

Welcome to Daniel Webster College!

This Student Handbook is designed and organized to provide you with information we believe will be helpful to you during your career at Daniel Webster College. We are a small campus and believe that when our students become actively engaged in campus life – as members and leaders of student clubs, as student athletes, as community volunteers, as performers, as tutors, and as participants and audiences – they get the most out of their college experience. Students often tell me that their involvement in campus life is what makes their time here so special. They can see how their contribution impacts the day-to-day life for all students as well as educational opportunities in and outside of the classroom.

Consistent with and informed by the mission of our College to educate purposeful men and women for professional life in their chosen fields, the Division of Student Affairs and the Vice President's office encourages students to take responsibility for their own actions. And, through this philosophy offers guidance, support and opportunities for students to grow in their respect for themselves and others. The Division's departments offer opportunities for student learning outside the classroom, through activities, trips, informal interaction with the staff, and residential life programming. It is our hope that through our efforts you will become a strong and contributing member of the Daniel Webster College community.

We trust that you will find the Handbook helpful and we hope that you will drop by any of the Division's offices to introduce yourself, find out about our activities, find a job, or sign up for a trip or a concert. Please feel free to contact me personally if you have any questions or concerns that I can assist you with during your education at Daniel Webster College.

Sincerely,

Susan Elsass
Vice President for Student Affairs and Dean of Students
Division of Student Affairs

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A Guide to Abbreviations & Acronyms Used in the Student Handbook

AVC	Aviation Center
DWC	Daniel Webster College
DWH	Daniel Webster Hall
ERC	Eaton-Richmond Center
LRC	Learning Resource Center (annex to the Library that houses offices and classrooms); individual rooms referred to as C### or LRC###
L###	Offices/rooms within the library proper

ADMINISTRATION AND RESOURCES

PRESIDENT

DWH 200, Ext. 6570

The President is appointed by the Board of Trustees to serve as the chief executive officer of the College. As such, the president has ultimate responsibility for the administration of the College through designated departments and associates (as detailed in this section). The President has the unique responsibility for the stewardship of the College's mission, vision and resources to ensure that the highest standards of performance are maintained and that the institution achieves its academic goals while planning for the future and providing the learning climate that it espouses. The President is responsible for representing the College and interpreting its vision and mission to its various constituents; and representing the College's constituents within the College and larger community. The President has responsibility for ensuring that the College effectively implements the organizing policies established by the Board of Trustees.

PROVOST and VICE PRESIDENT FOR ACADEMIC AFFAIRS

DWH 227, Ext. 6610

The Provost and Vice President for Academic Affairs works with the academic schools and divisions, as well as other academic administrators, including the directors of Academic Resources, the Library, Flight Operations, Information Technology Services, and the Registrar to provide and support the academic curriculum in which students are enrolled.

The mission of this office is to assure the high relevance of academic affairs to the success of the students of Daniel Webster College.

Academic Policies

Students with academic issues are usually referred to their instructors, academic advisors, division chairs, school deans and/or the director of academic resources for resolution. All unusual requests such as approval to enroll for extra loads (without the prerequisite GPA), Continuing Study courses during the first two years, special waivers of pre-requisites or other course or program requirements, or administrative withdrawals, require completion of a General Purpose Student Request Form (GPSR) and may need to be reviewed by the Vice President after the student has worked with his/her advisor. This form can be obtained from either Academic Resources or the Registrar's office and should be accompanied by a typed computer generated letter stating the nature of the policy waiver request and the rationale behind it. All such requests are reviewed on the basis of what makes the best academic sense for the student and how nearly the College's academic policies are followed.

For additional information regarding academic policies and procedures, students may consult with their academic advisor as well as the College Catalog and departmental brochures and bulletins.

Student Academic Issues

Students who have academic problems should seek help first from faculty, advisors, deans or chairpersons. If suitable solutions cannot be reached, the Vice President's office may be able to assist. However, this step does not often change a situation, but may bring a broader viewpoint to the issues.

ACADEMIC RESOURCES

DWH 225, Ext. 6612

The Office of Academic Resources is committed to helping students achieve their optimal academic potential. Through various services and programs, Academic Resources enables students to assume responsibility for their own education and become self-directed learners.

Academic Advising

Academic advising provides individual academic advising conferences, supports successful completion of degree requirements, and promotes student development through discussion of abilities and appropriate personal and occupational choices. Students meet with their advisor each semester in preparation for registration for the next semester. The advisor is a resource person available to help students explore professional career and educational goals, as well as to assist in academic planning and course selection related to the major. Full-time faculty members are available to advise students throughout the semester, as well as during course planning and registration periods.

Academic Accommodation Planning: ADA Compliance and Disability Support

The department of Academic Resources is responsible for working with students who have a documented disability to develop and implement reasonable accommodations in the classroom. The intention of the College is to provide reasonable accommodations to all qualified students. Under the guidance of the Americans with Disabilities Act, Section 504, the College will recognize and support accommodations and services that are deemed reasonable and academically sound in an effort to assist disabled students in their efforts to meet the academic challenges of the College. Students are invited to report disabilities that may require accommodations to the Director of Academic Resources.

Academic Contracts

The Director of Academic Resources and the students' advisor monitor the academic contracts to ensure successful progress of those students who are experiencing academic difficulty. Students whose GPA falls below 2.0, and who wish to participate in on-campus activities and/or athletics, should schedule a meeting with Academic Resources to consider developing an Academic Contract.

Peer Tutor and Flight Tutor Programs

DWH 113, Ext. 6612

Academic Resources identifies and trains students, based on their academic record, to be peer tutors, mentors, and coaches. Peer tutors and flight tutors are available to assist students in most major courses both individually and in small groups. This service is free of charge for all students. Tutoring is designed to help students learn; thus, tutors do not do students' work nor do they assume the role of professor. Students interested in becoming tutors should contact the Office of Academic Resources.

Math and Science Support Center

DWH 112, Ext. 6613

The Math and Science Support Center provides assistance on a walk-in basis to students enrolled in mathematics and science courses (including physics). This assistance is beyond regular assistance in the classroom or with faculty during their office hours.

Writing Center

DWH 113, Ext. 6412

Students can receive assistance at the Writing Center for any written work, from class assignments to job application letters. Working one-on-one with the writing director or with one of the Center's trained tutors, students learn to develop and effectively communicate their best ideas in writing.

REGISTRAR

DWH 214, Ext. 6510

The Registrar keeps and maintains academic records, files, grades and transcripts for each student. Examples of records include add/drop, college and course withdrawal, flight registrations as well as all registrations, grading, incomplete, and intent to graduate forms.

The Registrar also **evaluates transcripts** to determine transfer credits earned. New students must submit an official transcript to have their course work from other schools evaluated; current students must submit a request for approval to take courses at another college to ensure transferability, and must do so prior to enrolling in those courses. In order to receive credit for a course taken elsewhere, students must present a transcript with a grade "C" or better. The Registrar is the coordinator of the NHCUC **student exchange program** and the certifying official for **Veteran Benefits** and the Veterans Administration Vocational Rehabilitation program.

Students' DWC e-mail account is an official medium of communication. This means the College will use its e-mail system to transmit official information to students about their relationship with the College (for example: registration information, weather-related closures, and changes in requirements). For this reason, students are expected to check their College e-mail account on a regular basis, whether or not they use other e-mail accounts for other purposes. **Students Online Access to Records (SOAR)** is also considered an official medium of communication and should be checked routinely (e.g. students are notified of grades and mid-term deficiencies via their SOAR account).

Directory Information

Changes to student information (e.g., name, address, phone number) must be made through the Registrar's office. According to the Family Education and Privacy Act (FERPA), the Registrar maintains and may release directory information about each student. See **Appendix I**, Family Educational Rights and Privacy Act (FERPA) for details about student rights under FERPA and the College's Directory Information policy. **Note:** Students who do not wish to have Directory Information released must notify the Registrar in writing.

Confidentiality of Records

For detailed information about the confidentiality of student records see **Appendix I**, and the Daniel Webster College Catalog.

FLIGHT OPERATIONS

AVC, Ext. 6404 (Dispatch)

Flight Operations supports the aviation curriculum and the operational aviation needs of the College community. In this regard, Flight Operations is responsible for providing the resources students need to progress towards degree completion in the Aviation Flight Operations curriculum. This includes airworthy aircraft, competent flight instructors, flight schedule access, flight dispatch services, timely financial information and educational support. Students can obtain more detailed information regarding departmental standards, practices and policies in the College's Flight Operations Manual (FOM). This Manual, a required resource for all flight students, is available online (<http://crusader.dwc.edu>) and in the College Bookstore. The department publishes regular

updates called **changes to the FOM** and supplies these to students so that they can remain current with changes to policies and procedures. This site does contain additional information relevant to the flight program.

Note: Students are expected to be familiar with, and will be held responsible for, all the information contained in the FOM. Failure to adhere to the standards therein may result in dismissal from the College's flight operations curriculum.

ANNE BRIDGE BADDOUR LIBRARY

Library, Ext. 6559

Library hours are posted on the website (www.dwc.edu/library), at the building entrance, and in the Library brochure. Hours for examination periods, holidays and summer sessions vary and are posted on-line and on flyers throughout the campus. A copy machine is available for copying needs.

The Library catalog provides an online searchable catalog of the Library's print, media and electronic collections. To maximize research efforts, professional reference staff is available for advice and assistance. The Baddour Library provides interlibrary loan and document delivery service from other libraries worldwide. A Media Lab provides computer workstations for video editing and project presentations. The Educational Technologist is available for individualized instruction in media production. Daniel Webster College students may borrow materials upon presentation of student ID cards. Students may renew books online, via the catalog, or by calling extension 6559. There are no overdue fees for books, but after three overdue notices students are charged the replacement cost of the material.

There is a beverage machine in the lobby of the Library, which is a smoke-free environment. Students may reserve laptops and media equipment at the Check-Out Desk. For more details about library collections, services, and policies, please consult the Library Handbook, available at the main service desk, or consult the Library's web site at www.dwc.edu/library.

INFORMATION TECHNOLOGY SERVICES

1st Floor ERC, Ext. 6522

Information and Technology Services are available Monday through Friday throughout the academic year – please check the ITS website (www.dwc.edu/its). The department manages the technology needs for the entire campus. Student workers and lab technicians (Lab Techs), support the College's computer labs. There are several computer labs available for open and classroom use. The following services are available to students who are connected to the school network.

