



New England  
College

# STUDENT HANDBOOK

2011-2012

**NEW ENGLAND COLLEGE STUDENT HANDBOOK  
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## **STUDENT DEVELOPMENT DIVISION**

### **Mission**

To foster and sustain a creative and supportive learning community that challenges individuals to transform themselves and their world, the Student Development Division:

- Actively removes barriers to student success
- Challenges and supports students to achieve their goals
- Enhances student development and student learning
- Increases ethical and responsible student citizenship

### **Values**

As one division with diverse perspectives and multiple student services, the Student Development Division values:

- Appropriate risk-taking
- Balance in life activities
- Empathy and mutual respect
- Ethical and responsible citizenship
- Intellectual reflection and integrity

### **Goals**

Through the Student Development mission, values and goals, New England College graduates will:

- Accept responsibility for their own decisions and behaviors
- Develop understanding of diverse perspectives
- Engage in actions that benefit their communities
- Set and measure progress towards achieving their goals
- Understand and maintain personal health and wellness

## CAMPUS OFFICES

### Admission Office

If you would like to help the recruitment effort, please stop by the Office of Admission. The staff will be happy to talk about ways you can encourage prospective students to attend New England College. Student workers give tours, assist with on-campus events and telephone prospective students. For more information on how to become involved, please contact the Office of Admission at 428-2223.

### Advancement Office

The Advancement Office includes two primary areas of responsibility: Fundraising and Alumni Relations. Fundraising is handled through the Advancement Office obtaining gifts from alumni, parents (current and past), students, friends, corporations, and foundations for the following: the NEC Annual Fund, endowments, scholarships, special restricted projects, and capital needs. Alumni Relations is responsible for coordinating and advising alumni related activities including Alumni Weekend, regional receptions and events, senior class and alumni liaison, alumni communications, the NEC alumni association, newsletters, profiles and class notes for bi-annual *NEC Today* magazine, and alumni directories.

### Adventure Bound

Adventure Bound provides adventure-based activities that are focused upon individual and group development. Trips are led by students, faculty, and staff who are trained in wilderness medicine, technical skills, and group dynamics. Trips are designed to be diverse and travel throughout New England and some include the on-campus Low and High Ropes Course. Most trips are free to the student body, few trips cost a minimal amount of money. Students from every discipline participate. Trips take place during the week and on weekends. Please contact Adventure Bound at [adventurebound@nec.edu](mailto:adventurebound@nec.edu) for information and questions.

### Alcohol and other Drug Education

New England College has taken a proactive step in dealing with the issues that alcohol and other drugs can bring to a College campus. All members of the College are made aware of the risks of alcohol and other drug use. Through both education and individual services we promote healthy lifestyle choices.

### Athletic Facilities

NEC has twenty acres of outdoor fields for athletics. A state-of-the-art turf field was constructed in 2010. In addition, Bridges Gymnasium and the Field House are used for varsity and recreational athletics. The Lee Clement Ice Arena is used for ice hockey, skating classes, and open skate. We have three outdoor tennis courts that are open to all students. There are wonderful wooded trails on campus which can be used for trail running, cross country skiing, or mountain biking.

### Athletics Teams

Men's athletic teams include cross-country and track, soccer, basketball, ice hockey, baseball and lacrosse. Women's athletic teams include cross-country and track, soccer, field hockey, basketball, softball, lacrosse and ice hockey. Pilgrim athletics are affiliated with the National Collegiate Athletic Association (NCAA Division III), Eastern Conference Athletic Conference (ECAC) and the North Atlantic Conference (NAC).

### Bookstore (Follet Higher Education Group)

[www.nec.bkstr.com](http://www.nec.bkstr.com)

The Bookstore accepts personal checks with College I.D./driver's license and also Mastercard, Visa, American Express and Discover. Merchandise: textbooks, school supplies, general reading, computer accessories, NEC clothing and gift items, greeting cards, calling cards, residence hall supplies, health and beauty items, snacks and soda, film developing and dry cleaning service. Textbooks may be returned for a full refund until the close of add/drop for the current term or two days if purchased thereafter. The sales slip must accompany a return, and books must be in original purchase condition. Some textbooks are available for rental through the Rent-A-Text program. To be eligible rent through the bookstore, the student must be at least 18 years old, must possess valid state or government ID, and must have a credit card to put up as collateral. Rented books are due back to the bookstore by the last day of final exams for the semester in which they are used. Rented titles that are not returned by the deadline will be charged out to the collateral. The bookstore will buy back textbooks year-round with current guidebook value. The bookstore has no control over the used book company prices. Books must be current editions, and the

bookstore reserves the right to determine if a textbook is in an acceptable condition. At the end of each semester, the bookstore will pay up to 50% of the purchase price for those titles that have been ordered for the upcoming semester.

#### Campus Safety

The Department of Campus Safety operates 24 hour/seven days a week from the Campus Safety Building conveniently located on campus for student accessibility. Campus Safety personnel provide a variety of services, from issuing student ID cards and vehicle decals, campus traffic enforcement, night escorts, crime prevention practices, and participation in emergency response procedures. Full-time Campus Safety officers attend a one-week training academy and are certified in CPR and First Aid. Campus Safety dispatchers, an integral part of Campus Safety, are a full-time connection to delivery of safety services to the College community.

#### Club Sports

Club sports are directed by the Club Sports Council. Students presently coordinate sports reflecting the interests of all students. Sports that have been offered in the past include rugby, ice hockey, volleyball, and ultimate Frisbee. New teams can be initiated whenever there is sufficient student interest. Please call the Director of Athletics at 428-2292 for more information.

#### Commuter Students

Many of New England College's students live in off-campus apartments or commute from home. These students are considered a vital part of the New England College community and are encouraged to participate in all services and programs available to residential students.

#### Copy Center

The Campus Communications Office in the Simon Center includes the Copy Center. Copies are 10 cents per printed surface. A coin-operated machine is available in the Danforth Library for student use.

#### Chartwells Food Service

The goal of the dining service program is to provide well prepared, nutritional and enjoyable meals incorporating suggestions, preferences and needs. New England College offers four meal plan options (19 meals, 15 meals, 10 meals and 7 meals) to students, contingent upon a student's residence area. Students not in residence are eligible to participate in a Commuter Meal Plan. The Commuter Meal Plans are geared specifically to stretch your dollars for meals on campus. As a meal plan member, your student ID allows you access to meals and snacks in Gilmore Dining Hall and the Simon Café. For total flexibility and convenience, we also offer Pilgrim Dollars which can be used at both dining locations. For more information on dining services go to our website at: [www.dineoncampus.com/nec](http://www.dineoncampus.com/nec) or see the Residential Life section of The Compass.

#### *How does the meal plan work?*

Meal plans are designed to accommodate students' varied needs. Resident students are required by the College to purchase a meal plan. When you choose a meal plan, your ID card will provide access to meals at the dining location on campus.

#### *How do I use my student ID as a meal card?*

After you have obtained a Student ID from Parking and Card Services, you can use it to access the dining hall. Students are required to present their Student ID card before eating at the campus dining location. If you do not present your Student ID card, you will not be permitted to eat.

#### *What happens if I lose my Student ID card?*

Report the card as "lost" to Campus Safety and they will issue you a new Student ID card. The cost to replace a new card is \$25.00

#### *What if I have a concern about a particular food item?*

Contact either the manager for that location or the Food Service Director at 603-428-2238 to discuss your concern. Bringing our attention to issues as quickly as possible will allow us to resolve potential problems efficiently and effectively.

#### *Do I have to have a meal plan?*

All resident students on campus are required to have a meal plan. Meal plans are optional for students living off campus, however, having a meal plan makes eating on campus quick, convenient, and healthy. We strive to ensure our customers receive the most for their money.

*Can I bring a guest to eat?*

Absolutely. We welcome guests at any time. You can buy a friend or family member's meal.

*Can I lend my card or borrow someone else's?*

No. Meal plans are non-transferable. For example, you can't give your off-campus friends your Student ID card so they can eat meals on campus. Only you are permitted to eat using your Student ID card.

*Are there rules for conduct in the dining halls?*

Yes. The dining halls should be comfortable for everyone to gather and relax while enjoying a meal. To meet health and safety regulations, you are expected to wear proper attire (shirt, shoes, etc.) at all times. Students are also expected to clean up after themselves by returning their trays and garbage to the proper receptacles.

*What is the theft policy in the dining halls?*

The removal of any china plates, silverware, glasses, merchandising props, and food/beverage items (without paying for them) from any dining facility is considered theft of property and is a crime punishable by disciplinary action through the Student Development Office. This policy is strictly enforced in all dining operations. Theft of food service equipment does more than raise costs, it limits the overall operation of food service. If there are more costs to replace equipment, then there is less money to spend on menu selections.

### English as a Second Language (ESL)

New England College's ESL courses prepare students for academic success as full-time students. We offer undergraduate non-credit and credit-bearing courses, and ESL courses for entering graduate students. Our courses will provide the language tools necessary for success in your program and the ability to engage your new community. The full-time, undergraduate non-credit course develops proficiency in reading, vocabulary, writing, speaking, and listening. Students will progress to our credit-bearing ESL and College courses upon successful completion. We offer two undergraduate credit-bearing ESL courses levels. The first comprehensively addresses academic language and study skills; the second focuses on academic writing. Both levels provide a gradual transition into the American College experience, allowing students an ESL class alongside their major, LAS, and elective courses. Our graduate ESL classes provide vocabulary, reading, research, listening, and writing skills for your particular program. Students typically take this full-time class for a semester before beginning their graduate courses. Our ESL classes also provide opportunities to utilize English outside of class. Campus life activities, field trips, and cultural events introduce students to their new surroundings - Henniker, New Hampshire, New England, and the Boston metropolitan area. International student orientation provides a comprehensive language assessment for proper course placement, registration assistance, and an introduction to academic life at New England College. The ESL Program Director provides continual individualized English language instruction, academic advising, support, and resource referral for all international students throughout the year. International students follow the same procedure as domestic students if they do not require English as a Second Language (native English speakers or 79-80 minimum on the TOEFL IBT). Our ESL Transitional Program accepts students with low to intermediate English proficiency, expressed by a TOEFL IBT 45 or the equivalent on comparable English proficiency tests. Students must show proof of financial support before the College issues an I-20 (Certificate of Eligibility for Non-Immigrant [F-1] Student Status). We look at each applicant on his/her own merits and evaluate all materials, including coursework, recommendations, extracurricular activities, and an essay to determine acceptance.

### Faculty

One of New England College's advantages is that faculty and students can develop individualized learning relationships. Students are encouraged to engage in interactive discourse in the classroom, discuss course content with the faculty and to ask questions when clarification is needed. The importance of talking with the appropriate faculty and staff about academic problems cannot be over emphasized. It is best to talk with the individual most directly involved first. In most cases, this is the faculty member who teaches the course. If the problem cannot be resolved at this level, a student may enlist the assistance of the following (in suggested order of contact): Faculty Advisor, Collegium Chair, personnel in the Pathways Center, Associate Vice President for Academic Affairs and the Vice President for Academic Affairs/Dean of Faculty.

### Fax Service

Fax service is available to students at the Campus Communications window. Pricing is listed there as well.

## Financial Aid

The Office of Financial Aid provides counseling and assistance to students and parents from the time of initial inquiry until completion of undergraduate studies. Every effort is made to ensure that qualified students are not denied the benefits of a New England College education on the sole basis of financial need.

## Gallery

The Gallery presents scheduled art exhibitions throughout the academic year and summer. Internships are available. Contact Academic Affairs for more information.

## Graduate and Professional Studies

- Master of Arts in Professional Writing;
- Master of Arts in Public Policy;
- Master of Education; Master of Education: Literacy/Language Arts, Special Education, Curriculum and Instruction, School Principal; CAGS: School Climate Leadership and Facilitation, School Superintendent;
- Teacher Certification and Teacher Conversion Program;
- Master of Fine Arts in Creative Writing (Poetry);
- Master of Science in Accounting, concentration in Forensics available;
- Master of Science in Health Informatics;
- Master of Science in Higher Education Administration;
- Master of Science in Management with concentrations in Sustainability, Health Care Administration, Banking and Finance, Strategic Leadership, Marketing Management, Nonprofit Management, Project Management, Operations Management, and Real Estate Management;
- Master of Science in Mental Health Counseling and Master of Science in Human Services;
- Master of Science in Sports and Recreation Management, with a concentration in Coaching.

The programs are designed and taught for professionals who seek to apply what they have learned to their current work or to advance within their chosen field, or for students who have recently completed their undergraduate degrees. The Graduate and Professional Studies community is made up of students and faculty supportive of the reflective and interactive forum that characterizes New England College. Graduate courses are offered in Henniker, New Hampshire, other locations throughout New Hampshire and Maine, and online.

## Health Services (The Wellness Center)

The Wellness Center's mission states, "We believe quality care, education and outreach builds a healthy community where individuals can realize their full potential!" The Wellness Center staff are committed to doing what is necessary to support the overall health of the body and mind. The physical health services are staffed by a registered nurse, nurse practitioners and a supervising medical director. Mental health services are staffed by two full time licensed clinicians, a clinical supervisor and a graduate intern. Daily walk-in hours are available for routine counseling and health issues. Health services provide a menu of services common to a general practitioner's office. These services include, but are not limited to: assessment and treatment of illnesses and injuries, GYN services, nutrition and weight management, laboratory services, prescription writing and refill, immunization, and referral to specialty providers as needed. Students who arrive with needs best addressed by an outside provider can use the Wellness Center to link them with a provider in the area. A list of local specialists is available for review. Mental health services are staffed by two counselors, a counseling supervisor and a graduate student intern. The staff provides *confidential*, individual and group counseling. Some of the concerns addressed include: depression, PTSD, relationship and family issues, communication skills, assertiveness, self-esteem, alcohol and other drugs, eating concerns, conflict resolution, sexuality, anger management, stress and anxiety, as well as rape and sexual harassment. Because counseling sessions may be time consuming, an appointment, scheduled to accommodate your individual needs, may be necessary. An in house psychiatric nurse practitioner is available bi-monthly for review and prescription of needed psychotropic medications. All full-time undergraduate students are covered by the NEC health insurance and can freely access the services of the Wellness Center. There are some services that may require additional private pay (i.e. prescriptions, full OB/GYN exam, full physical, psychiatric nurse practitioner services). A copy of the Student Insurance Plan is available through the Wellness Center.

## Human Resources

Students not receiving financial aid who are seeking part-time and/or summer employment on campus may contact the Human Resources Office. The number of part-time and summer jobs on campus is very limited.

### Information Technology

The Office of Information Technology installs and maintains all campus technology used for teaching and learning. The College maintains approximately 145 Windows and nearly 40 Apple Mac computers for students located in five campus buildings. The Science Building has four computer labs, two of which feature Macintosh computers for specific academic use. Science also has a mobile wireless cart with 10 laptops and printing capabilities, movable to any classroom in Science. The Danforth Library has a thirty computer lab with printing capabilities. Spaulding Hall's Writing Center has thirty-five PCs and printing capability for use by students in writing courses and both classrooms have Promethean interactive white boards. The CEI (Center for Educational Innovation) has two mobile laptop carts available for classroom use. The Simon Center contains a small lab in the Pathways Center for quick email checks, casual surfing, and printing. All student and instructional buildings on the campus provide wireless network access to complement the primary wired network. In support of the student portfolio program, the CEI has a small design studio containing PCs with scanning and multimedia capability. In addition to computers, the CEI's classrooms are all equipped with multimedia technology including VCR/DVD players, speakers and digital projectors. Room 110 in CEI, named after NEC alumnus David Lockwood, has a high-end multimedia system featuring video and computer projection systems along with high-end audio output. Four CEI classrooms also contain Promethean interactive white boards. New England College has an active online course program, supported through the use of Blackboard course management software. Students can find valuable course supplements and engage in virtual discussions through this medium. Faculty can use the latest design software to produce interactive courses.

### International Students

The Associate Dean of Students directs the International Student Program and serves as the principal resource and referral person on campus for international students. The Associate Dean works to promote the success of international students both in and out of the classroom. The office provides assistance or referrals in such areas as immigration, academic advising and registration, orientation, personal counseling, transportation and trips, housing and food services and leadership opportunities on campus.

### International Study

*Telephone: 603.428.2358*

New England College promotes international programs as an important part of its efforts to foster an awareness of world citizenship. We believe in the importance of exposure to different cultures in the personal development of our students. The College maintains cooperative relations with several foreign institutions and provides information on a variety of academic opportunities abroad.

#### Eligibility Criteria

Students wishing to participate in study abroad opportunities must apply to the Director of Career and Life Planning in advance of the projected study abroad and meet the following criteria:

- *Students should have successfully completed a minimum of 30 credits in residence at New England College. Transfer credits from other Colleges will not normally be applied to this credit total;*
- *Students should have achieved sophomore status or above;*
- *Students must have good academic and social standing, including a cumulative grade point average of no less than 2.5 in credits earned at New England College;*
- *Any student not meeting these conditions may petition the Academic Standards Committee.*

#### Application Deadline

The priority date for semester-long study abroad applications is the end of the second week of the preceding semester of the intended study. Deadline dates for regular applications to study abroad programs are no later than October 15 (for the Spring semester) and March 15 (for the Fall semester). The application fee for study abroad programs is set at \$250 (of which \$50 is non-refundable).

#### Costs for Study Abroad

Normally, NEC students enrolled in semester-long study abroad programs will continue to pay tuition, room, and board to New England College, which will in turn pay the tuition, room, and board expenses at the study abroad location. New England College students studying abroad in an approved program continue to be eligible for most of their institutional and federal financial aid. Please contact Student Financial Services for further details. Additional scholarships may be available through our study-abroad partners.

### Public Information

The Director of Public Information serves as the primary spokesperson for the institution with responsibilities for all media and public relations contacts in addition to internal and external publications and website management.

### Library (H. Raymond Danforth)

The Danforth Library provides materials for both classroom activities and outside interests. These materials include books, periodicals, records, CDs, DVDs, and more. Students are encouraged to ask the reference librarians for help with their research and information needs. Librarians also conduct formal instruction in research methods as well as electronic resources.

### Mail Center

Mailboxes for students, offices and faculty are located at Campus Communications in the Simon Center. U.S. Mail, FedX, UPS, etc. can be shipped and received. "Change of Address" forms are available for mail to be forwarded during semester breaks, leave of absence, and summer break and after graduating. Please use this form for your address: Student Name, New England College, 98 Bridge Street NEC Box #, Henniker, NH 03242-3296

### Media and Communications

Students wishing to gain experience in writing, publishing, design and marketing may join the staff of The New Englander (student newspaper). Students wishing to gain experience in broadcast journalism and communications may join the staff of WNEC - FM, the College, non-profit, noncommercial progressive radio station.

### Outdoor Leadership

New England College is uniquely situated for a student who would like to develop their skills and knowledge to hold a career in the fields of adventure and outdoor leadership. Outdoor Leadership is a diverse spectrum of study allowing the students to enhance their interest and skills in any outdoor activity. New England College is in close proximity to mountains, the ocean, lakes and rivers to develop a wide array of skills.

For more information, stop by the faculty office in the Simon Center. The degree in Outdoor Leadership is closely aligned with the activities run through Adventure Bound. Many students who major in Outdoor Leadership also lead Adventure Bound trips for the student body.

### Parents Emergency Loan Fund

Any student with a valid ID may borrow up to \$40 through the Office of Student Development from the Parents Emergency Loan Fund (PELF) for a period of two weeks. These loans are short term and must be repaid promptly to enable other students to use this service. A student may be denied future loans if prior loans are not repaid promptly.

### Pathways-Academic Success Services

Since its founding in 1946, New England College has emphasized its small classes and its student-centered education. Pathways-Academic Success Services provides NEC students with comprehensive academic support services that focus on individualized student attention and meaningful academic support. Comprised of the Pathways Center (located on the 4th level of the Simon Center) which houses Academic Advising, Career and Life Planning, ConNECTIONS, Mentoring, and PASS offices, as well as the Tutoring Center (located on the second floor of the Danforth Library) and Disability Services Office (Located in CEI), Pathways-Academic Success Services provides a wealth of support options that assists students in their quest to become independent, motivated, and successful learners.

### Pathways - Academic Advising

*Telephone: 603.428.2299*

Students wishing to improve their ability to plan their time at College and chart an effective academic path can obtain supportive academic advising at the Academic Advising Office. Pathways advising staff will provide accurate information regarding courses of instruction, resources, and College policies and procedures to aid students in pursuing their intellectual goals. Students in academic difficulty can also confer with the professional staff at Pathways Academic Success Services to obtain additional support and strategies for success.

#### Pathways - PASS (Positive Academic Support System)

*Telephone: 603.428.2247*

Consistent with the College's mission statement, we support students of diverse academic backgrounds and assist them in achieving their full intellectual, personal and social potential. PASS is a program designed to guide students who may struggle with academic success. Students in the program meet with a member of the Pathways team on a weekly basis and are encouraged to take advantage of the other support services available on campus. In addition to various outreach programs including the PATH 1010: *Transitions to Academic Success* course, PASS specifically provides guidance and support to students who have been placed on academic probation.

#### Pathways - Mentoring Program

*Telephone: 603.428.2247*

The goal of the Mentoring Program is to support students as they become self-motivated, independent learners and citizens. This is achieved through a variety of academic, social and personal development strategies provided by a Professional Mentor. The Professional Mentor promotes a proactive, collaborative approach to student success. Mentors are the central facilitator for student issues, maintaining regular contact with students, faculty, and families. Mentors provide direct support as well as connect students to existing resources within the College including Tutoring, the Wellness Center, Academic Advising, Residence Life, Career and Life Planning, Disability Services, and Student Involvement to encourage optimal academic and personal achievement. Mentoring is intensive, with at least three scheduled meetings each week. Mentors develop strong relationships with students, providing emotional support, encouragement, and valuable feedback. Mentors help students manage their time, stay organized, develop and reinforce good study habits, and strengthen communication skills. Mentors encourage thoughtful, intentional actions and decision making, though decisions are ultimately made by the student. Students may enroll in the Mentoring Program for an additional fee. For details or questions please call 603.428.2247.

#### Pathways - ConNECtions Program

*Telephone: 603. 428.2931*

The Connections Program works synergistically with academic departments and is part of Pathways-Academic Success Services. Within the ConNECtions program, a specific and targeted emphasis is placed on connecting all first year and transfer students to a CoNECtions Coordinator who acts as a personalized contact in the New England College community. All ConNECtion Coordinators are professional staff members at New England College. ConNECtion Coordinators operate on the assumption that individual relationships and meaningful environments help students feel supported, valued, and challenged. An emphasis is placed on students being active learners which supports and fosters successful graduates and engaged global citizens. As an active learner, students are not merely bystanders in their educational pursuits. Instead, students approach academics energetically taking greater responsibility for their own learning.

