32(fs) Transfer credit

A comparable course passed with a C grade or better at another accredited 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.<sup>4</sup> UNH students whose status are withdrawn, leave of absence, or suspended due to academic performance may not transfer credits earned during the period of required separation. Any UNH Student whose status is suspended due to a conduct violation may not transfer credits earned for the full first semester of their suspension.

UNH students who are 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 their UNH degree.

Credits for a C grade or above are transferable from one institution to another within the University System (Granite State College, 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:

1. The TSAS course must be transferable to UNH at the time it is taken.<sup>5</sup>
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. Baccalaureate degree candidates cannot register for COM 209.
3. TSAS courses may not be used for writing-intensive, or foreign language requirements. Only TSAS courses that are at 400 - 600 level and Discovery approved may count for Discovery 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. Note: For TSAS transfers to the four-year program, COM 209 is accepted to fulfill the WS requirement and is considered a Writing Intensive course.
4. AA/BA/BS students must earn a grade of C or better to receive credit for a Thompson School course (applies to classes taken before fall 2015.).

## 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, incomplete courses, 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 incomplete courses. 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 Degree Status Discontinued, suspension, or dismissal not later than mid-semester 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. Students suspended from the University for academic reasons will not be readmitted as degree candidates until one regular UNH academic year semester (fall or spring) has elapsed from the time of suspension. Therefore, students will not be eligible to take courses in the regular session or in the Division of Continuing Education. In addition, students suspended in June may not enroll in any course in the Summer Session immediately following their suspension. Students on suspension for any reason will not earn transfer credit for courses taken while on suspension. (See 05.54)

### 05.53 Dismissal

Students who have been suspended once and whose average remains substantially below the minimum grade-point average for their class and who continues to demonstrate insufficient progress toward their 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 through the Division of Continuing Education after one regular UNH semester has elapsed. (See 05.54.)

### 05.54 Readmission after suspension or dismissal

Students who are suspended from the University and who wish to apply to the Academic Standards and Advising Committee for permission to be readmitted should present reasons indicating that they 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 a leave for reasons of health, see 22.2.)

### 05.60(fs) Study Away Eligibility and Student Conduct Policy

Students sanctioned by the University Student Conduct System for a serious violation of the University of New Hampshire *Student Rights, Rules, and Responsibilities*, including but not limited to academic dishonesty, repeated drunk and disorderly behavior, illegal drug activity, destruction or theft of property, or physical or sexual assault must satisfy the following conditions prior to consideration for participation in a UNH-managed or UNH-approved study away program:

1. Students must have satisfied all conditions and/or sanctions imposed as a result of the infraction, including probation;
2. Students must submit to the university's Academic Standards and Advising Committee (ASAC) a statement explaining why the University can be confident that they will behave appropriately during the study away program and receive ASAC's approval. (*Approved April 2005*)

**These same conditions will apply in instances where the conduct issue has been addressed through the court system rather than through the University's Student Conduct system.**

### 05.61(fs) Study Away Academic Eligibility

Students enrolled in UNH baccalaureate degree programs may participate in approved study away programs provided they meet the following eligibility criteria:

1. Must have earned at least 32 credit hours, at least 12 of which must have been earned at the University of New Hampshire at the baccalaureate level;
2. Must have a minimum 2.5 cumulative grade point average at the time of application to and at the time of departure for the study away program. Study Away Programs provided by UNH or approved institutions may have higher minimum GPA requirements.
3. Must have a declared major.

Transfer students, including transfer students from Thompson School of Applied Science (TSAS) are not eligible to study away during the first semester of their baccalaureate program at UNH.

Students enrolled in the degree programs of the Thompson School of Applied Science may participate in approved study away programs appropriate for two-year degree candidates. TSAS students must meet the following eligibility criteria:

1. Must have earned 32 credits, at least 12 of which must have been earned at the University of New Hampshire at the associate degree level;

2. Must have a minimum 2.5 cumulative grade point average at the time of application to and at the time of departure for the study away program. Study Away Programs provided by UNH or other approved institutions may have higher minimum GPA requirements.

Special consideration will be given to those students who, although below the 2.5 cumulative GPA threshold, have demonstrated promise in the previous two semesters. Those who wish to be considered for academic variance must petition for an academic variance with the support of their advisor and their Dean's Office. Petitions for academic variance are subject to approval by the Academic Standards & Advising Committee.

- <sup>1</sup> Degree requirements for the University of New Hampshire-Manchester and TSAS associate degrees are described in the *Undergraduate Catalog*.
- <sup>2</sup> One of these courses must have a lab component. (DLab)
- <sup>3</sup> This power will usually be delegated by the faculty to the college dean or to a committee.
- <sup>4</sup> 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.
- <sup>5</sup> A list of transferable courses is available at the publicly accessible UNH Transfer Credit Database housed at the Office of the Registrar's website.

## 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. Either faculty or PAT (Professional, Administrative, and Technical) staff members may serve as academic advisors depending on departmental procedures. Academic advisors typically help students both schedule classes that meet university and departmental requirements and monitor their progress throughout their academic career. Either academic advisors or other staff of the associated department/college may assist students in various ways, for example to learn of internships and post-graduation opportunities, and they may direct students to relevant support services when appropriate.

### 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 at another institution accredited by an accreditation agency recognized by the U.S. Department of Education, 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.<sup>1</sup>

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.

<sup>1</sup> 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 cannot 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 the grade reports and other records for students pursuing two degrees.

## 07 Grades and Honors

### General Regulations

Instructors must be prepared to discuss and to explain the basis for their evaluations of students. If, after consulting the instructor, students still believe that they were treated unfairly, they have 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.

Letter Grade	Grade Points	Note
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 mid-semester, is not included in grade-point average
WF	(0.00)	assigned if withdrawal is later than mid-semester and the student is failing the course at the time of withdrawal; is included in the grade-point average
WP		assigned if withdrawal is later than mid-semester and the student is passing the course at 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 or P grades 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 or credit/fail courses are not included in the divisor). The grade-point average is calculated to two decimal places. It is not rounded.

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

When students repeat a course, the former credits and grade points shall be removed prior to the calculation of their cumulative grade point average and the repeated course information shall be added. Both grades are visible on the official transcript. A notation will be made on the student's record beside the grade received on the repeated course indicating that it is a repeat. Students may not use the pass/fail grading alternative to repeat a course (See 07.112(fs)). Both the original course and the repeated course must be UNH courses. In general, students may not earn credit for two equivalent courses. If two equivalent courses are taken, the Registrar's Office will remove credit for one.

### 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.

Students in their first term at the University have the option to change up to 4 credits from graded to pass/fail at any point prior to the Friday of the 10th week of the semester and must obtain the approval of their advisor.<sup>1</sup>

All other students have the option to change up to 4 credits from graded to pass/fail prior to the end of the add period (the second Friday of classes) and must obtain the approval of their advisor.<sup>1</sup>

The pass/fail grading alternative may not be used the following courses;

1. Courses that are used to fulfill Discovery/General Education Requirements;
2. Writing Intensive requirements
3. Major and minor requirements;
4. To repeat a course previously taken; and
5. 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.

Associate in arts and associate in science degree candidates 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 TSAS General Education or Discovery Program Requirements. 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

Freshman and new transfer reports. In the 5th week of the academic semester, course instructors will provide early alert indicators on any Freshmen and new transfer students with below average performance in any participating course. Some faculty may not assess substantive progress until the Midterm Examination, so the request for the early alert progress reporting for Freshman and new transfer students will be reopened following mid-semester for those courses for which earlier data were not provided.

### 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. The initiation and responsibility 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 mid-semester, 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 a student's final semester will delay graduation date even if the course is not required for graduation.*

### 07.132(fs) Courses dropped

When students withdraw from a course prior to the end of the drop period, registration for that course will not appear on their permanent academic record. If, normally for compelling nonacademic reasons, students submit an approved petition to drop a course after the drop period has ended and before mid-semester, they will receive a grade of W. Students dropping individual courses by approved petition after mid-semester 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 student's academic dean or their designee. 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 hours<sup>2</sup> in University of New Hampshire courses, will be designated as an honor student for a given semester if the student has

- completed at least 12 graded (not CR or P grades) semester hours for that semester and earned at least a 3.50 semester grade-point average or
- earned at least a 3.50 cumulative grade-point average and at least a 3.50 semester grade-point average regardless of the number of graded credits that semester.

These categories will be used: 3.50 to 3.64 (honors), 3.65 to 3.84 (high honors), 3.85 to 4.00 (highest honors).

### 07.22(fs) Honors at graduation for Baccalaureate degrees

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 hours 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.

Students graduating in academic year 2015-16 and subsequent years will be graduated with honors according to the following categories: 3.50 to 3.64 (honors); 3.65 to 3.84 (high honors); 3.85 to 4.00 (highest honors).

### 07.23(fs) Honors at graduation for associate degrees

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 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 appear on the student's academic record.

<sup>1</sup> No Peter T. Paul College of Business and Economics course may be taken on a pass/fail basis by a student majoring in business administration, economics, or hotel administration.

<sup>2</sup> Pass/fail and credit/fail courses are not graded courses.

## 08 Library Policies

### 08.1 University Libraries

The University Library on the Durham campus consists of the main Dimond Library, which hosts a writing center, academic technology support and media lab; three science branch libraries: the Chemistry Library,

the Engineering-Mathematics-Computer Science Library, and the Physics Library; and a storage building.

The UNH Manchester Library is located on the Manchester campus. The UNH Law Library is located in Concord. These libraries (UNH-M and UNH Law) may have other policies. Please refer to them for the most up to date information. For detailed information about the UNH Library and its policies go to the website: [www.library.unh.edu](http://www.library.unh.edu) or ask staff at any Library location.

## 08.2 Library Hours

Hours for all libraries are posted on the Library's website (<https://library.unh.edu/about-us/hours>), as are exceptions due to semester breaks, examination periods, etc.

## 08.3 General Policies (ad/ss)

Students are welcome in the libraries during all open hours. Some areas are available for collaborative work while other areas have been designated "quiet zones."

All students wishing to borrow items from the library must show their UNH identification cards or another valid photo ID. A borrower of any library material is held responsible for its return by the due date, or renewal if applicable. In Durham, non-reserve materials may be returned at the Dimond Library, any branch library, or the outdoor book drop at the Thompson Hall parking lot. Reserve materials must be returned to the library location from which they were borrowed. Additional library policies are posted to the library's website (<https://library.unh.edu/about-us/policies>)

## 08.4 Borrowing

Most library materials may be borrowed for four weeks and are subject to immediate recall if needed for reserve or if urgently needed by another borrower. A "hold" may be placed on any book in regular circulation. Reserve books circulate for a more limited time and most Special Collections and reference materials do not circulate. Many periodicals, ebooks and media may be accessed electronically through the library website ([library.unh.edu](http://library.unh.edu).) Other materials (DVDs, print journals, popular magazines, laptops, media equipment, etc.) may have different borrowing terms.

## 08.5 Fines (ad/ss)

Fines for overdue materials are charged to ensure equal access to materials for all library users. Please refer to Rule 11.22, Failure to Pay University Accounts. The system of fines is established by the Dean of the Library. 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. Anyone who steals or willfully mutilates library materials or property will be subject to disciplinary and/or legal action.

## 08.6 Use of Library Computing Technology (ad/ss)

Use of the library's technology resources is subject to acceptance of the library's Acceptable Use Policy and the University's IT Acceptable Use Policy. The Library's policy is posted to the desktop of each library-owned computer and must be agreed to when using any library workstation. The policy can also be found on the library's web site <https://www.library.unh.edu/about-us/policies/acceptable-public-computer-use-policy>.

Violation of the terms of this agreement may result in disciplinary and/or legal 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 related to undergraduate and graduate coursework and undergraduate thesis and research projects. 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 Resolving Academic Misconduct

In the event that a student is alleged to have violated the standards outlined in the Academic Honesty policy, the following procedures will apply.

### Notification

The instructor for the course in which the alleged violation occurred will notify the student of the alleged violation and will schedule a meeting with the student. The purpose of the meeting is to inform the student of the alleged violation, give them the opportunity to respond, and decide the appropriate course of action. If the student does not respond to the instructor's attempt to schedule a meeting within 7 calendar days of initial contact, the violation and academic penalty can move forward/progress without the option for a student appeal. See the Appeals section of this policy for more information regarding the appeal process.