1. DWCNET Account
2. An E-mail Account
3. Print Services on Public Printers
4. Web Page Publishing Access
5. Full Internet Access
6. Library Information Services Online Public Catalog, and Database Access
7. Telnet Access
8. SOAR (Student Online Access to Records)

A DWCNET account gives students disk space on the College's Server. Students can access this account from anywhere on campus and they can access their email and web page account from

anywhere in the world that has Internet access. This is a great place to store important files such as term papers. For more information contact the LabTech on duty at the Help Desk located in the ERC, or call extension 6522.

DWC does not provide phones for students in their residence hall room. Students must bring their own phone if they want phone services. For voice mail, jack or general telephone problems, contact the Information Technology Services at extension 6522.

Students' College e-mail account is an official medium of communication, which means the College will use its e-mail system to transmit official information about students' relationship with the College (for example: registration information, weather-related closures, changes in requirements). For this reason, students are expected to check their College e-mail account on a regular basis, whether or not they use other e-mail accounts for other purposes.

All users must abide by the Computer Use and Copyright Infringement Policy printed in this Handbook and online at: <http://www.dwc.edu/cs-home/>.

EXPERIENTIAL LEARNING

L205, Ext. 6518

The office for experiential learning coordinates community service projects and study abroad for all students. Many of the *service learning* projects for courses across the divisions are coordinated from this office as are all of the *practicum and internships* for the Social Science major. *Study Abroad* opportunities exist for students in all majors. Daniel Webster College participates with other colleges that have formal study abroad programs as well as several study abroad program organizations such as The International Partnership for Service-Learning Leadership and the Council on International Educational Exchange.

PROFESSIONAL STUDIES

DWH 223, Ext. 6500

Professional Studies, a part of the School of Business, Management, and Professional Studies, has primary responsibility for meeting the educational needs of the adult students, area businesses, and industries. Credit classes for masters, bachelors, and associate degree programs and certificate programs are offered on evenings and weekends.

With the approval of their advisors, day students may enroll in courses offered through Professional Studies. Schedules may be picked up in Professional Studies. Students should be aware that the academic calendars for professional studies courses do not parallel the day program schedule. Attendance requirements follow the professional studies calendar. In May of each year, a special eight or ten-week summer term is offered in the day to support those students who wish to continue studying beyond the traditional academic year. Day students may enroll for up to nine (9) credit hours during this summer term, and may register through the Registrar's Office.

DEAN OF ADMISSIONS & FINANCIAL ASSISTANCE

DWH 220, Ext. 6600

The Dean of Admissions and Financial Assistance oversees the College's day admissions program and financial aid for both day and professional studies programs.

ADMISSIONS

DWH 220, Ext. 6600

The Admissions Office is the center for information about the College. The Admissions staff will follow-up on prospective student referrals. Any current student interested in working with

prospective students through the Admissions Office as tour guides, special events coordinators, or work-study students, is strongly encouraged to apply to Admissions.

International Students

The Admissions Office helps international students comply with College regulations and federal requirements. Questions regarding immigration status or transfer should be directed to the dean of admissions.

FINANCIAL ASSISTANCE

DWH 217, Ext. 6590

The Office of Financial Assistance counsels students and parents regarding opportunities for financial assistance while students are attending the College. Additionally, the Financial Assistance staff is able to assist students and parents in understanding and completing all the necessary paperwork to apply for financial assistance. This office is also an excellent resource to find out about outside scholarship opportunities. The office provides information regarding the application process, scholarship and grant opportunities, student loans, or the College work-study program.

VICE PRESIDENT FOR FINANCE, BUSINESS & OPERATIONS

DWH 2nd Floor, Ext. 6531

The Vice President for Finance, Business and Operations is the chief financial officer, and is the senior officer responsible for all matters related to campus facilities, general administration, and auxiliary business enterprises.

STUDENT ACCOUNTS

DWH 2nd Floor, Ext. 6531

The Student Accounts staff is responsible for managing all student charges and receipts. The office maintains and provides detailed information regarding all student financial activity. Students who have questions regarding their account should contact Student Accounts or visit the department's web site. In addition, the staff will cash checks for students up to \$50.00.

CAMPUS MAIL

Common Thread, Ext. 6552

Each resident student is assigned mailbox, which is secured with a combination. Incoming mail is sorted twice daily, Monday through Friday. There is no mail service on Saturday or Sunday. The mailroom staff sends certified mail, and they can send as well as receive United Parcel Service (UPS) packages for students.

FACILITIES

129 Pine Hill Rd., Ext. 6565

Facilities is responsible for the upkeep of all College buildings as well as the grounds. Members of the Facilities staff have a regular rotation for cleaning residence halls, as well as office and classroom locations. Resident students who have a maintenance request for their room should complete an on-line work request at: http://www.dwc.edu/ResLife/residence_life_workrequestform_c1.shtml; these requests are conveyed to Facilities by the Housing & Residential Education staff during regular business hours, Monday – Friday. Repairs that require immediate attention during regular business hours should be communicated in person or via telephone to Housing & Residential Education at 603.577.6118 or to Student Affairs at 603.577.6580. Repairs that require immediate attention in the evenings or on weekends should be directed to Campus Safety at 603.577.6389.

FOLLETT, THE DANIEL WEBSTER COLLEGE BOOKSTORE

DWH 1st floor, Ext. 6533

The Bookstore has all text materials for courses and a selection of used books. The bookstore stocks all aviation textbooks and supplies, including headsets, log books, kneeboards, and navigational charts. A vast selection of insignia wear is always available along with food, drinks, stationery,

meetings. As the main voice for the student body, the Student Senate maintains an open line of communication between and among the administration, faculty, and students. It encourages student input regarding College policies, facilities improvements, and campus activities events. The Student Senate also has the responsibility to provide recognition for new clubs and organizations, and to fund recognized student organizations.

The Student Activities Board

Common Thread, Ext. 6589, sab@dwc.edu

The Student Activities Board (SAB) is an organization comprised of students whose responsibility is to plan and implement a wide variety of events for the DWC community. The group is made up of event coordinators or chairpersons who focus on a specific category such as musical performers, movies, comedy nights, dinner entertainment series, cultural events, off-campus outings, annual events and novelty performers. SAB meets weekly, and encourages interested students to attend the meetings.

Clubs and Organizations

Students are encouraged to either join existing organizations or create new organizations, and to actively participate in planning and implementing a wide variety of activities and programs. In order to maintain accurate information on student organizations, all recognized student organizations must complete an Organization Registration form and file it in the Student Leadership and Involvement office by the last day in September.

An organization that fails to register for two consecutive semesters will be considered “inactive” and will lose all services extended through recognition, including Student Senate funding. However, if an organization or group wishes to re-organize, it may apply for re-recognition through discussion with the staff and the Student Senate. A current list of recognized student organizations is available in the Student Leadership and Involvement office.

CENTER FOR CAREER DEVELOPMENT

LRC 106 & 107, Ext 6585 and 6584

Students are encouraged to utilize the services of the Center for Career Development throughout their college years because career development is a lifelong process. While at DWC, students have opportunities to gain knowledge and skills that can be used in the workplace. To transition from college to the workplace (and from job to job over the course of their lifetime) students must understand where they can apply their knowledge and skills and learn how to market themselves. To this end, the Center for Career Development offers the following services:

One-on-one career consultation and advisement

- Administers the Myers-Briggs Type Indicator and the Strong Interest Inventory. These instruments, administered for a nominal fee, assist students to identify career paths or to validate a career decision;
- Assists students to explore career options;
- Reviews resumes;
- Arranges mock interviews; and
- Discusses the range of career development matters.

Workshops

- Resume and cover letter writing;
- Interview skills;
- Business etiquette; and
- Job search strategies.

In addition, the department sponsors **annual events** such as DWCareer Day and Groundhog Job Shadow Day. Students who are seeking **internships** or **employment** may take advantage of the department's employer information and job posting site, www.DWCareers.com. This site contains a mentor section through which students can seek career advice from alumni. In addition, the staff can help students to connect with alumni who are not yet registered as mentors.

The Center for Career Development maintains a **library of print materials** on a variety of career-related topics, including graduate school preparation and literature from a variety of employers. Students are encouraged to browse through these materials as well as the books on career development housed in Baddour Library.

STUDENT HEALTH SERVICES

Townhouse #9, Ext. 6587

The mission of Daniel Webster College Student Health Services is primarily to assist students with their healthcare needs while attending college. The staff members strive to assist students in achieving and maintaining physical and mental health, which is necessary for personal growth and is essential for learning in a vigorous academic environment.

A Board Certified Nurse Practitioner directs Student Health Services and provides healthcare to students with the assistance of a registered nurse. A wide range of services are available to full-time undergraduate students enrolled in a day program and carrying nine (9) or more credits. Student Health Services provides healthcare related to the diagnosis and treatment of common illnesses, minor injuries, health promotion, and mental health concerns. In addition, students are able to receive counseling, testing, and treatment related to contraception and sexually transmitted infections. Rapid laboratory testing is done on site for a limited number of common illnesses at no charge to students; however, students are responsible for the cost of laboratory testing that is sent to an outside lab. Students are also responsible for the cost of immunizations and prescription medications. A limited amount of over-the-counter medications are available to students at no charge when necessary.

In addition to physical healthcare, the staff members work in conjunction with other members of the Division of Student Affairs in providing educational services to students. Health education programming is presented throughout the year and includes events such as health fairs, blood drives, and programs. Necessary referrals and coordination of care to local specialist providers is available for concerns that fall outside the scope of care at the student health center.

Health Services hours are posted on the office's website and this service is available to students during the academic year only.

Medical Record Requirements

Upon admission to the College, each student will receive health forms with their pre-enrollment packet. These forms include a comprehensive health history, an immunization verification form, and proof of a recent physical examination completed by the student's primary health care provider. Students **must** complete and return these forms to Student Health Services prior to registering for classes. The Student Health Services is licensed as an Educational Health Center by the State of New Hampshire and abides by the administrative rules set forth by those rules. Therefore, by law, students may not start classes until their health records are complete.

Required Immunizations

- Two (2) does of Measles, Mumps, Rubella;
- Primary Tetanus series and a booster within 10 years; and
- Primary Polio series (any combination of injection or oral Polio) and a dose after the fourth birthday.

Screening

In addition to the above requirements Tuberculosis screening is required.

Recommended Vaccines

Vaccines that are highly recommended, but are not yet required include:

- Menactra (Meningitis);
- Hepatitis A (2 shot series);
- Hepatitis B (3 shot series);
- Gardasil *for women* (3 shot series); and
- Tetanus booster (Tdap) including adolescent/adult Pertussis.

Physical Examination

Students are required to have a physical examination by a licensed health care professional (MD, DO, NP, or PA) within one year of matriculating at Daniel Webster College. It is preferred that this physical be performed and documented by the student's primary care provider who may have knowledge of the student's health history. It is recommended that students bring the completed health history form with them for their physical exam so that they can review any health problems with their health care professional.