#### Pathways - Tutoring Center (*located at the H. Raymond Danforth Library*)

*Telephone: 603.428. 2276*

As part of Pathways commitment to student academic success, the Pathways-Tutoring Center provides tutoring services to *all* student populations of New England College in a welcoming and supportive environment. The Pathways-Tutoring Center is located on the second floor of the H. Raymond Danforth Library and provides a variety of academic services including professional and peer-tutoring programs. Professional tutors are available six days a week (usually from 8:30 AM until 10:00 PM) and offer free, drop-in, and scheduled tutoring appointments to individuals and groups. Peer tutors offer tutoring in select academic disciplines in an effort to assist students in the adjustment, satisfaction, and attainment of their educational goals. Working closely with faculty and staff, the Center encourages students to excel at their academic goals. The Center's major objective is to foster student academic success while encouraging independent learning.

The professional tutors provide academic tutoring in such areas as writing development, time management, study techniques, test-taking strategies, and goal-setting processes, as well as select subject area tutoring in a number of academic disciplines including: Mathematics, Science, and Business. At the core of our services are the following:

- *Writing support:* We assist students in all facets of the writing process (brainstorming, critical thinking development, organization of ideas, thesis development, outline preparation, revision strategies, and editing strategies). Our writing support is holistic in nature. We model effective writing strategies and support students in their development of specific writing assignments. While we do identify grammatical or syntactical errors in written work and then model how to effectively fix those errors, we are not an editing service.

- *Critical reading skills:* We model active reading strategies such as previewing texts and exploring various note-taking formats and strategies. While noting key points and outlining chapters, we teach summarizing, paraphrasing, and analytical skills for the purpose of entering into a dialogue that entails synthesis of information and analysis.
- *Time management and study skills:* We review course syllabi and co-curricular activities with students and help them learn to create schedules that will lead to the most effective use of their time. Additionally, we teach effective study strategies tailored to individual student needs.
- *English as a Second Language:* We assist those students for whom English is not their primary language with reading and writing skills and facilitate small group conversation practice sessions.
- *Peer Tutoring services:* Peer tutors strengthen the academic climate on campus and serve as academic peer-mentors. Peer Tutoring is available in select academic disciplines.

#### Pathways - Career & Life Planning (CLP)

*Telephone: 603.428.2358*

With the help of career advisors at Pathways, students can develop comprehensive career and life plans consistent with their skills, interests, values and personal characteristics; acquire skills by engaging in co-curricular, work and service activities successfully; demonstrate the results of their experiences in and out of the classroom and effectively present themselves, and; make connections in the world of work and further study.

As part of Pathways, Career and Life Planning works with the entire College community in order to accomplish its mission. CLP actively engages students and ensures students access to comprehensive services in the following areas, consistent with their interests and abilities:

- *Career development: choice of major, interest “testing,” resume and interview preparation, the job search and employer contacts*
- *Internships*
- *Study abroad*
- *Graduate school application and acceptance*

#### Pathways - Disability Services

*Telephone: 603.428.2302*

Academic Accommodations (NEC Policy est. 2006)

New England College has a history of success in challenging and supporting students of diverse academic backgrounds who wish to achieve their full intellectual and personal potential. Unlike some schools designed exclusively for students with learning differences, New England College does not have a special program. We have found, however, that our support services can meet the needs of students who are good self-advocates and who do not require formal, structured services, but who can find success when offered academic support in conjunction with small classes and personal attention by faculty. Typically, these students have done well in “mainstream” College preparatory programs in high school. Students in high school derive most of their rights to accommodations from IDEA, a federal law which entitles students to an education. The responsibilities of post-secondary schools are significantly different from those of school districts. Colleges must provide equal access to an education, but are not required to produce a certain outcome. Students will be required to follow New England College’s Needs Assessment process in order to be eligible for accommodations. New England College is committed to assuring equal access to all of its programs, services, and activities. Students needing accommodations (such as extended time on tests, permission to tape lectures, wheelchair accessibility, etc.) should set up an appointment with the Disability Services Office. To be eligible for accommodations the student will need to have current, appropriate test results (within the last three years) that are submitted to the Disability Services Office. For a diagnosis of LD, the tests needed are: the WAIS, the Woodcock-Johnson, and reading and writing tests if available. These will need to be on file with our office, and a Needs Assessment form completed at least one week before accommodations can be provided. When working with outside agencies the process may take longer than one week. The testing must be administered by a licensed, qualified professional and must include a diagnosis and specific recommendations. IEP’s, minutes from 504 planning meetings, or letters from school officials are not acceptable as legal documentation; however, they can be provided along with the required testing so that the Director of Disability Services can more fully understand the needs of the student. Other types of disabilities must be documented by a certified medical and/or mental health professional, and must include a current detailed diagnosis (within the last three years). Regardless of the learning need or disability, the Disability Services Office needs to be contacted as it handles all requests for accommodations. The College reserves the right to review documentation and determine individual accommodations and services. Also, relevant information from disability documentation may be shared

with College personnel when needed to provide services and accommodations. All questions about the College's compliance with ADA/504 should be directed to the College's Compliance Officer in the Disability Services Office.

#### Recreational Sports

Competitive and non-competitive opportunities are open to all students. Activities include team and individual sports and recreational events. Offerings are based on student interest and needs. Anticipated offerings include: tennis, ultimate frisbee, volleyball, soccer, softball, skiing, ice hockey and flag football.

#### Registrar

The Registrar's Office can offer assistance and problem solving regarding: registration, grades, course schedules, transcripts, classroom allocations, withdrawal, directed and independent studies, internships, academic appeals, etc.

#### Simon Center

The student center includes: meeting rooms, Sayce Lounge, Reflection Room, Simon Café, Tortington Arms West Pub, Communication Center, Bookstore, ATM, Student Involvement Office, Outdoor Leadership/Adventure Bound Office, Student Development Office, Residence Life & Housing Office, Pathways Center and several student clubs and organizations offices.

#### Student Involvement

The Office of Student Involvement provides leadership opportunities for students in areas such as clubs, organizations, Greek Life, orientation leader positions, work study positions, and through our leadership program. Student Involvement oversees and collaborates with other departments on many of the major events on campus such as Pancake Breakfast, Pilgrim Pride Day, Alumni and Family Weekend, the ConNECtions Fair, Up All Night, weekend programs, and more. Students can become involved in over 25 different clubs and organizations on campus that are student centered and led. For a complete list of clubs, organizations, and Greek organizations, please visit the Office of Student Involvement in the Simon Center.

#### Student Senate

The Student Senate is responsible for promoting the welfare and interests of students and fostering open communication between students and the College's administration. Elected by the student body, the Senate is a clearinghouse for student views, opinions and interests. Senate allocates and monitors funds to student clubs and organizations.

#### Special Events

##### *Alumni and Family Weekend*

Alumni and Family Weekend is held early in the fall semester and is an annual event providing alumni the opportunity to return to campus and families of current students to visit campus. Class reunions, focused mini-reunions, athletic events, awards ceremonies and other special events and celebrations are held over the 3-day period. The Office of Advancement and Office of Student Involvement coordinate these events, making the weekends enjoyable and meaningful for alumni, students, faculty and staff.

##### *Alternative Spring Break*

Spring Break is a time for travel, rest and adventure. Alternative Spring Break includes all the previous components but adds community service to the list of spring break "musts." In the past, Alternative Spring Breaks have taught in inner city schools, worked in soup kitchens in Washington, D.C. and built homes with Habitat for Humanity in Mississippi, Alabama, and Florida.

##### *Commencement*

Commencement is the most special function of the year. Senior Week, held several days prior to graduation, includes many events for the senior class.

##### *ConNECtions Fair*

The ConNECtions Fair provides a fun and easy way to discover what there is to do on campus and how to get involved, while at the same time allowing you to find jobs on campus through our work study program. This event is sponsored by the Office of Student Involvement.

##### *Fall Convocation*

Convocation is a ceremony that occurs on the second day of classes in the fall semester to celebrate the new academic year. The entire College community, faculty, staff and students assemble to celebrate the beginning of a new year and honor the academic achievements of its members.

### *Founders' Day*

New England College was founded in 1946 to serve the educational needs of veterans returning from World War II. Each year, the NEC community celebrates the founding of the College on the second day of the spring term. Faculty, staff, and students gather to honor the history of the College and to kick off the spring semester.

### *International Night*

The International Student Association sponsors International Night, a traditional evening of exotic food and entertainment prepared for and by the College community and its guests.

### *Special Facilities*

#### *Dark Room*

The campus dark room, located in Fitch Barn, is available for student use by enrolling in a photography course or through permission of the photography instructor.

#### *Ceramic Studio*

The ceramic headquarters are also located in Fitch Barn. Students are able to use the facilities if they are enrolled in ceramics courses or by obtaining permission from the ceramics instructor.

#### *Preston Barn Art Gallery*

Located adjacent to the Administration Building in Preston Barn, the Gallery hosts visiting exhibits to the New England College campus as well as student and faculty work.

#### *Mainstage Theatre*

The stage for all major Theatre Department productions, this theatre is located in the Science Building. Because of the construction of the theatre and the talent of the performers, it is almost impossible not to have a good seat or a good time.

#### *Studio Theatre*

The Studio Theatre is a quaint "blackbox" theatre. It provides a setting for the many productions performed during the year. These productions are completely student directed, produced, and staged.

## **CAMPUS SAFETY**

### **General Information**

The Department of Campus Safety operates from the Campus Safety Building located at 56 Union Street.

- Campus Safety officers help protect the lives and property of members of the NEC community.
- Patrolling the campus 24 hours a day is a prime function of the Department of Campus Safety.
- The Department helps enforce the College's code of conduct.

The Department consists of several full-time and part-time safety officers who work a schedule that provides maximum coverage during the busiest time periods and for social and special events such as concerts and dances. The Student Campus Safety Division, which complements the regular safety staff, includes student officers and dispatchers. The Department of Campus Safety maintains a close rapport with the College community, having earned a reputation for fairness and helpfulness. The College community has come to know that in times of need the Department of Campus Safety can be depended on for assistance. The Department of Campus Safety is open 24 hours a day, seven days a week. In an emergency you can contact a Campus Safety officer by using the emergency phones placed in key locations on campus or by dialing 428-2323.

### **Emergency Phones**

- West Hall West Entrance
- Colby Complex (at Colby Hall)--outside of building – Colby 3 & 4
- Connor Hall North Entrance
- East Hall South Entrance
- River Lot at Exit
- Rowe House
- Sanborn Hall
- Union Hall
- Turf Field at Walkway
- Charter Walkway (lower level)

### **Facilities Access**

Students may be allowed access to New England College facilities with approval by appropriate staff or faculty members. Access to the facilities is made easier with a student ID. The Department of Campus Safety advises students to be in constant possession of their ID card during the school year. It is the students' only form of College identification and is used for access to Gilmore Dining Hall, the Danforth Library, student discounts, and other New England College activities.

### **Firearms**

Possession of firearms in the residence halls and all other campus properties is prohibited. Additionally, any instrument with the potential to inflict serious injury or otherwise endanger the safety of others is similarly prohibited from campus. Such instruments include - but not limited to - air guns, air soft weapons, ammunition, explosives, slingshots, knives, paint guns, and archery equipment.

### **Lost and Found**

The College's primary Lost and Found location is the Department of Campus Safety. Articles held at the Department of Campus Safety are stored for a semester. Unclaimed items will be regarded as abandoned after a semester and will be disposed of at the discretion of the Director of Campus Safety. This policy also includes bicycles.

### **Operation ID**

Students are strongly urged to participate in "Operation ID." It is recommended that students fill out an "Operation ID" card with serial numbers of valuable personal property (TVs, VCRs, computers, stereos, etc.). The completed card is then given to the Department of Campus Safety where it will be logged and filed.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, became effective on October 28, 2002. Sex offenders, under the Campus Sex Crimes Prevention Act, must register with the state where an institution of higher education is located (even if they do not reside in the state) once they become enrolled or work at an institution of higher education. Changes in enrollment or employment status also must be made known to the state.

Individuals covered by the act include:

- An individual enrolled at an institution of higher education in the state on a full-time or part-time basis; or
- An individual that has any sort of full-time or part-time employment at an institution of higher education in the state, with or without compensation, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year.

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. In New Hampshire, convicted sex offenders must register with the New Hampshire Registration of Criminal Offenders, maintained by the New Hampshire Department of Safety (Division of State Police). Information concerning offenders registered may be disclosed to any person requesting information on specific individual in accordance with law. The New Hampshire Registration of Criminal Offenders can be accessed through the following web site [www.egov.nh.gov/nsor](http://www.egov.nh.gov/nsor) in person at the New Hampshire State Police Sexual Offender Registration, 33 Hazen Drive, Concord, NH 03305, or by telephone at 603. 271.6344.

## CODE OF STUDENT CONDUCT

Every community has certain regulations and traditions governing the behavior of its members in order to insure the basic rights of individuals as well as to reflect the practical necessities of the community. A College community is no exception and, perhaps more than others, depends upon members who are mature and have a sense of responsibility. New England College expects students to be mature, honest, and responsible members of the College and the larger community. Any behavior which infringes upon the rights, safety, property, and privileges of another person or which impedes the educational process of New England College is unacceptable. Physical violence and personal abuse of others represents behavior that is not conducive to an educational environment and will not be tolerated.

These regulations and judicial procedures are designed to promote the interests of the community and its members so that the educational process may proceed without impairment. College judicial hearings are non-criminal and informal. They are conducted in a manner so as to be fundamentally fair without being unduly restricted by rules of procedure or evidence. Excessive legalism can be a disservice to the College and its community of students, faculty, and staff.

### Article I: Definitions

1. The term "College" means "New England College."
2. The term "student" includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered "students", as are persons who are living in College residence halls even if they are not currently enrolled in this institution. This Student Code applies at all locations, including the College's on-line programs.
3. The term "faculty member" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Office of Registrar and/or the Office of Human Resources.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College, including adjacent streets and sidewalks.
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
8. The term "Judicial Board" means any three or more persons authorized by the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term "Dean's Hearing Panel" means any group of three people, consisting of the Dean of Students (or designee), one student member, and one faculty or staff member, authorized to determine whether a student has violated the Student Code of Conduct and to identify sanctions that may be imposed when a rules violation has been committed.
10. The term "Judicial Officer" means a College official (e.g. Area Coordinator) authorized on a case-by-case basis by the Dean of Students to impose sanctions upon any student(s) found to have violated the Student Code. The Dean of Students may authorize a Judicial Officer to serve simultaneously as a Judicial Advisor and as one of the members of the Judicial Board.
11. The term "Appeals Board" means any two or more persons authorized by the Dean of Students to consider an appeal from a Board/Panel/Dean's determination as to whether a student has violated the Student Code or from the sanctions imposed by the Dean of Students or designee.
12. The term "Judicial Conference" shall refer to a meeting between one or more Judicial Officers and a student (or students) reported to have been in violation of College policy. Information at this conference shall be used to help the Officer(s) come to decisions regarding any possible policy violations and any appropriate sanctions. Sanctions from these conferences can include in any sanction up to a Residence Hall Suspension.
13. The term "Judicial Hearing" shall refer to any meeting in which a Dean (or Designee), Judicial Board, or Dean's Hearing Panel hear information regarding alleged policy violations and come to decisions regarding

- these violations and any appropriate sanctions. Sanctions from these hearings can include any sanctions, up to and including expulsion from the College.
14. The term “shall” is used in the imperative sense.
  15. The term “may” is used in the permissive sense.
  16. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.
  17. The term “policy” means the written regulations of the College as found in, but not limited to, *The Compass*, the Student Code of Conduct, the College web page and computer use policy, and Graduate/Undergraduate Catalogs.
  18. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
  20. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
  21. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as provided to the Complainant, even if another member of the College community submitted the charge.
  22. The term “Charged Party” means any student accused of violating this Student Code.
  23. The term “Judicial Advisor” means the Associate Dean of Students or designee. The role of the Judicial Advisor is to conduct hearings according to pre-established format, to maintain appropriate decorum during the hearing, and to oversee day-to-day administration of the student conduct system.
  24. The term “Witnesses” means individuals with direct or indirect knowledge of a given incident or case, chosen by the Charged Party, victim and/or presenter and deemed appropriate by the Associate Dean of Students. Numbers of witnesses may be limited by the Associate Dean of Students. The role of a witness is to offer testimony when solicited relating to specific incident(s) under consideration.
  25. The term “Character Witness” means individuals from the College community who has substantial knowledge about a Charged Party. The role of a Character Witness is to give reference to the behavior or character of accused individual apart from specific incident under consideration, i.e., academic performance, etc. Students are allowed to bring up to two people to a hearing to serve as Character Witnesses, and can submit additional character witness statements in writing at their hearing. In cases where a charged party feels that the appearance of more than two character witnesses at their hearing would be appropriate, a request can be made to the Judicial Advisor to bring additional witnesses.
  26. The term “Presenter” means a member of the Student Development or Campus Safety Staff selected by the Associate Dean of Students to attend a hearing and review incident reports and other evidence pertinent to the disposition of the case at hand. The Presenter may offer recommendations for sanctions during the final summary. The Presenter may question the Charged Party and Witnesses. There may not be a presenter at all hearings. The Judicial Advisor may choose someone who is a member of the College community to read the basis of the charges in cases where the Presenter is not necessary, or may read the basis of the charges him/herself.
  27. The term “Charged Party’s Advisor” means a member of the College community (faculty, staff or student) chosen by the Charged Party to provide advice and support to the Charged Party during the hearing. Advice will be limited to written and oral communication with the Charged Party. The advisor may not address the Board/Panel/Dean except in the role of character witness or to seek clarification of procedures.
  28. The term “Victim Advocate” means a member of the College community (faculty, staff, or student) chosen by the victim to assist the victim/survivor through any and all procedural phases involving the victim/survivor, at the victim/survivor’s request. Assistance provided by the advocate may include advice, counsel, and psychological support. The Advocate may also speak for the victim/survivor during hearings and/or appear in the victim/survivor’s stead, when approved by the Judicial Advisor. (Note: for more information, please see Policy on Sexual Misconduct/Sexual Assault)

## Article II: Authority

1. The Dean/Associate Dean of Students shall determine the composition of Judicial Boards, Dean's Panels, and Appeals Boards and determine which Judicial Board, Dean's Panel, Dean, Judicial Officer and Appeals Board shall be authorized to hear each case. Cases involving sexual assault, rape, sexual harassment, and other similar violations will typically be addressed in a Dean's Hearing; in these cases, the alleged victim/survivor will be asked for input regarding the type of hearing to be used.
2. The Dean/Associate Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Judicial Board Hearings that are not inconsistent with provisions of the Student Code of Conduct.
3. Decisions made by a Judicial Board, Dean's Panel, Dean, and Judicial Officer shall be final, pending the normal appeal process.
4. The notice of the scholastic and behavioral standards to the students may be written or oral, or partly written and partly oral, but preferably written. The standards may be positive or negative in form. For this reason, general affirmative statements of what is expected of a student may in some areas be preferable in higher education. Such affirmative standards may be employed, and discipline of students based thereon.

## Article III: Policies

### A. Jurisdiction of Student Code

The Student Code of Conduct shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus or on-line conduct that adversely affects the College Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean/Associate Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

### B. Proscribed Conduct

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

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any College official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - d. Use of a deliberate, untrue, and derogatory statement to harm another person's (or persons') reputation
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
3. Physical assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or group of people.
4. Unwanted sexual contact, sexual intercourse/sexual relations without consent, sexual assault and sexual harassment. These violations include any cases where the alleged victim was intoxicated or otherwise unable to give consent
5. Hate crimes or bias incidents involving actions taken against another because of bias against their race, color, sex, age, religion, sexual orientation, native language, social/organizational affiliation, ethnic origin, or disability.
6. Attempted or actual theft of and/or damage to property or services of the College or property or services of a member of the College community or other personal or public property, on or off campus. This may include unintentional, reckless damage to College or personal property.
7. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (Note: for more information, please see Policy on Hazing)

8. Failure to comply with directions of College officials (including Resident Advisors) or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys or combination locks to any College premises or unauthorized entry to or use of College premises (including entry into any office or residence hall room without permission), or lending/giving a student identification card to another student or a non-student.
10. Violation of any College policy, rule, or regulation published or posted in hard copy or available electronically on the College website.
11. Violation of any federal, state, or local law or any town ordinance.
12. The usage (including but not limited to consumption, injection, smoking/inhalation, etc.), manufacture, possession, or distribution of illegal drugs or significantly mind-altering substances, pharmaceutical and otherwise, (including salvia divinorium, medical marijuana, and synthetic forms of banned substances, including but not limited to, K2, Spice, Black Magic, etc.); inappropriate/illegal use or distribution of any pharmaceutical product; or possession of drug paraphernalia, including bongos.
13. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. This includes unauthorized use or possession of large quantities of alcohol on College property (e.g., beer kegs or other common source containers).
14. Illegal or unauthorized possession of firearms, explosives (including fireworks), other weapons (see "Weapons Policy" in *The Compass* for a more detailed list), or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
15. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
17. Conduct that is disorderly, lewd, inappropriate, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises, off campus, or at functions sponsored by, or participated in by, the College or members of the academic community.
18. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
19. Theft or other abuse of computer facilities and resources, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the College Computer Use Policy.
20. Abuse of the Student Conduct System, including but not limited to:
  - a. Falsification, distortion, or misrepresentation of information before a Judicial Board.
  - b. Disruption or interference with the orderly conduct of a Judicial Board proceeding.
  - c. Institution of a student conduct code proceeding in bad faith.
  - d. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - e. Attempting to influence the impartiality of a member of a Judicial Board or Dean's Panel prior to, and/or during the course of, the Judicial Board proceeding.

- f. Harassment (verbal or physical) and/or intimidation of a member of a Judicial Board or Dean's Panel prior to, during, and/or after a student conduct code proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Student Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
21. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
  22. Intentionally or recklessly starting a fire, attempting to start a fire, or burning/charring/singeing any College property.
  23. Intentionally misusing or damaging fire safety equipment, or intentionally initiating or participating in any false report, warning, or threat of fire or other emergency.
  24. Being present during the planning or commission of any violation of the Code of Student Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

C. Violation of Law and Student Code

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. In most cases, it is preferable for the College to proceed immediately with disciplinary proceedings. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the College community. The College will attempt to 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 (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. It should be noted that felonies and other acts of an equally serious nature, whether committed on or off campus, are felt to be inconsistent with the College's standards and educational goals and to reflect in a negative manner upon the College. Therefore, students who have been charged with such acts may be subject to immediate suspension, dismissal and/or other sanctions to be determined by the Dean of Students.