### resolution processes

During the notification meeting, the instructor may; (a) decide the appropriate course of action and inform the student of any resolution or penalty at that time or (b) choose not to make a final decision and may communicate the course of action and academic penalty at a later date. Possible resolutions are:

- **Informal Resolution:** Any violation was a result of a genuine misunderstanding and/or appropriately minor and can be resolved informally (e.g., no formal action, educational conversation, student resubmits the assignment)
- **Formal Resolution:** The violation warrants a formal academic penalty (failing the assignment, failing the course, or any other grade penalty), and the instructor will complete the [Academic Honesty Violation Report](#) form.

Academic penalties issued by the instructor may not exceed failure of the course.

Decisions as to whether a student violated the academic honesty policy are based upon the preponderance of the evidence standards (i.e. was it more likely than not that the violation occurred?).

The completed [Academic Honesty Violation Report](#) form will be sent along with the assignment in question to the faculty's department chair, the Associate Dean of the Student's college, the Associate Dean of the Graduate School if applicable, and Community Standards for the purposes of monitoring and recordkeeping. The student will receive an outcome letter with a description of the appeal process.

### additional follow-up

In some cases, the assistant/associate dean of the student's college or graduate school may recommend that a matter be referred to Community Standards for additional follow-up and sanctions. Students may be referred to Community Standards for reasons including egregious violations or repeat offenses.

Certain penalties or violations may have additional ramifications outside of the individual course (e.g. failing a course might have GPA implications that cause them to be academically suspended or removed from a program, forging certain documents may violate the ethical standards of a program,

etc.). This policy does not supersede or prevent decisions or actions that follow a penalty under this policy.

## appeal

Any student issued a formal academic penalty under this procedure may appeal the decision. The appeal is limited to faculty course penalties related to violations of this policy. If there are additional consequences as described in the additional follow-up section above, those additional decisions may not be appealed under this policy. Possible grounds for an appeal are limited to:

- A procedural error occurred in the handling of the violation and/or academic penalty that could meaningfully change the outcome
- There was insufficient evidence to find that the student committed the violation
- New evidence is present that was not available at the time of the initial decision that could meaningfully change the outcome
- There was a conflict of interest or evidence of bias on the part of the instructor that would prevent them from being able to make an objective decision. Being the course instructor in itself would not constitute a conflict of interest.

The following appeal procedures apply:

1. To appeal a decision, the student must complete an Academic Honesty Violation Appeal form within 5 business days of receipt of the final outcome letter. The letter will include information regarding how to submit the appeal and the appeal form will be sent to the chair of the appropriate appeal committee or their designee (Chair):
  - a. Undergraduate Students: Undergraduate Academic Integrity Committee (UAIC) (Chair: Dean of Students)
  - b. Graduate Students: Graduate Council Student Affairs Committee (GCSAC) (Chair: Associate Dean of the Graduate School)
2. The student's appeal must describe the allegation, the grounds for appeal (listed above), and describe the justification for the appeal.
3. Failure to submit a completed appeal form within 5 business days from receipt of the outcome letter will result in the original penalty being upheld without further appeal opportunity.
4. Upon receipt of the appeal, Chair will make a decision regarding whether to move the appeal forward depending on if the appeal adequately fits the grounds for appeal described above. If the Chair determines that the appeal will not be moving forward, the Chair will communicate their decision to the student including providing a rationale for the decision. Initial determinations made by the Chair are final.
5. If the Chair determines that the appeal will move forward, they will convene a hearing panel to meet, typically, within 14 calendar days of the receipt of the appeal. The instructor that brought forth the allegation(s) and the student's academic dean will be informed of the hearing, the grounds for appeal, and will supply relevant data and evidence when available. The committee will then make a final determination regarding whether to dismiss or uphold the penalty. In extraordinary circumstances (e.g., a significant procedural error or revelation that would fundamentally alter the decision) the Chair may call the hearing panel back together or overturn the decision. Otherwise, decisions made by the committee are final.

# Administrative Policies and Regulations

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## 10 Civil Rights Policies

### 10.1 Nondiscrimination Policy

The University of New Hampshire (UNH) seeks excellence through diversity among its administrators, faculty, staff and students. We are committed to enhancing and sustaining an educational community that is inclusive and equitable, and cherish these values as being inextricably linked to our core mission. We are a public institution with a long-standing commitment to equal employment and educational opportunity for all qualified persons. The University does not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran 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:

UNH Director of Civil Rights & Equity and Title IX Coordinator  
105 Main St., Thompson Hall 305  
Durham, NH 03824  
Telephone: (603) 862-2930 Voice / (603) 862-1527 TTY / 7-1-1 Relay NH  
Fax: (603) 862-2936

or to:

Boston Office  
Office for Civil Rights (OCR)  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
TDD: (800) 877-8339  
Fax: (617) 289-0150

Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

NH Commission for Human Rights (NHCHR)  
2 Industrial Park Drive  
Concord, NH 03301  
Telephone: (603) 271-2767  
Fax: (603) 271-6339  
Email: [humanrights@nh.gov](mailto:humanrights@nh.gov)

U.S. Department of Justice (DOJ)  
Civil Rights Division  
950 Pennsylvania Avenue, NW  
Washington DC 20530-0001  
Telephone: (202) 514-4609  
TTY: (202) 514-0716  
Email: [askdoj@usdoj.gov](mailto:askdoj@usdoj.gov)

The Director of Civil Rights & Equity is the Title IX Coordinator for UNH. The time limitations for filing a complaint are:

- with **UNH**, within one year of the incident (excepting claims under Title IX and subject to extension);
- with **OCR**, complaints of discrimination must ordinarily be filed within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer ago than this and you are requesting a waiver, you will be asked why you did not file your complaint within the 180-day period;
- with **NHCHR**, a charge **must** be filed within 180 days of the last date of discrimination. (Under certain circumstances a charge may be filed up to 300 days from the date of alleged discrimination. If you are beyond 180 days, contact the Commission immediately to find out if you have the basis to file a timely charge.)
- With **DOJ**, please contact them directly for information.

## 10.2 Policy on Discrimination and Discriminatory Harassment, including 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. Discrimination and 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 has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment.

Verbal or physical conduct directed at the complainant's race, color, ethnicity, religion, age, sex, national origin, disability, veteran status, marital status, sexual orientation, or gender identity or expression, 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 may 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 on the basis of a protected category that purposefully places or threatens to place another in fear of imminent bodily injury, and threats to commit any crime against a person with a purpose to terrorize.

Unreasonable 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. The standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.

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 and based on protected category: 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 email messages; taunting others about their sexual orientation, disability, or religion; making unwelcome sexual propositions; 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.

If students believe that they have been harassed, they 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 Director of Civil Rights & Equity and Title IX Coordinator with a discriminatory 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 Director. Students with complaints against other students may file a complaint with either Community Standards or the Civil Rights & Equity Office. Complaints against faculty or staff are handled by the Civil Rights & Equity Office.

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

- Staff in the Sexual Harassment and Rape Prevention Program (SHARPP) act as confidential support advocates for students reporting that they experienced sexual harassment or interpersonal violence.
- The Assistant Dean for Student Success and Deputy Title IX Coordinator at UNH-Manchester will advise UNH-M students wishing to make a harassment complaint against any member of the UNH community.
- The Assistant Dean of Student Affairs and Deputy Title IX Coordinator at the UNH Franklin Pierce School of Law will advise any law student 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 Director of The Beauregard Center will advise any student wishing to make a harassment complaint against any member of the UNH community.
- The Chief Diversity Officer 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 discriminatory harassment or inconsistent with the criteria determining discriminatory 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.

The Discrimination and Discriminatory Harassment Policy identifies

1. protected categories,
2. clarifies the process for addressing certain complaints against university employees, and
3. incorporates various updated legal requirements.

## 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 Director of Civil Rights & Equity Office and Title IX Coordinator at (603) 862-2930 Voice / (603) 862-1527 TTY. Copies of this policy and suggested guidelines for the use of nonsexist language will be available from the Civil Rights & Equity Office and the President's Commission on the Status of Women at (603) 862-1058.

Relay NH: 800-735-2964

<sup>1</sup> All references to the online policy manual (ex: BOT IV F 11.1) can be accessed at <http://usnholpm.unh.edu>.

## 11 University of New Hampshire Hazing Policy

Hazing is strictly prohibited at the University of New Hampshire. Hazing is defined as any activity, whether on- or off-campus, expected as part of joining or participating in, a group or organization, that causes or has the potential to cause mental, emotional, or physical harm, damage or theft of property, humiliation, or degradation. Hazing includes any request, requirement, or obligation to participate. Students can be responsible for hazing by committing any of these actions as active members of an organization. In addition to committing these actions, hazing could also include facilitating or promoting the activity as well as being a bystander and not intervening to stop the activity. Any student or organization alleged to have violated this policy could be subject to sanctions under the UNH Code of Conduct.

For more resources regarding hazing visit the [Off-Campus Engagement and Fraternity and Sorority Life website](#).

## New Hampshire State Law

In addition to University policy, New Hampshire law makes it a crime for an individual or organization to participate in "student hazing" or to fail to report incidents of student hazing. If you are unsure as to whether an activity would be considered hazing or if you believe you have witnessed or been a victim of hazing, you can contact any of the following offices for assistance.

Resource	Phone Number
Memorial Union Building & Student Activities	603.862.4600
Office of Off-Campus Engagement & Fraternity and Sorority Life	603.862.1002
Dean of Students	603.862.2906

Air Force ROTC	603.862.1480
Army ROTC	603.862.1078
Athletics	603.862.4051

To anonymously report inappropriate behavior and/or allegations of hazing, please contact the Hazing Hotline at (603) 862-3686 or the [Civil Rights and Equity Office](https://www.unh.edu/diversity-inclusion/civil-rights-equity-office) (<https://www.unh.edu/diversity-inclusion/civil-rights-equity-office>).

## 12 Financial Responsibilities

### 12.1 Classification of Students for Tuition Purposes (Residency Rules)

#### 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.

#### Definitions

"Parent" means

- the individual or individuals named on the student's birth certificate; or
- the student's legal guardian or legal custodian provided that 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 the unemancipated person; or
- individuals who can claim the student as a dependent on their IRS 1040 tax return.

"Domicile" means an individual's true, fixed, and permanent home and place of habitation, to the exclusion of all others. It is the place where the individual intends to remain and to which they expect to return when they leave without intending to establish a new domicile elsewhere.

"Veteran" means "veteran" as defined in [RSA 21:50, I](#).

#### Determination of Student Status

Students shall be classified as in-state or out-of-state for tuition purposes at the time of their first admission to the University System unit. The decision shall be made by the dean or director of admissions of the appropriate division in the first instance based upon information furnished by students' applications and other relevant information available to the dean or director.

#### Application Forms

Individuals applying for in-state status for tuition purposes at the same time they are applying for admission shall complete and submit the form "Notarized Residency Statement for New Hampshire Residents," which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire and is a lawful resident of the United States. 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, whether or not the information was received from the student in compliance with notification requirements set forth below, the campus residency officer can require submission of additional information establishing domicile 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.

#### Determination of Domicile

Individuals shall not be eligible for in-state status unless they have been domiciled within New Hampshire for 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

In accordance with [RSA 187-A:20-c](#), any veteran of the armed forces who establishes a residence in New Hampshire shall be eligible for the in-state rate immediately, and the twelve-month waiting period for establishing domicile shall not apply.

Unemancipated individuals shall not be eligible for in-state tuition status unless their parent(s), as defined above, shall have established domicile in this state.

Individuals shall not be eligible for in-state tuition status unless they establish that their residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

When individuals have established eligibility for in-state tuition based on a parent's domicile and the parent subsequently establishes domicile outside of New Hampshire, that individual shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile. Individuals shall notify the campus residency officer of any changes affecting their eligibility for the in-state tuition rate.

All evidence relevant to determining domicile shall be considered, including the following, which shall be relevant, but not necessarily conclusive:

- Payment or non-payment of any tax levied by the State of New Hampshire or any political subdivision on persons resident or domiciled thereon;
- Residence reported on any federal or state tax return;
- Registration of one's automobile;
- State issuing one's driver's license;
- Receipt of support from parents who are residents or domiciled outside the State of New Hampshire;
- Voting residence;
- Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose;
- Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit;
- 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; or
- Status in some other state which would qualify a person for in-state tuition in that state.