All students intending to participate in flight training at the College are required to obtain a minimum of a second-class FAA Medical Certificate prior to enrolling in a flight course. The Office of Admissions can provide assistance in locating an approved FAA Aviation Medical Examiner. Students may also search for a provider by visiting: <http://www.faa.gov/pilots/amelocator/>.

Health Insurance

All day students enrolled in nine (9) or more credits at Daniel Webster College are required to provide proof of current medical insurance coverage. Proof of coverage must be submitted prior to the beginning of each academic year and will be kept on file in Student Health Services. This proof may be in the form of an online or paper waiver which is completed annually. Students are responsible for notifying Student Health Services when there is any change in their insurance status.

Students and parents are encouraged to contact their current insurance carrier to determine what level of coverage will be available to students while they are attending Daniel Webster College. Some HMOs will not cover routine care when provided out-of-area and many families find it more convenient and economical to purchase coverage through the College. On an annual basis, the College offers Accident and Sickness insurance at a cost to full-time day students. All students are automatically enrolled in the policy at the start of every academic year and a charge will appear on each student's account. The charge will be removed from the student's account when proof of adequate medical coverage has been provided prior to the published deadline.

Confidentiality

Students' health records are held in strict confidence but with the following exceptions: **(a)** the legal requirement to report communicable disease to the New Hampshire Department of Public Health (see below); and **(b)** when a student is in danger of harming himself or herself or others. Otherwise, information may be released only if a student signs a Release of Information form.

Communicable Disease Policy

Daniel Webster College is committed to providing a safe, effective educational and working environment for its students, employees, and visitors. Consistent with this commitment is the policy to educate the community about how to prevent and control the spread of communicable diseases¹. Daniel Webster College will comply with all Federal, State, and local laws concerning the prevention and control of communicable diseases. In addition, it will abide by rules issued by the National Collegiate Athletic Association for the control of communicable diseases in athletic competition.

The College provides education about communicable diseases, the nature of transmission and prevention through campus programming, OSHA training, and informally through literature and postings. A list of communicable diseases which are reportable to the State of New Hampshire Bureau of Communicable Disease Control is available at the Student Health Center. The staff will make a determination about the communicability of an infection and will make recommendations about isolation, precautions, and control measures to be implemented by the College. The Director of Health Services will report incidences of communicable diseases to the New Hampshire Bureau of Communicable Disease Control.

¹According to New Hampshire law RSA 141-C, a communicable disease is "an illness due to an infectious agent or its toxic products, which may be transmitted directly or indirectly to any person from an infected person, animal, or arthropod or through the vehicle of an intermediate host, vector or the inanimate environment".

COUNSELING SERVICES

Townhouse #9, Ext 6041

Counseling Services are available on an appointment and walk-in basis during the academic year. Hours are posted on their website, http://www.dwc.edu/health_services/counseling.shtml, and are circulated to students via email at the start of each semester.

Counseling services are offered to all full-time students by two licensed mental health counselors, who have extensive knowledge in a number of areas including, but not limited to, relationships, depression, stress, and substance abuse. On-campus counseling is typically short-term. If a student's needs are beyond the scope of the services provided by the College, referrals to community providers are available. The counselors provide the following services free of charge:

1. Individual counseling;
2. Group and couples counseling
3. Crisis Intervention
4. QPR Training
5. Psycho-educational Workshops
6. Substance Abuse Assessments
7. Anger Management
8. Self Harm Assessments
9. Medication assessment and referral

Confidentiality

Counseling Services are confidential and, therefore, information will not be released regarding a student's use of services or any personal matters discussed between a student and the counselor, without the student's written permission. However, licensed mental health professionals must

adhere to certain exceptions to confidentiality. Confidentiality between a student and a counselor may be broken when a client:

- is suicidal and a danger to self;
- is homicidal and a danger to others;
- discloses on-going abuse of a child (under the age of 18) or elderly person (over the age of 60); and
- discloses abuse or killing of animals.

Information regarding off-campus health and counseling resources can be found in Appendix II.

HOUSING & RESIDENTIAL EDUCATION

Fremont Hall 112, Ext. 6118

In keeping with the mission of the Division of Student Affairs, Housing & Residential Education exists to develop and maintain a community of student learners that supports and enhances the academic experience. The overarching goals are (a) to illuminate students' individual responsibilities and their impact on campus culture; and (b) to develop students' understanding of how individual actions influence the way all live and learn. The department is responsible for providing safe and secure housing for on-campus students and assists with student conduct matters.

A Community of Learners

The Daniel Webster College residence hall community is special and unique. Students who experience the privilege of living in the halls find that the environment provides an opportunity to enhance their total educational experience. Housing & Residential Education goes beyond offering housing to include the promotion of an atmosphere of mutual respect and cooperation, which allows, among other things, student input into community decision making. Standards of conduct and regulations specific to students who live in (or visit) the residence halls have been formulated in light of this mission and are enumerated in the **Community Standards and Code of Student Conduct** section of this Handbook. Students are expected to know, understand and comply with these standards and procedures in order to contribute to the maintenance of an environment conducive to academic excellence and personal growth.

The Professional Staff

The Housing and Residential Education office is staffed by Community Directors, who report to the Associate Dean for Student Development. The staff members are responsible for six (6) halls and the nearly 500 students who make up the residential community. Students are expected to respect the fact that the residence halls are the year-round home of the live-in staff.

Resident Assistant Staff

A team of 18 upper-class students, known as Resident Assistants (RA's), also work toward the creation of an atmosphere conducive to learning, mutual respect and understanding, and a "home away from home" for resident students. Each upper-class student chosen to serve as a Resident Assistant has undergone an extensive interview process as well as detailed training. Part of the role of an RA is to help students develop in personal and academic areas. RA's assist through listening, holding students accountable for behavior, developing a sense of community, serving as a campus resource and attending to housing concerns. Students are encouraged to get to know their RA's and to assist them in creating a fun, living-learning experience.

ATHLETICS

Mario Vagge Gymnasium, Ext. 6498

Daniel Webster College believes that physical, intellectual and emotional fitness is integral to the educational process and that participation in college athletics enables a person to become more well-rounded and capable. The department of Athletics is proud of its long-standing commitment to students and continues to help students strive towards the highest standards of excellence, on and off the field of play.

The College believes that athletic competition provides opportunities for personal growth that can transcend intellectual, social, cultural, ethnic and economic barriers. These opportunities are available through intercollegiate athletics, intramural competition and wellness programs.

The College is a member of the National Collegiate Athletic Association (NCAA), Division III, Eastern College Athletic Conference (ECAC), and New England Collegiate Conference (NECC). The College subscribes and adheres to the academic and athletic requirements of these affiliations. The DWC athletic program focuses on the “athlete” as “student,” keeping in mind the overriding importance of the academic enterprise. The Mario Vagge Gymnasium houses a multipurpose raised wood floor that includes the varsity basketball and volleyball courts, as well as a weight/exercise room. The varsity soccer, field hockey, baseball, and softball fields are located on the campus grounds and student athletes have the opportunity to participate in the following sports during the academic year:

- FALL Men: Cross-Country, Golf, Soccer
 Women: Cross-Country, Field Hockey, Soccer, Volleyball

- WINTER Men: Basketball, Ice Hockey (club sport)
 Women: Basketball

- SPRING Men: Baseball, Lacrosse, Volleyball
 Women: Lacrosse, Softball

ARAMARK, DINING SERVICES

College Center, Ext. 6582

Daniel Webster College and Aramark, partners for over four years, firmly believe that today’s hard-working college student should be rewarded with a dining service that makes eating on campus palate-pleasing, healthy, and entertaining. We have designed a dining program that does just that – with an emphasis on good taste and good nutrition – by working together with Daniel Webster College students. Using input from students and others through comment cards, personal contact and regular meetings with food committees, the dining service has remained in step with customers’ needs and desires. Students are urged to take advantage of any of the above methods of connecting with the staff so that they can continue to maintain an innovative, nutritional, and creative dining service.

The Common Thread

Common Thread, Ext. 6480

The Common Thread is designed as a meeting place for the College community. Open seven days per week, morning to late night, the Common Thread sells beverages, grilled and deli style prepared food, as well as packaged food items. In addition, the Common Thread houses campus mail services, a game room, and the SAB office.

COMMUNITY STANDARDS & PROCEDURES

INTRODUCTION

Central to the mission of Daniel Webster College is the education of men and women such that they will become creative, responsible professionals who will contribute fully to society. The College upholds values and standards that support that mission and holds high expectations regarding the conduct of students, faculty, staff and administrators. Above all, we respect one another and behave in ways that advance the free association of people and ideas; at the same time, we expect one another to value and uphold the community standards essential to the pursuit of academic excellence and social responsibility. Such is the spirit in which our Community Standards have been articulated and herein promulgated.

When a student is found responsible for a breach of Community Standards and this breach is a violation of an expectation and policy regarding the student's involvement in college activity the advisor or supervisor of that activity may be notified.

The College reserves the right to modify or update the Community Standards at any point in time. Students are notified when such changes are made.

A. HUMAN RIGHTS

Daniel Webster College is committed to the principle and practice of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. In accordance with state and federal laws, the College provides such opportunity without regard to the individual's race, color, sex, national origin, marital status, age disability, sexual orientation, veteran status, or any other characteristic protected by law.¹ The College upholds the values and standards that support this human rights policy, and, as such, maintains high expectations regarding the conduct of its students, faculty, staff, and administration. This policy applies uniformly to all members of the College's community, who are encouraged to promptly report problems or matters that could be in violation of this policy. Persons found in violation of this policy shall be subject to appropriate student conduct review action up to and including suspension or termination of employment of employees and suspension or expulsion of students.

1. *NON-DISCRIMINATION*

The College absolutely prohibits and will not tolerate any verbal, physical or other conduct that belittles or demeans any individual on the basis of the above-listed classifications. If any employee or student should have any questions, problems or complaints regarding a violation of the non-discrimination policy, or discrimination in general, employees are urged to communicate their concern(s) to their immediate supervisor, or if they feel uncomfortable doing so, they may go directly to the Director of Human Resources. Students should communicate their concerns to the Vice President for Student Affairs and Dean of Students (Vice President) or the Director of Human Resources.²

2. *DISABILITY ACCOMODATION*

The College is committed to complying with Section 504 of the Americans with Disabilities Act (ADA) and ensuring equal opportunity for qualified persons with disabilities. It is the responsibility of the employee or applicant or student to notify the College of the existence of any qualifying disability and any reasonable accommodation necessary to perform the essential functions of the job

(employee) or the curriculum (student). Requests for reasonable accommodations should be made to the supervisor (employees) or Director of Academic Resources (students). In both cases documentation must be provided.³

^{1,2,3} Employee Handbook, Page 7

3. SEXUAL HARASSMENT

According to guidelines issued by the U.S. Department of Education Office of Civil Rights and Equal Employment Opportunity Commission, behavior constitutes sexual harassment in an academic setting when the person engaging in such behavior explicitly or implicitly makes a person's submission to it a term or condition of his or her employment or academic standing. Details about the sexual harassment policy, its definitions and procedures to adjudicate violations constitute **Appendix III** of this Handbook.