Article IV: Procedures, Sanctions and Appeals

A. Charges and Judicial Board Hearings

1. Any judicial process must begin with a complaint from a community member or a report from a College department/staff member. Any member of the College community may file a complaint against a student for violations of the Student Code. A complaint shall be prepared in writing and directed to the Dean/Associate Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within five working days.
2. The College may conduct an investigation to determine if a complaint or report has merit. If the reported issue is between two College community members, it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean/Associate Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings. If, in the opinion of the parties involved or in the opinion of the Dean/Associate Dean of Students, the charges cannot be settled without a judicial process, the matter will be referred for a Judicial Conference or Judicial Hearing. If the student admits to violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Charged Party in written form. A time shall be set for a Hearing, not less than two business days and no more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Judicial Board Hearings may be extended at the discretion of the Judicial Advisor.
4. Rights of students involved with formal hearings:
  - a. The presumption of innocence until found responsible for any policy violations
  - b. The right to have their case processed without prejudicial delay.
  - c. Notice of the charges at least 48 hours before the scheduled hearing. Normally such notice will be written, although unusual circumstances may require temporary verbal notification. E-mail communication is considered written communication for the purposes of this process.
  - d. Written notice of the time, place and date of the hearing, in advance. E-mail communication is considered written communication for the purposes of this process.
  - e. The right to be assisted in their defense by any willing member of the College community of their choosing, as long as there is no conflict of interest with the potential Advisor.
  - f. The right to respond to any information presented at their hearing, to produce witnesses on their behalf, and to present evidence.
  - g. In most cases, the right to confront any witnesses appearing at the hearing. Under circumstances in which a witness is unable to appear or (in the opinion of the Dean/Associate Dean of Students) when such appearance would endanger or cause unnecessary psychological stress to the witness, the presenter may enter evidence on behalf of the witness without the witness present. In extreme cases of potential threat to or abuse of the witness, the name of the witness may also be excluded from testimony (e.g., Jane Doe cases).
  - h. Written notice of hearing decision and sanctions.
  - i. The right to appeal except where noted.
5. Hearings shall be conducted according to the following guidelines:
  - a. Hearings normally shall be conducted in private, with any persons not part of the process allowed in at the discretion of the Judicial Advisor.
  - b. The Complainant, Charged Party and their advisors, if any, shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). Admission of any other person to the Hearing shall be at the discretion of the Judicial Advisor.
  - c. In Hearings involving more than one Charged Party, the Judicial Advisor, in his or her discretion, may permit the Hearings concerning each student to be conducted either separately or jointly.
  - d. The Complainant and the Charged Party have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The Complainant and/or the Charged Party is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
  - e. The Complainant, the Charged Party, and the Judicial Advisor or designee may arrange for witnesses to present pertinent information to the Board/Panel/Dean. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Complainant and/or Charged Party at least two weekdays prior to the Hearing. Witnesses will provide information to and answer questions from the Board/Panel/Dean, and may also be asked questions by the Charged Party and the Presenter. In the event that direct questioning between parties may become adversarial, intimidating, or cause either party emotional distress, questions may be submitted to the Judicial Advisor and s/he will ask the questions of the witness. Questions of whether potential information will be received shall be resolved in the discretion of the Judicial Advisor.
  - f. Pertinent records, exhibits, and written statements (including Incident Reports) may be accepted as information for consideration by a Board/Panel/Dean at the discretion of the Judicial Advisor.
  - g. All procedural questions are subject to the final decision of the Judicial Advisor.
  - h. After the portion of the Hearing concludes in which all pertinent information has been received, the Board/Panel/Dean shall determine (by majority vote in the case of a Board or Panel) whether the Charged Party has violated each section of the Student Code which the student is charged with violating.

- i. The Board/Panel/Dean’s determination shall be made on the basis of whether it is more likely than not that the Charged Party violated the Student Code. The standard of proof for all College judicial hearings is preponderance of evidence (“more likely than not”).
    - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
  6. There shall be a single verbatim record, such as a tape recording, of all Hearings (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the College, and will be erased or otherwise destroyed after any potential appeals process has ended.
  7. All hearings will be conducted with the following format. Deviations from this format will be allowed with the Charged Parties consent.
    - a. Introduction to hearing
      - i. Purpose of hearing
      - ii. Philosophy of Campus Judicial System
      - iii. Format of hearing
    - b. Introduction of Board/Panel Members or Dean
    - c. Introduction of participants:
      - i. Charged Party
      - ii. Presenter
      - iii. Witnesses and Character Witnesses
    - d. Charges brought and Charged Party responses entered. Judicial Hearing Panel Chair or Judicial Advisor reads charges and asks for a plea of "Responsible, Not Responsible or Responsible with an explanation” to each charge
    - e. Presentation of case by Presenter. Presenter reviews incident reports and other information that makes up the basis of the charges. After presentation, the Charged Party and the Board/Panel/Dean may ask questions for purposes of clarification.
    - f. Presentation of the case by Charged Party. Charged Party can respond to previously entered information and make a statement, if necessary. Presenter and Board/Panel/Dean may ask clarification questions as needed.
    - g. Testimony from Witnesses:
      - i. Witnesses testify
      - ii. Charged Party, Presenter, and Board/Panel/Dean may ask questions.
    - h. Questioning of Charged Party by Presenter and Board/Panel/Dean.
    - i. Testimony from Character Witnesses (if applicable)
      - i. Character Witnesses called in to make statement on Charged Party's character
      - ii. Board/Panel members or Dean may question Character Witnesses
    - j. Final Remarks and Sanction Recommendations
      - i. Final Remarks by Presenter
      - ii. Final Remarks by Charged Party
8. If a Charged Party, after sufficient notice, does not appear at their Hearing, the information in support of the charges shall be presented and considered even if the Charged Party is not present. In some cases, Charged Parties may choose to attend their hearing but, either by personal choice or at the advice of counsel, not make any statements. A Charged Party’s absence or decision not to fully participate in the hearing process will not be seen in a pejorative sense.
9. The Judicial Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Charged Party, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, Skype, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Dean/Associate Dean of Students.

## B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. Administrative Sanctions:
    - i. Reprimand – A reprimand is a notice that a student has been in violation of a New England College policy. Students receiving a reprimand are expected to carefully review all College policies and are notified that repeated violations will result in additional sanctions.

- ii. Warning – A Warning is a status that reflects a student’s repeated violation of policy or involvement in a serious single violation. Students who have received a warning face probation status if they are involved in additional violations of policy. Parent contact may take place at this level.
  - iii. Probation – Probation status indicates that a student’s actions have placed her/his status at the College in jeopardy. Parents are notified, as allowable by FERPA, in all Probation cases. Housing selection priority may be affected.
  - iv. Suspension – Separation from the College for a period of time to be determined by the Board/Panel/Dean. Students may be required to complete certain requirements (e.g. completion of off-campus treatment program) before being allowed back from a suspension.
  - v. Expulsion--Permanent separation of the student from the College.
- b. Residence Hall Sanctions
- i. Residence Hall Probation – Residence Hall Probation is a written reprimand for a designated period of time and includes the probability suspension from residence halls (either short- or long-term) if the student is found to violate any institutional regulation(s) during the probationary period.
  - ii. Residence Hall Suspension--Separation of the student from the residence halls for a period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - iii. Residence Hall Expulsion--Permanent separation of the student from the residence halls.
- c. Additional Sanctions
- i. Loss of Privileges--Denial of specified privileges for a designated period of time.
  - ii. Fines--Previously established and published fines may be imposed.
  - iii. Restitution--Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - iv. Educational Sanctions—include, but not limited to, Work assignments, essays, service to the College, or other related discretionary assignments.
  - v. Revocation of Admission and/or Degree--Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - vi. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
  - vii. Dean’s Hold – A hold may be placed on any student’s account pending their completion of any of the above-listed sanctions.

*Note:* More than one of the sanctions listed above may be imposed for any single violation.

*Note also:* Any sanction may be “deferred” upon issuance, meaning that the sanction will remain in place without going into effect as long as the student completes certain conditions and/or remains free of any additional violations for a specified period of time.

*Note also:* When identifying an appropriate sanction, a Board/Panel/Dean/Officer will select the sanction that best reflects the seriousness of a given student’s violation, and may choose more serious sanctions without a student having previously been placed on a lower sanction. A student’s disciplinary history, including active sanctions, past sanctions, and previous incident reports, will be reviewed and taken into account prior to issuing sanctions for a current matter. In a hearing, prior judicial history will not be discussed until the sanctioning phase, unless the student agrees to have their judicial history considered at an earlier point in the process.

2. Other than College expulsion or revocation or withholding of a degree, disciplinary sanctions may not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, College suspension, College expulsion, or revocation or withholding of a degree, upon application to the Judicial Advisor. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension, College expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after disposition of case.

3. In situations involving both a Charged Party(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Charged Party(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
4. The following sanctions may be imposed upon groups or organization
  - a. Those sanctions listed above in article IV (B) (1).
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation. Loss of privileges, including College recognition, for a specified period of time.
5. In each case in which a Judicial Board or Panel determines that a student and/or group or organization has violated the Student Code, sanction recommendations will be made to the Dean of Students (or designee) for his./her final approval. In Dean's Hearings, the Dean shall determine final sanctions on his/her own. The Dean is not limited to sanctions recommended by members of the Judicial Board/Panel. Following the Hearing, the Judicial Advisor shall advise the Charged Party, group and/or organization (and a complaining student, when allowed by FERPA) in writing of its determination and of the sanction(s) imposed, if any.

### C. Interim Sanctions

Interim sanctions may be immediately imposed without a hearing if based on information available at the time it is determined that the student may be an endangerment to the safety or well being of them self or other members of the College community or disruptive to the College's educational processes. Whether or not interim sanctions are imposed is determined by the Dean of Students or designee in consultation with appropriate members of the College community. If the student is concerned about the appropriateness of the interim sanctions he/she may meet with the administrator who imposed the sanctions in order to provide additional information to be taken into consideration and ask to have the sanctions modified. If the student has met with the initial administrator and no modifications to the interim sanctions were made the student may contact the Student Development Office and request that the interim sanctions be reviewed by another administrator. Interim sanctions may be in effect until a judicial hearing for the alleged policy violation occurs and a final outcome is rendered. Interim sanctions are not formal judicial sanctions. Alleged policy violations that may result in interim sanctions include but are not limited to:

1. Sale or evidence of intent to sell drugs.
2. Instigating a riot or other highly disruptive behaviors
3. Arson or attempted arson.
4. Physical assault or attempted physical assault.
5. Sexual Assault, Rape, or other sexual misconduct.
6. Threat or Danger to Self.
7. Threat or Danger to Others.
8. Harassment.
9. Tampering with Fire Safety Equipment.

Interim sanctions may include but are not limited to:

1. If student is living on campus---relocation to another residential facility or removal from on-campus housing.
2. Ban from specified campus buildings, classes, areas on campus, or the entire campus property.
3. No contact with specified persons.

### D. Appeals

1. A decision reached by the Board/Panel/Dean or a sanction imposed by the Dean of Students may be appealed by the Charged Party(s) or Complainant(s) to an Appeals Board within two school days (48 hours) of the decision. Decisions made by Hearing Officers may be appealed to the Dean of Students within two school days (48 hours) of the decision. Such appeals shall be in writing and shall be delivered to the Judicial Advisor or his or her designee. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Hearing and/or supporting documents for one or more of the following purposes:
  - a. To determine whether the Hearing was conducted fairly and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Charged Party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- b. To determine whether the decision reached regarding the Charged Party was based on substantial information; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Judicial Board Hearing.
2. If an appeal is upheld (or approved) by the Appeals Board, the Appeals Board can take the following actions:
- a. Return the matter to the original Board/Panel/Dean for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s) or to allow for consideration of new information.
  - b. Refer the matter to a new Board/Panel/Dean in the event that the Appeal Board concludes that the initial Board/Panel/Dean would be biased or prejudiced.
  - c. Remove, add, or change any sanctions issued from the initial hearing process.
- If an appeal is not upheld (not approved), the matter shall be considered final and binding upon all involved.

#### Article V: Interpretation and Revision

- A. Any question of interpretation or application of the Student Code shall be referred to the Dean/Associate Dean of Students for final determination.
- B. The Student Code shall be reviewed annually under the direction of the Dean of Students.
- C. The framework for the New England College Code of Student Conduct was cited in the best practices model offered in *Navigating Past the "Spirit of Insubordination": A Twenty-First Century Model Student Conduct Code with a Model Hearing Transcript* by Edward Stoner and John Lowery, 31, *Journal of College and College Law* 1 (2004).
- D. New England College reserves the right to modify the procedures and the substantive provisions of the Code of Student Conduct at any time and for any reason without notice.

## COLLEGE POLICIES

### Academic Policies

The Academic Catalog is the definitive statement on policies and procedures. Occasionally revisions are made in the policies and procedures after the catalog has been published. If changes are made, copies of the revised policy will be available in the office of the Vice President of Academic Affairs. Students who have extenuating circumstances that they believe may entitle them to exemption from any of these policies or procedures should consult their faculty advisor. The faculty advisor will guide a student through the appropriate procedure to assure that her or his request is given proper consideration.

### Alcohol and Other Drugs

This policy is provided to students, faculty, and staff as part of New England College's compliance with the Drug Free Workplace Act of 1988. Faculty, staff, and students who receive funding and other support such as grants, contracts, and certain financial assistance from the federal government may be subject to additional restrictions and conditions imposed upon them by the Drug Free Workplace Act. There are significant problems surrounding the inappropriate or "high risk" use of alcohol and other drugs within American society today to which the College is not immune. The high risk and illegal use of alcohol and other drugs is as much a part of the life of the College as it is a part of the larger society. The College recognizes that students are not the only members of the College community who are likely to abuse or illegally use alcohol or other drugs. This policy is thus directed at all members of the College community—faculty, staff, students as well as their invited guests. The College's concern goes beyond the personal harm that may result from the private use of alcohol and other drugs. All members of the College community are either directly or indirectly affected by an individual's choice. Personal health and relationships, public reputation, and ability to perform one's obligations are all placed in jeopardy by alcohol and other drug abuse that occurs on and off campus. The College community has both an ethical and a legal responsibility to formally address the problems in this area. The College acknowledges that individuals can make appropriate low risk decisions regarding the use of alcohol. As an institution of higher education within a larger community, the College will take active steps to educate its members as well as support and uphold local, state and federal laws. With respect to education, the College will actively provide information, programs, and counseling for faculty, staff, and students in the areas of alcohol and other drug use. In protecting the interests of the community, the College will take an individual approach to sanctioning offenders. The seriousness of the problem calls for a range of sanctions leading up to and including separation from the institution and referral for prosecution. Our aim is to take a reasonable and developmentally oriented approach within the limits of the law.

### Alcohol and Other Drugs Policy

The New England College Alcohol and Other Drug Policy is driven by what we call *The Three C's of NEC: Community, Consensus, and Commitment*. New England College is a community, committed by consensus to an environment that ensures and respects the safety and well being of all of its members. The College expects members of the campus community who are of legal drinking age and who choose to consume alcoholic beverages to do so responsibly and as a result of an informed decision. This decision should be based upon consideration of the consequences to self, others, and the community at large. Individuals who are intoxicated will be held accountable for their actions. Due to its potentially negative effect on academic performance, health, personal relationships, and safety, the College encourages a commitment from students, faculty and staff to make every effort to reduce the detrimental impact of substance abuse problems on this campus and the Henniker community. The College provides alcohol-education programs, on-campus counseling services, and referrals to off-campus counseling and treatment programs. Under certain conditions the College may require evaluation and/or treatment for a student as a condition of continued enrollment. Seeking confidential assistance from or being referred to these services will not, by itself, result in disciplinary action. New England College upholds the laws of the State of NH regarding alcohol and local ordinances pertaining to the consumption, possession, sale, and distribution of alcoholic beverages and students who violate these laws may face judicial sanctions. (RSA 179:10 Unlawful Possession and Intoxication, RSA 265-A: 45 Transportation of Alcoholic Beverages by a Minor) and other drugs (RSA Information at <http://www.gencourt.state.nh.us/rsa/html/xxx/318-B/318B-2.htm>). This policy is intended to provide the community with information about alcohol and other drugs, and is distributed as part of the college's compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL101226) In particular:

- No one under the age of 21 can legally consume, sell, distribute, possess, or purchase alcoholic beverages.

- Proper identification is required as proof of age. This includes a state driver’s license, Liquor Control Board card, or other state identification (all of which must include a picture and date of birth); a military identification card with picture and date of birth; or a valid passport with picture and date of birth.
- No one without a state license can legally sell or distribute alcoholic beverages.
- No one shall drive under the influence of alcohol; and no one shall sell or procure alcoholic beverages for a minor or for an intoxicated person. Alleged violations of this policy, including, but not limited to, the possession of bottles or cans of alcohol, unruly or inappropriate behavior, or underage consumption of alcohol, will be addressed by Campus Safety, the Office of Residence Life and Housing, the Student Development Office, and/or other College staff members.
  1. Public Consumption of Alcoholic Beverages  
Consumption of alcoholic beverages and/or the possession of alcoholic beverages are permitted in approved venues only. Public consumption of alcoholic beverages by students is prohibited in all public areas, including all common areas, such as lobbies, lounges, hallways, and outdoor areas, on the residential and academic sides of campus.
  2. Bulk Containers  
Students are not permitted to have bulk containers of and/or excessive quantities of alcohol on the New England College campus. Bulk containers are defined as kegs (1/2 barrels, 1/4 barrels) logs, beer balls, etc. Excessive quantities are defined as those exceeding two six packs of 12-ounce containers of beer or wine coolers or an equivalent amount in other containers; OR, one quart of liquor; OR, one half gallon of wine per resident of legal drinking age.
  3. Alcohol Content  
Alcohol content above 100-proof is prohibited
  4. Binge-Drinking Games and Binge-Drinking Paraphernalia  
Binge-drinking games and binge-drinking paraphernalia, including, but not limited to, funnels, luges, and beer pong equipment are prohibited on campus.
  5. Possession of empty alcoholic beverage containers within an underage residence (including rooms, closets, common space, and/or suite) may be taken as a presumption of alcohol consumption, and students may be held accountable.
  6. Students are prohibited from displaying alcohol-related material, for example, signs, posters, or lights—on campus in common areas and in public view. Students may, however, display such materials in their private space.
  7. New England College students are responsible for presenting their valid New England College ID and a valid driver’s license or state ID card for age verification, before they can be served alcohol on campus. People who are not New England College students are responsible for presenting another form of picture identification (e.g., driver’s license, passport, state ID card).
  8. All students are expected to act responsibly in relation to alcohol.  
Any irresponsible behavior involving or related to alcohol as determined by the Dean of Students, or designee, is a violation of this policy.

#### Bias Incidents (Hate Crimes)

New England College values the great diversity of its people and recognizes that a threat against any part of our community is a threat against our entire community, as well as against our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community. An incident of bias is an act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, or gender. Incidents of bias include, but are not limited to, graffiti, distribution of hate material in public places, posting of hate material that may or may not result in property damage, and the display of offensive material on one's own property. It is the practice of New England College to ensure that the rights and safety of all community members are protected. This includes the right of all community members to live without fear of attack by or threat from an individual or group due to hatred or prejudice. When any act motivated by hatred or prejudice occurs, the College will ensure that it is dealt with on a priority basis and use every necessary resource to rapidly and decisively identify the suspects and bring them to justice. The judicial system will view bias incidents as a serious violation of our *Student Code of Conduct*, and judicial outcomes may include any sanctions, up to and including expulsion. Incidents should be reported to the Student Development Office.

College Name and Logo

No student, group of students, club or any College organization may use the name of the College in any printed form (including letterheads) or any other public form without going through the proper channels. A student or student group may become a recognized organization through the Student Senate. All other requests must receive written permission from the Dean of Student Affairs. All publicity should be handled by either the Office of Student Development and/or the Office of Public Information.

#### Drug-Free Workplace

Under the regulations of the Drug-Free Workplace Act of 1988, any individual who is on the New England College payroll, including students, working under a federal grant or contract must notify their supervisor of a workplace-related criminal drug conviction within 10 days of the conviction. In an effort to educate the New England College community and to comply with the requirements of The Drug Free Schools and Communities Act Amendments of 1989, the following information is provided as addenda to this policy statement:

1. A summary of the health risks associated with the abuse of alcohol and illegal drugs;
2. Information on the low risk and appropriate uses of alcohol;
3. A description of alcohol and other drug counseling, treatment, and rehabilitation programs available to members of the College;
4. A summary of local, state, and federal laws for the unlawful possession or distribution of illicit drugs and alcohol;
5. A summary of the College's disciplinary code and sanctions regarding alcohol and other drug abuse a. student b. faculty and staff c. social function policies.

This policy will be subject to biannual review. Individuals or groups who wish to comment on or to recommend changes to this policy should contact the Office of Student Development.

Addendum 1: *Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol* Type of Drug - Drug Name - Common Health Hazards Associated with Use

- Cannabis

Marijuana: Memory impairment, possible damage to the lungs, heart, reproductive and immune systems. Hashish: Also, psychological dependence, hallucinations panic and anxiety reactions. Stimulants (drugs that stimulate the nervous system)

- Cocaine

Intense psychological dependence, sleeplessness, anxiety, sexual impotence, seizures, and lung damage. Also nasal passage damage, tremors, psychosis, depression, stroke, neurological damage, ulcers, high blood pressure, heart disease, liver damage and death from overdose or nervous system impure supply. There are also serious problems for unborn and newborn infants.

- Amphetamines

Dexedrine, Methadrine, diet pills, Nicotine: Sleeplessness, anxiety, hallucinations, seizures, brain damage, malnutrition, ulcers, depression, sexual impotence, physical and psychological dependence, heart deterioration, high blood pressure, irregular heartbeat, heart attack and death from overdose.

- Nicotine

Cancers of the lung, throat, mouth and esophagus. Also, heart disease and emphysema.

- Narcotics

- Heroin, Morphine, Codeine, Methadone, Demerol: Addiction with severe withdrawal symptoms. Respiratory and circulatory depression may lead to death. Also, vomiting, dizziness, sexual impotence, effects to the immune system, increased blood pressure, heart failure, infection of the heart lining and valves, skin abscesses and lung congestion.

- Hallucinogens PCP, LSD, Mescaline: Anxiety, depression, impaired memory and perception, death from accidents and overdose, that alter flashbacks, breaks from reality, violent perceptions of behavior, seizures, stroke, coma, heart and reality lung failure. Depressants (drugs that slow down the central nervous system)

- Alcohol

Large amounts of alcohol in the system can cause unconsciousness, respiratory depression and death. Long term heavy use can cause permanent brain damage, such as memory loss and the ability to think abstractly. Other complications of alcohol dependence include cirrhosis (liver damage), hepatitis, altered brain cell functioning, nerve damage, gastritis (inflammation of the stomach), premature aging, impotence, infertility and other reproductive disorders. Also, increased risk of heart disease, pneumonia, tuberculosis, neurological disorders and an increased risk of cancer.

- Barbiturates, Pentobarbital, Secobarbital, Amobarbital

Addiction with severe withdrawal symptoms. Also, nausea, loss of motor control, depression, seizures, respiratory and circulatory failure, death from overdose, sexual impotence, birth defects, and behavioral problems to unborn infants. Combining with other drugs greatly increases the risk of death.