#### Emancipation

Individuals shall not be deemed to be emancipated unless their parent(s), as defined above, have entirely surrendered the right to the care, custody

and earnings of such individual and unless their parent(s) are no longer under any legal obligation to support or maintain such individual or, having supported and maintained such individual even though under no legal obligation to do so, has ceased to support or maintain such individual. Emancipation shall not be found unless all such tests are met.

Evidence of the following shall be submitted by an applicant and requested by the dean or director of admissions:

- Lack of financial support of the person by the parents;
- Lack of contribution by the parents to any earnings or other income received by the person;
- Failure of parent(s) to claim the person as a dependent on their income or other tax returns;
- Establishment by the person of a domicile separate and apart from that of the parent; and
- 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 admissions in individual cases, the following presumptions shall prevail:

- Students shall be presumed to be emancipated from their parent(s) when they reach the age of 24.
- The domicile of unemancipated individuals shall be that of their parent(s), as defined above.
- The domicile of individuals who first enter the University System from the domicile of their parent(s), as defined above, shall be that of the parent(s) until they abandon such domicile and, for purposes other than that of education, acquire a new domicile;
- The domicile of individuals who first enter the University System from a domicile other than New Hampshire shall be such a domicile until they abandon such domicile and, for purposes other than that of their education, acquire a new domicile.
- 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

Members of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for themselves, their spouses, and their dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state rate while living in this state.

## Review of Student Status

Students who are aggrieved by the decision of the dean or director of admissions classifying them 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 (the "Board").

Students may present to the Board such additional evidence as they deem appropriate in processing the appeal and may appear before the Board and be heard. The decision of the Board shall be the final decision of the University System.

The University System Residency Appeals Board shall be comprised of four members who shall be designated by the presidents of each of the System's institutions. 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

Students who have, on their 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.

Students applying for a change in status shall file their applications with the campus residency officer prior to the first day of the semester for which they are seeking the in-state tuition rate. 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.

In the event the campus residency officer possesses any fact 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 can appeal the decision of the campus residency officer as set forth below. 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 campus residency officer 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.

## Student Responsibility to Notify Institution of Changes in Status

It shall be the responsibility of students on all campuses to notify the campus residency officer of any change in their eligibility for the in-state tuition rate as a result of:

- Change in the domicile of their parent(s); or
- Change in their own domicile.

Failure to notify the campus residency officer of any changes affecting eligibility for the in-state tuition rate shall subject a student to disciplinary action under the provisions of the code of student conduct or to such actions that may be available under law, or both.

## 12.2 Mandatory Fees

The University of New Hampshire assesses mandatory fees to support expenses associated with the participation in an academic community. Mandatory fees are defined as fees which all students are assessed as a prerequisite for registration unless specifically exempt. Mandatory fees are assessed because the services made available through such fees benefit the overall educational experience of the students, including academic, co-curricular, health-related, and recreational programs. It is recognized that not all students will use the benefits and privileges made available by fee-supported activities to an equal extent. The services and facilities supported by fees are available to all. The special circumstances of part-time and graduate students are reflected in the University's fee structure.

### Fee Structure

Full mandatory fees are assessed to undergraduate (registered for 12 or more credits) and graduate students (registered for 9 or more credits), national student exchange students, doctoral research and master's continuing research students. Undergraduate students registered for 5-11 credits and graduate students registered for 5-8 credits are assessed one-half of the cost. Students registered for 1-4 credits are assessed only the technology fee. Students enrolled in Manchester campus programs pay Manchester mandatory fees and a technology fee. UNH Law students pay a UNH Law student activity fee and a technology fee. Students enrolled as non-degree full-time special students (12 or more undergraduate credits or 9 or more graduate credits) pay full mandatory fees.

### The mandatory fees include

- Memorial Union fee for the use and administration of the student union
- Campus Recreation fee for support of recreation facilities and programs
- Student activity fee for support of the undergraduate newspaper, yearbook, student government, student radio station, and other student organizations
- Athletic fee to provide support for athletic programs
- Health & Wellness fee to provide general well-being services through Health & Wellness
- Technology fee to provide electronic tools to students both on and off campus
- Transportation fee to provide students transportation services, including select infrastructure improvements, transit service, pedestrian and bicycle facilities, and ride services
- SHARPP fee to support the University's efforts to address issues of sexual and domestic violence
- Career and Professional Success to prepare students for successful lives after graduation.

Students who withdraw or drop to part-time status after classes begin are eligible for partial refund of fees. (100% will be refunded until the second Friday of the semester; 50% after the second Friday and until the fifth Friday; and none thereafter).

### Exceptions to the University of New Hampshire Mandatory Fee Policy (This Covers All UNH Campuses)

The immediate geographic area is defined as a 25-mile radius around the Durham or Manchester campus.

Students whose courses, field work, internships, or other academic work are fully outside the immediate geographic area for a semester may petition for a waiver of mandatory fees, with the exception of the Technology

fee, Career & Professional Success (CaPS), Psychological & Counseling Services (PACS)/Mental Health fee and UNH Manchester registration fee. Mandatory fees for students participating in UNH Study Abroad Programs are waived through the billing process, with the noted exceptions.

The University will use course registration information to verify remote status.

UNH Law students are assessed a UNH Law student activity fee and a technology fee. There is no provision for mandatory fee exceptions for UNH Law students in this policy since no student is fully remote.

All Durham graduate students are exempt from the student activity fee and athletic fee. Graduate students enrolled in pre-designated evening-only programs, as approved by the Provost and Vice President for Academic Affairs or their designee, are exempt from the Health & Wellness and the Psychological & Counseling Services fees.

Doctoral students who have achieved candidacy may petition for a waiver of the mandatory student fees, with the exception of the Technology fee, under the condition that the students must confirm in writing that they will not be using the campus services covered by mandatory fees.

For graduate students on assistantships, mandatory fees are noted in the appointment letters.

Students must submit petitions each semester to waive fees.

### Authority

Any conflicts resulting from this procedure will be adjudicated by the Provost and Vice President for Academic Affairs and the Chief Financial Officer or their designee.

## 12.3 University Accounts

### 12.31 Payment of University accounts

Tuition and fees are due in full each semester before the first day of classes. Due dates are indicated on billing statements.

UNH bills are sent electronically only. Bills are posted to student Webcat accounts. Students may authorize parents or others to access their account information by setting up Parent Portal accounts. Billing notifications are sent to UNH-assigned email addresses when new bills are posted. Students are responsible for monitoring their UNH email addresses.

Mandatory fees partially fund various programs and services which are 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 their accounts 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.

### 12.32 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 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. Students who are eligible to graduate must have all bills paid before they 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.

### 12.321 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, or to receive transcripts. Please contact Business Services, Stoke Hall. (Some examples of government loans are Perkins, Direct Loans; some examples of UNH loans are UNH Institutional Loans, UNH Temporary Loans, UNH Emergency Loans.)

### 12.33 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 12.32, Failure to Pay University Accounts.

### 12.341 Refund of tuition and fees

Students who withdraw or drop to part-time are eligible for partial refund of tuition and fees. One hundred percent of tuition, mandatory fees and course fees will be refunded until the second Friday of the semester; one-half after the second Friday and until the fifth Friday; and none thereafter. (See 03.3). This refund policy also applies to students reducing their credit load from full to part-time.

Students receiving Title IV financial aid will be refunded based upon the schedule noted above. Some portion of financial aid may be returned to the financial aid program in accordance with the Title IV regulations in effect at the time of withdrawal from the University or drop from full-time to part-time status.

The UNH refund policy does not apply to students who withdraw from off-campus programs or programs which use nonstandard semester calendars. Since these programs have their own refund policies, students who withdraw will be subject to the refund policies and terms of their specific programs.

### 12.342 Refund of board payment

Refunds on board plans will be granted only upon management approval or withdrawal from the University. If approved, Unlimited Meal Plans will be refunded based on the following: weeks and partial weeks attended will be charged at the weekly rate. Unused Dining Dollar balances will be refunded. Block plans will be refunded for all unused meals. Meals eaten will be charged at the highest prevailing price.

## 12.4 Financial Aid to Students

The Financial Aid Office website outlines procedural requirements for financial aid and all eligibility criteria for federal and state 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 grants and scholarships. Grants are based on financial need and are awarded to both resident and nonresident students from funds budgeted yearly by the authority of the Board of Trustees. Scholarships are awarded on the basis of any of the following: scholastic achievement, requirements established by a donor, financial

need. Scholarships that are based on academic merit are subject to renewal criteria including academic performance (typically reflected by a cumulative GPA of at least 3.20) and a record of good citizenship. Rule 12.31 applies to students who receive University gift aid.

### 12.41 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.

#### 12.411 Minimum credits

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

## 13 University ID Cards

### 13.1 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 presence 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.

### 13.2 Lost ID Cards

Lost or stolen ID cards should be reported immediately to the Dining and ID office (603) 862-1821 or suspended instantly at <https://eacct-catscache-sp.transactcampus.com/eAccounts/CardServiceCardDeactivate.aspx>. 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 \$25 is made to replace a lost, stolen or mutilated photo ID card. A charge of \$15 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.

### 13.3 The Cat's Cache Program

The Cat's Cache debit program is a convenient way to make purchases. It is accepted at all UNH Dining locations, the Memorial Union (including the bookstore), Health & Wellness, many other campus locations, and many businesses in downtown Durham and beyond. Cat's Cache balances carry forward from year to year and are fully refundable upon request without penalty; but the entire balance must be refunded at once. After students have graduated or left UNH, any remaining Cat's Cache balance of \$10 or more will be refunded to the student account. Accounts of graduated and withdrawn students are typically closed no later than 90 days after separation from UNH. A refund of any balance under \$10 will be waived unless the student requests that refund before the account is closed. Refund requests for Cat's Cache balances under \$10 should be made to [ID.office@unh.edu](mailto:ID.office@unh.edu). Cat's Cache accounts have no minimum balance and no fees of any kind. Deposits can be made with cash or check in the Dining ID office, online at [www.unh.edu/dining](http://www.unh.edu/dining) with a credit or debit card or at one of the conveniently located Account Management Centers with cash or a credit or debit card. Purchases of alcohol, tobacco, tanning,

firearms, weapons and any other incendiary and/or destructive devices are prohibited.

## 13.4 Dining Dollars

Dining Dollars are available to anyone. When using Dining Dollars you receive a 5% discount on your purchase. Dining Dollars are accepted at Philbrook, Holloway Commons, MUB Union Court, Cornerstone Cafe, Wildcatessen, UNH Dairy Bar, Zeke's, Albert's, and Philbrook café. Dining Dollars may also be used in campus vending machines and Dunkin' Donuts, but the discount does not apply. 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.

## 13.5 Dining Access

Access to Holloway Commons and Philbrook Dining Hall for all meal plan holders is via a biometric finger/vein scanner at the entrance to the dining hall. Finger/vein scanning is mandatory for unlimited and swipe 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. Dining Dollars (encoded on your UNH photo ID Card), Cat's Cache, Cash, Credit Card and Apple Pay are also accepted.

# 14 Intercollegiate Athletics (fs)

## 14.1 Certification and Eligibility

The UNH compliance staff is responsible for compiling and verifying the data that the institution's Eligibility Committee relies upon to certify the eligibility of all student-athletes for practice, competition, and athletically related financial aid in the intercollegiate athletics program, which operates under the terms and conditions of the bylaws of the NCAA and member conferences. Students enrolled in the Thompson School are not eligible for participation in intercollegiate athletics, under NCAA rules, since it does not offer a program of studies leading to a baccalaureate or equivalent degree as defined by the institution.

## 14.2 Funding

It is the policy of the University of New Hampshire that both men and women student-athletes have equitable 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).

## 14.3 Intercollegiate Athletics

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

## 14.4 UNH Policy on Scheduling of Games and Practices

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

### Policy on Games During Academic Semester

- 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.
- 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 student-athletes resulting from their 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.
- 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 attending 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.

### Policy on Practices During Academic Semester

- NCAA Bylaw 17.1.7.10.2 indicates that no class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
- No faculty member may excuse UNH student-athletes 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 their academic schedule to avoid excessive absences.
- 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.

- Student-athletes are required to attend class as provided by paragraph 17.4.B.1. UNH coaches shall have the option of excusing a student-athlete from a scheduled practice for other 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 other 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 coaches shall be required to alter their regular practice schedule, or excuse an athlete from practice, to accommodate the academic schedule of a student-athlete.
- In the event of an unresolvable problem, ultimately student-athletes are responsible for deciding what is in their best interest, and accordingly determining the outcome of all conflicts between academic and athletic obligations.