4. SEXUAL MISCONDUCT

All forms of sexual misconduct are prohibited and may result in student conduct review sanctions up to and including dismissal of employees and expulsion of students. The College encourages victims to report instances of sexual offenses, either forcible or non-forcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with Campus Safety (603-577-6529/603-577-6389) or local law enforcement agencies (911), as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. Campus Safety and the Vice President of Student Affairs & Dean of Students are available to assist victims in filing reports with area law enforcement agencies.

Sexual misconduct includes, but is not limited to, the following types of behavior:

a. Obscene or Indecent behavior

This behavior includes, but is not limited to, intentional exposure of one's sexual organs to others with the intent to offend others. Student conduct sanctions include a range of actions up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students).

b. Intimate Partner Violence

Involvement in a consensual relationship does not excuse any person from his or her responsibility to treat all other members of the College community with dignity and respect. Acts of violence, intimidation, harassment or coercion directed at another will not be tolerated, even within the context of an otherwise consensual relationship. These acts will be treated as sexual misconduct where appropriate, and may result in student conduct action up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students).

c. Sexual Abuse

This behavior attempts to or engages in any non-consensual sexual behavior, including circumstances where the individual is unable to give consent by reason of incapacity or age. Appropriate student conduct review sanction includes a range of actions up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students).

d. Sexual Assault

Sexual assault includes actual or threatened incidents of non-consensual or forced sex acts, whether accomplished through the actual or threatened use of force, coercion, threat of harm, or administration of any substance intended to impair an individual for the purpose of achieving sexual contact.

The Distinction Between Sexual Assault and Sexual Harassment

An important distinction between sexual assault and sexual harassment should be borne in mind. Sexual harassment is a form of discrimination based on one's gender or sexual orientation. This type of harassment may be blatant or subtle, physical or verbal. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is an abuse of power employing coercion, threat, bribery, or unwanted attention.

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is the most prevalent sexual assault crime that occurs on college campuses. Rape is a crime of violence, anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New Hampshire State penal Code describes three (3) types of sexual assault with up to three degrees of seriousness for each. These are RSA 632:A2 Aggravated Felonious Sexual Assault (Felony Class A); RSA 632:A3 Felonious Sexual Assault (Felony Class B); and RSA 632:A4 Sexual Assault (Misdemeanor Class A). The penal code changes from time to time and updated copies are available in the office of Campus Safety.

Details about sexual assault and its definition, and what to do if you are a victim of sexual assault are contained **Appendix IV** of this Handbook.

B. COMPUTER USE AND COPYRIGHT INFRINGEMENT

Daniel Webster College strives to educate students, as well as other members of the College community, about the Federal Copyright Law. Students must abide by all applicable copyright laws and licenses. Both College policies and the law expressly forbid the copying of software that has not been placed in the public domain and distributed as "freeware." "Shareware" users are expected to abide by the requirements of the shareware agreement. Violations of the Federal Copyright Law include downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements. For details regarding the "No Electronic Theft Act" (NET), please go to: <http://www.cybercrime.gov>. For further information on Daniel Webster College's computer use policies, please go to: http://www.dwc.edu/services/library/copyright_faculty.asp and the ITS page at: <http://www.dwc.edu/services/policies/guidelines.asp>.

The College has given authority to Information Technology Services (ITS) to handle incidents where there may be a breach of the College's computer use policies and a range of sanctions may be implemented if a student is responsible for such a breach. Depending on the nature of the incident, ITS may elect to involve Student Affairs staff in determining an appropriate resolution or course of action.

C. STALKING

For purposes of this policy, stalking is defined as the repeated following of an individual, loitering in or near the presence of an individual, monitoring the whereabouts of an individual, or communicating with an individual in a manner which causes the individual to feel frightened, intimidated, threatened, or harassed. For purposes of this policy, "communicating" includes using telephone, email, text message, any other communication device, or electronic directories. Persons engaged in stalking behavior will be subject to student conduct review action up to and including termination of employment (employees) and suspension or expulsion from the College (students).

D. SMOKING

All Daniel Webster College buildings, including the residence halls, are completely smoke-free. In addition, all entrance areas and porches are considered smoke-free. Therefore, smokers may not be within 15 feet of any building while smoking. Smokers are expected to dispose of their cigarette butts appropriately while on Daniel Webster College grounds.

E. STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In accordance with requirements of the Student Right to Know and Campus Security Act of 1990 (Public Law 101-52) and New Hampshire State Law (90-259), Daniel Webster College distributes, upon request, an annual security report to all enrolled students, employees, and prospective students. Copies of this report are available from the offices of Admissions and Campus Safety. The report includes the following information:

- Campus policies regarding reporting crimes, drugs, alcohol, and weapons; and the identification and admission of visitors to campus;
- Description of Campus Safety officers and their relationship to local and state police; and orientation programs for students regarding campus safety.
- A uniform campus crime report concerning crimes committed in the three preceding calendar years.
- A crime report concerning arrests for alcohol and drug violations and for weapons possessions for the preceding calendar year.

F. CONFIDENTIALITY OF RECORDS

As amended in 1976, the Family Educational Rights and Privacy Act (FERPA) of 1974 governs the College's policies and procedures with regard to the privacy of student records. All personally identifiable information in the student's record is confidential except in a few instances as stated in the College policy, the law, or when a student has given written consent to make information public. According to Federal Law, the following **directory information** may be released by Daniel Webster College: the student's name, permanent and local address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received (including Dean's List, President's List, and Graduation Honors), and the most recent previous educational agency or institution attended. This information may be released periodically by Daniel Webster College. **Note:** Any student wishing to restrict the release of some or all of the directory information may do so in writing to the Registrar.

While **Appendix I** provides detailed information concerning FERPA, it is important to note especially the following information¹:

Although it fortunately is still rare, a student's statements or behaviors sometimes may raise concerns regarding the safety of the student or others. To prevent such harm from occurring, college and university administrators, faculty, and staff who become aware of such statements or behaviors may want to tell someone else – another campus employee, a parent, an outside health care professional, a law enforcement officer, or those with whom the student may interact – about what they know or believe. They also may be concerned, however, that FERPA prevents them from doing so. Concerns about the ability to communicate critical information in an emergency is, in large part, the result

of misunderstandings about FERPA.²

FERPA is not a serious impediment to the sharing of student information among campus officials or appropriate third parties when there is a legitimate concern relating to campus safety.³ For example, if a student sends an e-mail to his resident advisor [assistant] saying that he has just been diagnosed with a highly contagious disease such as measles, the institution could alert the student's roommate, and perhaps others with whom the student has come in close contact, to urge them to seek appropriate testing and medical care. Safety concerns warranting disclosure could include a student's suicidal statements or ideations, unusually erratic and angry behaviors, or similar conduct that others would reasonably see as posing a risk of serious harm.

This exception does not authorize "knee jerk" or (in most cases) "broadcast" disclosures, but a limited disclosure to a limited number of people, made on the basis of a good-faith determination in light of the facts available at the time, and is highly unlikely to be deemed a violation of FERPA, even if the perceived emergency later turns out, in hindsight, not to have been one. In general, and when reasonably possible, the initial disclosure should be made to professionals trained to evaluate and handle such emergencies, such as a campus mental health or law enforcement [Campus Safety] personnel, who can then determine whether further and broader disclosures are appropriate.⁴

In addition to the above information, Daniel Webster College guidelines covering student records are published under separate cover available in the Registrar's office and Professional Studies. Finally, as noted above, **Appendix I** provides detailed information about FERPA.

¹ *NACUA NOTES*, National Association of College and University Attorneys, August 6, 2007, Vol. 5, No. 4.

² *Ibid.*, page 1.

³ *Ibid.*, page 6.

⁴ *Ibid.*, page 3.

G. ALCOHOL AND OTHER DRUGS

Daniel Webster College is committed to the creation of an environment for our students and employees free of drug and alcohol abuse. We strongly believe that a combination of preventive drug and alcohol abuse programs and counseling support are the most effective means to achieving and maintaining this environment. Our concern for the individual, however, is balanced by the importance of providing for the safety and well being of the entire Daniel Webster College community. Therefore, everyone is expected to know and respect the College's standards of conduct concerning the use of alcohol, illegal and illicit drugs. Thus it is important that every member of the College community take a moment to read the details of DWC's Alcohol and Other Drugs policy and procedures, which are contained in **Appendix V** of this Handbook.

H. MANDATORY ADMINISTRATIVE WITHDRAWAL

For certain types of behavior as a result of medical, psychiatric, or emotional disorders, the Vice President for Student Affairs & Dean of Students has the authority to require a student to leave the College for a specified period of time. Details of this policy and its procedures are available on an as-

needed basis in the offices of the Vice President of Student Affairs, Student Health Services, Counseling Services, and Housing & Residential Education.

I. CODE OF STUDENT CONDUCT

Daniel Webster College is unique academic community with a strong tradition of pride and commitment to personal excellence. Faculty, staff, administration and students all share membership in and a responsibility for this community. We recognize that each individual contributes to the value of the College as a whole. Daniel Webster College is committed to helping each student realize their full academic and personal potential. This commitment defines our existence and reaffirms our mission as an educational institution. All students are encouraged to make their own contribution to this tradition.

Community requires a balance of personal freedom and respect for the rights of others. As in any group situation, rules are necessary to protect the community and to encourage the responsible exercise of personal freedom. Daniel Webster College establishes expectations for student behavior through the Community Standards and Code of Student Conduct. The College community handles infractions of expectations through a student conduct review system.

Please note that although many of these policies specify regulations within the residence halls, all of these policies are representative of our Community Standards, and are thus to be upheld throughout the College community.

This handbook is made available to all students so they may become knowledgeable concerning the standards of conduct that Daniel Webster College requires of its students. The College is committed to preparing its students for life beyond their academic careers as responsible and conscientious citizens, in encouraging critical thinking and civility, and in doing this from a position of trust and respect for the student. It is a measure of that respect that the following policies and guidelines as explicitly as possible, so that each student may have a clear understanding of what is expected of them and is empowered to make informed choices. Students are expected and have the responsibility to be aware of, and abide by the policies, rules, regulations, and standards of conduct of the College and the potential consequences of inappropriate behavior as they are described in this student handbook, the College Catalog, and the housing contract, and all other official College notices. Failure to understand, to agree with, or to be aware of the policies and procedures of the College does not relieve a student from the responsibility to follow them.