- Tranquilizers, Valium, Librium, Equinil, Quaaludes

Psychological and physical dependence, tremors, sexual impotence and menstrual irregularities. Mixing with alcohol or other depressants may cause death. Overdose may cause coma and death. Death from overdose. There is a severe reaction with alcohol. Causes - auto accidents because of faulty judgment and drowsiness. Also, nausea and seizures may result.

- Steroids

Blood disorders, liver problems, cancers, aggressive behavior and psychosis.

This is not an exhaustive list of illicit drugs used in society today. The use of inhalants, such as glue and cosmetic sprays, for example, are currently posing serious health risks across the nation. Rohypinol (ruffies) and GHB, on the other hand, are deceptively being used to sedate and rape women.

#### *Addendum 2: Low Risk and Appropriate Uses of Alcohol*

Our health is dependent upon our ability to set standards for chemical use and to live by them. There are low risk and high risk situations involving alcohol and other drug use. Listed below are some suggestions for setting both personal and group standards for chemical use and non-use.

#### *Suggested Standards*

1. The use of alcohol is a personal choice. No one should be pressured to drink or not to drink, or made to feel uneasy or embarrassed, because of a personal choice.
2. Alcohol is not essential for the enjoyment of family or social events, or for celebrating success.
3. Drinking should not be an activity for its own sake, but an adjunct to other activities.
4. The use of alcohol at luncheons or meetings during working hours or the class day should be discouraged. Many companies and institutions specifically prohibit the use of alcohol during the work or school day.
5. Excessive drinking that leads to intoxication is neither healthy, safe, nor socially acceptable and can put a person into a high risk status.
6. Drunkenness should not be laughed at or taken lightly, but should be considered high risk behavior and could possibly be indicative of more serious issues.
7. The person responsible for setting up parties or social events is accountable for seeing that alcohol, if used, is used legally, appropriately and in a low risk manner.
8. Illegal chemical use has specific risks and should be discouraged. Examples are: dosage, purity, criminal record, etc.
9. Everyone should know when to abstain from chemicals. A helpful barometer is the scale ranging from low risk situations to those of high risk for endangering yourself and/or others. Examples of the higher risk side of the scale are the following: - while engaged in athletics or physical activities, especially aquatics; - while pregnant or nursing a child; - when full cognitive functioning is needed - schoolwork, job, or athletic performance; - while doing anything that is more dangerous or less effective under the influence of alcohol.
10. Everyone should know their limits and keeps them in low risk situations. How much alcohol a person can consume before he/she becomes impaired or intoxicated depends upon several factors, including age, body weight, food eaten, gender, degree of fatigue, strength of drinks, mental state, and menstrual cycle (females)

#### *Addendum 3: A Description of Alcohol and other drug counseling, Treatment and Rehabilitation Programs*

#### *Available to Members of the College.*

New England College will assist faculty and staff who are experiencing substance abuse problems. The Employee Assistance Program provides a way for employees and their dependents to receive confidential, professional evaluation and help. You may contact the Human Resources Office, the Counseling Center or your supervisor for more information or you may call the EAP directly. In addition, the Human Resources Office can provide information on health insurance coverage for substance abuse counseling or in-patient programs.

#### Communicable Diseases

- Introduction

The general provisions of this policy apply to students, faculty and staff of New England College unless otherwise directed at a specific group of the institution and noted herein. The policy is based upon the need of the institution to develop systematic approaches for controlling contamination risks associated with the serious strains of communicable diseases, including but not limited to Acquired Immune Deficiency Syndrome (AIDS), and to protect the individual with prompt identification, while raising the awareness of the communicable disease problem through an effective education program. As an institution, therefore, we are concerned with both the health and safety of the

individual and the group, and of balancing those interests, and developing effective educational programs for all College constituencies. It is the position of the College that because of the sometimes rapidly changing data, medical research and shifting public health policies associated with communicable diseases that policies and procedures should be broad enough in scope to account for the general increasing body of knowledge while protecting the individual's rights and those of the group.

- Evaluation Team

- It shall be the policy of the College to review cases of communicable diseases on an individual, case by case, basis. The mechanism used for such a review shall be an evaluation team which will undertake evaluations based on the latest information available from public health sources.
- The evaluation team will consist of the Nursing Director and Medical Director of Health Services.
- The evaluation team may consult additional health care providers for individual situations as deemed appropriate, within the bounds of confidentiality as indicated in the State of N.H. RSA Chapter 141-F, of 1988.
- The evaluation team will review the health issues associated with individual cases of communicable disease, and evaluate potential risks to the rights of the individual and the College community. The team's decisions will be based on medical analysis and a weighing of the factors outlined in this and other provisions of the policy.
- Team recommendations may include such actions as recommendations for medical care, and other actions as deemed appropriate to protect the individual as well as the campus community.

- Education

It shall be the policy of the College to educate its students, faculty and staff as to the dangers of communicable diseases, including but not limited to HIV/AIDS, and as to the latest public health findings as such material becomes available. The following procedures shall be a matter of policy.

- The provisions of this policy shall be distributed among the various constituency of the College on a regular basis as deemed appropriate by the Dean of Student Affairs, Director of Human Resources, and Dean of the Faculty.
- The Dean of Students, or designee, shall design and offer workshops, oversee the distribution of literature, and otherwise assure an atmosphere of discussion on issues surrounding communicable diseases. Precautionary procedures and guidelines for safe handling of blood and body fluids will be provided for personnel from athletics, food services, residence life, health care workers, custodial services and academic departments offering biological teaching laboratories.

- Reporting

It shall be a requirement of the institution that cases of communicable disease be reported to the Director of Health Services within a reasonable period after an individual's discovery of a reportable Communicable disease. The Director of Health Services and Director of Human Resources will make available a list of what the New Hampshire Department of Public Health considers to be reportable communicable diseases.

- Confidentiality

It shall be the policy of the College to abide by the provisions of the physician patient relationship protecting confidentiality, and the provisions as noted below: The College endorses the provisions of the Privacy Act of 1974 and the State of N.H. RSA Chapter 141-F, of 1988. Therefore, no person, group, agency, insurer, employer, or institution will be provided medical information without the prior written consent of the patient. This provision shall include parents of students.

- Individual Responsibility

It shall be the responsibility of an infected individual to avoid contact or activity that will facilitate communication of the disease to other members of the community. Failure to act responsibly will require that disciplinary action be taken and may result in removal from the College community.

#### Demonstration and Dissent

Several principles basic to our College community are enumerated below and serve as a summary of the College's position concerning freedom of expression and dissent.

- Free inquiry and expression are elements in the achievement of the goals of this academic community.
- Responsible dissent is to be encouraged as one means of exposing errors in reasoning and procedures, and of discovering truth.

- Any effort to limit freedom or openness in this academic community is a matter of serious concern because it is against the freedom of expression of serious concern because it is against the freedom of expression.
- Thus, all members of the community are free to register, through orderly means, their point of view on any issue or decision. They are also expected to help guarantee the right of others to free movement about campus and free expression of their concerns.

Through the above statement, the College would make clear to all members of the community that any group or individual has the right to free expression and presentation of its, or the individual's point of view. No group or individual has the right to interfere with the movement or functions of other authorized persons and groups. Students must take upon themselves the responsibility for seeing that reasonable order and decorum are maintained in any demonstration or counterdemonstration. Where the interests of two groups come into conflict, it is the responsibility of these groups, working as necessary with the Dean of Student Affairs, to establish guidelines for their behavior. The College has a responsibility to protect its guests from mistreatment or danger, and expects student cooperation in exercising that responsibility. Since it is difficult to detail what the College's responsibilities would require of a given group in any particular situation, and because of the possible unforeseen consequences of demonstration activity, groups or individuals planning demonstrations are encouraged to inform the Office of Student Development of plans before the event. It must be understood that those who do not abide by specified limitations placed upon their activity, or who ignore generally accepted standards of conduct, are subject to disciplinary action. Such action would be taken through the procedures that normally handle discipline cases, namely the Student Development Office and the College Judicial Board.

#### HIPPA

The *Health Insurance Portability and Accountability Act (HIPAA)* of 1996 protects the privacy of a person's health records. Students must give written permission for their health records and treatment information to be shared. Forms for releasing information are available at the Wellness Center.

#### Keys

It is a violation of College policy for students to give College keys to another party for private use, as passing a key indicates the possibility of reproduction of the key off-campus. If it becomes obvious that an unauthorized person retains possession of a College key, a verbal warning will be given first, and then the door will receive a lock change and the individual responsible for loaning the keys will be charged the lock-changing fee.

#### Leave for Medical/Psychological Reasons

This policy addresses those occasions when a student's medical/psychological conditions have placed them at risk to themselves and/or to others. These procedures are designed to transition a student to a safe and healthy environment when the option of remaining on campus is not in the best interest of the student or the College. A student may voluntarily leave in order to seek treatment for medical/psychological needs, and in doing so make arrangements for a future return to the College. On those occasions when a student's health or well-being is at risk, disruption to the College is significant, or when a student is not willing to voluntarily leave the College, the Dean of Students, or designee, may initiate procedures for a College-Initiated Leave.

##### Student-Initiated Leave

When a student with physical/mental health concerns chooses to take a leave from the College, that student should:

- Notify the Dean of Students, or designee.
- Complete, if required, an assessment through the Wellness Center.
- Develop, if required, an academic plan for return with the Director of Academic Advising, or designee.
- Develop, if required, a wellness plan for return with the Director of the Wellness Center, or designee.

##### College-Initiated Leave

When a student puts him/herself or others at risk or disrupts the College community, the College-Initiated Leave procedure may be initiated by the Dean of Students, or designee. The process is as follows:

- The Dean of Students, or designee, initiates the College-Initiated Leave procedure
- The Dean of Students, or designee, contacts family members (e.g. parents, guardians).
- The Dean of Students, or designee, initially determines whether:
  - The student may continue, without restrictions, at the College.
  - The student may continue, with restrictions and safeguards, at the College.
  - The student may attend classes, but is restricted from parts of the campus.
  - The student may not attend classes and is fully restricted from campus.
- The Dean of Students, or designee, provides the student with notification of a Dean's Hearing:

- The student is given a minimum of 48 hours to prepare for the hearing.
- The student may bring a medical/clinical/expert witnesses to the hearing.
- The student may request that a support person to attend the hearing. The support person would not offer testimony or provide evidence, but would simply offer support for the student.
- At the Dean’s Hearing, the process is as follows:
  - The student may present information about his/her medical/psychological condition.
  - The student may ask questions and address concerns of others presenting information.
  - A taped record of the proceeding will be kept in the case of an appeal.
  - The Dean of Students, or designee, will render a decision about the student’s status within 72 hours of the hearing. The decision will be shared with the student in writing.
  - If the student is withdrawn from the College, the notification will include the process for an appeal.

#### Return From Leave

A student seeking reinstatement from a leave may return to the College upon the successful completion and appropriate clinical documentation of the following:

- The medical/psychological condition no longer exists; or
- The medical/psychological condition is sufficiently under treatment so as to remove any substantial likelihood of a reoccurrence of the situation which caused the College-Initiated Leave; or
- The student is no longer considered an imminent risk to self or others.
- A success plan may be required as determined by the Dean of Students, or designee, and/or the Director of the Wellness Center, or designee.

#### Sexual Harassment

New England College’s Title IX Officer is Paula Amato, Vice President of Finance and Administration.

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The law and New England College policy prohibit all forms of sexual harassment: men harassing women, women harassing men, men harassing men, and women harassing women. Sexual harassment includes unwanted or unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment or educational experience;
  2. Submission to or rejection of that conduct or communication by an individual is used as the basis for decisions affecting that individual’s employment or educational performance;
  3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual’s work, academic performance, or participation in co-curricular activities;
  4. That conduct or communication has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, social, or residential environment; or
  5. The conduct or communication implies a discriminatory hostility toward an individual because of her or his sex.
- Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at gay or lesbian students that are sufficiently serious to limit or deny a student’s ability to participate or benefit from the school’s program constitutes sexual harassment prohibited by Title IX under the circumstances described.

Sexual harassment laws are designed to 1) protect people with less power (employees, subordinates, interns, students) from those with more power (employers, supervisors, managers, teachers), and 2) prevent the creation of a “hostile environment” that might result from unwanted sexual comments and advances, even among peers.

#### Positions of Power

Although all College students are, as students—peers, there are recognized positions of power among students, such as resident assistants, athletic team captains, student government officers, class officers, and honor students. Just as important, there are informal differences in power and influence between students. Sometimes being part of a certain social group or one’s year in College will result in social power differences between students. All members of the New England College community should bear in mind that positions of power and status among student peers—formalized or not—are opportunities to demonstrate good citizenship, and should never become the basis for abuse or harassment. Such behavior is against the New England College Code of Student Conduct.

#### Hostile Environment

The New England College Code of Student Conduct prohibits creation of a hostile living or learning environment. This can occur between students with no discernible difference in status or power. The New England College community is grounded in mutual respect and goodwill, and each is responsible for recognizing when she or he may

present an intimidating or unwelcome presence, or when she or he may be contributing to a hostile environment for another community member.

Examples of Sexual Harassment may include but are not limited to the following:

- Sexual innuendoes, comments or bantering;
- Comments about an individual's body, clothing, or lifestyle which have sexual implications;
- Repeated questions, derogatory statements and/or jokes that are related to gender and/or sexual orientation or identity;
- Sexually degrading words or gestures used to describe an individual;
- Subtle or blatant pressure for sexual activities;
- Unwanted touching, patting, pinching, or brushing against a person's body or clothing;
- Leering or ogling or other non-verbal "comments" about an individual's appearance;
- Making sexually suggestive gestures or sexual sounds;
- Sending sexual mail, notes, e-mail, or making sexually explicit phone calls or voice mails;
- Sending, giving, showing or displaying material (objects, pictures, cartoons, articles, books or magazines) that are sexually explicit; or
- Direct or indirect threats or bribes for sexual favors.

#### Where and How Sexual Harassment Could Occur

Sexual harassment could occur on campus or at off-campus New England College sponsored events. It could occur in the classroom (student to student, faculty to student, student to faculty), the work setting (supervisor to employee, employee to supervisor, employee to employee), and the living and social environment. It could occur at an internship or practicum site on or off-campus. In addition, an employee or student could experience sexual harassment from a salesperson, vendor, parent of a student, alumnus, visitor, or any other members of the extended College community or visitors who have contact with New England College faculty, staff, and students at the College or College sponsored events. Sexual harassment could occur to a third party when that person is negatively affected by unwelcome or welcome sexual conduct between other individuals in that third party's work setting or classroom—or any other setting that requires a New England College employee or student be present for work or learning purposes or, in the case of students, in that person's living environment. The College considers any romantic, physical, or sexual relationship between employees of the College and students to be a conflict of interest and potentially sexual harassment due to the potential for abuse of power, harassment, bias, and favoritism. Dating relationships between supervisors and subordinates and between faculty or staff and students are generally deemed unwise and should be avoided.

#### Civil Rights Complaints or Harassment

New England College is committed to maintaining a humane atmosphere in which the sex, race, color, creed, religion, sexual orientation, sexual identity, marital status, national or ethnic origin, physical or mental handicap or veteran status of an individual or group are respected and not disparaged. Therefore, the following procedures will be followed should any member of our joint community feel that such an atmosphere is not being maintained.

##### Acts of Intolerance

New England College is committed to maintaining an environment which fosters respect among the various representative cultures on campus, and acts of intolerance create an offensive, demeaning, intimidating, and hostile environment. Therefore, any behavior — verbal or physical — that stigmatizes or victimizes individuals or creates a hostile environment for individuals is a violation.

Such behavior includes, but is not limited to:

1. Objectionable epithets which are directed to an individual or group and inflammatory;
2. Demeaning depiction or treatment;
3. Threatened abuse or actual harm, whether it be physical or verbal; or
4. Any behavior that creates an offensive, intimidating, hostile or demeaning environment for an individual or group of individuals.

Instances of the aforementioned behavior should be reported and will be investigated and may be addressed by the conduct system or via an employment action. Community members are encouraged to report this type of incident whether as the victim or as an observer. The College urges reflection on the impact of such incidents on an individual, on the group that individual may represent, and on the community as a whole.

Resident students are free to express themselves by decorating the outside of their doors as well as inside their rooms. Decorations that are part of common and public areas must follow the guidelines prescribed for preventing a

hostile environment. Decorations that stigmatize or victimize individuals or create a hostile environment for individuals are a violation of our Code of Student Conduct. Such content includes, but is not limited to:

1. Objectionable epithets which are directed towards an individual or group and inflammatory;
2. Demeaning depiction or treatment;
3. Threatened abuse or actual harm; or
4. Any decorations or displays that create an offensive, intimidating, hostile, or demeaning environment for an individual or group of individuals.

#### How Do You Know?

How do you know when something you say or do may be an act of harassment? The first sign is that someone is feeling intimidated or offended. “But” (you reply), “sometimes I’m just joking, and the person I’m joking with takes it wrong!” While this may be true, you should remember two things. First, the person who is offended sets the initial standard for harassment. In other words, if someone is feeling harassed—that’s enough to begin an investigation. Second, according to the New England College Code of Student Conduct, everyone is responsible for being attentive to and respectful of the feelings of others. It’s very possible to offend someone without meaning to offend. If something you said or did appears to have offended or intimidated someone, you should check with that person, and try to clarify any misunderstanding. If you are asked to change some behavior because it is harassing, for instance, to stop making a certain kind of joke, alter something displayed, or change the message on your voicemail, you should be willing to discuss the matter. Very often, a good resolution to the problem can be found through open and respectful discussion. If the action in question is a sexual advance, in the form of talk or touching, you should remember that “No” means No, and that verbal refusal, reluctant silence, uncertain hesitation, ambiguous response, or any such non-verbal cues from the other person mean that no more sexual talk or touching should occur until the uncertainty is specifically dispelled. How do you know if you are being harassed? As you’d expect, the first sign is that you feel offended or intimidated. If so, you should ask yourself a few questions: “Am I feeling belittled or threatened?”, “Have I asked this person to stop doing this before?”, “Am I starting to avoid this person, and do I dread seeing him/her?” If the answer to any of these is “yes,” then you should consider taking some action. Options for action are in the next section.

#### Disclosure, Investigation, and Complaint Procedures

Employees and students should address harassment in order for everyone to enjoy a work and learning environment free from offensive and hostile behavior. Employees and students are strongly encouraged to seek information about campus resources available to them in cases of harassment and to disclose cases of harassment so that situations can be addressed. Any member of the College community, who believes he or she has been harassed, or has witnessed harassment at the College, is encouraged to disclose the conduct to a support person. If the person feeling harassed is a student, a support person may include, but is not limited to, an academic advisor, resident director, campus safety member, and/or counselor. If the person feeling harassed is an employee of the College, he or she may want to disclose information to the department chair, academic vice president and dean of faculty, and/or director of human resources.

#### Prohibition Against Retaliation

Students and employees who, in good faith, report what they believe to be harassment or who cooperate with any investigation shall not be subjected to retaliation. Any student or employee who believes he or she has been the victim of retaliation for reporting harassment or cooperating in an investigation should immediately contact campus safety or human resources. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action. The remainder of the information in this section concerns student avenues for resolution. Information regarding employee complaint procedures can be found in the Employee Handbook or by contacting human resources.

#### Informal Action

Informal action can be pursued before or instead of a formal complaint process. When a person feels he or she has been harassed, an important first step is to convey to the perpetrator that his or her behavior is offensive.

Notification can be verbal or written and delivered immediately or within a reasonable time frame.

Other informal actions could also include:

1. Keeping a log of times, dates, places, witnesses, the nature of the harassment, what the accused said and did, how the complainant responded
2. Writing a letter to the harasser that includes:
  - a. the writer’s factual account of what happened, but without any subjective evaluation of such (this account should be as detailed as possible, including dates, places, and descriptions of the incidents);
  - b. a description of how those events made or still make the writer feel, e.g., disgusted, afraid, uneasy, confused, disappointed, etc.; and

c. what the writer wants to happen next and in the future.

To be most effective, the letter should be delivered only to the accused, in person, or by registered or certified mail. The writer should keep a copy of the letter. If the letter does not achieve its purpose, the letter can be used to support further complaints.

#### Formal Action

At any point an individual may feel that informal action is ineffective or has not produced the desired effect — to make the individual cease the harassing behavior. While the College hopes that informal action will be successful, any student who believes that he or she has been harassed by a member of the College community can seek to find resolution through formal action. Students who wish to file a formal complaint should meet with the associate dean of students and director of citizenship education, the director of campus safety, or another New England College faculty or staff member and submit a written statement describing the incident(s). Once harassment is disclosed to College personnel, the College is legally obligated to address and respond to the complaint. If the alleged harasser is a faculty member, formal action should be pursued through the academic vice president and dean of faculty. If the alleged harasser is a staff person, formal action should be pursued through the Office of Human Resources. If the alleged harasser is a student, formal action should be pursued through the Student Development Office.

#### Investigation

Upon receipt of a claim alleging harassment, the College will investigate promptly the charges made by the complainant. However, it may be determined that due to the length of time between the alleged incident and the time of reporting, there is not enough information available to successfully adjudicate a claim of harassment.

Except as required by the demands of the investigation and enforcement of the policy, the complainant's claim will be treated as private by the College. If the safety and/or well-being of the complainant or the accused is in question, persons accused of harassment may be banned from certain residence halls or buildings, academic areas, or suspended from the College pending the hearing. Any attempt by a person to intimidate, harass, or punish an individual who is bringing a complaint or involved in the hearing process, will result in disciplinary action.

#### Determination

Should an investigation produce enough information to substantiate an allegation of harassment, the case will then be referred to a hearing body appointed by the Dean/Associate Dean of Students, or designee. Administrative hearings provide each party with an opportunity to present information regarding the incident. The hearing body, once it has heard all sides and questioned parties, including relevant witnesses, will make a determination of responsibility or non-responsibility based on the preponderance of evidence. The hearing body will notify the respondent, and the complainant of the outcome of the hearing.

#### Sanction

Should a student be found responsible for harassment, sanctions could range from admonition to permanent dismissal. For more information regarding the conduct process, please contact the Student Development Office.

#### Sexual Misconduct/Sexual Assault

Intentional physical contact of a sexual nature with the body of another should not occur without the unequivocal consent of that individual. Sexual misconduct/ sexual assault of any person committed by a New England College student, on College property, at College sponsored activities, or off campus, will not be tolerated. Sexual misconduct/ sexual assault is the intentional touching of a victim's sexual or intimate parts, or the clothing covering the immediate area of those parts, sexual penetration of the victim's genital or other body openings, by any part of the accused's body, or by an object manipulated by the accused, without the victim's consent through the use of force, threat of force, coercion, or intimidation, or under circumstances where the victim is mentally incapacitated for any reason including intoxication. In the event of any indication that the contact or conduct is unwelcome, it should cease or not be attempted. "No" means "no"; "maybe" means "no"; silence means "no"; hesitation means "no"; and a "yes" that is followed by a change of mind also means "no". If there is any doubt, the answer should be understood to be no, and sexual activity should cease. This policy applies regardless of the sexual orientation of the individuals involved.