### Policy on Game Scheduling During Exams

- 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.
- 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.
- 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.
- In the event of a conflict between final exams and a scheduled athletic contest, student-athletes have the responsibility to notify as soon as possible the instructor(s) of the course(s) involved in the conflict. Student-athletes have the option of requesting a rescheduling of the exam, and 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. Student-athletes are responsible for completing their exams and assignments according to the schedule determined by the instructor of the course.
- 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).

### Policy on Practice During Final Exams

- Student-athletes must be given every reasonable opportunity to prepare and successfully complete final exams and other assignments required in their academic courses.
- Athletic coaches may not schedule mandatory practices, scrimmages, or other mandatory team or individual training during final exam periods.
- Athletic coaches may schedule optional workouts or practices, and are encouraged to remain flexible in offering such opportunities to their athletes.
- 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.

- Student-athletes may not 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.

## 15 Student Organization Policies

### 15.1 Definition of Student Organization

A student organization is defined as a group of at least 7 undergraduate and/or graduate students in good academic standing that have a common purpose in alignment with the mission of the University of New Hampshire that has been recognized by the Memorial Union & Student Activities department.

### 15.2 Other Recognized Groups of Students

UNH recognizes other groups on-campus. Although these groups are not student organizations, they must comply with their own standards, bylaws, and/or constitutions, University policies, and all applicable Federal, State, and local laws in order to maintain their recognition.

#### Student government

The following governance organizations are University-wide elected student bodies that participate in the shared governance of the institution. They are official representatives of student opinion for the constituencies served by that group.

- Graduate Student Senate
- Student Senate

#### Other governing bodies

The University also recognizes the following governance organizations charged with governance of their respective units:

- Interfraternity Council
- Panhellenic Council
- Memorial Union Board of Governors
- Campus Living Association

#### residence hall councils

Residence Hall Councils are recognized by the Office of Residential Life or the Department of Housing and fall under the Campus Living Association umbrella. They hold standing pages on Wildcat Link unless otherwise determined by Residence Life or Housing.

#### sport clubs

Sport Clubs are recognized through the Campus Recreation department. More information can be found in the Sports Club policy in the Student Rights, Rules, and Responsibilities or on the [Campus Recreation website](#).

### 15.3 Recognition of Student Organizations other than Fraternities or Sororities

1. Any group that meets the definition of a student organization must apply for recognition through the Memorial Union & Student Activities and receive approval by the Director of the Memorial Union & Student Activities or designee (Director) to obtain privileges of a recognized student organization.
2. Representatives of all current groups seeking to be recognized for the next year must complete the formal recognition process. For a complete outline of the recognition process, visit the [Memorial Union & Student Activities website](#).

3. Groups who apply for recognition and receive approval will be granted recognition for an entire year, provided they maintain all standards set forth in the Student Organization Policies & Guidelines and the Student Rights, Rules, and Responsibilities.
4. Prospective organizations may apply for recognition upon the start of classes each fall semester through the end of March.
5. Organizations directly supported by the undergraduate Student Activity Fee (SAF) will follow the same guidelines and recognition policies as non-SAF-funded organizations. They will have the same benefits and expectations that come with being a recognized student organization.

## 15.4 Recognition of Fraternities or Sororities

Social fraternities and sororities must be recognized by the Office of Off-Campus Engagement & Fraternity and Sorority Life and meet the requirements of the Fraternity/Sorority Life Minimum Standards for Expansion.

1. New (inter)national organizations seeking recognition must schedule a meeting with the Office of Off-Campus Engagement & Fraternity and Sorority Life, and then if a relationship agreement is approved by the University the new organization will need to complete the Expectations of Excellence and Chapter Accreditation Program process and expansion/extension process. The mission, principles, and values of the potential fraternity/sorority must be social in nature, and the membership of all students will be University of New Hampshire, undergraduate degree-seeking students.
2. When all requirements and a relationship agreement have been sent to the interested organization, the organization may move forward in the accreditation process. See the extension/expansion policy located on the [Off-Campus Engagement and Fraternity and Sorority Life website](#) which will be given to the potential new organization at the initial meeting and includes an extensive list of requirements in order to be recognized by the University. When fraternal organizations complete this process, they will receive one of three outcomes; (1) accreditation, (2) accreditation with distinction, or (3) will not be accredited through the University and the respective councils.
3. Fraternal organizations that receive accreditation will be granted accreditation for an entire calendar year and receive all privileges and rights of any student organization provided they maintain all standards set forth by the Memorial Union & Student Activities, Office of Off-Campus Engagement & Fraternity and Sorority Life, respective councils, and the (inter)national organizations. The organization must maintain a charter in good standing through their national organization to remain in good standing with the University.
4. Once an organization meets accreditation in good standing status through the Areas of Excellence Program and has been chartered the organization will join its respective council as a voting member. All chapters must remain in good standing and meet accreditation to remain a recognized student organization at the University of New Hampshire. Organizations that fall below the councils and accreditation standards will complete a process to maintain their accreditation facilitated by the Office of Off-Campus Engagement & Fraternity and Sorority Life.

## 15.5 Recognition Appeal Process

If recognition status should be denied or revoked by the Memorial Union & Student Activities department, the organization may appeal this decision to the Assistant Director of Programming and Leadership of the Memorial

Union & Student Activities. This appeal must be made in writing via email within 5 business days of the decision notification. The approval or disapproval of the appeal is made by the Assistant Director and the decision is final. Student Organizations that have lost recognition may reapply during the scheduled recognition period.

In the case of Fraternities and Sororities, national organizations are not entitled to an appeal process if they are denied recognition as a new organization. If a new fraternal organization is granted recognition but does not successfully complete the accreditation process, there is no appeal but they may continue to work with the Office of Off-Campus Engagement & Fraternity and Sorority Life to complete the accreditation process in the future. If a fraternal organization is at risk of being suspended, the process is referred to Community Standards and the organization is entitled to the appeal process outlined by the Code of Conduct.

## 15.6 Rights and Benefits of Recognized Student Organizations

Student organizations are entitled to the following rights and privileges subject to all other relevant policies of the University

### Finance

- Utilize the financial services support of the Memorial Union & Student Activities department;
- Apply for funding through and utilize the services of the Student Activity Fee Committee;

### Leadership Development

- Use of advising and consulting services provided by the Memorial Union & Student Activities department or in the case of Fraternities and Sororities, the Office of Off-Campus Engagement & Fraternity and Sorority Life;
- Access to leadership opportunities developed by the Memorial Union & Student Activities department.

### Marketing

- Use of the University name, in accordance with established protocols;
- Participation in student organization recruitment activities such as UDay;
- Access to a public webpage for organizational promotion, recruitment, and administrative tools on Wildcat Link;
- Use of virtual advertising resources such as Wildcat Link, the University calendar, and limited free advertising with The New Hampshire;
- Use of physical advertising resources such as posting in University buildings, residence halls, and on designated bulletin boards on University property, in accordance with all posting policies.

### Physical Space

- May request to use approved campus facilities and services;
- Ability to apply for office and storage space in the Memorial Union Building.

### Services

- Print materials for meetings and programs;
- Support in planning and booking domestic and international travel;
- University insurance coverage when applicable;
- Receive mail in the Granite Square Station.



## 15.7 Responsibilities of Recognized Student Organizations

Recognized student organizations and the members at the University of New Hampshire are expected to follow the responsibilities below. Failing to adhere to these responsibilities may result in formal follow-up including the organization losing its recognition.

### Compliance

- Adhere to all applicable Federal, State, and local laws, and University and University System policies;
- Adhere to the University's Civil Rights and Equity Policies as listed in the Student Rights, Rules, and Responsibilities;
- Adhere to the University's anti-hazing policy as listed in the Student Rights, Rules, and Responsibilities;
- Adhere to the Student Organization Policies & Guidelines as established by the Memorial Union & Student Activities or in the case of Fraternities and Sororities, adhere to the Office of Off-Campus Engagement & Fraternity and Sorority Life's policies, their respective councils' policies, and their accreditation requirements;
- May not sign any commitments, contracts, or invoices on behalf of the University or the student organization.

### Alcohol, Nicotine, and Other Drugs for organizations other than fraternities and sororities

- May not purchase alcohol, nicotine, or other drugs using personal funds for any organization gathering including but not limited to meetings and events;
- May not purchase alcohol, nicotine, or other drugs using University funds including but not limited to campus funds, membership dues, gift funds, or student activity fee funds;
- May not host nor co-sponsor an event where alcohol, nicotine, or other drugs are given away, sold, provided, nor promoted;
- May not advertise events in which alcohol, nicotine, or other drugs are given away, sold, provided, nor promoted.

### ALCOHOL, NICOTINE, AND OTHER DRUGS FOR FRATERNITIES AND SORORITIES

- Fraternities and Sororities must adhere to UNH's Social Event policy.

### Finances

- May not fundraise nor use University funds for the purpose of financial gain of individual members;
- Use an on-campus or University fund if the recognized student organization will accept monies unless the organization is currently incorporated inter/nationally or with the State of New Hampshire;
- Sell tickets through Memorial Union & Student Activities ticketing services for all student organization-sponsored events that charge admission unless otherwise required by a national organization for Fraternities or Sororities and approved by the Office of Off-Campus Engagement and Fraternity and Sorority Life

### Marketing

- Clearly indicate the organization as sponsor on all announcements, flyers, letters, posters, social media posts, etc., promoting or describing events, meetings, or programs;
- Adhere to all posting policies by the town of Durham and spaces within the University, including but not limited to the Memorial Union Building, residence halls, and academic buildings;

- Gain permission from the Director when seeking to obtain an organizational website.

### Membership

- Hold membership of the organization accountable to the organization's governing documents;
- Conduct fair elections and/or appointments of officers;
- Permit members to disassociate at any time;
- Update organization information in a timely manner in places such as Wildcat Link.

### Operations

- Must be established and directed by matriculated students on the UNH-Durham campus;
- Register any plans for travel with Memorial Union & Student Activities or in the case of Fraternities and Sororities with the Office of Off-Campus Engagement and Fraternity & Sorority Life. Student organization travel is defined as any off-campus outing where members of the group are representing the University or could be perceived as affiliated with the University;
- Confer with Memorial Union & Student Activities staff when updating organization information including but not limited to the name of organization, constitution, and/or statement of purpose;
- Gain permission from the Director, or in the case of Fraternities and Sororities, the Office of Off-Campus Engagement and Fraternity and Sorority Life, when seeking to obtain alumni contact lists for the purpose of University sanctioned fundraising and/or communication;
- Meet with the Coordinator for Student Organization Success of the Memorial Union & Student Activities (or designee), or in the case of Fraternities and Sororities, the Office of Off-Campus Engagement & Fraternity and Sorority Life, on a periodic basis if the organization is struggling or in danger of losing recognition status.

## 16 Sport Clubs

### 16.1 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. However some competitive clubs have specific eligibility guidelines set by their respective sport's governing body, which have specific standards for intercollegiate competition.
  - b. Faculty and staff must have a Campus Recreation membership. Benefits-eligible faculty and staff may purchase their membership at the Welcome Center in the Hamel Recreation 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. Limitations may be imposed on membership due to lack of facility space and time, funding, league requirements, administrative oversight, etc.
2. Members of sport clubs competing may have to meet additional eligibility requirements as outlined in the respective sport's governing body. In-season varsity athletes will not be allowed to compete on Sport Club teams.
3. 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.

## 16.2 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 Affiliation* no later than the last day of the Fall Semester and meet with the Asst. Director of Campus Recreation to outline the proposed club, and to review the process. The *Request for Sport Club Affiliation* form can be obtained by contacting the UNH Sport Club professional staff.

**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.*

## 17 Meetings and Speakers

### Meetings

1. Meetings in the Memorial Union Building are scheduled through the MUB Scheduling Office. See [www.unh.edu/mub](http://www.unh.edu/mub) for scheduling and policy information.
2. Requests of off-campus organizations. The use of rooms that are not otherwise under the authority of a University department, College, or unit, by off-campus organizations must be authorized by the Provost and Vice President for Academic Affairs or their designee, except in the case of conferences and institutes.
3. Requests for use of academic classrooms from recognized student organizations for meetings of their membership are handled by the Registrar's Office Scheduling Department.