The College and its officials reserve the right to add, amend, or remove policies as necessary or expedient and will inform students of any changes in policy via campus communication vehicles. Additionally, violation of College policies will be referred to local, state, or federal authorities if the College deems it appropriate. The College also reserves the authority to notify and individual's parents or guardians of Community Standards violations.

Finally, it is important to specify that while these policies are intended to be living and evolving examples of the standards of the College, and that student input regarding reasonable and appropriate changes to or application of these policies is welcome, it is ultimately the right and responsibility of the College officials to provide the student with the final interpretation of the appropriate application, enforcement, and alteration of these policies.

The following items comprise the Code of Student Conduct:

BEHAVIOR DISRUPTIVE TO ANOTHER

Students are *not* permitted to:

- a. Assault, which includes pushing, shoving, punching or bumping into another individual.
- b. Physical Restriction.
- c. Coercion.
- d. Physical Intimidation.
- e. Verbal Intimidation, whether in person, by phone, email, voice messages, other communication devices, or electronic directories.
- f. Harassment.
- g. Any deliberate action which causes or might cause injury to another person.
- h. Acts of sexual violence or intimidation, including what is known as date/acquaintance rape.
- i. Behavior deemed dangerous to self or others.
- j. Discourteous and disrespectful use of words or language which could or would be hurtful or offensive, such as using vulgar language, playing loud music which contains language that people may consider offensive, and repeating jokes that are intended to make fun of a person or group.

COMMERCIAL ACTIVITIES OR SOLICITING

Canvassing or soliciting within DWC facilities or on its grounds without the written authorization of from the VP of Student Affairs & Dean of Students, Dean for Student Development, Associate Dean for Student Development, or Director of Student Involvement & Leadership is prohibited.

BEHAVIOR DISRUPTIVE TO THE PUBLIC ORDER

Students are *not* permitted to:

- a. Participate in, or encourage any effort to disrupt a class or other College function.
- b. Create a public inconvenience, annoyance, or alarm.
- c. Fight.
- d. Create unreasonable noise.
- e. Use skateboards, rollerblades, bicycles, etc. irresponsibly. **Note:** The use of these modes of transport is not allowed in any College building.
- f. Use inappropriate language in public areas.

BEHAVIOR ADVERSE TO HEALTH AND SAFETY REGULATIONS

Students are *not* permitted to:

- a. Tamper with or misuse fire alarms and other fire safety equipment. **Note:** Violation of this policy is also against State Law (53a-180(2)) of the Penal Code.
- b. Refusal to observe campus life or safety regulations or procedures.
- c. Reckless driving on or near campus.

THEFT, WILLFUL PROPERTY DAMAGE AND UNAUTHORIZED ENTRY

Students are *not* permitted to:

- a. Engage in the theft of money, services or property. **Note:** Campus Safety maintains "lost and found," so anyone who finds an item on campus is expected to contact Campus Safety and give the item(s) to the officer on duty.
- b. Deface, damage, destroy or otherwise misuses of property not one's own.
- c. Engage in the unauthorized use of keys to any College room or facility.
- d. Forcibly enter into any College room or facility or restricted areas, including roofs.

- e. Steal, sequester or deface library materials. **Note:** A monetary fine will be imposed automatically for such action; and further actions may also be taken.
- f. Engage in any and all forms of identity theft.

DANGEROUS CONDITIONS, WEAPONS, AND EXPLOSIVES

Students are *not* permitted to:

- a. Create a condition which unnecessarily endangers or threatens the safety or wellbeing of any person or group.
- b. Possess or use of any firearm, explosive, fire cracker, incendiary materials or other weapons, including imitation weapons, knives, BB guns, rifles, martial arts implements, and ornamental swords. Students are permitted to keep their paintball equipment on-campus and must register this equipment with Campus Safety. Paintball equipment may not be used on-campus, except under limited circumstances with the expressed permission from Campus Safety, Student Involvement & Leadership, and the Vice President's office.
- c. Light or attempt to light a fire.

ALCOHOL

The following regulations pertain to the consumption and possession of alcohol:

- a. The sale, service, possession, distribution and consumption of alcoholic beverages on College premises or at related College activities must comply fully with all federal, and New Hampshire state laws.
- b. Whenever alcoholic beverages are sold or disbursed on campus or in a facility owned or leased by the College, other than a campus housing facility, the College's dining service or an outside licensed bartender must act as the distributor.
- c. At all activities where alcohol is to be served or sold, the sponsoring individual or group will be responsible for compliance with all relevant College regulations as well as federal, state, and local laws.
- d. Students of legal age who wish to host a party in their suite or Townhouse at which alcohol will be available must **(a)** complete the alcohol education mini-course (AIM) offered through Student Affairs and **(b)** register their party with and gain approval from the office of Student Affairs. For additional information see Parties on page 33.
- e. Student Activities funds cannot be used for the purchase of alcohol for events on or off campus.
- f. Only persons 21 years of age or older may purchase, possess and **responsibly** consume alcohol.
- g. Intoxication on campus or at off-campus College activities by students, regardless of age, will result in student conduct review action.
- h. Students who misrepresent themselves as being of age 21 to purchase or consume alcoholic beverages will be sanctioned.
- i. Anyone who purchases or otherwise provides underage persons with alcohol will be sanctioned.
- j. Open containers may not be carried or consumed on College grounds. Be advised that original containers with a broken seal and non-original containers containing alcoholic beverages are considered to be "open containers".
- k. Authorized College personnel will confiscate alcoholic beverages that are in violation of the alcohol policy.

- l. Authorized College personnel reserve the right to enter a student's room, suite, or Townhouse if there is just cause to believe alcoholic beverages are being used in violation of College policy and/or the law.
- m. Kegs, beer balls, and other common source containers are not permitted on campus.
- n. Alcohol punches using wine or hard liquor are not permitted on campus.
- o. Any underage student found in the presence of alcohol may be subject to sanctioning.

DRUGS

Due to the nature of the programs at Daniel Webster College, the College has adopted a **zero tolerance policy** for illegal and illicit drug use on or off campus. All students are subject to federal and state laws regarding illegal/illicit drugs and the use and misuse of intoxicants. Specifically, please note that the following conduct is prohibited and will result in student conduct review sanctions up to and including dismissal from the College:

- a. The use, possession, sale, distribution, procurement, manufacture, or cultivation of illegal drugs or drug paraphernalia;
- b. Being present in a situation where the above conduct is occurring;
- c. The improper use or procurement of prescription or over the counter medication for other than its prescribed or intended use; and
- d. The use of any item, product substance or device to induce an illegal state of inebriation.

GAMBLING

Illegal gambling anywhere on the College premises or at any official function sponsored or sanctioned by the College or any of its groups or organizations is prohibited. **Note:** Special student activities, such as "bingo," or various drawings must be approved by Student Involvement & Leadership to ensure that local and state laws are enforced.

FALSE INFORMATION

Students are *not* permitted to:

- a. Provide false testimony in matters related to the student conduct review process.
- b. Furnish information to the College with intent to deceive.
- c. Represent oneself as another person, with the intent to obtain benefit or to defraud another.
- d. Embezzle.
- e. Commit fraud.
- f. Falsify records and/or withhold relevant information.
- g. Mislead or intentionally lie to others for personal gain.
- h. Make false statements or provide false information, to, or withhold information from, a College official acting within the purview of his or her duties.

MISUSE OF DOCUMENTS AND COMPUTERS

Students are *not* permitted to:

- a. Damage or alter records or programs, furnish false information, invade the privacy of another user by using files, programs, or data without permission.
- b. Engage in disruptive behavior, illegal duplication of copyrighted or licensed software, account passwords or keywords.
- c. Fail to comply with Computer Use and Copyright Infringement Policy.

FAILURE TO COMPLY

Students are *not* permitted to:

- a. Failure to comply with the instructions of College personnel acting within the scope of their duties.
- b. Insubordination and disrespect toward College officials acting within the scope of their duties.
- c. Failure to present valid College identification when requested to do so by College officials acting within the scope of their duties.

HAZING

The college prohibits hazing which is defined as “any act directed towards a student or any coercion or intimidation of a student to act or to participate in or submit to any act when:

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

Furthermore, hazing is:

- c. Any attempt to initiate or discipline fellow students by means of horseplay, practical jokes and tricks, often in the nature of humiliating or painful ordeals;
- d. Requiring student participation in any activity that is illegal or which is known to be contrary to an individual’s moral or religious beliefs.
- e. Requiring student participation in any activity that is contrary to the rules and/or regulations of the College.”

Daniel Webster College unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Freedom from the humility and danger of hazing is guaranteed to all students.

Hazing shall include but not be limited to the following examples:

A. Physical Hazing

The College considers Physical Hazing that which is physically harmful or humiliating to the individual, including but not limited to the following:

- Paddling, hitting, or physically abusing a student
- Mandatory or forced nudity
- The eating of spoiled/repulsive foods and/or non-food substances or anything the individual refuses to eat
- Exposure to outside elements without proper dress
- Exercise beyond the physical limits of the individual such as running over long distances, calisthenics, etc.
- Forced consumption of alcohol or drugs
- Branding
- Bondage
- Mandatory or forced performance of any illegal acts (those contrary to local, state or federal laws and ordinances) such as defacing public or private property, stealing, etc.
- Excessive yelling or screaming
- Permitting less than 6 hours of continuous sleep

B. Psychological Hazing

The College considers Psychological Hazing that which compromises the personal dignity of an individual, causes personal embarrassment, causes the individual to be the object of malicious amusement or ridicule, or causes an individual psychological harm or emotional strain. Examples include, but are not limited to the following:

- Wearing humiliating, unnatural, or binding attire on the outside of or underneath a student's clothes
- Verbal comments that would degrade and/or embarrass students
- Involuntary servitude or personal errands
- Derogatory references/remarks to a student regarding family and/or friends' health or well-being

Since "hazing" is contradictory to an environment promoting academic freedom, human dignity, and the fullest possible development of the individual student, members of any organization engaging in or encouraging hazing activities, on or off campus, will be subject to student conduct review action, dissolution of their group, and possible dismissal from the college. It is also important to note that, per New Hampshire State law, all reports of hazing must be referred to local authorities (the Nashua Police Department).