#### Unequivocal Consent

At New England College, a person who is accused of sexual misconduct or sexual assault must show he or she had evidence of unequivocal consent given by the person who complains of inappropriate sexual conduct or contact. The hearing body may find for the complainant instead of the respondent unless there is evidence of unequivocal consent by one who is capable of offering it. If someone is incapable of offering [or recognizing] consent, due to alcohol or drug impairment, underage status, or other limitation, then sexual activity should cease. Likewise if someone is incapable of recognizing whether consent has or has not been given, then sexual activity should cease.

### Rights of Student Victims of Sexual Assault or Rape

1. The right to immediate medical care, free counseling services, and availability of a victim advocate;
2. The right to request an interim separation order from the Office of Student Development pending a hearing;
3. The right to change residence or have the accused change residence;
4. The right to have a person of their choice (a victim advocate) to accompany them throughout the disciplinary hearing;
5. The right to academic support;
6. The right to remain present during the entire hearing;
7. The right not to have their irrelevant past sexual history considered during the hearing;
8. The right to be informed of the outcome of the hearing;
9. The right to appeal the decision of the board/hearing officer;
10. The right to have a victim advocate speak for the victim in a hearing if the victim's presence would cause unnecessary psychological stress or otherwise endanger the victim in the opinion of the judicial advisor;
11. The right to file a complaint with local law enforcement.

The College recognizes that normal procedures of witness confrontation are usually preferable for the promotion of due process but that victims of sexual assault and rape may require these additional protections.

### Reporting Options

The following options exist for a person who thinks he or she has been a victim of sexual misconduct or sexual assault:

1. To pursue the case through the judicial system of the State of New Hampshire, but not through the College conduct system;
2. To pursue the case through the College conduct system, but not through the state judicial system;
3. To pursue the case via both the state and College processes; and
4. Not to pursue the case via either the state or College process.

If you request confidentiality or ask that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If you insist that your name or other identifiable information not be disclosed to the alleged perpetrator, know that it limits the College's ability to respond. Also note that the safety of the campus outweighs student's right to confidentiality. Additionally, a student can request a change in his or her housing and class assignments, depending on individual availability and requirements.

### Investigation

Once a student chooses to pursue the case through the College conduct system, the College will investigate promptly the charges made by the complainant. Except as required by the demands of the investigation and enforcement of the policy, the complainant's claim will be treated as private by the College. If the safety and/or well-being of the complainant or the accused are in question, persons accused of sexual misconduct or sexual assault may be banned from certain residence halls or buildings, or suspended from the College pending the hearing. Any attempt by a person to intimidate, harass, or punish an individual who is bringing a complaint or who is involved in the hearing process, will result in disciplinary action, if proven.

### Right of Complaint

Students who believe that the College is not complying with the requirements of Title IX of the Educational Amendment of 1972 or the regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

New England College's Title IX Officer

Paula A. Amato, CMA

*Vice President of Finance and Administration*

New England College

98 Bridge Street

Henniker, NH 03242

Phone: 603-428-2461

Email: [pamato@nec.edu](mailto:pamato@nec.edu)

The Office for Civil Rights,

*Boston Office*

U.S. Department of Education

J. W. McCormack POCH, Room 701

Boston, MA 02109-4557

Telephone: (617) 223-9662  
Facsimile: (617) 223-9669  
TDD: (617) 223-4097  
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

#### Smoking

Smoking is prohibited in all College buildings including: residence halls, offices, hallways, waiting rooms, restrooms, lounges, lunchrooms, meeting rooms and all community areas. Smoking outside of all building entrances and exits is restricted within 25 feet of the doors. This policy applies to all students, employees and visitors.

#### Solicitation

Any person wishing to sell merchandise or canvass for information in any of the New England College buildings must obtain permission and a permit from the Office of Campus Life approximately three weeks in advance of the proposed date. Anyone sponsoring programs on campus must clear time and location on the activities calendar in the Office of Campus Life.

#### Weapons

The NEC community is one that should feel safe and welcoming to all students. Accordingly, the College restricts the possession of weapons on campus. The possession of weapons on campus is disruptive to the College community and poses a risk to the health and welfare of College community members. The term "weapon" includes, but is not limited to, the following:

- Bow and arrows
- Firearms of any kind (with the exception of weapons carried by off-campus law enforcement officials in the course of their duties) including air soft, B.B., pellet, and decorative guns
- Knives with blades longer than four inches
- Martial arts weapons, including but not limited to, throwing stars and nunchaks
- Metal knuckles
- Sling shots

Replicas of firearms, including air soft guns and paintball guns, can cause the same alarm and disruption as actual firearms, and can also present a risk of harm to the owner and other community members. As a result, these items are prohibited on campus property at all times. Any item that is brandished as a weapon will also be treated as a violation of College policy, including (but not limited to) brandishing of a pocket knife or holding a hand under clothing to simulate a weapon. Propellant sprays used for personal protection and self-defense purposes are allowed on campus. However, misuse of these items will be considered a violation of this policy.

## FEDERAL, STATE AND LOCAL LAWS

### Acts Prohibited

Controlled substance/drug use (RSA 318-B:2): New Hampshire has criminal penalties for the use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic drugs, addictive drugs, and drugs with a high potential for abuse have heavier penalties. Controlled drugs include: marijuana, barbiturates, amphetamines, tranquilizers, Hallucinogens, opiates, cocaine, mescaline, psilocybin, D.M.T., narcotics, crack and all other drugs of a similar nature which are either outlawed outright or illegal when not prescribed by a Physician or used other than how specifically prescribed. Under state or Federal law, persons convicted of controlled drug possession are ineligible for Federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third.

### Controlled Substance/Drug Distribution

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

### DWI (RSA 265:82)

Included among the penalties for the first conviction of driving under the influence of alcohol are a \$1000.00 fine and a loss of license for not less than 90 days. The legal BAC for those 21 and over is .08; New Hampshire has a very strict .02 BAC DWI law for any person under the age of 21 years; usual penalty may be up to a \$1000.00 fine, two years loss of license, and an alcohol education course.

### Facilitating/Hosting an Underage Drinking Party (RSA 644:18)

An underage drinking party is any gathering of five or more where at least one person is illegally possessing alcohol. This is a misdemeanor that could carry a fine up to \$1,200 and a jail sentence up to one year.

### Hazing - New Hampshire State Law

Hazing in all forms, is a violation of good order and personal liberty, and is prohibited. Effective on July 1, 1993, New Hampshire Law defines Student Hazing as: any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any acts, when:

1. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
2. Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

New Hampshire Law provides that a natural person is guilty of a Class B misdemeanor if such person:

1. Knowingly participates as an actor in any student hazing;
2. As a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities or
3. Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.

Furthermore, the law also requires that an educational institution or an organization at or in conjunction with an educational institution is guilty of a misdemeanor if it:

1. Knowingly permits or condones student hazing; or
2. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
3. Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.

### Heroin

In presence of: New Hampshire makes it illegal to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Sale and possession of drug paraphernalia is also illegal.

#### Minor in Possession of Alcohol (RSA 179:10)

New Hampshire law states that it is unlawful for any person under the age of 21 years to possess an alcoholic beverage. The usual penalty for first time violators is a \$150.00 fine (but the fine can be as high as \$500.00). Second offense violators are usually fined \$250.00 and are placed on probation. A mandatory procedure followed by local and state police is that any minor found possessing alcohol will be arrested.

#### Internal Possession

A person under the age of 21 is guilty of a violation if he or she is intoxicated (any amount of alcohol in system) due to consumption of an alcoholic beverage. \$250 minimum for the first offense, \$500 minimum for subsequent offenses, possible additional penalties such as the loss of New Hampshire State Drivers License even if the violation does not occur while operating a vehicle.

Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages (RSA 179:10-a): is punishable by a fine of \$2000.00 and/or a year in jail.

#### Occupancy Law (RSA 153:3)

Gatherings of 50 or more people in any building or tent are not permitted without a permit. This can result in a fine up to \$1,000.

#### Prohibited Sales

Sale or delivery of alcohol beverages to persons under 21 (RSA 179:5): New Hampshire law prohibits the sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2000.00 and/or a year in jail.

#### Sexual Assault - New Hampshire State Law

The State of New Hampshire distinguishes between three (3) degrees of Sexual Assault:

##### **RSA 632-A:2 AGGRAVATED FELONIOUS SEXUAL ASSAULT**

1. A person is guilty of the felony of aggravated felonious sexual assault if the perpetrator engages in sexual penetration with another person under any of the following circumstances:
  - a. When the actor overcomes the victim through the actual application of physical violence or superior physical strength;
  - b. When the victim is physically helpless to resist;
  - c. When the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats;
  - d. When the actor coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim believes that the actor has the ability to execute these threats in the future;
  - e. When the victim submits under circumstances involving false imprisonment, kidnapping or extortion;
  - f. When the actor, without the prior knowledge or consent of victim, administers or has knowledge of another person administering to the victim any intoxicating substance that mentally incapacitates the victim;
  - g. When the actor provides therapy, medical treatment or examination of the victim in a manner or for purposes which are not professionally recognized as ethical or acceptable;
  - h. When, except as between legally married spouses, the victim is mentally defective and the actor knows or has reason to know that the victim is mentally defective;
  - i. When the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist;
  - j. When, except as between legally married spouses, the victim is thirteen (13) years of age or older and under sixteen (16) years of age and:
    - i. The actor is a member of the same household as the victim or
    - ii. The actor is related by blood or affinity to the victim.
  - k. When, except as between legally married spouses, the victim is thirteen (13) years of age or older and under eighteen (18) years of age and the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit or
    - i. When the victim is less than thirteen (13) years of age.

ii. A person is guilty of aggravated felonious sexual assault without penetration when the actor intentionally touches the genitalia of a person under the age of thirteen (13) under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification.

**RSA 632-A:3 FELONIOUS SEXUAL ASSAULT**

2. A person is guilty of a class B felony:
  - a. When the actor subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2; or
  - b. When the actor engages in sexual penetration with a person other than his legal spouse who is thirteen (13) years of age or older and under sixteen (16) years of age; or
  - c. When the actor engages in sexual contact with a person other than his legal spouse who is under thirteen (13) years of age.

**RSA 632-A:4 SEXUAL ASSAULT**

3. A person is guilty of a misdemeanor if the actor subjects another person who is thirteen (13) years of age or older to sexual contact under any of the circumstances in RSA 632-A: 2.

**Transporting Alcoholic Beverages (RSA 265:81-3 and RSA 265:81)**

It is unlawful for any driver of a motor vehicle to transport, carry or possess any alcoholic beverage either open or with the original seal broken in the passenger area of the car. A penalty of up to \$1000 and loss of license can be expected for violation of this law.

**Minor Transporting Alcoholic Beverages**

It is unlawful for any driver, under the age of 21, except when accompanied by a parent, legal guardian or legal age spouse, to transport any liquor or beverage in any part of the vehicle. Violations may result in a 60 day suspension of license or right to drive.

## FERPA INFORMATION

In accordance with the provisions of the Family Education Rights and Privacy Act (Section 438 of the General Education Provisions Act, 20 USC 1232g), commonly referred to as the “Buckley Amendment”, New England College has adopted the regulations given below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and the Institution’s policy warrant. Copies of this statement are available upon request (accompanied by a self-addressed stamped envelope) to the Registrar’s Office, New England College, 15 Main Street, Henniker, New Hampshire 03242.

### Type and Location of Educational Records

The principal educational record of each student is kept at the Registrar’s Office. The Registrar or his representative is responsible for these records. Educational records include any records in the possession of an employee, which are shared with or accessible to another individual. The records may be handwritten or in the form of print, tape, film, or some other medium. Buckley Amendment coverage extends far beyond grades: records, files, documents, and data directly related to students must be made accessible, including all material incorporated into each student’s cumulative records. Transcripts or other records obtained from a school in which the student was previously enrolled would be included. Certain other offices maintain information or unofficial records as listed below. Inquiries concerning those records should be made in writing to the area concerned with a copy to the Registrar’s Office: Office of Academic Advising, Academic Affairs, Departments (for their majors and for students who have taken placement or exemption examinations with them.), Advisors, Continuing Education Centers. The following offices maintain administrative (rather than academic) records relevant to their work. Inquiries concerning those records should be made in writing to the person listed with a copy to the Registrar’s Office:

- Admission – Director of Admission
- Athletics – Director of Athletics
- Counseling – Director of Counseling
- Financial Aid – Director of Financial Aid
- Library – Director of the Danforth Library
- Residence Halls – Director of Residence Life
- Security – Director of Security
- Pathways Center – Director of Pathways
- Student Accounts – Director of Student Financial Services
- Student Affairs – Assoc. Dean of Student Affairs

### Inspection and Review of Records

Any student may inspect and review his/her educational records upon written request to the person in charge of the records, as listed above. That person will comply as soon as possible; under the law this must be done within 45 days after the request has been made. The student has the right to review and inspect all the documents in all of his/her folders at the College except:

- Confidential evaluations and letters of recommendation filed before January 1, 1975
- Evaluations and recommendations after that date if the student has waived his/her right to see them
- Financial records and statement of his/her parents
- Those documents classified by law as non-educational

Certain student records are not included among “educational records” under the Buckley Amendment and regulations:

- Private notes or records held by educational personnel and not accessible to or revealed to any other person – so-called “desk drawer notes” kept in the sole possession of a teacher or administrator – are not accessible to students.
- Campus law enforcement records are not open to student review, provided that the institution’s security personnel maintain their records separately from the other records, disclose their records only to law enforcement officials in the same jurisdiction, and do not have access to the student’s other educational records.
- Student medical or psychiatric records created and maintained solely for treatment purposes are not available to anyone except a physician of the student’s choice, who may or may not show these records to the student.
- Records of students which relate exclusively to the students in their capacity as employees and which the institution makes or maintains in the normal course of business are not open to student inspection. The record-keeper should be familiar with state laws, which sometimes guarantee employees access to their personnel files.

- Records containing information obtained after the student is no longer enrolled, such as post-transfer or alumni records need not be shown to the former student.

If, after inspecting and reviewing his/her records, the student has any question about them, he/she may request an oral or written explanation and interpretation of them. The student may also secure a copy of every document in his/her folder open to him/her. These will be made by the College under the same terms, conditions, and charges as for a student copy of a transcript, i.e., 25 cents per page for each document under regular service. Copies, however, will not be supplied if the student has an overdue debt to the College or has failed to return all books to its libraries. If an original or source document exists elsewhere (e.g. records of their schools), copies will not be sent to a third party.

#### Correction of Record

If, after inspecting and reviewing his/her records, the student believes that any information contained in them is inaccurate or misleading or violates his/her privacy or other rights he/she may request in writing that the office, which contains those records, amend them. That office must reach a decision and inform the student of this decision in writing within a reasonable period of time after receipt of this request. If the office refuses to amend the record in accordance with the student's request, the student has the right to a hearing. This hearing will be conducted by a committee appointed by the President, consisting of persons who do not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable period of time after the student has made the request, and the student will be given notice of the date, place, and time, reasonably in advance of the hearing. The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised, and may be assisted by members of the College community. The committee will make its decision in writing within a reasonable time period after the conclusion of the hearing. The decision of the committee will be based solely upon the evidence presented at the hearing and will consist of a written statement given to all parties concerned, summarizing the evidence and stating the reasons for the decision. If, as a result of the hearing, the committee supports the complaint of the student, the educational records of the student will be amended accordingly and the student will be so informed. If the committee decides against the student, he/she has the right to place in his/her records a statement commenting on the information in the record and/or stating his/her reasons for disagreeing with the decision. This explanation will be maintained by the College as part of the education record of the student as long as those records are maintained, and whenever a copy of those records is sent to any party, the explanation will accompany them.

#### Disclosure of Information from Records

No office maintaining an educational record of a student will disclose any personally identifiable information from that record to anyone other than the student himself/herself without the written consent of the student, except as provided below. The records of the student will be disclosed without his/her written consent to academic and administrative officers within the College who have a legitimate educational interest in the information. "Legitimate educational interest," means the demonstrated need to know by those persons who act in the student's educational interest. This includes the following persons and their professional and clerical staffs acting under third instructions: the dean or director of the student's school; the Registrar; the Controller; the President and Vice-Presidents; the appropriate guidance staff and/or academic standards committee; any faculty member or administrator to whom, or to whose office, the student has addressed an educational request, application, or inquiry, for which the records are needed to prepare a reply. The records of a student will be disclosed without his/her written consent to those federal and state government agencies and officials provided by law. The records of a student will be disclosed without his/her written consent to any agency to which the student has applied for or from which he/she has received financial aid, or which has made decisions concerning eligibility, amount, conditions, or enforcement of terms of such aid. The records of a student will be disclosed without his/her written consent to certain educational agencies and institutions, as permitted by law. The College reserves the right to furnish to parents or guardians of financially dependent students any information relating to such students' academic and social status. The College will assume that an undergraduate student is financially dependent unless the student informs the Registrar's Office within ten days of registration each term that he or she is financially independent. Forms are available from the Registrar's Office. The records of a student may be disclosed without his/her written consent to comply with a judicial order or subpoena. The records of a student will be disclosed without his/her written consent in a health or safety emergency, as provided by law. The following information related to a student is considered "directory information" and the College reserves the right to disclose it to anyone inquiring without the student's consent unless the student, within ten days of registration each semester, informs the Registrar's Office in writing on forms, available in the Registrar's Office, that any or all such information about him/her is not to be made public without his/her written permission: the student's name, home and local addresses and telephone numbers, date and place of birth, major field of study,

participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information (e.g., the title of his/her master's project or doctoral dissertation; current schedule of courses; and distinguished academic performance). A new form for non-disclosure must be completed each fall semester or upon student entrance to the College.

#### Right of Complaint

Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or the regulations issued by the Department of Education implementing that Act, may file complaints in writing with:

The FERPA Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

The full text of the Family Education Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, is available for inspection at the Registrar's Office.

## **FIRE SAFETY INFORMATION**

### **Fire Evacuation**

At the beginning of the academic year, all students will receive fire and evacuation training information from their Residential Life Staff in conjunction with the Department Campus Safety. Fire evacuation drills will be held in all College owned and operated residence halls periodically during each semester. These drills are designed to familiarize residents with the procedures to be followed during an emergency. Failure to evacuate is a violation of New Hampshire State Law and may result in civil action. Students failing to evacuate promptly or found to be reentering the building during an alarm will be subject to a \$100.00 fine and probationary disciplinary status. A second offense may lead to an interim suspension from the residence halls.

Make a plan for escape. Become familiar with your surroundings and identify at least two ways to get out of your building in case of fire/evacuation. Take special note of the location of fire safety equipment.

### **Discover Smoke or Fire**

If you see fire or smoke, immediately sound the building alarm by activating a pull station as you are LEAVING the building. This will warn other occupants to evacuate the building as well. The alarm will send a message to a dispatch center who will inform the New England College Safety Department of the alarm. Do not try to contact Safety using x2323, as this will tie up the lines.

### **Building Alarm Sounds**

If you hear a building alarm, exit the building immediately and report to your predetermined meeting area (as instructed at beginning of semester by RA). Once outside, stand clear of the building to allow fire fighters access. No one shall re-enter the building for any reason until fire situation has been handled and you have been instructed by a Safety Officer that re-entry is allowed.

### **In a Burning Building**

Go to your nearest exit and evacuate the building. Close all doors behind you. DO NOT use Elevators! -Feel door for heat before opening. If it's hot, don't open the door. Try another exit. If you are in a smoke filled area, keep low to the floor to escape the smoke. A damp cloth used to cover your mouth and nose will make breathing easier. If you are confined to your room, open your window slightly if there is not smoke outside. Signal rescuers by waving a sheet or clothing out your window and call for help. Telephone with your location, if possible. Seal cracks around door with tape, clothes, sheets, etc. to prevent smoke from entering. If your clothing catches on fire, Stop, Drop and Roll! Running will feed the fire. Use a blanket, coat, etc. to smother the flames on another person and drop them to the floor and roll them to smother fire.

### **Fire Fighting**

Fire Extinguishers are located throughout all campus buildings.

Extinguishers should be used to fight a fire only if ALL of the following are true:

You have been trained in extinguisher use; · The fire is small and contained; · An exit is behind you; AND · You have the right extinguisher type for the fire.

Don't take any chances, If in doubt, JUST GET OUT!

### **False Alarms**

It is a violation of local and state law and College policy to cause a false alarm. Anyone caught falsifying a fire alarm (either a smoke detector, alarm or a pull box) will be subject to a \$350.00 fine, suspension/disciplinary action, and whenever possible, civil action. Please help eliminate the dangerous practice of false fire alarms. Report any information related to a person falsifying an alarm to a Resident Advisor. Investigations of every false alarm are conducted. Any information is greatly appreciated.

### **Misuse of Equipment**

Misuse of ANY Fire/Life Safety Equipment will result in a charge of \$1000.00 and will result in disciplinary actions. Fire/Life Safety Equipment includes, but is not limited to: pull stations, fire extinguishers, smoke detectors,

heat sensors, alarm panels, emergency lights and exit lights. Report any damaged or missing extinguishers, alarms, smoke detectors, emergency lights or exit signs to your Resident Advisor.

#### Fire Doors/Exits

Fire doors prevent fire and smoke from spreading and provide a safe escape route. Fire doors must be closed at all times and should not be "propped" open. Fire door windows should remain uncovered at all times.

Never block access to fire doors, exits or fire escapes. Keep hallways and stairways free from obstructions at all times. Trash, boxes, furniture, bikes etc. should be stored appropriately and should not be placed in these areas.

#### Smoke Detectors

In an effort to alert residents, each resident hall room is equipped with a smoke detector. Each detector is inspected and maintained regularly. However, they occasionally malfunction and sound an alarm or a beeping sound for no apparent reason. Should this happen, call a residential life staff member at ext. 2242, or the Office of Safety at ext. 2323. Do not disconnect detectors. Do not cover or block smoke detector at any time.

## MISSING STUDENT NOTIFICATION POLICY

As an educational institution that provides on-campus student housing, New England College recognizes its responsibility to monitor the well being of students residing on campus. Accordingly, New England College has instituted a missing student notification policy adhering to Campus Safety and Security Reporting Requirements (Clery Act) by the Higher Education Opportunity Act (Public Law 110-315).

The New England College missing student notification policy requires that any individual who has information that a student has been missing for 24 hours must notify any one of the following: Residence Life staff (director, area coordinators, graduate assistants, resident assistants), Dean of Student Services, Associate Dean of Student Services and personnel in the Department of Campus Safety (58 Union Street, Tel. No. (603) 428 – 2323). The Department of Campus Safety will work with campus offices, the reporting person and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, etc). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student may be endangered, the following personnel will meet to determine that the student is missing:

- Dean of Students (603) 428-2241
- Associate Dean of Students (603) 428-2241
- Director of Campus Safety (603) 428-2411
- Director of Residence Life and Housing (603) 428 - 2303

No later than 24 hours after determining that a student is missing, the Department of Campus Safety will contact the appropriate law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Dean of Student Services or his designee will notify the \*emergency contact person (for students 18 and over) or the parent/guardian (for students under the Age of 18) that the student is believed to be missing. For missing students 18 years of age or older who did not designate an individual to be contacted, the Dean of Student Services, or designee, will act in accordance with FERPA guidelines and College policy. The Department of Campus Safety will assist external authorities with these Investigations as requested.