### Meetings with Outside Speakers

1. 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.
2. 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.
  - a. 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.
  - b. The Vice President for Finance and Administration or designee shall specify conditions prerequisite for maintaining order at campus meetings, in accordance with law and applicable University policies, 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. The unit or group shall demonstrate to the satisfaction of the Vice President or designee that compensation will be made to all servicing departments for all expenses resulting from the meeting, including security, arrangements, and clean up.
3. No organization or group may preclude the right of reply through disallowing questions or comments following the speech.

## 18 Student Participation in University Committees (ad/ss)

The Student Senate shall make recommendations for undergraduate student candidates to serve on appropriate joint committees of students, administration, and faculty. The Graduate Student Senate shall make recommendations for graduate student candidates to serve on such committees. Such student members shall be appointed by the committee chairs from among those students recommended by the Student Senate and the Graduate Student Senate.

## 19 Administrative Separation and Procedures for Readmission

The University of New Hampshire reserves the right to take reasonable and appropriate action to protect the safety and well-being for the campus community. This may involve disciplinary action or involuntary administrative separation.

### 19.1 Administrative Separation for Off-Campus Criminal Charges

The University finds that when a student faces a serious criminal charge, the process of defending against the charge can impose significant anxiety and substantially interfere with the student's academic progress. When a student is charged with a felony crime or a crime with a maximum sentence of over one year and the charge relates to homicide, assault, sexual assault, burglary, criminal threatening, fraud, distribution of illegal drugs, possession of substantial quantities of illegal drugs, or crime of violence, the student may be administratively separated from the University pending resolution of the criminal charge or charges. During the period of separation, the student's access to campus will be restricted. The Associate Dean of the student's college will be notified and, in turn, will notify the student's faculty of the separation.

If initiating an administrative separation process as described above, the Dean of Students or designee (Dean of Students) will send a letter to the student with notification of the separation and invite the student to meet. The purpose of the meeting will be to provide the student with an opportunity to challenge the separation and to request reconsideration. If the student does not schedule a meeting within ten calendar days of receiving the letter, the separation will become an administrative withdrawal. If the student does request a meeting within ten calendar days of receiving the letter, that meeting will be scheduled as promptly as possible and the Dean of Students will communicate the outcome of that meeting within three calendar days.

If the administrative separation is upheld by the Dean of Students, the student will have the opportunity to appeal to the Senior Vice Provost for Student Life who may grant the student's request to continue their studies when an error has been made in determining that the student should be separated, or in extraordinary cases where there is no evidence that the student presents any risk of harm or criminal behavior to the University community. The appeal request must be received by the Senior Vice Provost for Student Life by no later than five calendar days after the student receives the letter from the Dean of Students. If the student does not appeal to the Senior Vice Provost for Student Life the administrative separation will be changed to an administrative withdrawal. The Associate Dean of the student's college will be notified and, in turn, will notify the student's faculty of the administrative withdrawal.

If the student does choose to appeal to the Senior Vice Provost for Student Life, the decision on that appeal will be communicated in writing to the student within three calendar days. At that time, the Associate Dean of the student's school or college will be notified and in turn will notify the student's faculty of the final outcome of the process which could be either administrative withdrawal or lifting of the administrative separation.

Students who withdraw for reasons of pending criminal charges, whether voluntarily or are separated by administrative action, must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission will be contingent upon receipt by the appropriate Director(s) or their agents of documentation regarding the outcome of any criminal proceedings. This policy does not preclude the University from taking appropriate conduct action. (*ad*)

## 19.2 Administrative Separation and Reinstatement for Reasons of Health-Related Behaviors

The Dean of Students or designee (Dean of Students), in consultation with members of the Behavioral Intervention Team and the Dean of the Graduate School or designee in the case of a graduate student, may initiate a process to temporarily separate a student from the University for reasons relating to concerns with a student's mental/physical health. Through the Administrative Separation Process, the Dean of Students may determine that a student will be temporarily separated from the University, or that they may remain at the University only if certain conditions are met. The Administrative Separation process may be used when a student's behaviors:

1. pose a direct threat of harm to the health or safety of other members of the University community, and/or
2. substantially disrupt the ability of other University community member(s) to fulfill the University's mission, the educational process, or the proper activities or functions of other members of the University community.

The following sections describe the overall process:

### Initial Report

The Dean of Students may become aware of concerns about a student's behavior in different ways. Upon receiving information that indicates an Administrative Separation may be appropriate, the Dean of Students will conduct an individualized assessment in consultation with members of the Behavioral Intervention team in consideration of the advice or recommendations of any available health care providers to determine next steps. Next steps could include; (1) taking no further action, (2) notifying the student and encouraging the student to consider a health leave, (3) imposing an interim action, and/or (4) initiating the Administrative Separation Process.

### Notification

If the Dean of Students continues to have concerns about the health and safety of members of the University community or disruption of the University community after evaluating the initial report, the Dean of Students will seek to notify the student as soon as possible to share information about the [health leave of absence process](#) and give the student the opportunity to respond and provide additional information.

At any point in the process, the student may take a voluntary health leave of absence. More information about the health leave of absence process can be found at <https://www.unh.edu/health-leaves>. If a student takes a

health leave of absence, the Dean of Students may require additional steps to be taken when the student seeks to return including gathering additional feedback from the student's treatment provider about the student's ability to return without posing a direct threat to the health and safety of other members of the University community or causing substantial disruption to the University community.

### Interim Action

In circumstances where the student's behaviors may indicate time-sensitive concerns about the health and safety of members of the University community or disruption to the University community that seem unable to be addressed through the implementation of reasonable accommodations, the Dean of Students may take an interim action to protect the health and safety of the community or prevent disruption. Interim actions include, but are not limited to, restricting a student's access to campus or parts of campus or instructing a student not to contact certain member(s) of the community.

A student subject to an interim action will be notified in writing of the restriction. If an interim action restricts a student's access to their educational opportunities, the notice will describe the student's ability to appeal the interim action. An appeal may be submitted within three business days from receipt of the initial notice. Appeals will be reviewed by the Senior Vice Provost of Student Life or designee (Senior Vice Provost of Student Life) and will be evaluated based on if the interim action is reasonably necessary to protect against a direct threat to the health and safety of member(s) of the University community or prevent substantial disruption to the University community. Interim actions may remain in effect while an appeal is considered.

### Implementing an Administrative Separation

If the student declines to take a voluntary health leave and the Dean of Students continues to have information supporting a potential concern about the health and safety of members of the University community or disruption to the University Community, the Dean of Students may initiate the Administrative Separation process by taking the following steps:

1. The Dean of Students will notify the student including providing a summary of the information, reiterating the student's opportunity to take a voluntary health leave, and encouraging the student to provide any other additional information that the student believes is relevant to the determination. The Dean of Students will provide a deadline for the student to provide this information, typically five business days from receipt of the notice
2. After the student has had the opportunity to provide additional information, the Dean of Students in consultation with members of the Behavioral Intervention Team will determine whether, and what, reasonable modifications or conditions can be implemented that would be effective to allow the student to continue to attend classes and otherwise participate in its educational programs
3. The Dean of Students will notify the student of the outcome of the individualized assessment including the basis of the determination. Possible outcomes include that the student:
  - a. may continue at UNH with no conditions, restrictions, or modifications.
  - b. may remain at UNH subject to conditions, restrictions, or modifications.
  - c. will be separated from the University.

The Dean of Students may also impose administrative separation if the student rejects the reasonable modifications and/or conditions.

If the student is being separated, the notification will include information about the earliest the student may seek reinstatement, any conditions on reinstatement, and the process for seeking reinstatement. Students may request an earlier return date by contacting the Dean of Students who will consider the request, conduct an individualized assessment based on the available information, and determine if the request will be granted or denied.

The outcome will be effective immediately and may remain in effect pending the outcome of any appeal. The student may not attend class, will be required to move out of any University housing, and may be banned from campus.

## appeal

If the student is being separated or their attendance is subject to conditions or modifications, the notification will include information regarding the student's right to appeal with the Senior Vice Provost for Student Life within five business days of the final decision. The appeal must be made in writing, must be submitted to the Senior Vice Provost for Student Life, and must state the basis for the appeal. Reasons that an appeal would be considered include 1) that there is new information available or (2) that the separation is not reasonably necessary in order to protect against a direct threat to the health and safety of members of the community or prevent substantial disruption to the community. The Senior Vice Provost for Student Life will review the request and the complete record as compiled by the Dean of Students and may request a meeting with the student. Upon completion of the review, the Senior Vice Provost for Student Life will notify the student in writing of their decision to grant or deny the appeal.

If no appeal is submitted for a student who is administratively separated or the appeal process completes and a separation remains in place, the Associate Dean of the student's school or college will be notified and in turn will notify the student's faculty of the final outcome.

## returning after a separation

Students who are administratively separated must apply for readmission through the Office of Undergraduate Admissions or the Graduate School. Readmission may be granted to qualified students contingent upon certain conditions that could include receipt of documentation from a licensed treatment provider, the student agreeing to engage in ongoing treatment, and/or the student meeting with the Dean of Students.

# 20 Outdoor Assemblies and Events, Solicitation and Dissemination of Viewpoints in Public Areas on Campus

## 20.1 Outdoor Assemblies and Events

An outdoor assembly is a group of people gathered together in one place out of doors on the University campus for an organized common purpose. An outdoor event is a planned public or social occasion held out of doors on the University campus. Events and assemblies include organized groups of people gathered to protest or disrupt another assembly or event. A permit is required to hold an outdoor event or assembly, except as allowed under section 23.2.1 below. The University has established these rules, to govern the time, place and manner of assemblies and events to reasonably protect public safety and the University's pursuit of its fundamental educational mission, consistent with its commitment to implement and protect the First Amendment rights of faculty, staff and students. Any student with

questions about these rules may contact the UNH Police Department or the Dean of Students Office.

The following units or groups may hold outdoor assemblies or events: schools and colleges, divisions, departments, or other official administrative (including residential) or service units, recognized employee or student organizations. Persons or organizations who are not students, faculty, or officials of the University shall not conduct outdoor assemblies or events. Non-University persons or entities may be invited to campus to attend assemblies or events conducted by a unit of group included above, but must follow all applicable University policies. The University reserves the right to require the invited individual or group to provide a certificate of insurance evidencing comprehensive liability coverage for bodily injury and property damage of one million dollars prior to the use of any University space. The sponsoring unit or group shall be responsible for the good conduct of the invited person or organization.

Outdoor assemblies and events may only be held in designated areas on the UNH campus. Designated areas on campus are 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. Areas on campus not open to public assemblies and events shall include but are not limited to, classroom and laboratory buildings, libraries, dining areas, residence halls, and faculty, staff, or student offices. The Memorial Union building, the Field House, the Whittemore Center and Wildcat Stadium are subject to other rules and are not public areas for the purposes of this rule. Thompson Hall Lawn is reserved for University sponsored events only.

Outdoor assemblies and events shall not be permitted if they constitute a clear and present danger to the safety or welfare of persons or property, or if they threaten to disrupt vehicular or pedestrian traffic. No outdoor assembly or event may interfere with or prevent the use of campus facilities for regular instructional programs or for other scheduled activities. Clean-up will be done immediately by the unit or group registered to hold the event or assembly.

For reasons of safety, no overnight events shall be permitted. In order to maintain an events calendar that allows for maximum participation by the many groups and units within the University, specific one-time events will be limited to one day, or one evening.

## 20.2 Outdoor Assembly and Event Permits

### 1. Small events or assemblies

A student organization or University unit seeking to conduct an outdoor assembly or event where up to 25 persons may be reasonably expected to attend are not required to obtain a permit. Although it is not necessary for a students planning a small event or assembly to obtain prior permission from the university, they are encouraged to contact the UNH Police Department to identify an appropriate area for the small event or assembly for scheduling purposes to minimize possible conflicts and to request additional information as needed.

Students and student organizations may hold a small event or assembly in a designated area of campus provided:

- a. The event is not promoted to the public or the general student body by flyers, posters, mailers, broadcast or print advertising or social media,
- b. The area has not been previously reserved or scheduled for a particular function.
- c. No sound amplification is used.