ELECTRONIC DIRECTORIES

Daniel Webster College does not encourage or endorse the use by students of social networking sites, such as **Facebook or MySpace**. However, access or use of such sites through the College network will be subject to the College's "**Acceptable Use Policy**". Students who make individual decisions to create a personal listing on a social networking site are encouraged to be responsible, to use caution, and to create a presence that projects a positive self-image for both themselves and the College. The College does not currently monitor directories such as Facebook and MySpace on a regular basis; however, the College reserves the right to act on any violations of law or College policy that are brought to the College's attention. Anyone who places the safety of self or others in jeopardy by activity on electronic directories or web sites may face student conduct review action, up to and including suspension or dismissal from the College.

HOUSING & RESIDENTIAL POLICIES AND PROCEDURES

In addition to the standards listed above, students who reside in College housing are expected to follow policies and procedures specific to the Housing & Residential Education program. The success of a residential community depends upon mutual respect between and the shared responsibility of all residents. Residents need to be concerned for the safety, rights and property of others. All residents are expected to abide by residential guidelines and procedures, which are subject to change at the discretion of the Student Affairs Division.

Commuter students are expected to adhere to the policies and procedures when visiting the campus housing and resident students are responsible for ensuring that any guests follow the policies and procedures as well.

Failure to abide by these guidelines will subject the individual to student conduct review action, up to and including dismissal from housing and, in serious cases, dismissal from the College.

Air Conditioners

Air conditioners are prohibited except with written approval of the Associate Dean for Student Development for the following reasons and with appropriate documentation: **(a)** to alleviate a medical condition; and **(b)** summer housing in the Townhouses only. **Note:** Approved air conditioners must be inspected by College staff to ensure proper stability and electrical support. In addition, students need to pay a \$50 deposit per unit to cover any repair as a result from the installation or removal of the air conditioner. The deposit will be returned if repair is unnecessary.

Alcohol

For the full alcohol policy, see pages 25-26, page 33 regarding parties, and Appendix V.

Appliances

Appliances with an open burner, such as a hot plate or George Foreman grill, are a potential fire hazard and are not allowed in student rooms. However, students are permitted to use coffee-makers, popcorn poppers, and hot pots. Students may bring a microwave no larger than 1.0 cubic feet and refrigerators no larger than 4.0 cubic feet. Surge protectors are recommended for student use; extension cords are not permitted.

Bicycles

Bicycles must be stored in one of the rooms reserved for storing bikes, or on designated bike rack throughout the campus. Bicycles are not to be stored in individual residence hall rooms, stairwells, hallways or lobbies. Students should always keep their bicycle locked when not in use.

Cinder Blocks

Cinder blocks are not permitted in the residence halls since they may cause injury to self or others as well as damage to College property.

Cohabitation

Although the guest policy has few restrictions, students of the opposite sex cannot be assigned to room together in campus housing.

Common Areas

Residents are responsible for keeping hallways, bathrooms and common areas of residence halls and grounds free of personal trash and belongings.

Confiscation

Housing & Residential Education staff members and Campus Safety officers are authorized to confiscate items which are not permitted in the residence halls. For further information see "Room Entry/Search".

Damages

A security deposit of \$200 is required of all residents. This deposit is held against the student's account. Residents are responsible for the repair costs for all damages (accidental or malicious) that they cause in the halls (except normal wear and tear). **Note: (a)** if the responsible resident(s) cannot be identified in an individual room, the damage charge will be shared by all residents of that room. **(b)** If the responsible resident(s) cannot be identified for a common area, the damage charge will be shared by all residents of that floor or hall. Students **must not** attempt repairs of any kind. The Facilities staff is responsible for repairs.

At the end of each semester, residents will be directly billed for damages by placing the relevant charge(s) on their account. Residents are asked to report vandalism and identify individuals responsible to the Housing & Residential Education staff. In addition to damage charges, students found responsible for causing damage will be subject to student conduct review action, up to and including dismissal from the residence hall. Damage appeals must be submitted in writing to Housing & Residential Education no later than 30 days after the billing date.

Decorations

Provided damage is not done to the rooms or furnishings, residents may decorate their rooms as they wish. However, items that cause damage to the walls must not be used. These items include tape, tacks and nails, glue, duct tape, and double sided sticky tape. Students may use painter's tape or "sticky tack" to hang materials. Some decorations that pose fire hazards (fish nets, candles, incense, etc.) are not permitted. In addition, students may not decorate their rooms with items such as traffic signs, lawn ornaments, traffic barricades, and real estate signs.

Students may display holiday decorations with the following restrictions:

- Live cut trees are prohibited inside the residence halls, including the Townhouses, and outside within 30 feet surrounding the residence halls.
- Connection of more than three strands of lights to one outlet is prohibited.
- Only artificial trees with the label "flame retardant" may be displayed; and electric lights may not be used with metallic trees.
- Electrical lights or decorations may not be attached to the outside or around one's door; electrical lights may only be used in the residence hall room or Townhouse and must be turned off and turned off when no student is present to turn off the lights.

In addition, students may decorate their external door, but only in good taste. If a student places a flier, brochure or any item that may be offensive to another, he or she may be requested to remove the item and may face student conduct review action.

Doors

Residents should carry their key or swipe card, depending on residence hall, with them to gain entrance to their building. Students **must not** prop open exterior doors or allow other people into the hall who do not have a key or swipe card, or a guest who is not escorted by a resident. Baddour residents are not to share room key codes with other students.

Drugs

See page 26 for information regarding drugs.

Exits and Entrances

All exits and entrances **must** remain free of obstruction.

Fire Safety

Residents must exercise care and caution in the prevention of fire. Fire evacuation routes are reviewed by residence hall staff at the first floor meetings. Fire safety equipment is installed in each hall and fire drills are conducted twice per academic year. Hallways and stairs must be kept clear of personal belongings and refuse at all times. Articles found in violation of this policy will be confiscated without prior notice and their owner may face further student conduct review action.

Residents must not tamper with fire safety equipment, including fire alarms and extinguishers, smoke detectors, and fire doors. Tampering with fire equipment/alarms is a violation of State Law and person(s) involved are subject to State Law RSA 644:C3 (CL-13 Felony). In addition, students found in violation of fire safety regulations will face student conduct review action, and will need to make restitution for the cost of any damage to fire fighting equipment. In addition, the offender will pay an automatic fine up to and including \$500.

Anyone who sees a fire in a building is expected to pull the fire alarm to notify all residents of such danger. Whenever a fire alarm sounds, everyone in the building must immediately evacuate the residence hall. Students must not remain in their building or re-enter until permission is given by the Nashua Fire Department, a Campus Safety officer, or Student Affairs staff member.

Please remember:

1. If you are in a hallway or common area when a fire alarm sounds, you should proceed to the nearest safe exit and leave the residence hall -- **DO NOT** return to your room.
2. If you are in your room, check your door for heat or signs of smoke **BEFORE** opening it.
3. You should wear a warm cloth coat and put a heavy towel around your neck to cover your mouth and nose in case of smoke. Keep your hands free.
4. You should close your door when exiting your room.
5. You must leave your hall by the nearest safe exit as quickly as possible. Remain in single file and use the right side of the stairs.
6. The first person to reach the exit should open the door and hold it until the others are out.
7. After leaving the building, continue to the place of assembly for the residence hall.
8. For maximum safety, continuous order and quiet is essential.

Furniture

Residence hall furniture belongs to Daniel Webster College and is not to be removed or defaced in any way. Missing or damaged furniture will result in charges to those responsible. Common area furniture may not be removed from the common areas. Room and common area furniture must not block a clear path to any exit.

Garbage

Residents are responsible for removing garbage and trash from their rooms to the designated collection area on a regular basis. At no time should garbage/trash be left in hallways, common areas, or be thrown from a window. Violators will be subject to student conduct action.

Guests

Residents may host overnight guests in their residence hall room. The privilege of hosting guests is a negotiable agreement between roommates. The right of a roommate to not feel imposed upon takes priority over the privilege of a student to host a guest. Any guests under the age of 16 must be approved in advance by Campus Safety or must be in the presence of a parent or legal guardian.

Residents may host two overnight guests for no more than two nights at a time. At least 24 hours in advance, hosts must submit a Guest Registration Form to properly register a guest with Campus Safety. In the case of guests under the age of 16, the Guest Registration Form must be completed by the Thursday prior to the visit. The Guest Registration Form is to be accessed on-line at: <https://eagle.dwc.edu/asp-bin/guestreg/>. If an unanticipated guest arrives for the evening, the resident may obtain authorization from Campus Safety.

The host student accepts the responsibility to inform the guest of all Daniel Webster College standards, policies and regulations. Guests who are not registered or who violate College policies may be asked to leave campus immediately per the discretion of the Housing & Residential Education staff or Campus Safety. In addition, please note the following:

- a. The host student is responsible for the behavior of their guest.
- b. If a guest has a suspicious item, a Campus Safety officer may conduct a search. If the guest refuses to have the item searched, the item in question must remain locked in the guests' vehicle. If the guest refuses to comply, he or she will be asked to leave the Campus.
- c. Guests must be accompanied by a Daniel Webster College resident at all times, except when using opposite gender bathrooms. Residents assume all responsibility for the conduct of their guest(s) while on campus or at college sponsored events.

Guests found in violation of the College's Community Standards, or any Residential Life or College regulation, will be rendered *Persona Non Grata* on all DWC property, and as such may be subject to arrest in the event of their return.

Hall Closing

During the academic year, the College officially closes for Thanksgiving, semester break, and Spring break. Residence halls close at 6:00 p.m. on the last day of classes or examination periods and re-open at 2:00 p.m. on the day before the first regularly scheduled class. Prior to these breaks, students are expected to secure their room, remove trash and perishable food, unplug electrical items, turn off lights, and lock doors. Students should make travel arrangements accordingly. Students who must remain on campus during breaks are required to complete a request form for this with Housing & Residential Education. *See Summer Housing for information regarding housing between the spring and fall semesters.*

Hall Sports

For safety reasons, students are not permitted to engage in sports or other types of "roughhousing," such as ball playing, water fights, and wrestling within campus housing.

Housekeeping

Residents are expected to maintain and clean their room on a regular basis. Periodic inspections will be conducted by the Housing & Residential Education staff to identify health, safety, or maintenance concerns. Residents are obligated to make the necessary corrections as directed. Common areas are attended to by the cleaning staff; however, housekeeping staff have the right to refuse service to areas that are excessively dirty.

Housing Contract

Residents sign a Housing Contract which lists specific agreements between the student and the College. Residents are expected to know and abide by the conditions set forth in the Housing Contract. Violations will result in student conduct review action. The College reserves the right to alter at any time any term of the agreement. The Student Affairs office has the final determination in all matters of interpretation of the terms of the Housing Contract. The housing contract has a \$500 early termination fee and any student who requests to break the housing contract from when it is signed until the full term of the contract is completed will be subject to this fee as well as prorated room and board charges that may apply.