Note: Students age 18 and above and emancipated minors will be given the opportunity during each semester registration period to designate an individual or individuals to be contacted by the College in case of emergency. For students under the age of 18 determined to be missing, the College will notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing. A list of emergency contact persons will be maintained at the Department of Campus Safety building and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. An emergency contact designee will remain in effect until changed or revoked by the student.

\*Emergency Contact Person: A confidential contact person to be notified in the case that a student is determined to be missing.

## **NEW HAMPSHIRE AND HENNIKER LAWS**

### **Unlawful Possession and Intoxication**

- It is illegal for anyone under 21 to be in possession of alcoholic or to be intoxicated. A BAC of .02 is evidence of intoxication.
- Anyone under the age of 21 years can be convicted of unlawful possession of liquor even if not intoxicated.

### **Person Misrepresenting Age**

- It is illegal for anyone to falsely represent age to buy or obtain alcohol.  
It is illegal to use or display a false ID card to buy alcohol.  
Anyone using false identification will lose their ID for 90 days.

### **Attempt to Purchase Alcohol**

- It is illegal for anyone under 21 to attempt to buy alcohol.

### **Manufacture, Sale and False Identification**

- It is illegal to produce, sell or advertise the sale of any form of false identification.

### **Purchasing Alcohol for Minors**

- In New Hampshire it's illegal to provide alcohol to anyone under 21 regardless of the circumstances. If you provide alcohol to a minor, you could face a \$2,000.00 FINE and a year in JAIL.

### **Facilitating Underage Party**

- It is illegal for any person who is at least 17 years old to host a party where people under the age of 21 have a plan to drink alcohol or use drugs. Under this law a "party" means five or more people under the age of 21 (not related to the host) are present; and at least one person under the age of 21 has an alcoholic drink or an illegal drug.
- Anyone who hosts a party where minors drink alcohol or use drugs may be charged with a misdemeanor fined up to \$2,000 and spends a year in jail.

### **Driving While Intoxicated**

- A Blood Alcohol Level (BAC) of .08 is the legal limit for someone 21 to operate a vehicle.
- It is illegal for anyone under the age of 21 to operate a vehicle with a BAC of .02 or above.

### **Henniker Town Noise Ordinance**

- This ordinance prohibits the following:
  - Parties. Hosting a party which creates unreasonably loud noises caused by stereos, bands, musical instruments or guests at any time or place where the noise disturbs the quiet, comfort, or repose of persons in any office, dwelling, hotel or private residence or of any person in the vicinity thereof or in any public place.
  - Radios, stereos, etc. The using, operating or permitting to be played, used or operated of any radio, receiving set, musical instrument, stereos, or other machine or device for the producing or reproducing of sound in such a manner as to disturb the reasonable peace, quiet and comfort of the neighboring inhabitants or any time with louder volume than is necessary for the hearing of the person or persons who are in the room, vehicle or chamber in which such machine or device is operated and who are voluntary listeners thereto.
  - Yelling, shouting, etc. Yelling or shouting on the public streets, at any time or place so as to unreasonable annoy or disturb the quiet, comfort, or repose of persons in any office, or in any dwelling, hotel or any other type of residence, or of any persons in the vicinity thereof.
- Such acts committed between the hours of 9:00 PM and 6:00 AM Sunday through Thursday and between the hours of 11:00 PM and 6:00 AM on Friday and Saturday are considered a violation of this ordinance.
- Violation of this ordinance will result in a fine of not more than four hundred dollars (\$400.00).

#### Henniker Town Open Container Ordinance

- It is illegal for any person to possess an open container of any alcoholic beverage or consume any alcoholic beverage while on any public highway, sidewalk or common or upon and Town owned property in the Town of Henniker.
- It is illegal for any person, while in any motor vehicle, to possess an open container of any alcoholic beverage or consume any alcoholic beverage while on any public highway, sidewalk or common or upon any Town owner property in the Town of Henniker.
- Violation of this ordinance will result in a fine of not more than one hundred dollars (\$100.00).

## **PARKING INFORMATION**

Campus Safety officers patrol the College parking lots on a regular basis to check for signs of vandalism, look for suspicious people, and offer escorts to students. For more information about parking see the motor vehicle code in this section of this handbook.

### **Parking Appeals**

The New England College Parking Appeals Committee was established to make decisions on parking violation appeals submitted by members of the campus community. The committee is composed of a group of students representing the various make-up of the College community. When possible, representation on the committee includes first-year students, upper-class students, commuter students, students with and without vehicles, and a non-campus safety faculty/staff member. The purpose of the committee is to provide fair, consistent decisions on parking violation appeals, based on the College policies and regulations.

### **Motor Vehicle Code**

Please read and abide by the following policies and procedures regulating parking and traffic on the New England College campus. Failure to abide by the regulations shall result in fines, booting, towing, and revocation of parking privileges and/or disciplinary action. Parking stickers are \$50 for West Lot parking, and \$60 for quad side parking and commuter parking. Questions should be directed to the Campus Safety Office, 428 – 2323.

### **Rules and Regulations**

- I. Purpose of Traffic Violations
  - a. To ensure a safe flow of motor vehicles and pedestrian traffic on campus.
  - b. To provide orderly parking for students, employees, and guests of New England College.
  - c. To ensure emergency access at all times to all buildings and areas on campus.
- II. Motor Vehicle Registration
  - a. In order to be legally parked on New England College property, all student, employee, and guest vehicles must be registered through the Department of Campus Safety.
  - b. All motor vehicles must have a valid state registration and inspection. Any vehicles failing to meet the above requirements will be immediately removed from College property until state motor vehicle requirements are met.
  - c. Guests leaving their vehicles on campus must obtain a temporary parking permit that must be displayed properly. Failure to do so may result in a ticket, tow, or boot. Permits are available through the Department of Campus Safety.
  - d. All registered vehicles must properly display a New England College parking decal and/or permit and park only in designated areas determined by decal/permit status.
  - e. Vehicle registration for employees is available at the Department of Campus Safety during weekday office hours.
  - f. Parking for students is limited. Registration information is mailed to students during the summer and is available during academic registration and throughout the academic year at the Department of Campus Safety during weekday office hours.
  - g. Parking is made available on campus for commuter students. Vehicle registration is available during academic registration and throughout the year and the Department of Campus Safety during weekday office hours.
  - h. A waiting list will be developed if the demand exceeds parking availability. As spaces become available, students on the waiting list will be contacted.
- III. Traffic Regulations
  - a. Students, employees, and visitors are expected to comply with New Hampshire Motor Vehicle laws and New England College traffic regulations when operating a motorized vehicle on campus.
  - b. Driving on walkways, fire lanes, lawns, or any areas not designated as a roadway is prohibited. Motorcycles are allowed access only on roadways and are prohibited from using walkways, trails, fields, and ski trails. Off-road vehicles are not allowed on campus. Fire lane/emergency access use is restricted to emergency vehicles, maintenance vehicles, or special use with permission of the Department of Campus Safety.
  - c. The maximum speed limit on College property is 10 miles per hour.

- d. Pedestrians shall be allowed the right of way at all times.
- e. Vehicle operators must comply with ALL traffic and parking signs, and/or the directions of Campus Safety officers.
- f. Reckless or endangering operation of a motor vehicle or bicycle is prohibited. Violators may receive fines and/or disciplinary action. Violators may also have their campus parking and driving privileges revoked and the case may be remanded to the local police.
- g. Traffic and parking tickets may be issued in person, attached to the vehicle, or mailed to the registrant.

### III. Parking Regulations

- a. The following shall constitute NO PARKING ZONES:
  - i. campus roads, grassy areas, walkways
  - ii. parking within 15 feet of any hydrant
  - iii. fire lanes or fire exits
  - iv. all loading, delivery, and service areas
  - v. all parking spaces designated handicapped parking
  - vi. all building entrances
  - vii. non designated parking areas, lots, and spaces.
- b. All "no parking" areas designated by signs, barriers, decal status, regulations, or common sense.
- c. Visitors may park only in designated areas. Visitors will be directed to proper parking areas upon registration at the Department of Campus Safety.
- d. Vehicles with handicapped license plates may park in handicapped parking spaces. Unauthorized vehicles in handicapped spaces are subject to be ticketed/towed at the owner's expense.
- e. Overnight parking is allowed in designated lots. See "Lot Assignments" for further information.

### IV. Parking Assignments

- a. New England College is a "walking campus." All members of the campus community cannot be guaranteed convenient, easy access parking. Everyone must park in a legal parking space, as outlined by these regulations, and walk to their destination.
- b. New England College parking is limited.
- c. Students, employees, and guests are allowed to park in designated areas only, determined by their decal/permit status. Violators are subject to ticket, tow, and/or boot.
- d. Misuse of New England College decals/permits will result in disciplinary action.
- e. The following are the NEC lots and corresponding assignments:
  - West Lot- students with West Lot decal parking, overnight parking allowed.
  - River Lot- quad-side decal parking, overnight parking allowed.
  - Simon Center- Commuters, Faculty/Staff, NO Overnight Parking.
  - CEI - faculty/staff, NO overnight Parking.
  - Admin. Building - no student parking, NO overnight Parking.
  - Preston Theatre lot- commuter decal parking, overnight parking allowed (except November 1 to April 1 – snow removal).
  - Lower Union Lot – quad-side decal parking, overnight parking Allowed.
  - Lewin Lot- Health Center parking and residential life parking only.
  - Spaulding- faculty/staff parking, NO overnight parking.
  - Field House- commuter, faculty/staff,
  - Gilmore - no student parking, NO overnight parking.
  - Sanborn – Sanborn/Rowe decal parking, overnight parking allowed.
  - Rowe – Sanborn/Rowe decal parking, overnight parking allowed.
  - Larter - Commuter, faculty/staff, NO overnight parking.
  - Rear Arena - faculty/staff, NO overnight parking.
  - Art Annex - faculty/staff, NO overnight parking.
  - Quad lot – Quad-Side decal, NO overnight parking.
  - Charter Rear – Quad-Side decal,/ faculty/staff, overnight parking Allowed.
  - Charter Side - faculty/staff parking, overnight parking.
  - Tower - faculty/staff, NO overnight parking.

- Union – Quad-Side decal, overnight parking allowed.
- Davis House - faculty/staff, Admission visitors, no overnight parking
- Handicapped parking spaces are located throughout campus for permitted vehicles only.

Visitors to New England College will be directed to an appropriate parking area upon receiving a parking permit from the Department of Campus Safety. The Campus Safety building is located at 58 Union Street. Campus Safety has the authority to make exceptions or changes in lot assignments as necessary for campus events, maintenance needs, etc.

#### VI. Overnight Parking

Lots designated as "NO Overnight Parking" must be empty by 1:00 a.m.. All vehicle parked in such a lot after 1:00 a.m. and before necessary building openings, will be ticketed and towed at owner's expense.

#### VII. Vacation Parking

Parking on campus is not allowed during vacation periods unless special arrangements are made in advance with the Department of Campus Safety. Please contact Campus Safety at 428-2323 before leaving a vehicle on campus during your absence. Failure to do so may result in ticketing/towing of the vehicle.

#### VIII. Snow and Sand Removal

- a. Snow and sand removal procedures and plowing/sweeping times will be posted throughout the campus before plowing/sweeping with as much notice as possible. Plowing/sanding schedules can be accessed 24 hours per day by dialing 428-2323. Registrants must move their vehicle from the parking lot prior to the scheduled time. Vehicles remaining at the time of plowing/sweeping will be ticketed and towed at the owner's expense.
- b. Commuter parking lots must be emptied when the College closes due to inclement weather to allow for snow removal. If stranded on campus, please ask a Campus Safety Officer for an overnight parking space.
- c. You should make prior arrangements to have your vehicle moved in the event plowing occurs in your absence.

#### IX. Accidents

- a. Accidents occurring on campus must be immediately reported to the Department of Campus Safety.
- b. Accidents involving personal injury, or more than \$1,000.00 in property damage must also be reported to the Henniker Police Department.

#### X. Fines and Penalties

- a. The individual registrant must assume responsibility for any tickets, fines, or fees issued through the Department of Campus Safety.
- b. Violations and corresponding ticket fines:
  - Parked in faculty/staff Space--\$20
  - No student parking--\$20
  - Not a legal space--\$20
  - Loading/delivery--\$20
  - Blocking dumpster \$50
  - No parking decal--\$20
  - No parking area \$20
  - Parked in walkway--\$50
  - Handicapped parking--\$50
  - Careless/reckless driving--\$50
  - Impeding snow/sand removal--\$20 – without tow
  - Impeding snow/sand removal--fee noted by tow company
  - Overnight parking \$20
  - Habitual offender--\$50
  - Parking in fire lane/driveway--\$50
  - Blocking fire hydrant--\$50
  - Additional vehicle booting--\$35
  - Additional vehicle towing--fee designated by tow company
  - Other--\$20

- XI. Towing and Booting
  - a. The Department of Campus Safety has the authority to remove any vehicle from College property and/or boot any vehicle parked on College property that is in violation of any NEC traffic/parking regulations.
  - b. Owners of towed or booted vehicles will be responsible for all expenses, associated fines, and/or storage fees.
  - c. New England College is not responsible for expenses or repairs incurred when a vehicle is towed and/or booted.
  - d. New England College reserves the right to enter any vehicle on campus for life safety reasons.
  - e. Student owners of towed or booted vehicles must get a student decal. Failure to do so will result in the vehicle being banned from campus until a decal being purchased.
- XII. Repeat Offenders
  - a. Repeated violations could constitute grounds for banning a vehicle from College property. Anyone with four or more violations is considered a habitual offender. Habitual offenders are subject to disciplinary action by the College.
  - b. Anyone with five or more violations will be required to make a meeting with a parking administrator within one week of the fifth violation. Failure to make the meeting will result in the vehicle being immediately banned from campus.
  - c. Any vehicle banned from College property and found on campus will be towed off campus at the owner's expense.
  - d. Failure to comply with this policy may result in further disciplinary action.
- XIII. Payment of Fines
  - a. Parking and driving fines must be paid within seven days after the ticket is issued. Parking and tow fines must be paid at the New England College Business Office.
  - b. Boot fines cannot be appealed.
  - c. Cost associated with disposal of any abandoned vehicle will be billed to the owner.
- XIV. Appeals
  - a. Ticket appeals must be made within five business days of the date the ticket was issued. An appeal form is available at the Department of Campus Safety.
  - b. The Parking Appeals Committee or, in some cases, the Appeal Administrator, will hear the appeal and make a decision.

## PERSONAL SAFETY INFORMATION

Your involvement is essential to the prevention of crime on campus. Disinterest and complacency are prime contributors to the success of criminals. The burden of crime prevention rests not only with the Department of Campus Safety, but also with each member of the New England College community. Campus safety is everybody's business. Campus Safety Officers cannot be everywhere at once, consequently, they depend on you to recognize and report suspicious and criminal activities. The extent of your cooperation greatly influences the Campus Safety Officers' effectiveness in combating crime. Doing your part means:

- Being aware of your vulnerability and following the suggestions outlined in this booklet to protect yourself and your property.
- Being alert for suspicious or criminal activity and conditions that may represent a hazard to the College community.
- Getting involved by becoming more security conscious and by reporting all incidents of criminal activity, no matter how insignificant, to the Department of Campus Safety.

Remember that unreported crime cannot be solved. By not reporting crimes you allow the perpetrators the opportunity to commit additional and perhaps more serious crimes. Many times, solving a crime depends upon how accurately and promptly the incident is reported. Therefore, when reporting an incident, it is important that you be able to provide as much of the following information as possible:

- Nature of the incident.
- When the incident occurred.
- Where the incident occurred.
- Person(s) involved (names, sex, race, age, height, hairstyle/color, scars, glasses, clothing).
- Direction and method of travel.
- Vehicles involved (color, type, make, model, license plate number and state, decals).
- Description of stolen property, serial number, brand name, model numbers, and value.

### Athletic Facilities

- Avoid using the athletic facilities alone, especially after dark or during off hours.
- Use the "buddy system". Work out with a friend and make arrangements to go to and from the gym together.
- Confine your running, walking, and jogging to the daylight hours and to well-traveled areas.
- Avoid bringing cash, wallets, watches, or other valuables to the athletic facilities.
- Keep your locker locked when unattended. This includes those times when you leave briefly to shower, visit the trainer, or use the equipment room. Most of the thefts at athletic facilities are from unlocked lockers.
- Avoid showering if you are alone in the locker room.
- If you encounter an intruder inside the locker room:
- Scream for help.
- Keep out of the intruder's way and do not attempt to apprehend or prevent him from leaving.
- Formulate a description of the intruder in your mind.
- Notify the Department of Campus Safety immediately

### Bicycles

Students are strongly urged to register their bicycles with the Department of Campus Safety. There is no cost and registering bicycles greatly increases the chance of recovery in case of theft.

- Invest in a good bicycle lock or in a strong padlock and chain. Chains should be case hardened steel with links of at least 5/8" in diameter.
- Always lock your bicycle. Bicycles should be locked around the frame and through both wheels to a bicycle rack.
- Whenever possible, keep your bicycle in your room.
- If you leave your bicycle outside, choose a well-lighted and heavily traveled location. Please remember to lock your bicycle.
- Find out if your bicycle is covered under your parents' insurance policy. If not, it would be advisable to obtain insurance.
- Don't be an accident victim. Follow the same rules of the road as you would if you were driving a car.

## Campus Alert

Campus Safety Alerts are periodic warning notices that appear in the campus newspaper and posters that are distributed in key locations on campus when the College community needs to be advised about a public safety matter.

## Driving

Although Campus Safety Officers do frequent patrols of the parking lots to check for any signs of vandalism or suspicious people:

- Don't pick up hitchhikers.
- Avoid stopping in poorly lighted, out-of-the-way places.
- If your vehicle breaks down after dark, signal for assistance by raising your hood and by tying a white handkerchief to the radio antenna or door handle. Stay inside your vehicle with the windows closed and the doors locked. If a roadside Samaritan stops, roll down your window just enough to talk and ask him/her to call the police. If the person appears to be a threat, sound your horn and flash your lights until he or she leaves.
- If you are followed into your driveway or parking lot, stay locked inside your vehicle until you can identify the occupants of the vehicle. Again, if threatened sound your horn until you attract attention or the vehicle leaves.
- When parking at night, choose well-lighted areas. Before getting out of your vehicle, check for people loitering.
- Lock your vehicle whenever it is unattended.
- Before entering your vehicle always check the interior, paying attention to the floor and back seat.

## Henniker Police

The Department of Campus Safety works hand in hand with local law enforcement agencies. All major crime reports are filed with the appropriate agency and followed up with joint investigations. Arrests on campus are similarly made by the appropriate agency with the cooperation and assistance of the Department of Campus Safety. Local law enforcement agencies include:

- Henniker Police Department 428-3213
- Attorney General 271-3658
- New Hampshire State Police 271-3636
- Merrimack County Sheriff's Department 225-5451
- New Hampshire State Liquor Commission 271-3755
- Henniker Rescue Squad 225-3355
- Henniker Fire Department 225-3355

## Personal Property

One of the attractive things about New England College is its relatively safe environment. Even so, it is prudent to remember that no matter where you are or whom you are with, you can be a victim of a crime. The federal government requires all U.S. Colleges to provide safety information to their students. The following information was prepared to help you avoid dangerous situations that could lead to a crime, to help you protect yourself and your property, and to help you contribute to a safe, pleasant environment.

### Sexual Assault

If you are the victim of rape or sexual assault, it is important that you notify the Department of Campus Safety, regardless of whether you wish to pursue the matter further, for the following reasons:

- If the assailant is allowed to remain at large, he/she is a potential danger not only to you, but also to other members of the College community.
- The Department of Campus Safety can assist you in obtaining medical care, counseling, and other available support services. The victim has the right to have a victim advocate speak for them in a hearing if the victim's presence would cause unnecessary psychological stress or otherwise endanger the victim in the opinion of the Judicial Advisor. Each Campus Safety Officer has had special training in the area of sexual assault and, therefore, is keenly aware and sensitive to victim's rights and will make every effort to assist and support the victim.

It is emphasized that all information will be kept under the strictest confidence and it will be your choice whether or not to pursue the matter further. You should remember that the Department of Campus Safety will do everything possible to assist you. Further information on this subject is available from the Department of Campus Safety, the Health Center, Counseling Office, Sexual Harassment Mediators and the Dean of Students Office. Please refer to the section on Sexual Assault and Rape in The Compass, the handbook for a full description of relevant College policies.

## Residence Halls

Each evening, Campus Safety officers make foot patrols in and around the residence halls and other campus buildings. Campus Safety officers work closely with the Residential Life Staff to prevent problems before they occur. Most of the residence halls are closed, exterior doors locked and entrance prohibited when New England College is not in full session (e.g. holidays and vacations.) Students who must remain on campus during recess periods should contact the Office of Residential Life to make arrangements.

- Keep the doors and windows to your residence locked at all times.
- Never sleep in an unlocked room.
- Don't put your name and address on key rings.
- If you lose the keys to your residence, have the locks changed. On-campus residents should notify the Office of Residential Life or the Department of Campus Safety.
- Don't study in poorly lighted or secluded areas.
- If you receive obscene or harassing telephone calls or calls with no one on the line, hang up and immediately notify the Department of Campus Safety.
- If you find that your room has been entered, don't go inside. Notify the Department of Campus Safety. If you are already inside, don't touch anything as you may disturb evidence important to an investigation.
- If you are awakened by an intruder inside your room, try to avoid a confrontation. The person may be armed or may arm him/herself with something in the room. If the intruder poses an immediate threat, get out of the room. If the intruder doesn't pose an immediate threat, common sense may dictate pretending you are asleep.
- If you see a suspicious person or vehicle on campus, immediately contact the Department of Campus Safety. Try to get the license plate number, state and a description of the vehicle.
- Propping open doors to residence halls or other College buildings is a violation of College policy. Defective locks on windows and doors should be reported.
- Avoid bringing large amounts of cash or other valuables to campus.
- Keep items of value out of sight.
- Never share the combination to your room.
- When leaving for vacations, store valuables such as stereos and televisions out of sight.
- Check with your family insurance agent to determine if your property is covered under your parents' homeowner's insurance. If not, you should consider purchasing renters' insurance. The College does not insure for loss of or damage to students' possessions.

## Walking

The Department of Campus Safety encourages students, faculty and staff members to use the Escort Service. The Escort Service provides safe transportation between locations on campus for any member of the College community. For an escort, call 428-2323.