- d. Participants do not violate university policies or the Student Code of Conduct.
- e. The small event or assembly shall meet all requirements of section and 23.2.2.7 below
- f. A small event or assembly shall not be permitted if it constitutes a clear and present danger to the safety or welfare of persons or property,
- g. A small event or assembly shall not be permitted if it disrupts vehicular or pedestrian traffic.
- h. A small event or assembly shall not be permitted if it interferes with or prevents the use of campus facilities for regular instructional programs or for other scheduled activities.
- i. A small event or assembly shall not be permitted to last overnight, for the safety of participants.
- j. Booths, amplified or disruptive music, fireworks, food vendors or BBQ/fires are not permitted at small events or assemblies.

## 2. Permit Process for Outdoor Events and Assemblies

1. There is a presumption in favor of issuing a permit for assemblies and events provided that the registering unit or organization follows the consultation process set forth in sections 23.2.2 and agrees to follow the requirements set forth in the permit. In addition, all applications for permits shall be assessed on a viewpoint neutral basis.
  2. The unit or organization shall demonstrate that compensation will be made to all servicing departments for all expenses resulting from the outdoor assembly or event, including security, custodial service, traffic control, grounds maintenance, food service, and conference or facility arrangements. See Student Activity Fee Committee for funding options for recognized student organizations.
  3. The unit or organization requesting a permit shall provide complete and accurate information about the event on an application form. The unit or organization requesting a permit shall identify at least one full-time faculty, staff, or student officer to be present at the assembly or event at all times and to be responsible for the conduct of the event. The application form shall be available electronically, and may be submitted electronically or person to the UNH Chief of Police or to the Dean of Students or their designees.
  4. The following information, shall be required, as applicable, from all applicants on the application form:
    - a. Name and address of sponsoring unit or organization,
    - b. Name and address of person filing application and positive form of I.D.
    - c. Date of assembly or event
    - d. Name and address of person in charge of the assembly or event
    - e. Description of the assembly or event
    - f. Location of the assembly or event
    - g. Purpose of the assembly or event
    - h. Type of equipment or structures, if any, to be used during the assembly or event, including posts, anchors, holes or trenches to be placed in the ground
    - i. If the event or assembly includes booths, music, fireworks, food vendors or a BBQ/fire, name of all vendors, and descriptions of all sources of flame such BBQ-type of grill (non-commercial, gas or charcoal), open pit, (if food is served or prepared at the assembly or event)..Please refer to Section 24 for more information on commercial activity.
5. Applicants, with assistance as needed from the Police Department, shall consult the following individuals or their designees, as appropriate, about plans for the event or assembly and obtain their signature or other satisfactory evidence of the consultation:
    - a. Captain on staff, Durham Fire Department, 862-1426 (when open sources of flame will be present)
    - b. Director, Plant Maintenance, Leavitt Center, 862-3936
    - c. Chief of UNH Police or designee, 18 Waterworks Road, 862-1427;
    - d. Manager, Grounds and Roads, 862-3518, Office of the President, 862-2450 (for events or assemblies on Thompson Hall Lawn or Great Lawn);
    - e. Manager, Grounds and Roads, 862-3518; Assistant Director of Residential Life, 862-2268 (for events in residence hall quadrangles or adjacent to residence halls).
  6. Permit applications shall be evaluated using the following criteria:
    - a. Whether campus pedestrian, bicycle and/or vehicular traffic will be unreasonably impeded and whether members of the UNH community not participating in the activity will be unreasonably disrupted in their normal activities.
    - b. Whether any and all public address systems to be used conform with all applicable laws and whether they will interfere with any instructional activities or disrupt normal University operations.
    - c. Whether considerations of public safety and the safety of all participants are addressed to the satisfaction of the UNH Police Department. Conditions that constitute a clear and present danger to the safety or welfare of persons or property are grounds for withholding a permit.
    - d. Whether any temporary structures or installations associated with the event are safe, interfere with any normal operations, have the potential to interfere with any utility lines above or below ground level, and will be removed promptly (at the conclusion of the scheduled event).
    - e. Whether the event renders any space unsatisfactory for use in its normal or primary function.
  7. Permits shall be issued, or denied, by the UNH Chief of Police, or designee. An organization or unit may appeal to the Dean of Students or designee regarding the denial of a permit application. Conditions on the permit may require that the organization or unit holding the permit shall be responsible for:
    - a. cleanup of refuse reasonably attributable to the organization's or unit's conduct of the assembly or event and not to the reckless behavior of third parties;
    - b. reasonable precautions to prevent fires or danger to the physical safety of participants or third parties; and
    - c. financial responsibility for any property damage incurred while using said area. Permit holders will have the option of either repairing damaged areas themselves with a plant maintenance inspection for satisfaction or to pay for repairs.
  8. Each outdoor assembly or event needs an additional permit. Barbecues, amplified voices or music (such as a microphone, bullhorns, speakers) or fireworks are prohibited during normal class hours (8 a.m. until 5 p.m.).

## 20.3 Solicitation and Dissemination of Viewpoints; Distribution of Literature

1. Individual students, including members of student organizations, who wish to solicit for contributions, distribute literature (including requesting a small fee or voluntary contribution for the literature to defray expenses); and engage in sequential, incidental, brief and transitory verbal interactions with passersby on the sidewalks and in the parking lots on campus may do so at any time. Solicitation and dissemination of viewpoints shall not be permitted if they threaten human safety, or if they disrupt or threaten to disrupt vehicular or pedestrian traffic. No solicitation or dissemination of viewpoints may interfere with or prevent the use of campus facilities for regular instructional programs or for other scheduled activities. Amplified voices and/or music (such as microphones, bullhorns, speakers) are prohibited during normal class hours (8 AM until 5 PM) and any signage shall be free standing, not affixed to any structure or inserted into the ground.
2. Non-students who wish to solicit for contributions, distribute literature (including requesting a small fee or voluntary contribution for the literature to defray expenses); and engage in sequential, incidental, brief and transitory verbal interactions with passersby on the sidewalks and in the parking lots on campus must first obtain a permit from the University of New Hampshire Police Department. Applications shall be granted on a strictly viewpoint neutral basis. Applicants shall agree not to obstruct or impede any person.
3. Solicitation and dissemination of viewpoints shall not be permitted if they threaten human safety, or if they disrupt or they threaten to disrupt vehicular or pedestrian traffic. No solicitation or dissemination of viewpoints may interfere with or prevent the use of campus facilities for regular instructional programs or for other scheduled activities. Amplified voices and/or music (such as microphones, bullhorns, speakers) are prohibited during normal class hours (8 AM until 5 PM) and any signage must be free standing.
4. The tables in the hallways of the Memorial Union building are reserved for solicitation, distribution of literature and event promotion by recognized student organizations, University departments, and entities approved by the Director of the Memorial Union & Student Activities. The Memorial Union has established tables in the hallways that may be reserved on a first come, first served basis in the Memorial Union Office and are subject to reasonable time, place and manner rules adopted by the Director of the Memorial Union & Student Activities and MUB Board of Governors (MUBOG). For reasons of public safety and traffic flow, organizations or individuals shall remain behind the tables and shall not enter the hallways to engage in event promotion, distribution of literature or solicitation. Solicitation and distribution of literature in residence halls and university apartments is subject to section 23.3.
5. University recognized student organizations and University departments may use the designated tables in accordance with applicable MUB and Student Activity Fee rules.
6. Persons using an area to distribute literature are encouraged to be responsible for litter/refuse clean-up of the area and repair of property damage to the area reasonably attributable to their activities. Persons have the option of either repairing damaged areas themselves with a plant maintenance inspection for satisfaction or to pay for repairs.

## 20.4 Permits to Solicit and Disseminate Viewpoints and Distribute of Literature

Students are permitted to solicit viewpoints, disseminate viewpoints and distribute literature in accordance with section 23.3. On-campus and off-campus agencies who wish to distribute literature on University property shall:

- a. Obtain and submit a completed application form at the University Police Department, 18 Waterworks Road; 862-1427. Applications may be submitted electronically by email.
- b. Agree to be responsible for clean-up costs that are incurred as a result of mass distributions of literature;
- c. Submit evidence that the applicant has conferred with the Manager, Grounds and Roads, or designee, 862-3518 regarding procedures for clean up and use of grounds.

## 20.5 Door-to-Door Solicitation

No person may solicit door-to-door in residence halls, University owned apartments classroom buildings, laboratories, or administrative buildings.

## 21 Commercial Activities on Campus (ad/ss)

For the purposes of this section "Commercial Activity" is described as any activity undertaken as part of a commercial enterprise. This includes marketing, sales, or any other action deemed as commercial activity by the University.

### 21.1 Policy for Outdoor Commercial Activities on Campus

The purpose of this policy is to manage outdoor commercial activity on campus in order to maintain a healthy, safe, and attractive educational and living environment, which is in keeping with the University of New Hampshire mission, including its Academic Plan, Transportation Policies, and Campus Master Plan. Conducting any commercial activities for the profit of any person or business is permitted on the campus only upon receipt of a UNH Outdoor Commercial Activity Permit with the following conditions and exemptions.

#### Exemptions

*The following activities are exempt from this policy:*

1. Commercial activities at athletic events that receive authorization from the Director of Athletics and which are registered with the University Police Department through a separate process.
2. Student activities performed by the students of the University.
3. Commercial activities sanctioned under separate contract agreement executed by authorized University officials. Anyone wishing to obtain more information about the UNH Outdoor Commercial Activity Permit can contact the UNH Police Department during normal business hours by calling 603.862.1427 or visiting their office at 18 Waterworks Way on campus.

### 21.2 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 IV.4.08.

## 21.3 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 requested by a recognized student organization or campus department, the presentation is relevant in nature to the work of the organization or department and the organization or department is not, in the view of the Memorial Union administration, being used to "front" for an external organization that would otherwise be subject to different policies and rates as a non-UNH organization. ;
2. The room to be used is properly reserved;
3. The Memorial Union and Student Activities Office is given, through the reservation process, clear and complete explanation of the nature of the presentation or demonstration.
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.

## 21.4 Memorial Union

The sale of items in the Memorial Union is permitted in accordance with specific guidelines outlined by the Memorial Union & Student Activities and the Memorial Union Board of Governors. Vendors are guests of the University.

## 21.5 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.

## 21.6 Permission

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

## 22 Bicycles or Micro-mobility Alternative Conveyances

### 22.1 Operation

The operator of any bicycle or micro-mobility alternative conveyance 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 or micro-mobility alternative conveyances. Bicycles or micro-mobility alternative conveyances are not to be operated on sidewalks, in buildings, or counter flow to traffic. Person operating bicycles or micro-mobility alternative

conveyances must respect pedestrians' right of way. The emphasis is on the protection and safety of all.

### 22.2 Parking and Securing

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

### 22.3 Violations

The possession and use of a bicycle or micro-mobility alternative conveyance 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 or micro-mobility alternative conveyances and official warnings and citations.

## 23 Grievance and Complaint Procedures

### 23.1 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, the University acknowledges that such action may be intimidating and/or ineffective when a student believes 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. In those cases, any UNH student, including undergraduate or graduate degree candidates, may pursue the complaint procedures described below to resolve concerns involving faculty or staff. However, a student is never required to confront a faculty or staff member believed to be discriminating or harassing and is encouraged to report the matter to the [Title IX Coordinator/Director of the Civil Rights & Equity Office](#).

### 23.2 Complaints Related to Discriminatory and Sexual Harassment

The University has established specific procedures to address concerns related to discriminatory harassment and sexual harassment detailed in section 10.2. In all cases where a mandatory reporter receives information indicating that a student has been subjected to sexual harassment or sexual violence by an employee (e.g., faculty, staff, teaching assistant) they are required to report this information to the Title IX Coordinator. Exceptions to this reporting requirement include Psychological and Counseling Services, Health & Wellness, and staff of SHARPP (Sexual Harassment and Rape Prevention Program). The Civil Rights & Equity Office may be consulted at any time for assistance with regard to concerns related to perceived discrimination on the basis of race, color, religion, sex, national origin, ability, sexual orientation, gender identity, or expression, veteran status, marital status or age.

### 23.3 Other Complaints About Faculty

Students should discuss other complaints regarding faculty and teaching assistant compliance with University policies directly with the faculty member responsible for the course and seek a resolution. However, if either (a) the student feels that direct discussion would be counterproductive or, (b) after consulting with the faculty member, a student still has a

complaint, the student may talk with the chairperson of the faculty member's department. If no satisfactory resolution results, the student may talk with the associate dean of their college or school.