Keys/Locks

Each resident is issued a room key and an identification card, which is coded to work as the exterior door key in some buildings. Residents must carry their key at all times and may not duplicate or lend their keys to others, nor may Baddour Hall residents share key codes with individual who do not occupy the same housing space. Residents must report lost keys to Campus Safety immediately.

Note: Lost keys will be replaced at a fee of \$25 for residence halls or \$50 for Townhouses. Residents must ensure that their doors are locked when they leave.

Laundry

Washers and dryers in the halls are for student use. Problems with laundry machines should be reported to the Student Affairs who will inform the Laundry Equipment Corporation. The College is not responsible for damage to or loss of personal property associated with the use of laundry facilities. Students need to purchase a laundry card at the Common Thread in order to operate the laundry machines.

Lock-outs

If students are locked out of their room, they should contact Housing & Residential Education staff or Campus Safety (ext. 6389). For security purposes, students must show their ID in order to have their room unlocked or to produce their ID once the room is opened if that is where the ID is located. Excessive lockouts (more than 3) may result in a fine.

Mail Delivery

At the beginning of each new academic year, new resident students are issued a mailbox with its combination. Returning residents keep their mailbox for the full duration of the continuous residence on-campus. Mail is delivered Monday through Friday. Package notices will be left in student mailboxes for items too large to fit in their mailbox.

Meal Plan

All resident students, except those that reside in the Townhouses, are required to participate in the standard College meal plan.

Parties

Students may not host social gatherings of ten (10) or more people in a traditional room, three (3) times the occupancy of a suite, or thirty-five (35) or more people in a Townhouse. However, parties where the attendance will be 12 or more people are permitted in Townhouses or suites, if a party registration form has been submitted to Student Affairs and approval for the party is granted. These parties are allowed **only** on Friday and Saturday evenings and the host must complete the **AIM** course offered by the Student Affairs at the start of each semester. Parties may not occur during the first two or last two weekends of each semester.

Pets

Pets, except for service animals and non-carnivorous fish, are not allowed in the residence halls either to visit or live. Non-carnivorous fish are allowed in aquariums no larger than 10 gallons.

Quiet Hours

During quiet hours, the right to sleep or study is the top priority and noise needs to be kept at a minimum. Quiet hours are in effect Sunday through Thursday 10:00 p.m. to 9:00 a.m. and Fridays and Saturdays from 12:00 a.m. to 9:00 a.m. During all other times "courtesy hours" are in effect so

that the right for any student to sleep or study will still take top priority within the living area. Yelling out windows, down hallways or within stairwells is not acceptable behavior at any time. Repeat violations of quiet hours by electronics or musical instruments will result in the possible removal of these items. In addition, stereo speakers may not be placed in or around windows.

Students are expected to observe 24-hour quiet hours beginning at midnight on the Friday night/Saturday morning prior to final exams through the closing day for the fall and spring semesters. There is a one-hour break each evening from 8 to 9 pm.

Refrigerators

Refrigerators 4.0 cubic feet or smaller are permitted in the residence hall rooms. Students will be required to remove any refrigerator exceeding these dimensions according to a time frame determined by Housing & Residential Education.

Restricted Items - Summary

The following items are not permitted in campus housing:

- | | |
|--|------------------------------------|
| a. Bar units | g. Fish nets |
| b. Candles | h. Free weights |
| c. Ceiling decorations | i. Gasoline/kerosene |
| d. Dart board/darts | j. Halogen lamps |
| e. Drum sets (these may kept in the Musician's Union storage area and used in the ERC) | k. Incense |
| f. Fires and fireworks | l. Lofts other than College issued |
| | m. Tapestries |
| | n. Waterbeds |

Room Changes

An important aspect of the residential life experience is learning to live with other people through shared experiences. It is expected that students who choose to live together by request will do so for the entire year. Roommates are expected to be fair with one another, talk through difficulties, and be willing to make compromises when called for. If all else fails, students may request a room change after the room freeze period and should request this change in writing to the professional staff in Housing & Residential Education. Unauthorized room changes are not permitted and will result in student conduct review action (including loss of room change privilege for the remainder of the semester or academic year). For more information, consult with a Resident Assistant or a professional Housing & Residential Education staff member.

Room Entry/Search

If a Resident Assistant, professional Housing & Residential Education staff member or Campus Safety officer requests to enter a room for a reasonable cause, the resident(s) must permit entry. Failure to allow authorized personnel to enter one's room for good cause represents a "failure to comply" violation. Authorized personnel usually enter a room only after seeking a resident's consent. If a resident is found in violation of College policy, student conduct review action may be taken against him or her. If a resident refuses consent, authorized personnel (who must identify him or herself by name and role) may still enter the room for reasonable cause. Reasons for which authorized personnel may enter a room include: **(a)** routine safety/maintenance inspections/repairs; **(b)** verification of room occupancy; **(c)** emergency/crisis situation; and **(d)** possible violations of College policy.

Repairs

Residents must report repairs needed to their room or common area by completing a work order request online (http://www.dwc.edu/reslife/residence_life_workrequestform_cl.shtml). Students are reminded that they must not attempt to make repairs of any kind themselves. Repairs that require immediate attention should be directed to Housing & Residential Education (603-577-6118) or Student Affairs (603-577-6580) during regular College business hours or to Campus Safety (603-577-6389) at night or on the weekends.

Room Selection/Assignments

Each spring upper-class, returning students participate in room and roommate selection. To qualify for the process, students must submit a Housing Contract and a deposit by the established deadline. Detailed room selection information packets are distributed to residents prior to spring break. During the room selection process all housing spaces must be filled to their standard occupancy rate, i.e. two students in doubles, three students in designated triples, and four students per Townhouse, etc.

The College reserves the right to assign up to three (3) students to a double room when the demand for housing exceeds the spaces available. In such cases, the residents of a triple room will be given a rebate on the room rate until additional space is available. Students understand that if they choose not to “de-triple” when such is offered, they will be billed for the regular room rate. If students self-select to “triple” in a double room or “double” in a single room when other space is available on campus, they will be billed at the regular room rate. Over 95% of the residence hall rooms are designed for two people to share. Since this is the case, very few single rooms are available for students. Designated singles are offered to upper-class, returning students on a priority basis during room selection each April. There is a surcharge for a standard single per semester to students who select such space. When space is available, “super single” rooms are sometimes offered to students. This option is a room designed for two people but offered to just one person. A surcharge rate will be billed per semester for a “super single.” Billing for single rooms is placed on the student’s account when a student selects such option. Any resident without a roommate (regardless of cause or situation) will be moved to another room with a roommate unless space is available to allow that resident the option to purchase space as a “super single.” Students do not have a right to refuse a roommate.

Storage

Students may not store their things in a College facility during the summer break.

Summer Housing

Housing is offered on a limited basis during the summer for students attending summer classes. Students must pay a deposit for summer housing and must complete a summer housing application form available from Housing & Residential Education. Details about summer housing are distributed during the spring semester. See also “Hall Closing”.

Telephones/Cable TV

Residents are provided with an individual telephone line for making on-campus and local calls, but they must provide their own phone. Students are strongly discouraged to refrain from using cordless phones to ensure reception and privacy of phone calls. Basic cable TV service is available in each room at no additional cost. One cable jack per room is provided. The students will need to supply a

cable-ready TV and cable wire to access the service in their room. In addition, a TV with cable hook-up is provided in the common area in most residence halls.

Theft

Unauthorized possession of property belonging to Daniel Webster College or other residents is considered theft and students involved in such behavior will face student conduct review action. Identity theft (taking or using one person's personal information without their permission) is a very serious violation against DWC's community standards and will not be tolerated. It is the responsibility of each student to secure all valuables in their rooms and to lock the room door at all times. The College is not responsible for any theft within the halls.

Windows/Screens

Windows/screens must remain in place at all times. A student who tampers with windows or removes screens may face student conduct review action and will be responsible to pay a fine. Throwing objects out of windows is strictly forbidden and will result in student conduct review action up to and including dismissal from campus housing or the College.

J. COLLEGE REGULATIONS

Assembly

All members of the College community have the right to peacefully assemble, providing the assembly does not interfere with classroom instruction, educational programs, or other College functions.

Emergencies

Contact Campus Safety (ext. 6389/603-577-6389) for any emergency situation on campus. In addition to notifying Campus Safety, residents of campus housing should contact a member of the Housing & Residential Education staff as soon as possible.

Events

Student groups or individuals may sponsor College-related events on or off campus provided they have the prior approval of the office of Student Involvement & Leadership.

ID Cards

Student ID cards are need for identification, and using dining services, the Library, fitness room and other locations on campus. In order to maintain adequate security, it is frequently necessary for authorized personnel to identify an individual to determine if he or she is a member of the College community. Therefore, all students are required to carry a Daniel Webster College photo ID card at all times, and are expected to produce that card when requested by authorized College personnel.

Students are not charged a fee for their original ID card. However, if students need a replacement card due to loss, mutilation, or abuse, they will need to obtain a new card through Campus Safety and will be charged \$15.

Immunization

In compliance with the New Hampshire Immunization regulations, the College requires all students to provide Health Services with proof of immunity to certain diseases. For important details regarding this requirement, see the section describing the Student Health Services.

Liability

The College is not liable, nor does it provide insurance coverage for the loss of, or damage to, a student's personal property that is stolen, damaged or destroyed through willful, malicious or careless acts or by causes beyond the control of the College.

Motor Vehicles & Parking

Students must obtain permission from Campus Safety to park their vehicles on campus. The privilege of parking on campus may be revoked for several reasons enumerated below:

- All vehicles must be registered with Campus Safety no later than the first week of classes. Students who fail to register their vehicle may face suspension of the privilege to park on campus as well as a fine.
- The registration must be displayed on the rear passenger window (driver's side).
- Students must obey the traffic and parking regulations given to them by Campus Safety when they register their vehicles.
- Designated motorcycle parking spaces are available in Lots B, E, F, and J/K.

Failure to register a motor vehicle and/or to adhere to parking regulations may result in the suspension or loss of parking privileges. Appeals for tickets or suspension of driving/parking privileges may be made to the Director of Campus Safety.

Snow Policy and Parking Restrictions

In order to most effectively and efficiently clear the campus parking lots in a safe manner, the following procedure is in place. In anticipation of a snowfall greater than 2 inches, students will receive information from Campus Safety or Housing & Residential Education e as to which lots need to be vacated and to which ones students should move their vehicles.

Once the snow has stopped falling and the lots have been cleared of snow, students must move their vehicles to their original lots. The vehicles of students who ignore this step will be towed at their own expense.