- Avoid traveling alone after dark.
- Walk on well lighted, regularly traveled walks and pathways. Avoid short cuts and keep away from shrubbery, bushes, alleyways, and other areas where an assailant might be lurking.
- Don't hitchhike or accept rides from casual acquaintances or strangers.
- Report lights that are out and any other hazardous conditions to the Department of Campus Safety.
- When walking to your vehicle, have your keys in hand.
- When being dropped off at your residence by taxi or another vehicle, ask the driver to wait until you get inside before he/she leaves.
- If threatened by an approaching vehicle, run in the opposite direction. The vehicle will have to turn around before it can follow.
- If you think you are being followed, cross the street. If necessary, keep crossing back and forth. If you are pursued, draw attention to yourself and run to a lighted business or residence, enlist the aid of a passerby, flag down a passing motorist, or, as a last resort, break a window in a residence or pull a fire alarm. Do anything that might attract attention or summon assistance. In these types of situations yelling "Fire" may be more effective than yelling for help.

If you find yourself confronted by an assailant, you must remember that while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further antagonize the assailant and bring forth a more violent reaction. Above all, keep your head and assess the situation before choosing your course

of action. Whether or not the assailant is armed or has made threats against your life will obviously be a determining factor in your decision. The key word in this type of situation is survival. Use common sense and intuition.

## **RESIDENCE LIFE AND HOUSING INFORMATION AND POLICIES**

The Office of Residence Life and Housing does not discriminate in its application, assignment, or discipline procedures; in access to its programs or activities; or in treatment or employment of individuals on the basis of race, creed, color, national origin, ancestry, disability, age, sex, sexual orientation, or nationality.

### ***Welcome***

Welcome to New England College campus living! We hope that during the coming year you will take advantage of the opportunity to become a productive and responsible member of your residential community. The experience of on-campus living is a valuable part of the College education. Students gain independence, obtain knowledge, and develop lifelong relationships. Making the best use of this experience requires a commitment to a few basic principles including:

- Consideration for the rights of others for privacy and quiet
- Respect for the community and for others' personal belongings
- Discussion of differences with roommates or neighbors in a timely and constructive manner.

New England College offers you a living experience based on a community structure that supports the College's commitment to a culturally diverse residential environment. In order to maintain a strong community with an atmosphere conducive to academic excellence, there must be guidelines for appropriate behavior. These guidelines encourage student accountability and responsibility, and have been established with the intention of benefiting the community as a whole. All students are responsible for abiding by all College policies and procedures, including those stated in this handbook and in the housing contract.

### ***Residence Life Staff***

The Office of Residence Life and Housing is responsible for developing and implementing the New England College housing policies. The office includes a director, a housing coordinator, two live-in area coordinators, two live-in graduate hall directors, and 22 resident advisors (RAs).

During the academic year, the Office of Residence Life and Housing is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The staff strives to provide assistance, offer educational opportunities, and answer questions regarding housing policies and procedures. Students are encouraged to stop by and meet the various staff members who supervise their areas, and to become familiar with the Office of Residence Life and Housing.

Each residential area is supervised by a full-time, live-in area coordinator (AC). These ACs will be available in their areas for regular office hours during the business day. The graduate hall directors (GHDs) are part-time, live-in professionals completing coursework for a master's degree in higher education. The GHDs support the ACs in supervision of the residential areas and student staff. Resident advisors are on duty Sunday through Thursday from 7 p.m. to 8:30 a.m. each night and have 24-hour shifts on Friday and Saturday. The staff encourages residents to be responsible and independent in their living areas. Individuals are expected to take responsibility for creating and preserving a positive community. Residents are expected to respect the rights of others, to be considerate, to take care of property, and to act as responsible adults in the community.

### ***Resident Advisors***

Resident advisors (RAs) are students who have successfully completed extensive selection and training programs. Their primary role is to work with you as a peer advisor to make your stay in on-campus housing a positive living-learning experience. The RA is available to:

- help students meet other residents and build a community within each living environment
- provide support with social, personal, and other issues
- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students' needs and interests
- uphold the rules and expectations of the College Code of Student Conduct and Residence Life policies and procedures
- educate residents regarding academic programs, career services, health services, counseling services, intramurals, and other campus resources
- enforce safety and security measures in cooperation with Campus Safety
- assist the AC/GHD with administrative tasks.

Applications for RA positions are available November 1<sup>st</sup> of each year. Students interested in applying to be an RA are strongly encouraged to attend information sessions held throughout the fall semester.

### ***Customer Service Representatives***

Customer service representatives (CSRs) are work-study students who have successfully completed extensive selection and training programs. Their primary role is to provide excellent customer service and to support the functions of the Office of Residence Life and Housing in the central office.

### ***Residence Life and Housing Staff Contact Information***

The most updated information about the Office of Residence Life and housing staff, policies, and important deadlines is listed on our website: [www.nec.edu/student-life/residence-life-and-housing](http://www.nec.edu/student-life/residence-life-and-housing)

Students can also contact the Office of Residence Life and Housing by e-mail at: [reslife@nec.edu](mailto:reslife@nec.edu). Staff can also be reached at the following numbers and locations:

#### **Residence Life Central Office**

Simon Center, Room 314 - 603.428.2242

#### **Area Offices**

Colby 193 - 603.428.2879

Quad/Houses, Charter 124 - 603.428.2334

West 113 - 603.428.2315

### ***Residential Living Areas***

The residential living areas provide students with the opportunity to develop skills they can use throughout their lives, including the ability to resolve conflicts, make compromises, understand another person's point of view, take responsibility for community activities, and develop a community that is as safe and secure as possible for all its members. By living and working together, the residents give their living area a distinct personality through the activities they plan and the friendships they develop. Colby Hall, conveniently located next to dining services and the Simon Center, is one of the first-year housing options and is the largest residence hall on campus. It is a co-ed residence hall that houses approximately 180 students in five connecting towers. West Hall, another first-year housing option, is centrally located on the Simon lawn. West is also a co-ed facility that houses approximately 100 students. Both Colby and West halls house students in double rooms. The quad area is comprised of three traditional style residence halls. These buildings house upper-class students in double rooms with a few singles rooms as options. Sanborn, Rowe, and Union are the three buildings that make up the houses area. These buildings are a mix of single and double rooms, suites, and apartments. The Rowe apartments have been designed to provide campus housing for upper-class students who want the additional privacy and independence of apartment living and are willing to accept the responsibility of cooperative housekeeping.

### ***Student Rights***

As a resident of New England College housing, you possess specific and individual rights that should be respected by your roommates/suitemates, by those living around you, and by the Office of Residence Life and Housing. These rights are balanced by reciprocal responsibilities, which everyone must uphold to maintain the residential community. As a resident, you have the right to:

- sleep and study in your room free from undue interference
- have control over your personal belongings
- have free access to and from your place of residence
- enjoy a clean, safe environment in which to live
- entertain guests when it does not infringe upon roommate or community rights or conflict with housing policies
- confront another's behavior when it infringes upon your rights
- be free from all forms of intimidation, including verbal, physical, and/or emotional harm
- bring forward issues and grievances
- seek aid of staff in resolving conflicts
- be afforded due process.

### ***Community Standards***

At the beginning of each semester, students will be expected to participate in a suite/floor/apartment standards meeting facilitated by an RA. Community standards are the agreements made by the residents concerning how floor/suite/apartment mates will relate to and treat each other. Community standards can be seen as a list of agreements made by members of a given community. Community standards are a process by which individuals begin forming a community through dialogue, compromise, and commitment. Community standards evolve; they should not be thought of as a task to be completed, but as a means by which community interaction occurs.

An important aspect of community standards is discussing and deciding how to enforce the agreements. Discussing the issue of responsibility and accountability of each floor/suite/apartment member to every other member can be difficult. The thought of holding someone accountable can be equally difficult, so the RA is available to help residents have these discussions. Community standards are an ongoing process that defines mutual expectations for how the community will function on an interpersonal level. Community standards further provide the mechanism for the community to deal with behaviors that violate standards.

### ***Roommate Agreements***

Within the first week of school, first-year students will complete a roommate agreement with the assistance of their RA. While the community standards apply to the entire suite/floor/apartment, the roommate agreement is a separate document that opens the door for communication between residents of the same room. Many incoming students have never had to share a room with another person, so the agreement serves to facilitate open dialogue between roommates. In the event of a conflict, the agreement will be used to remind roommates of the values and guidelines they chose to uphold.

### ***Get Involved***

Attending classes is only part of a college education. A complete college education includes a rich assortment of activities, which are made readily available in the New England College living-learning community. Part of our mission in the Office of Residence Life and Housing is to provide opportunities for community involvement, giving you a chance to help shape the community in which you live. Involvement in campus activities offers many rewards: new friendships, a broadened awareness of the rich diversity found in the New England College student body; a greater appreciation for scholarship, art, and community building; and a chance just to relax, have fun, and build memories that will last a lifetime. So get involved! Among your options are both paid positions and volunteer opportunities that will enable you to develop and improve your communication and leadership skills.

### **Housing Eligibility and Assignments**

#### ***Housing Eligibility***

New England College requires all students to live in on campus for a minimum of two academic years or four semesters. Students who are 21 years of age or older, veteran status, married, civil-unioned, have a child(-ren), or have a permanent home address within a 30 mile radius of campus may be exempt from the housing requirements. Exceptions are made on an individual basis through the Petition to Move Off-Campus. To be eligible for on-campus housing, students must maintain full-time status by carrying at least 12 credit hours per semester. Students who fall below full-time status and wish to remain in on-campus housing must request permission in writing from the Director of Residence Life and Housing or designee.

#### **Assignments Process**

##### ***New Students***

Housing is assigned for the full academic year. Applications submitted after College housing is filled to capacity will be placed on a waiting list in order of the date on which it was received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until standard occupancy space is available.

##### ***Returning Students***

Housing is assigned for the full academic year. If you decide to withdraw from this housing contract, you must notify the Office of Residence Life and Housing in writing by July 1. After this deadline, students will be responsible for housing and meal plan charges for the entire academic year. Returning students choose their housing assignments for the following year during the room selection process in April. Priority is given to current residents first by number of credits, then by GPA order. Students must be registered for fall classes before room selection to be eligible to participate and choose a room for the following academic year.

### ***Housing Waiting List***

Students who do not pay the room reservation deposit by the April room selection, and students whose status number did not permit participation in the room selection process, will be placed on the waiting list with no guarantee of housing. Students must complete a request for housing form in the Office of Residential Life.

### ***Break Period Housing***

During Thanksgiving, winter break, and spring break all residential facilities will be closed. Only those students enrolled in Winterterm or Summerterm classes may apply to remain in residence during the winter/summer breaks. No students are permitted to be in the halls during these break periods.

### ***Housing and Meal Plan Contract***

All students living on campus must sign a housing and meal plan contract prior to moving into their assigned room. All students are responsible for abiding by all College policies and procedures, including those stated in this handbook and in the housing contract. Please refer to the Housing and Meal Plan Contract for specifics regarding dates and deadlines related to contract release and termination. Gilmore Dining Hall provides cafeteria-style service, with two segments of seating in a bright, open floor plan. Students may use their meal plan allowances or pay in cash. The Simon Center houses the Café which is a “to-go” option. At the Café, students may use their Flex Cash or pay in cash. All meals are planned and prepared under supervision of a contracted food service provider.

Resident students are required to select one of four meal plans - a 19, 15, 10, or 7 meals per week, each of which have an allotment of Flex Cash. The maximum number of meals per week is 19 (3 meals per day Monday – Friday and 2 meals per day Saturday – Sunday). All undergraduate resident students in their first academic year at the College are required to purchase a 19 or 15 meal plan. Students can request to have their meal plan increased during the year; however, students may not decrease their meal plan after Fall semester Add/Drop period.

### ***Flex Cash***

Each meal plan includes a starting balance of Flex Cash. The amount is added to each student’s I.D. card and may be used in either Gilmore Dining Hall or the Simon Center Café to purchase additional meals for the meal plan participant or a guest. Any unused Flex Cash from the fall semester will “roll over” into the spring semester. Any unused Flex Cash funds will be lost at the end of the spring semester.

### ***Contract Termination***

The College may terminate this agreement and take possession of the room at any time for violation(s) of: the terms and conditions of the Housing Contract, health reasons, failure of the student to contract for or continue on the board plan without authorization, failure to pay room and board costs, or violations of published College policies. Residents may request termination of their housing and/or meal contract as indicated in the section titled “Housing Contract Release Process.” At the close of the academic year, or upon withdrawal or dismissal from the College, the student must remove all personal belongings from the room, return his/her keys, sign the check out and room condition forms, and check out with the appropriate residence hall staff within 24 hours after his/her last exam, or 24 hours after the date of his/her discontinuance with the College.

### ***Housing Contract Release Process***

Your housing contract is binding for the entire academic year. Releases from the housing contract are granted only under exceptional circumstances, for example:

- medical reason with documentation
- financial reason with documentation
- marriage
- withdrawal from the College
- transfer to another institution.

If you wish to petition for release from your housing contract, you must email your request to the Office of Residence Life and Housing. All petitions are reviewed by the Director of Residence Life and Housing or designee.

### ***Late Occupancy***

A student planning to occupy his/her room after the opening of the residence halls should notify the Office of Residence Life and Housing in writing prior to the assigned arrival date. A room will not be held later than the first

day of classes unless the student has notified the office of the late arrival. Failure to do so may result in a loss of the room and forfeiture of refunds related to the housing contract.

### ***Administrative Moves***

The College expressly reserves the right at any time during the academic year for the Director of Residence Life and Housing, or his/her designee, to reassign a student to other housing accommodations as the College, in its absolute discretion, deems necessary for maximum utilization of the College's housing facilities and for situations that are in the best interest of the residential community, in which event charges will be adjusted accordingly. Charges may be decreased when reassignments are made, but not increased without the agreement of the student affected, unless the reassignment is a room change initiated by the student. All available measures will be taken to ensure that the student is given adequate time to move, but establishing this time frame for such administrative moves is the sole responsibility of the Residence Life and Housing administrator involved in the situation. Failure to comply with such requests may result in student conduct action and/or cancellation of the student's contract for College housing.

### ***Consolidation***

When the number of vacancies in any residential area reaches a determined level, the Office of Residence Life and Housing will implement its consolidation policy. Students may be asked to move out of a given area, or may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge and may face a referral to the Office of Student Conduct.

### ***Room Changes***

Requests for room changes will not be honored during few weeks of the semester, except under rare and extenuating circumstances. Students who desire a room change must follow the procedures outlined by the Office of Residence Life and Housing by contacting the appropriate area coordinator or graduate hall director. When appropriate, mediation between room/suite/ apartment mates may be required before a room change is granted. All room change requests are subject to approval based on space availability. If there is a vacancy in your living unit as the result of a room change, the Office of Residence Life and Housing reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Any student involved in an unauthorized room change, or who fails to maintain a prepared vacancy, may be charged a minimum of \$150 in addition to possible judicial action. Any student who fails to properly check out of their old room may face an additional \$150 improper check out fee.

### ***Removal from Housing***

When it becomes clear that a student has caused extensive and/or repeat damage to the College housing facilities and/or repeat student conduct violations, the area coordinator or graduate hall director may recommend removal from housing. The Director of Residence Life and Housing or his/her designee will make final removal decisions. Students appealing those decisions must notify the Director of Residence Life and Housing of the intent to appeal immediately and must submit this appeal to the Director of Residence Life and Housing within five (5) academic days. All communications must be in writing.

### ***Housing Operations***

#### ***Entry***

The College respects and appreciates the student's right to privacy. Your room/suite/apartment is considered your private domain and will not be entered without your permission, except but not limited to the following circumstances:

- if there is reason to believe that a threat to the health, welfare, or safety of any person or property exists
- enforcement of College policies as stated in this publication and the College Code of Student Conduct
- performance of maintenance/custodial services and inspections
- health-and-safety inspections
- closing inspections prior to all break periods
- when a search permit is issued for the search and/or seizure of property
- for nuisance noise (e.g., alarm clock, unattended stereo, etc.).

If there is a vacancy in your living unit, the Office of Residence Life and Housing reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Failure to do so may result in a referral to the Office of Student Conduct.

### ***Damages and Damage Appeals***

Students are responsible for the condition of their room at the time of check-in until they are officially checked out of their assignment by a Residence Life staff member. The condition of the room is noted in detail on the room condition report (RCR) issued to each student during check-in. Damages are assessed throughout the academic year and after the close of the residence halls in the spring semester. All damage appeals must be made in writing to the Residence Life and Housing Office within 14 days of notification of charges. The cost of damage to common areas (halls, bathrooms, lounges, TV rooms, etc.) and false fire alarms are the shared responsibility of each resident. If the responsible individual(s) cannot be determined, the entire community will share the cost of the damage, whether that is the section, floor, or the entire building. Community damage charges are NOT subject to appeal. Students who choose for the express check out option during closing at the end of the semester waive their right to appeal any damages associated with their room.

### ***Health-and-Safety Inspections***

Approximately once per month, the Office of Residence Life and Housing staff will be examining the rooms/suites/apartments. These inspections will be announced in writing to residents via the New England College e-mail system at least two days prior to the inspection. During inspections, each room/ suite/apartment will be examined for cleanliness, damage, health- and-safety concerns, and fire hazards. Examples of health-and-safety violations include, but are not limited to:

- items that violate the Code of Student Conduct and Housing Contract
- fire hazards
- excessive trash
- ceiling hangings
- inappropriate or offensive material in the common area
- lofts
- failure to maintain an appropriately sanitary living space as determined by the Office of Residence Life and Housing

Unauthorized appliances, lamps, candles, ceiling hangings, and other health and safety hazards and policy violations may be removed from the room by residence life staff or campus safety officers. Residents who fail the inspection may face disciplinary or misconduct charges. Failure to maintain each residential area in a satisfactory condition could result in a student conduct violation. In addition, residents will be assessed for damages found during inspections. Staff will conduct follow-up visits to ensure problem areas are brought up to standard. Items that are confiscated will be stored, destroyed, or discarded, as appropriate.

### ***Keys, Combinations, Swipe Cards***

Each student is issued a combination(s) to his/her room/suite/apartment and/or building at the time of check-in. It is mandatory that key(s) be returned when the student checks out. Keys may not be duplicated, nor may they be transferred or given to other persons. Lost keys should be reported immediately to the Office of Residence Life and Housing. Combinations and swipe cards may not be transferred or given to other persons.

In order to ensure that our residence halls are safe and secure, lock/combination changes will occur any time a key or combination is reported lost. Students will be charged appropriately for any lock/combination change(s) necessary as a result of the lost key(s)/combination. The cost is begins at \$50 for a combination change and increases if a lock needs to be changed. When a student changes rooms, the combinations to each room involved in the move will be changed as standard procedure by the College and will NOT be charged to the residents.

### ***Locking Doors***

For your own personal safety and security, you should keep your doors locked at all times and not prop open any suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. If you do experience a loss by theft, immediately notify your RA and report the loss to Campus Safety.

### ***Lockouts***

Students who become locked out of their rooms should first attempt to locate a resident advisor to gain access to the room/suite/apartment. If an RA is unavailable, students should contact the Office of Residence Life and Housing. There is no fee imposed the first three (3) times a student is locked out of his/her room. Subsequent lockouts will be

billed to the student's account, starting at a rate of \$25 per lockout. Students will be required to present their student ID or otherwise prove their identity.

### ***Room Check-in and Checkout***

When you move into your room/suite/apartment, you will be given the opportunity to complete a room condition report (RCR). This report is kept on file and updated when you move out. An inspection for damages is also made when a student changes rooms. Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a \$150 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RAs, GHD, or AC of their residential area. Students are also directed to view their e-mail daily to stay informed of important dates.

The resident is responsible for reviewing and comparing the condition of the room to the condition noted in the RCR. Discrepancies must be emailed to the AC/GHD of the area within 48 hours of check-in. During checkouts, each resident of the room must schedule an appointment with his/her RA at least 24 hours prior to departure to be officially checked out of the room. Students must remove all personal belongings when checking out of the room and have the room returned to its original condition. The college will dispose of any abandoned personal belongings after 10 business days. Keys, where applicable, must be returned and the RCR signed at the time of check out. Students must officially check out within 24 hours of last final exam or cancellation of housing contract. Failure to properly check out will result in a \$150 improper check-out fee.

### ***Search Permits***

A search permit that involves the search and/or seizure of property must be secured from a professional Office of Residence Life and Housing staff member when entering a student room/suite/apartment for the enforcement of any regulation/policy as stipulated in this publication, the Code of Student Conduct, and the Housing Contract. In searching an area, closets and drawers may be opened. Improper or illegal items, in plain view, may be taken during health-and-safety inspections without a search permit.

### ***Emergencies***

To call for help in an emergency (e.g., cases of acute illnesses or accidents) or to report any serious threat to safety or security, call the Department of Campus Safety at 603.428.2323. This office, located on Union Street, is open 24 hours a day. Resident advisors (RAs) are on duty Sunday through Thursday from 7 p.m. to 8:30 a.m. each night and have 24-hour shifts on Friday and Saturday.

### ***Fire Drills and Alarms***

The College conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not re-enter the building without the direction of authorized College personnel. During the drill evacuation, College staff will re-enter the buildings and check all resident spaces for students who have failed to evacuate. Failure to comply may result in misconduct charges. In order to best protect yourself from the dangers of a fire on campus, adhere to the following policies and protocol:

- Always evacuate the building if an alarm sounds. Your life could depend on this
- If you see, smell, or hear fire, call out loudly, pull a fire alarm, and evacuate the building immediately. When you have vacated, call Campus Safety emergency number at x2323.
- In the event of a fire, do not use elevators.
- When an alarm sounds, vacate the building immediately upon hearing the alarm, and then proceed to the designated evacuation point. At that time, you would report to a residence life staff member for further instructions.
- Gases and smoke in a fire rise so keep low and crawl if you need to. Cover your nose and throat with a damp cloth if possible.
- If your clothing catches on fire, you need to “stop, drop, and roll.” Running will cause the fire to increase.
- If you cannot evacuate during a fire, hang and/or wave a sheet or other item from the window so rescue personnel know you need help.
- If smoke is entering the room where you are, stuff fabric materials that are preferably wet under the door, and try to seal the cracks between the door and door frame.
- Do not tamper with smoke or heat detectors.
- Do not overload electrical outlets.
- Familiarize yourself with the items and appliances that are not permitted in the residence halls, and comply with this policy.

- Do not smoke in or near the building.
- Do not burn candles, incense, or any other item with an open flame.
- Do not run electrical cords under rugs or furniture or over nails. Check all of your electrical cords on appliances and do not use them if the cords are frayed or damaged.
- Sleep with your bedroom and suite or apartment doors tightly closed. Doors are generally fire rated and will help keep a fire out. If they are open, the fire will come in.
- Learn the location of fire extinguishers and leave them alone so they are charged when you need to use them
- Know the location of fire exits
- Do not vandalize fire exit signs. Report missing or damaged fire signs immediately.
- Know the location of fire alarm pull stations. Use them only in an emergency.