## 23.4 Other Complaints About Staff

Students should discuss other complaints regarding staff directly with the staff member and seek a resolution. However, if either (a) the student finds that direct discussion would be counterproductive or, (b) after consulting with the staff member, a student still has a complaint, the student may talk with the staff member's supervisor. If no satisfactory resolution results, the student may talk with the chair or director of the department and/or supervisor of the department. If the matter is not resolved at this level, final appeal may be made to the Vice President who oversees the department in which the staff member works.

## 24 Acceptable Use Policy for Information Technology Resources at the University of New Hampshire

The information technology resources provided by the University System of New Hampshire (USNH) and its component institutions support the educational, instructional, research, and administrative activities of the University System and those institutions. Use of these resources is a privilege that is extended to USNH community members. Inappropriate or improper use of these shared resources can impede or negatively impact availability for the rest of the community. As such, all community members are required to behave in a responsible, ethical, and legal manner during that use.

This Policy defines acceptable use of information technology resources at USNH and its component institutions and outlines the responsibilities and obligations of community members who are granted access to or use of these resources. Specifically, this Policy supports the following objectives:

1. Safeguarding the confidentiality, availability, integrity, and privacy of institutional information and enterprise information technology resources.
2. Providing a reliable information technology environment for all USNH community members.
3. Guaranteeing use of enterprise information technology resources is consistent with the principles and values that govern use of other USNH and component institution resources (e.g., facilities).
4. Confirming that enterprise information technology resources are used for their intended purposes.

### Scope

This Policy applies to anyone who utilizes USNH information technology resources, and all uses of those resources, irrespective of where the resources are being used. This includes students, faculty, staff, contractors, vendors, prior students/alumni, parents, volunteers, and external customers utilizing services provided by USNH.

For purposes of this Policy only, any individual who is authorized to access or use a USNH or component institution information technology resource is considered a member of the USNH community.

This Policy covers the use of all information and information technology resources owned, managed, licensed, or entrusted to USNH or one of its component institutions, regardless of who is providing those resources, how they are being provided, or how they are being accessed. Referred to

throughout this Policy as institutional information and USNH information technology resources, this includes, but is not limited to:

1. Information technology resources administered by Enterprise Technology & Services (ET&S) or contracted vendors.
2. Information technology resources administered or managed by individual administrative, academic, or business units.
3. Institutionally owned endpoint devices.
4. Institutional telecommunication services including voicemail.
5. Personally owned endpoint devices that connect to any USNH network.
6. Devices, regardless of device ownership, that connect to any USNH information technology resource, including students' use of devices.

Business Application Owners or Technology Service Owners have the authority to establish more restrictive requirements governing use of those resources in their care. When there are additional use restrictions for a specific information technology resource, individuals who need access to that resource shall be informed of those restrictions, and agree to abide by them, prior to access being granted.

### Acceptable Use

Acceptable Use of information technology resources is always ethical, reflects academic integrity, and shows restraint in the consumption of shared resources. It also demonstrates respect for intellectual property, ownership of data, information technology resource security, and freedom of intimidation and harassment. The following are explicitly defined as acceptable:

1. Use that supports the administrative, academic, research, outreach, service, and operational mission of USNH and each of its component institutions.
2. Use of information technology resources for which the community member has been authorized to access and use so long as that use adheres to the intended use of those resources.
3. Use that protects the intellectual property of others and the rights of copyright holders of music, videos, images, texts, and other media.

### Prohibited Use

Use of USNH information technology resources that is illegal, disruptive, or that has the potential to negatively impact other community members or shared information technology resources is prohibited. Use that violates a USNH or component institution policy, a contractual obligation, or that subverts the mission of USNH, or its component institutions is prohibited. The following uses of USNH information technology resources are explicitly prohibited:

1. Use or attempted use of any information technology resources without permission.
2. Use of another community member's credentials, even if the community member gives them permissions.
3. Sharing any password associated with enterprise or component institution credentials in violation of the USNH password policy.
4. Use of USNH information technology resources in violation of civil or criminal law at the federal, state, or local levels or in violation of any regulation.
5. Attempting to alter or reconfigure any USNH information technology resources, whether they belong to USNH or not.



6. Use that seeks to circumvent, defeat, or attempt to defeat information technology resource security controls.
7. Masquerading as or impersonating others or otherwise using a false identity without authorization, while accessing and/or utilizing USNH information technology resources.
8. Removal of any USNH-owned or administered information technology resource from its normal location without authorization.

For a comprehensive list of prohibited uses please refer to the Full Acceptable Use Policy found at: <https://www.usnh.edu/policy/usy/viii-cybersecurity-policies-and-standards/acceptable-use>.

## Community Member Responsibility

Members of the USNH Community shall be provided with the use of information technology resources. While accessing and using these resources, community members shall have a reasonable expectation of reliable use of these shared resources, and protection from abuse and intrusion by others sharing these resources.

Users are specifically advised that infringement of copyright laws constitutes a violation of the Acceptable Use Policy, and that UNH follows an established process to respond to complaints from copyright holders about students who allegedly violate the copyright law through electronic means such as peer-to-peer file sharing through personal computers. Under the provisions outlined in the Digital Millennium Copyright Act (DMCA) enacted in 1998, if you download, copy, use, or share copyrighted digital information files, including but not limited to music and movies, you are engaging in illegal activity that could result in legal action or University of New Hampshire Student Judicial System charges. If the university receives a lawfully ordered subpoena to provide personally identifiable information (such as name and address) matching an IP address that has been identified as an alleged source of copyright violations, it will comply. For additional information concerning the Digital Millennium Copyright Act (DMCA) and the University's compliance procedures visit <https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=601>. The policy is periodically reviewed and updated. It is the user's responsibility to familiarize themselves with the updates

## 25 Student Social Media Policy

Students have extensive access to social media. Social media offer a variety of positive experiences and benefits to students, including increased engagement in the community, increased sense of social connection and sense of well-being. They also harbor a number of known risks to students' privacy, future employment, and current well-being. The risks include, but are not limited to: bullying, harassment, defamation, injury to reputation. Those risks are increased by the public nature and inherent insecurity of electronic digital communication.

The purpose of this policy is to promote, instill and support habits of communication and character that will help UNH students be successful both in their progress toward completing their educational program and in their future lives.

## Guidelines

Students are expected:

1. To be respectful, careful, responsible and accountable for their use of social media. A student's right to make a statement does not mean that the speech has no consequences in terms of impact on others,

judgments made about the speaker by third parties, or the impact on future employers.

2. To respect the lack of privacy inherent in social media. For instance, communications intended to be private by their sender may be shared by their receiver and published widely.
3. To respect the abusive power inherent in social media.
  - Example: An image, comment or video that a student intends to be funny may be published widely. That content may be disturbing or harmful to persons from other races, cultures or personal backgrounds due to the historical uses or abuses of images, words or concepts embedded in that content. Not only is it ethically wrong to hurt others if it can be avoided, but in the digital world the abuser may quickly become the recipient of threats, abuse and disparagement.
4. To respect the speed inherent in modern social media.
  - Example: A student may post a statement to a nonpublic account, have the statement photographed and uploaded to a public Facebook page and begin receiving abusive messages within minutes of posting the original statement.
5. To be gracious and compassionate both in the statements they make and when they interpret the intentions of those making statements concerning them. Students should expect to be held responsible by others for what they say in all places, including on social media.
6. To understand that the University, acting through its senior administrators, may engage in public counter speech when a student engages in offensive speech toward others that is contrary to the published mission and purpose of the University.
  - Example: A student makes a highly publicized statement that all noncitizens should be denied admission to the University. A senior University administrator may issue a statement on behalf of the University that it supports the rights of qualified noncitizens to receive an education at the University.

## Policy

1. The University may, but does not regularly monitor the language and/or actions of students on public social media platforms, including Facebook, LinkedIn, Twitter, etc. However, while the University will defer to the user policies of the individual social medium, it will hold students accountable for reported related Code of Student Behavior violations. Students may not use social media to:
  - a. to commit discriminatory harassment, Art. III.3.d, by creating a hostile environment for another. In determining whether statements, images or descriptions in social media create a hostile environment they must be both objectively and subjectively offensive, such that a reasonable person would find them hostile or abusive, and that the victim in fact perceived them to be so. To determine whether an environment is sufficiently hostile or abusive it is necessary to look at all the circumstances, including the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere insult; and whether it unreasonably interferes with another student's participation in academic, social or work life on this campus. Controlling law requires that simple teasing, an offhand comment, or an isolated incident (unless it is extremely serious) by themselves will not be sufficient to create a hostile environment, but the environmental impact, not the speaker's intention, is controlling. These standards for judging whether a hostile environment has been created is to ensure that this rule does not become a "general civility" rule used to punish disfavored, but legally protected, exercises of speech by students.

- Example: A student repeatedly sends messages containing racial epithets offensive to a member of protected class after the recipient has communicated to the sender that the racial epithet is offensive. This conduct may be found to create a hostile environment, even if the student claims that the messages were intended to humorous.
  - b. Post messages that threaten another, Art. III.3.b, incite imminent lawless action, Art. III, 17, or are otherwise unlawful harassment, Art. III.3.c, are defamatory or otherwise unlawful, Art. III.12.
  - c. Claim or imply that they are speaking on behalf of the University.
  - d. Intentionally inflict emotional distress on others.
  - e. Violate any provision of the Acceptable Use Policy, OLPM UNH.VI.F.5.6, the Student Code of Conduct or provision of state or federal law.
2. The University recognizes that social media behavior is entitled to extensive protections under the First Amendment. The University guarantees and protects the speech rights of students. This policy will be interpreted with those protections in mind.
  3. UNH employees: This policy does not supersede guidance and instruction given to UNH employees.

## Procedure

1. Any faculty, staff or student may complain in writing to the Dean of Students, Director of Community Standards, or their designee about a student's use of social media. Complaints may also be submitted to the Director of Civil Rights and Equity through [Civil Rights and Equity](#).
2. The Dean of Students, Director of Community Standards, Director of Civil Rights & Equity or their designee may initiate a mandatory educational conversation with the student and/or the complainant.
3. The Dean of Students and Director of Civil Rights and Equity may appoint an independent investigator to gather evidence and information and/or a University Complainant to bring conduct charges forward under the Student Code of Conduct when they find that a student, faculty or staff member has presented sufficient evidence of a violation of this policy. In all cases, the Dean of Students and Director of Civil Rights and Equity may share reported violations of this social media policy with the Chief of Police.
4. Evidence: content, context, intention, and impact are all important to judging whether social media violate this policy. Students are encouraged to promptly and thoroughly document violations of this policy by preserving the entirety of social media behavior that they believe constitutes a violation of this policy.
5. When two or more students allege that there are mutual violations of the social media policy arising from the same incident the University may find both parties responsible for a violation of this policy. The mutually offending behavior normally will be treated as a mitigating factor in determining sanction, even if there are not mutual allegations.
  - Example: Student A reports and documents that Student B posted a death threat against them. Student B reports and documents that Student A posted a series of disparaging gender epithets directed at Student B, including after Student B requested that the conduct cease. Both Student A (discriminatory harassment) and Student B (threat) may be found to have violated the Student Code of Conduct. In assessing Student B's sanction, however, the on-going harassment may be found to justify a less severe sanction than normal.
6. When a student is found responsible for violating this policy, educational sanctions, such as educational conversations with

faculty or staff, or attendance at events or classes intended to promote educational outcomes, will be considered and included in the sanction order as appropriate.

7. Notification of the final results of a disciplinary proceeding under this policy may be made to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. In all instances, notification of the final results of a disciplinary proceeding under this policy will be made to the Dean of Students and Director of Civil Rights and Equity.
8. If a student is found to have used social media to threaten any crime against another student with the purpose of terrorizing that student. The behavior will be reported to the UNH Police Department.

## 26 Behavioral Intervention Team

The Behavioral Intervention Team (BIT) supports students in managing significant mental health concerns. This could include when a student is hospitalized, transported to the hospital, managing active suicidal thoughts, and may be out of touch with reality. BIT members work directly with students to make referrals, ensure that they are connected to appropriate support, and promote a safe, successful, and non-disruptive environment on campus. For more information about BIT including its members, visit the [Behavioral Intervention Team website](#).

### Procedures

When BIT becomes aware of a student that might meet the criteria for BIT follow-up, BIT will typically take the following steps:

1. Gather any additional information available and assess if any notification to individuals outside of the BIT team is appropriate and permissible by law. This could include the student's family or emergency contact, roommates, faculty, or the hospital;
2. Consult as a group and determine whether BIT should follow up and if so, assign a BIT member to reach out to the student;
3. Reach out to the student to set up a meeting to discuss. The student may be required to attend the meeting;
4. Discuss the situation with the student including gathering information about their current support network including their treatment;
5. Making a determination regarding next steps. Next steps could include:
  - a. Scheduling additional meetings with the student;
  - b. Verifying that the student is engaged in ongoing treatment;
  - c. Referring the student to treatment;
  - d. Providing the BIT member's contact information should the student need additional support.

If the student declines to meet with the BIT member or follow through on any next steps, BIT will conduct an individualized assessment and determine whether to take no further action regarding the situation or take additional steps such as referring the matter to the Dean of Students.

## 27 Health Insurance and Immunization

### IMMUNIZATIONS

Prior to matriculation at UNH, all students that are enrolled in at least one in-person course at UNH are required to provide proof of immunization or

demonstrate their immunity to specific vaccine-preventable diseases as outlined below.

### Required

- Measles, Mumps, Rubella (MMR): 2 doses at least 28 days apart, initiated after 12 months of age, or immune titers
- Meningococcal (ACWY): 1 dose required within 5 years of enrollment; a booster dose required if initial dose administered prior to age 16
- Tetanus, Diphtheria, Pertussis (Tdap): within 10 years, after completion of primary series
- Chicken Pox (Varicella): two doses of vaccine, separated by four to eight weeks, or immune titer

### Strongly Recommended

- Influenza: annually
- COVID-19: Both doses of a two-dose vaccine (i.e., Pfizer, Moderna), or one dose of a one-dose vaccine (i.e., Johnson & Johnson), plus booster dose(s).
- Hepatitis B: series of 3 doses
- Human Papillomavirus (HPV): series of 3 doses

Students failing to meet these criteria upon arrival on campus could be denied registration.

## HEALTH INSURANCE

The University requires full-time degree students that are enrolled in at least one in-person course to have health insurance as a condition of enrollment. Student health insurance is separate from the Health & Wellness fee. It provides health care coverage beyond the care and services covered by the Health & Wellness fee, e.g. local specialist or hospital care. Information regarding health insurance can be found at [unh.edu/shbp](http://unh.edu/shbp). International students with F1 or J1 Visas are required to purchase the Student Health Benefits Plan sponsored by the University. This plan provides coverage for 12 consecutive months effective September 1 of each year.

## The University and Federal, State, and Local Laws

- [The Family Educational Rights & Privacy Act of 1974, as Amended](#) (p. 58)

## The Family Educational Rights & Privacy Act of 1974, as Amended

### 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 Policy and Compliance Office concerning alleged failures by the institution to comply with the act.

## 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 another 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, the University will notify the student of the decision and advise students of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are 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, 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 students serving on an official committee, such as a disciplinary or grievance committee, or assisting school officials in performing their tasks. School officials have a legitimate educational interest if they need to review an education record in order to fulfill their 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. Students may authorize persons of their choosing to access UNH billing, financial aid, and certain academic history information through the Parent Portal.
4. The University occasionally receives court orders and grand jury subpoenas requiring it to produce a student's educational records. The University usually makes reasonable efforts to notify the student of the order or subpoena before complying, except when the order or subpoena itself requires that the student not be notified.
5. 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:

U.S. Department of Education  
Student Privacy Policy Office

400 Maryland Avenue, SW  
Washington, DC 20202-4605

Under the guidelines of FERPA (as amended), exceptions to the prohibition against disclosures permits Community Standards to discretionarily release notification to a parent or legal guardian the first time and every subsequent time a student under the age of 21 is found responsible for violating any law or University policy governing the use or possession of alcohol or controlled substances.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which students' education records and personally identifiable information (PII) contained in such records – including their Social Security Number, grades, or other private information – may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without the individual's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student's education records and PII without prior consent to researchers performing certain types of studies, in certain cases even when UNH objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive students' PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without prior consent PII from students' education records, and they may track students' participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## Directory Information About Students

The act provides that "directory information" may be made available to third parties without requiring the 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. "Directory information" (other than that for specialized programs and activities) should be requested from the Registrar's Office and consists of the following item:

1. Student's name, address, telephone listing, and email 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. Enrollment status.

*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.

*Note:* The right to opt-out of the public release of directory information does not include the right to refuse to wear or use a student identification card or badge that contains identifying information if university officials have determined that such student identification is necessary.

**For general information concerning the Family Educational Rights and Privacy Act of 1974, as Amended or for assistance in locating individuals or offices maintaining a student's education records, please contact the Dean of Students or the Provost and Vice President for Academic Affairs.**

Copies of the Family Educational Rights and Privacy Act of 1974, as Amended are available in the Dimond Library at the Reference Desk, and on the Web site for the Department of Education: [www.ed.gov](http://www.ed.gov).

## Sexual Misconduct at Institutions of Higher Education Important Disclosures

1. Disclosure
  - a. Students, faculty, and staff who personally experience sexual misconduct have the right to report the incident to law enforcement, the University, or both. Similarly, students, faculty, and employees who personally experience an incident of sexual misconduct are not legally required to disclose the incident to either law enforcement or the University. However, when the University becomes aware of such an incident, it may provide law enforcement with details about an incident under some circumstances if such disclosure is necessary to secure campus safety or required by University policy or state or federal law. In addition, certain individuals have an obligation to report incidents of sexual violence when they receive notice of such incidents as part of their work for the University. UNH mandatory reporters include all UNH staff, faculty, hall directors, coaches, resident assistants (RAs), community assistants (CAs), teaching assistants (TAs), research assistants, Graduate and Undergraduate Student Senate Executive Leaders (when conducting work for the Student Senate) and UNH Manchester Peer Assistant Leaders (PALs) and Mentor Ambassadors for Transfer Engagement (MATEs).
  - b. The University provides various reporting options for students, faculty, and staff who experience sexual misconduct including a confidential resource advisor. When a student, faculty, or staff member reports experiencing sexual misconduct, the University will provide them with information regarding rights, resources, and options.
  - c. Students, faculty, and staff have the right to obtain a court- or institution-issued protective order against a responding party of a reported incident of sexual misconduct as authorized by law and University policy.
  - d. Supportive measures are also available to students who have reported incidents of sexual misconduct, even if they have not filed a formal complaint.
  - e. The University will not publicly disclose the identity of the reporting party and the responding party, except as necessary to carry out a disciplinary process or as permitted under state or federal law.
2. Procedures

- a. The University's investigatory and disciplinary proceedings do not serve as a substitute for the criminal justice process.
- b. The University will investigate formal complaints of sexual misconduct, by interviewing reporting and responding parties and witnesses, and, as available, obtaining supplemental evidence.
- c. The University will prepare a report of its investigation and make it available to the parties to the case. This process is further described in the Student Code of Conduct.
- d. The University will adjudicate charges of sexual misconduct against students through the Community Standards office. Adjudication will include formal notice, adjudication by trained hearing officers and the right for the parties to have an advisor or support person present. This process is further described in the Student Code of Conduct.
- e. The Civil Rights & Equity Office will use a similar process to adjudicate charges of sexual misconduct against faculty and staff.
- f. A student found responsible for sexual misconduct faces sanctions that range from probation and educational interventions to eviction from University housing, suspension, or expulsion. A faculty member or staff found responsible for sexual misconduct faces sanctions that range from warning to dismissal.

## Healthcare and Support Resources

For questions and concerns regarding sexual misconduct and/or the Title IX process, or for help coordinating support services related to academic, housing or other needs related to living, working or participating in University programs:

**Title IX Coordinator**  
**105 Main Street**  
**Thompson Hall 305**  
**Durham, NH 03824**  
**(603) 862-2930**

<https://www.unh.edu/affirmativeaction/incident-report-form-about>

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

**Medical treatment in the area of the Durham campus includes the following:**

**Wentworth-Douglas Hospital**  
 789 Central Avenue, Dover, NH 03820  
 (603) 742-5252

**Medical treatment in the area of the Manchester campus includes the following:**

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

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

**Medical treatment in the area of the UNH Law Concord campus includes the following:**

**Concord Hospital**  
 250 Pleasant Street  
 Concord, NH 03301  
 (603) 225-2711

## Sexual Assault and Domestic Violence Resources

Resource	Phone Number
New Hampshire Sexual Assault Hotline	1-800-277-5570
New Hampshire Domestic Violence Hotline	1-866-644-3574

Services for survivors of sexual assault, domestic violence, stalking, and sexual harassment are available through the NH Coalition Against Domestic and Sexual Violence, which is comprised of thirteen member programs throughout the state. A community member does not need to be in crisis to call. Services are free, confidential, and available to everyone regardless of gender, age, health status (including HIV-positive), physical, mental or emotional ability, sexual orientation, gender identity/expression, socio-economic status, race, national origin, immigration status or religious or political affiliation.

**Coalition member agencies serving the Durham campus area include:**

**Sexual Harassment and Rape Prevention Program (SHARPP)**  
 2 Pettee Brook Lane, Durham, NH 03824  
 (603) 862-3494

**HAVEN**  
 20 International Drive #300, Portsmouth, NH 03801  
 (603) 436-4107

**Coalition member agencies serving the Manchester campus area include:**

**YWCA Crisis Service**  
 72 Concord Street, Manchester, NH 03101  
 Crisis Line: 603-668-2299  
 Manchester Office: 603-625-5785  
[www.ywcanh.org](http://www.ywcanh.org)

**Coalition member agencies serving the UNH Law Concord campus area include:**

**Crisis Center of Central New Hampshire**  
 79 State Street, Concord, NH 03301  
 (603) 225-7376

Coalition agencies provide the following services:

- Support and information, available in person and through a 24-hour hotline
- Accompaniment, support, and advocacy at local hospitals, courts, and police departments
- Access to emergency shelter
- Peer Support Groups
- Assistance with protective/restraining orders and referrals to legal services
- Information and referrals to community programs
- Community and professional outreach and education.

## Financial Assistance Resources

Students who require assistance but have financial hardship or limited financial resources may qualify for a one time grant of up to \$500 through the UNH Student Emergency Financial Assistance Fund. This fund provides UNH students who are unable to meet essential expenses due to a temporary or unexpected hardship with short-term financial assistance. Funds can be applied for through the Dean of Student's Office to meet the following needs:

- Emergency travel expenses
- Prescription and other costs related to medical, dental, or mental health
- Essential utilities
- Essential safety and security needs
- Academic supplies and textbooks
- Winter clothing needs like coats and boots
- Auto repairs
- Parking fee
- Replacing essential belongings due to fire, theft, or natural disaster
- Individually-recommended or required services that are considered critical to a student's success, for example, diagnostic testing for Accessibility Resources.

## On-Campus Resources

Medical services are available on-campus through UNH Health and Wellness Services. UNH Health and Wellness is an integrated health and wellness service provides medical care, wellness education, and health promotion serving all students, faculty and staff.

### UNH Health and Wellness

4 Pettee Brook Lane  
Durham, NH 03824  
(603) 862-9355  
[health@unh.edu](mailto:health@unh.edu)

**Mental health services in the area of the Durham campus includes the following:**

### UNH Psychological and Counseling Services (PACS)

Smith Hall, Third Floor  
3 Garrison Avenue  
Durham, NH 03824  
(603) 862-2090  
<http://www.unh.edu/pacs>

*Emergency counseling services are available 24 hours a day.*

**Mental health services in the area of the Manchester campus includes the following:**

### The Mental Health Center of Greater Manchester (MHCGM)

(603) 668-4111  
Reach out via email at [unhm.wellness@unh.edu](mailto:unhm.wellness@unh.edu)  
<https://manchester.unh.edu/academics/academic-services/student-wellness>

**Mental health services in the area of the UNH Law Concord campus includes the following:**

### Riverbend Community Mental Health

105 Loudon Road, Bldg 4  
Concord, NH 03301  
(603) 228-1600

*Call or text psychiatric emergency services 24 hours a day: (833) 710-6477  
Counselor on-campus once a week and can see students off-campus.*

## Resources for Employees

Qualifying university employees have access to the Employee Assistance Program (EAP) offered through Kepro, which provides assessment and referral for a wide range of concerns facing employees. To speak with a consultant please call 1-800-424-1749 or visit <https://www.unh.edu/hr/employee-assistance-program> for more information.

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