## **Property Loss or Damage**

### ***Personal Property***

The College is not liable for the loss of money, clothing, or other valuables, or for any loss or damage to property belonging to the student, or any personal goods stored in College housing facilities. The College does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, to record serial numbers whenever possible, and to make arrangements through their parents' own insurance agents for adequate coverage. Thefts should be reported immediately to Campus Safety. Campus Safety offers the Operation ID service to assist in the identification of personal property.

### ***College Property***

The student is liable for any damage to College property and agrees to pay for the restoration of the property to its original condition, "act of God" or reasonable wear and tear excepted. Liability for any damage to the apartment or to the public area within any one of the residential units beyond reasonable wear and tear will be assigned to students of the particular building, apartment, suite, or room whenever the damage cannot be assigned as the responsibility of identified persons. Property belonging to the College must not be moved or taken from areas designated for its specific use. Students are encouraged to have Pilgrim Pride in their residential communities and help reduce damage by reporting issues and keeping their space clean.

### ***Air-Conditioning Units***

Students are not permitted to bring their own air-conditioner units. Window air-conditioning units are not permitted under any circumstances.

### ***Alcohol Policy***

For information on the residential alcohol policy, refer to the alcohol policy stated in this handbook or contact your RA, GHD, or AC. Residence Life staff will educate students concerning College and state policies and will intervene when a student's alcohol use negatively affects him/her or the community.

### ***Alterations to College Property***

Residents shall not make any changes or alterations to an apartment or room, or disassemble or dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceilings, furniture, or fixtures without the written consent of the College. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or light fixtures, painting of any surface including window panes, installation of any television or radio antenna, and all other changes, repairs, and additions. College furniture may not be removed from the residence hall at any time.

### ***Appliances***

Authorized appliances include, but are not limited to

- televisions
- compact personal microwaves
- compact personal refrigerators (maximum 4.2 cubic ft. and 2.5 amps.)
- coffee pots
- blenders
- stereos

- hair dryers
- fans
- hot-air popcorn poppers
- irons with auto shutoff

Unauthorized personal appliances include, but are not limited to

- air conditioners
- any open-coil heating device
- dishwashers
- drug paraphernalia, including but not limited to pipes, water bonges, etc.
- electric frying pans/griddles
- extension cords and multi-outlet plugs
- George Forman grills or other electric grill
- halogen lamps
- hot plates (including those used for oil or candle warmers)
- hot pots
- oil-based popcorn poppers
- ovens
- space heaters
- toaster ovens
- washing machines

Residence Life staff will confiscate illegal or misused appliances, and individuals responsible will be subject to disciplinary sanctions. All appliances should be UL listed. Residence Life staff and Facilities personnel may check frayed or broken cords. During break periods, all appliances not provided by the College must be unplugged.

### ***Bicycles***

Bicycles may be stored in student rooms. Bicycles are not to be stored in the basements, lounges or lobbies of the residential areas, hallways, stairwells, balconies, laundry rooms, or near exits. It is strongly recommended that you lock your bicycle at all times and that you register it with Campus Safety.

### ***Ceiling Hangings***

Due to the potential threat to personal safety in the event of fire, tapestries and other room decorations may not be affixed to or suspended from the ceiling, exits, sprinkler heads, or pipes.

### ***Commercial Enterprises, Solicitations, and Unapproved Activities***

It is understood that residential facilities and the campus in general are for the use of registered students, College guests, and College conferees only. Any other use, including commercial enterprises, unapproved activities, and solicitations by external agents, is prohibited.

### ***Courtesy Hours/Quiet Hours***

Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos are not permitted to be amplified to outside areas.

Quiet hours are as follows:

**Sunday–Thursday 10 p.m. – 8 a.m.**

**Friday–Saturday 12 a.m. – 8 a.m.**

Residents may vote to extend quiet hours in their house/building/quad during their community standards meeting, but may not reduce them. All areas must adhere to 24-hour quiet policies beginning at 9 p.m. on the last day of classes and continuing through the semester close of the residence halls. Students violating 24-hour quiet hours or causing any disruption will be directed to leave the residence hall immediately and not be permitted to return until the close of final examinations.

### ***Defacing College Property***

Defacing College property in and around the residential facilities will not be tolerated. Violators are subject to disciplinary action and restitution payment.

### ***Extension Cords and Surge Protectors***

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL-approved, surge-protected power strips and power squids are permitted. Violators will be subject to disciplinary action.

### ***Flammable Materials***

Flammable liquids are not permitted in any of the residential areas. Cloth and other flammable materials may not be hung on walls or ceilings. Flammable or wet materials may not be hung above heaters due to fire hazard. Storing or possessing gasoline, including gasoline-powered machines, or other combustibles or explosive chemicals, lighter fluid, fireworks, candles, incense, oil lamps, oil/candle warmers, or other flammables is not allowed in any residential area.

Producing an open flame in or around the residence halls is not permitted. Grills that are used for outdoor grilling are not allowed in, near, or around the residence halls due to fire codes in Henniker. Unauthorized grills will be confiscated and discarded. A member of the Residence Life staff will address violations of the fire codes on an individual basis, and students may be subject to misconduct charges.

### ***Furniture***

Furniture provided by the college must remain intact, assembled and in its assigned room. The college will not store any furniture assigned to a room, which a resident does not want. Students are NOT permitted to bring additional furniture to their rooms. For safety reasons, lofts and waterbeds are not permitted. Some beds are "bunkable" with provided lofting pins that residents must request from Campus Facilities. All furniture arrangements must be made in such a way that all exits are free from obstruction.

Common areas are furnished for the comfort and convenience of all. Furnishings in lounges or other common areas are college property and must remain in the common areas where placed and are not permitted in students' rooms. Misuse of common area furniture, including but not limited to stacking the furniture, moving it to stairwells, or blocking hallways or doors is prohibited. A life safety charge of \$1000 will be assessed to those responsible or to the entire building/floor if an individual cannot be identified.

### ***Garbage Removal***

Students must maintain clean rooms/suites/apartments. The living space must not be susceptible to insect and pest infestation, and the property must not be damaged in any way. Food must be stored and disposed of properly. Residents are responsible for the removal of all garbage and trash from their rooms/suites/apartments. Garbage cans may not exceed the 13-gallon (kitchen garbage can) size, to ensure that garbage is removed in a timely fashion. Excessive trash in a residential area may result in a health and safety violation and if not corrected could result in a referral to the Office of Student Conduct.

### ***Guest and Visitor Policy***

While New England College does not restrict the hours during which residents may have guests and visitors in their rooms, the College has the responsibility to provide policies which allow for the safety of its community and ensure consideration for individual resident student rights. As such, the College reserves the right to modify, restrict, or revoke the privilege of the guest and visitor policy at any time.

### ***Guests (any non-student)***

All residents are responsible for their non-student guests and, therefore, for their guests' behavior. If a guest is displaying inappropriate behavior, the host will be held responsible. All guests must comply with College rules and regulations. The host/hostess must escort all guests to and from the front entrances and at all times while the guest is present in the residential area. Any unescorted guests in a residence hall will be considered in violation of the Guest and Visitor policy. Such violations may result in guests' removal from the residence hall and judicial action for the guests and their host/hostess. No guest is permitted to be in a student room without a resident of the room present. No guest and/or overnight guest under 18 years old is allowed in the residence halls without the expressed written permission of the Area Coordinator as confirmed through the host's/hostess' NEC e-mail account

Overnight guests (both student and non-student) are permitted only with permission of your room/suite/apartment mates. Guests are normally limited to a stay of two consecutive nights. If agreements with roommates cannot be reached, the rights of the roommates supersede those of the guest. The occupants of that suite/apartment may determine visitation hours for each suite/apartment.

**Visitor** (*any New England College student*)

A visitor refers to any New England College student who is not assigned to the room s/he is visiting. All residents are responsible for their visitors and, therefore, for their visitors' behavior. If a visitor is displaying inappropriate behavior, both the visitor and host will be held responsible. No visitor is permitted to be in a student room without a resident of the room present.

**Overnight Guests or Visitors:**

Visitors may stay overnight in another resident's room. While they do not need an overnight guest pass, prior permission from all residents of the room is required. Overnight guests are not permitted in residence hall rooms, suites, or apartments without advance permission of all residents of that room. All students hosting overnight guests must register their guest and their guest's car with Campus Safety. An Overnight Guest Pass will be issued by Campus Safety Dispatch and the Residence Life staff will be notified of the presence of a guest. Failure to obtain an authorized guest pass may result in the removal of the guest(s) and subject the host/hostess to judicial action. The overnight guest must carry the guest pass at all times and present it to any College official when requested to do so. Overnight guests or visitors may not stay in a residence hall room for more than four nights during any given month without the expressed written permission of the roommate(s) and Residence Life staff as confirmed through the host's/hostess' NEC e-mail account. Overnight guests MUST obtain their overnight guest pass PRIOR to the start of quiet hours of the overnight stay – 10 p.m. Sunday through Thursday and 12 midnight on Friday and Saturday.

**Occupancy Restrictions**

Due to safety and fire-code regulations there is a limit to the number of visitors/guests allowed in the living units on campus. A resident is allowed no more than a total of two guests or visitors at any one time; however, the total numbers of people in a room at any given time may be restricted further based on the existing local, state, and federal fire regulations.

**Holiday Decorations**

Residents may decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Do not attach anything to or tamper with light fixtures, sprinkler heads, or exit signs. No live or cut trees are allowed in the residential areas; however, artificial trees may be used. Candles and incense are not permitted in the residence halls for any reason.

**Offensive Odors**

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is bothersome to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray, large amounts of dirty laundry, or body odor. Residence Life staff will address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. Incense is not permitted, as it is a fire hazard and can easily set off the smoke detectors.

**Pets**

Only fish, aquarium size, are allowed in residential rooms/suites/ apartments. Fish must be properly maintained. The maximum size for an aquarium is 20 gallons. Aquariums and other equipment needed to maintain fish may not be plugged into electrical outlets during vacation periods. Violation of the policy will result in immediate removal of the animal, misconduct charges, and full replacement cost for damaged property. Repeated violations may result in immediate removal from housing.

**Postings**

Contact the Office of Residence Life and Housing if you would like to post material in the residential areas. No postings will be permitted without approval of the area coordinator of that area. Postings that have been approved will be posted in designated areas only. Each posting is allowed for one week. All unapproved postings will be removed. It is the responsibility of the individuals posting to use approved adhesives.

### ***Roofs***

Any person on the roof of any residential facility or throwing anything onto the roof of any residential facility will be subject to disciplinary action. The roofs, window ledges, and balconies of all buildings are off limits to students.

### ***Smoking***

The residence halls and academic buildings are smoke free. Smoking is not permitted in any building. Due to health and safety concerns, campus community members must stay at least 25 feet from the entrance to any building when smoking. Proper disposal of cigarette butts and other trash is required.

### ***Sports***

Playing basketball, wrestling, hockey, lacrosse, baseball, rollerblading, Frisbee or other sports in residence halls is prohibited.

### ***Tampering with Fire Equipment***

Any student found tampering with fire equipment, including but not limited to smoke detectors and fire extinguishers, activating a false alarm or attaching any items to the sprinkler pipes is subject to disciplinary action and/or arrest and will likely be removed immediately from on-campus housing. Any student found tampering with an exit sign will be referred to the Office of Student Conduct.

### ***Unauthorized Use and/or Possession of College Property***

Students may not have un-issued College property in their rooms/ apartments/suites. Violators will be subject to fines and referral to Student Conduct Administration, and/or will be charged for the full replacement value of said item(s). This action also covers the misuse of College property.

### ***Weapons***

Potential lethal weapons, including firearms, hunting bows, knives, paintball guns or paraphernalia, and pellet and air-soft guns are prohibited, along with instruments legally classified as dangerous weapons. Anyone possessing any of these items may be suspended from housing pending a disciplinary hearing, and the weapons will be confiscated.

### ***Windows***

Throwing items out windows presents a safety hazard and does not constitute appropriate methods for disposing of trash. Throwing items at windows for any reason is likely to result in broken windows and/or screens. Using windows for egress to or from an area presents a safety risk, may result in damage to the window and/or screen, and is prohibited. Individuals entering or leaving a room/apartment through a window will be subject to misconduct charges and responsible for the cost of any damage that results from this action. Damaged or punctured screens will result in residential damage charges.

### **Other Useful Information**

#### ***Cleaning***

College custodians are responsible for the upkeep of common areas within the residential areas, such as stairways, hallways, lounges, laundry rooms, and study rooms. Custodial staff members also clean common area bathrooms within the halls on a weekly basis. It is the residents' responsibility to clean their rooms/suites/apartments and maintain any supplies in their bathrooms, such as soap. Residents will be held accountable for charges incurred as a result of cleaning that is necessary due to resident abuse. Residents are responsible for disposing of trash that has been stored in bathrooms and rooms.

#### ***Driving on the Walkways/Service Roads***

Walkways and service/emergency accesses located in front of the residence halls are off limits to all but service vehicles. Cars using these areas are subject to ticketing or towing by Campus Safety.

#### ***Food Service***

All residential students must purchase a Premium Plus, Premium, Flex, or Freshman Exclusive meal plan each semester for the period of their housing contract (see Dining Services, page 68).

#### ***Laundry Facilities***

Washers and dryers are provided for your convenience in various locations within the residential areas. These washers and dryers operate on a cashless system. To use the cashless system, the student must have money placed on a laundry card which is available for purchase via vending machines in the Simon Center and Charter Coffeehouse.

### ***Mail***

Before school starts, each resident student will receive a mailbox number combination. Be sure that this mailbox number appears on all mail being sent to you in order to avoid delays. Mailboxes are located on the lower level of Simon Center. Mail Services, open from 8:30 a.m. to 3:30 p.m., Monday through Friday, is also located on the lower level of the Simon Center. You may mail or pick up packages and buy stamps there. Any problems related to your mail should be brought to the attention of Mail Services.

### ***Maintenance/Work Order Requests***

Should you have any maintenance problems in your room/suite/apartment, report them immediately to your RA, GHD, or AC so that they may submit a work order request. Emergencies during the day should be reported directly to the Facilities office at 603.428.7925. In the evenings and on weekends, residents must report emergencies to Campus Safety at 603.428.2323. Under no circumstance should residents attempt to repair their own maintenance problems. Residents are required to allow Facilities personnel to enter their room/suite/apartment to repair problems once a request has been submitted. Failure to do so will result in delay of repairs and an increase in the cost of repairs. The College is responsible for the cost of normal wear-and-tear maintenance repairs. Repairs necessary as a result of vandalism or student abuse in a room/suite/apartment will be billed back to the students who reside in that space. Routine cleaning of the residential space or rooms is the responsibility of all students who reside in the apartment, suite, or room.

### ***Services for Students with Disabilities***

Located in the Center for Educational Innovation (CEI), room 210 (603.428. 2302) the Director of Disability Services is the coordinator for students with medical, physical, or psychological disabilities. The Director of Disability Services provides advocacy, advice, and service for students with physical and psychiatric disabilities.

### ***Storage***

The college does not provide storage during the academic year or during the summer.

## STUDENT RIGHTS

Rights of New England College students are the same as the rights of any other citizen, except where otherwise indicated. There are certain responsibilities that are assumed by each student when they become a member of the New England College community. Individual rights, in some cases, however, may not supersede the rights of others within the College community.

- **Right to Pursue Learning**  
The right to pursue learning in and out of the classroom.
- **Right of Expression**  
The right to express views in a responsible manner.
- **Right to Due Process**  
The right in major level judicial matters to receive notification of charges, date and location of hearing, opportunity to participate in a fair hearing, and right to appeal matters of judgment of academic performance and personal conduct.
- **Right to Federally Mandated Information**  
The right to information that is in compliance with federally mandated reporting requirements of Colleges. This includes information required through the Annual Security Report, Campus Crime Statistics, Drug Free Schools and Community Act of 1989, and Campus Sex Crimes Prevention Act.
- **Right to Participate in Student Governance**  
Students have the right to participate in institutional governance and policy formulation. The Student Senate is the student governing body of the College, operating under a constitution approved by the President and responsible to him or her. It is an advisory body only, since all its acts must receive the approval of the College President, before they become operative. The President, by law, is the only person authorized to make such changes since he is charged legally with overseeing the entire operation of the College.
- **Right to Non-Discrimination**  
Every student has the right to pursue their educational interests in an environment free from discrimination and harassment and where personal dignity and respect are valued. Violators of these codes of conduct will be subject to appropriate disciplinary action. It is the policy of New England College, in accordance with federal and state laws and regulations, not to discriminate on the basis of race, color, religion, sex, national origin, gender, sexual orientation, age, veteran's status or disability in any of its programs and activities. Inquiries, grievances and requests for more information concerning this policy should be addressed to the Dean of Students.

## STUDENTS' RIGHT TO KNOW

### Security and Crime Statistics

The New England College Department of Campus Safety is a capable, professional department that serves students' needs and helps ensure a safe, secure environment. If you would like more information about safety at New England College, please contact the Director of Campus Safety at (603) 428-2323. The following statistics are reported criminal acts required (and defined) by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) under the authority of the Office of Postsecondary Education of the U.S. Dept. of Education. (For additional information, go to <http://ope.ed.gov/security>.) Please be aware that these statistics reflect incidents that have been reported to the Campus Safety Department during the 2005/6/7 calendar years. The department of Campus Safety at New England College will investigate any questionable behavior that comes to their attention. However, it is important to note that some victims prefer not to report incidents to Campus Safety, but choose to confide in other confidential sources. As required by the Federal Campus Safety and Security Act of 1991, a statistical report on campus crime at New England College is available upon request.

*The time period covered by these statistics is January 1 through December 31 for the year(s) listed.*

New England College Crime Report – Yearly Comparison On- Campus	2007	2008	2009
Murder/Non- Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	1	4	1
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	7	13	8
Motor Vehicle Theft	0	0	0
Arson	0	2	14
Hate	0	0	2
On-Campus Residence Hall	2007	2008	2009
Murder/Non- Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	1	4	1
Sex Offenses – Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	5	12	5
Motor Vehicle Theft	0	0	0
Arson	0	2	14
Hate	0	0	1

## WELLNESS INFORMATION

### Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Alcohol abuse accounts for about 100,000 deaths annually. Alcoholism is a chronic and potentially fatal disease typified by physical dependency on alcohol, a need for increasing amounts, and organ pathology. It is known to contribute to the development of fatal disorders, including cardiomyopathy (abnormalities of the heart muscle), hypertensive disease, pneumonia, and some cancers. Alcoholism is also responsible for chronic brain damage and alcohol-related brain injury is second only to Alzheimer's disease as a known cause of mental deterioration in adults. There are some findings suggesting that the more a woman drinks, the greater her chances are for developing breast cancer. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

### Amphetamines

Amphetamines produce an artificial stress in the body, similar to that of the "flight or fight" response. Abuse of amphetamines causes over activity, irritability, defective reasoning and judgment, irregular heartbeat, liver damage, paranoia, and possible cerebral hemorrhage. There is also the possibility of a psychotic breakdown. When a user discontinues the use of the drug, severe depression, fatigue, increased appetite, and high fluid intake can result.

### Barbiturates

Barbiturates are downers which depress all excitable nerve tissue, especially that of the brain and spinal cord. Barbiturates reduce the time spent in REM sleep and depress respiration. With high doses, one can fall asleep and then stop breathing. The user of barbiturates becomes sedated, sluggish in thought and action, and possibly free from worries. Barbiturates inhibit dreaming and induce the liver to make more enzymes.

### Cocaine

Cocaine use is one of the biggest social and health problems in this country. Surveys show that 5,000 Americans each day try cocaine for the first time and four to six million Americans are compulsive users. Once considered a harmless drug, the risks associated with cocaine have become increasingly clear. Health risks linked to cocaine use include the following:

- Regular users of cocaine are often restless, irritable, depressed and anxious. Higher doses and chronic abuse often lead to paranoia attacks. In many cases, there is a break with reality that includes auditory, visual, or tactile hallucinations. One hallucination is known as "coke bugs" where a person has the sensation of insects crawling under the skin. Cocaine psychosis can continue for months, and severe cases can require hospitalization. Use of cocaine may cause nasal congestion and a runny nose. Sores on the nasal membranes can also occur, along with sore throat and hoarseness. Cocaine users can experience shortness of breath, cold sweating, and tremors. Long term use can also damage the liver.
- Neural damage due to cocaine use is highly likely. The acute hypertension occasionally brought on by cocaine use can burst weakened blood vessels.
- Heavy cocaine use can cause one to suffer from an irregular heartbeat. Pre-existing coronary heart disease may become worse and heart attack can be caused.
- Cocaine use can bring on high blood pressure and can cause a blood vessel in the brain to rupture which may lead to stroke.
- Eye doctors have noticed small crystals in the retinas of cocaine users. This may be the reason that chronic users occasionally suffer from "snow lights" or flashes of light in the periphery vision.

- Since cocaine suppresses the appetite, many users suffer from malnutrition and lose weight. Immune defenses can be lowered, making the user susceptible to tuberculosis, fungal disease, and other infections.
- Intravenous cocaine users risk AIDS, hepatitis, and other infections and free-base smokers risk lung damage.
- Cocaine overdose can result in paralysis of the respiratory muscles, abnormal heart rhythms, and repeated convulsions. Sudden death from cocaine use is unpredictable, and can occur in a person who has used only a small amount of the drug.
- Cocaine use by pregnant women can cause eye and bone defects in their unborn children. Using cocaine can also cause premature and stillbirth. During the baby's first days of life, a baby born to a cocaine using mother is often irritable and jittery. Cocaine can also be transferred to a baby through breast milk.

### Hallucinogens

Hallucinogens are chemicals which produce changes in perception, thought and mood. They make people see and hear things that are not there. LSD, a hallucinogen, produces visual and auditory hallucinations so intense as to mimic a psychotic state. LSD causes dilated pupils, flushed face, chilliness, and a rise in body temperature, increase in heart rate, goose bumps, salivation, and perspiration. LSD is known for producing flashbacks weeks or months after the last dose was taken. Because the consequences of LSD abuse include bizarre behavior and disorientation, there is also a significant risk of accidental injury and death. PCP, another hallucinogen, causes many users to feel tremendous anger. They may inflict violence upon themselves or others. PCP can induce a psychotic state exactly like schizophrenia. The effects of PCP can last up to a month. In severe cases, the user can have convulsions, go into a coma, and die.

### Marijuana

While the harmful effects of marijuana are less obvious than those of cocaine and PCP because overdose is not common, these health effects have been reported: short-term memory impairment; impaired lung function, similar to that found in cigarette smokers; decreased sperm count and sperm mobility; interference with ovulation; impaired immune response; possible adverse effects on heart functions; and by-products remaining in body fat for weeks, with unknown consequences.

### Methamphetamine

Methamphetamine is an addictive stimulant drug that strongly activates certain systems in the brain. Methamphetamine releases high levels of the neurotransmitter dopamine, which stimulates brain cells, enhancing mood and body movement. It appears to have a neurotoxic effect, damaging brain cells that contain dopamine as well as serotonin. Methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects include respiratory problems, irregular heartbeat and extreme anorexia. Its use can result in cardiovascular collapse and death.