Posters and Signs

In accordance with the College's posting policy, only Daniel Webster College organizations or departments may post approved posters and signs in College buildings. Off-campus groups must receive permission from the office of Student Involvement & Leadership to advertise their event in campus buildings. Solicitors for any purpose, other than those approved by the aforementioned office, are not allowed in any of the residence halls or other facilities. Poster paints and large rolls of colored paper are available for use by College-sponsored organization or department through the office of Student Involvement & Leadership. The full copy of the College's posting policy from the Director of Student Involvement & Leadership, in Student Affairs, or the SAB office.

Speakers and Topics

Student groups may invite speakers to campus to address topics chosen by students, but always providing equal opportunity for opposing views. Student groups must realize that certain speakers/topics may ignite opposition; hence, groups should act with sensitivity and concern for the mission of the College. Student groups who wish to host an outside speaker should discuss their ideas with their advisor and subsequently the Director of Student Involvement & Leadership in order to obtain permission to invite the speakers to campus.

Student Safety

With regard to student's emotional health and wellbeing, any attempt, gesture, statement or act that results in the need for an emergency response, may dictate the need for parental notification. Any student who makes an attempt, gesture, statement, or act that suggests they are suicidal, or likely to otherwise harm themselves or others, will be required to attend up to four sessions with the Counseling Services for the purpose of psychological assessment. In these cases, psychological assessment is mandatory.

SPECIAL NOTES REGARDING COMMUNITY STANDARDS

Student Athletes

Student athletes' conduct is subject to NCAA rules and regulations in addition to Daniel Webster College's Community Standards. Student athletes are expected to know and abide by the NCAA rules and regulations. For more information, see the Student-Athlete Handbook.

Off-Campus Conduct

The College reserves the right to regulate conduct which affects its interests as an academic community. Ordinarily, off-campus violations will not be pursued unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the College community, or if such violations occur at a College-sponsored activity or the offense calls into serious question the offender's membership in this community.

Violations of Federal, State, and Local Laws

The College cannot and does not condone violations of law. Therefore federal, state, and local laws operate in full force on campus. If a student chooses to violate the law, student conduct review proceedings may be initiated against the offenders. Such action by the College is independent of, and may proceed in parallel with, civil or criminal action.

BREACHES OR VIOLATIONS OF COMMUNITY STANDARDS

When there is an alleged breach or violation of Daniel Webster College's Community Standards, including the Code of Student Conduct, the alleged breach or violation is subject to Student Conduct Review. The Student Conduct Review Procedures can be found in **Appendix VI** and may also be obtained as a free-standing document from Housing & Residential Education and the Vice President of Student Affairs office.

ACADEMIC STANDARDS AND PROCEDURES

This Student Handbook is compiled, published and distributed by the division of Student Affairs mainly to alert students of the programs and services that are intended to support and augment the academic enterprise. Therefore, though the division does not have jurisdiction over academic affairs, we would be remiss if the Handbook did not call students' attention to the utmost importance of adhering to Daniel Webster College's academic standards. Academic standards and procedures are outlined in the College Catalog and students should familiarize themselves with the College Catalog and its contents, especially as it pertains to academic standards and the procedures described therein for handling situations where those standards may be breached.

APPENDIX I THE FAMILY EDUCATIONAL PRIVACY ACT (FERPA)

INTRODUCTION

The following information explains the procedures used by Daniel Webster College to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), USC 1232g. As a student at the College, you are afforded four (4) rights with respect to your education records under FERPA. They are:

1. The right to inspect and review your education records within forty-five (45) days of the day the College receives a written request for access from you;
2. The right to request the amendment of your education records if you believe they are inaccurate or misleading;
3. The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes the College to disclose the information without your consent; and
4. The right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

What Do You Need to Do In Order to Inspect and Review Your Education Records?

Under FERPA, your “education records” are those records that are directly related to you and maintained by the College. The following items are **not** considered education records:

1. Sole possession records (for example, a professor’s personal notes);
2. Records created and maintained by a law enforcement unit for a law enforcement purpose;
3. Employment records (unless you are employed as a result of your status as a student at the College); medical records that are maintained in connection with treatment and disclosed only to those individuals providing you with treatment; and
4. Records that only contain information about you after you are no longer a student at the College (for example, alumni records).

In order to inspect and review your education records, you must provide written request to the Office of the Registrar. The College will comply with your request to review and inspect your education records within forty-five (45) days of the day the College receives the request from you. Please note that the College has the right to prohibit you from reviewing and inspecting education records that include the financial records of your parents, as well as those records consisting of confidential letters and statements of recommendation regarding your admission to the College, application for employment, or receipt of an honor or honorary recognition.

What Do You Need to Do In Order to Amend Your Education Records?

Under FERPA, if you believe that your education records contain information that is inaccurate, misleading, or in violation of your right to privacy, you have the right to ask the College to amend the records. Requests to amend your records are to be made in writing directly to the Office of the Registrar. The College will decide whether to amend your records as requested within a reasonable time after your request has been received. If your request is denied, you will be advised of your right to appeal that decision.

What Is Your Right with Respect to Personally Identifiable Information?

Under FERPA, the College will not disclose your personally identifiable information to anybody but you unless you first provide the College with a signed, written consent authorizing the College to

disclose such information. However, the College may exercise the right to reveal information to your parents if they claim you as a dependent. Your written consent must specify the records that may be disclosed by the College, state the purpose of the disclosure, and identify the individuals to whom the disclosure may be made. For purposes of FERPA, personally identifiable information includes, but is not limited to, the names of your parents or other family members, your address or the addresses of your family members, your telephone listing, your social security number, a list of personal characteristics that would make your identity easily traceable, or other information that would make your identity easily traceable. **Note:** Your consent is **not** needed by the College prior to disclosing your personally identifiable information in the following circumstances:

1. Where disclosure is to College officials who have a legitimate educational interest in such information. These officials include full- and part-time College faculty members, administrators, individuals serving on a College student conduct review board or grievance committee, and any other persons or entities authorized to act on behalf of the College;
2. Where the disclosure is to other schools where you seek or intend to enroll;
3. Where disclosure is to certain federal, state, and local authorities;
4. Where disclosure is in connection with financial aid for which you have applied or which you have received;
5. Where disclosure is made to organizations conducting studies for or on behalf of educational institutions;
6. Where disclosure is made to accrediting organizations;
7. Where disclosure is made to your parents, and you are their dependent as defined in section 152 of the Internal Revenue Code of 1986;
8. Where disclosure is to comply with a student conduct review order or lawfully issued subpoena. In this case, the College must make a reasonable effort to notify you prior to disclosure;
9. Where the disclosure is made in connection with a health or safety emergency;
10. Where the disclosure is information that the College has designated as "directory information" (unless you have placed a Privacy FERPA Hold on your records);
11. Where the information disclosed is the final results of a student conduct review hearing, and the disclosure is made to a victim of a crime of violence or non-forcible sex offense; and
12. Where the disclosure is to your parent(s) or guardian(s) regarding your violation of any federal, state, or local law, or College policy governing the use or possession of alcohol or a controlled substance.

What has the College Designated as Directory Information?

Unless you request otherwise, the College can release your directory information to third parties. Under FERPA, "directory information" contained in your education records is not generally considered harmful or an invasion of your privacy. The following information has been designated as "directory information" by Daniel Webster College: Name, date and place of birth, local and permanent addresses; e-mail address and telephone listing, major field of study, participation in officially recognized activities and sports, height and weight of athletes, dates of attendance at the College, full-time or part-time status, degrees and awards received (including Dean's List, President's List, and Graduation Honors), and the most recent previous educational agency or institution attended. Any student wishing to restrict disclosure of this information may do so in writing to the Office of the Registrar.

What is the Solomon Amendment?

A recent federal law requires the College to release to the military the following information about registered students for the purpose of recruitment: Name, address, date of birth, phone number, major, year in school, and expected date of graduation. The College must disclose this information each semester as requested. Students who wish to restrict this information must do so in writing in the Registrar's Office. Please keep in mind that once the information is restricted, the College may not release it to any outside party, not just the military.

What If You Have a Complaint about the College's FERPA Compliance?

For alleged violations of FERPA by the College, you may file a written complaint and send it to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Where Can You Direct Questions about FERPA?

If you have questions about FERPA and your rights as student at the College, please contact the Office of the Registrar.

**APPENDIX II
OFF-CAMPUS HEALTH & COUNSELING RESOURCES**

Daniel Webster College encourages students to utilize the health and counseling services available to them right on campus. However, some students may elect to pursue assistance off-campus and useful resources are listed on this page. Additional resources pertaining to the use and abuse of alcohol can be found in **Appendix IV**.

Problem Gaming

National Helpline on Problem Gaming----- 800-522-4700
<http://www.ncpgambling.org>

Tobacco

Help Line-----800-Try-To-STOP (1-800-879-8678)
<http://www.trytostop.org>

Mental Health and Suicide Prevention

Community Council of Nashua ---Emergencies---800 762-8191-----General---603-889-6147
Acute Community Crisis Evaluation Service System (ACCESS)-----603- 577-2728

Located within Southern NH Medical Center, 8 Prospect Street, Nashua, NH 03061

Call or come directly to the Emergency Department.

ACCESS, staffed by mental health clinicians, extends help to anyone experiencing a personal or psychiatric crisis, 24 hours a day, 7 days a week. After your needs are determined, a referral may be made to the most appropriate services, including outpatient services, partial or inpatient hospitalization, Patient and Family Services or other community resources.

National Suicide Crisis Hotline----- 1-800-SUICIDE

Center for Mental Health Services

The Center provides information and resources on prevention, treatment, and rehabilitation services for mental illness. For more information go to <http://www.mentalhealth.org>

Reproductive Health and Sexually Transmitted Infections, including HIV and Aids

Nashua Area Health Center-----603-883-1626

10 Prospect Street #102, Nashua, NH 03063

The Teen Clinic, open on Wednesdays 2:30 PM to 6:30 p.m., offers teenagers access to reproductive health exams, birth control, condoms, STD testing and counseling, and reproductive health information.

AIDS Community Resource Hotline -----800-816-2220

Nashua Community Health Department-----603-589-4500

18 Mulberry Street, Nashua, NH 03060

Sexually Transmitted Infection Program (STI) program provides STI testing and treatment, education regarding sexually transmitted diseases, and instruction on risk-reduction factors and behaviors. Vaccines are administered to eligible clients. The department's Human Immunodeficiency Virus (HIV) Antibody Counseling and Testing Clinic provides confidential HIV counseling and testing by trained counselors. Education is provided on risk-reduction factors and behaviors. Walk-in clinics for the STD program and HIV counseling and testing are held on Mondays from 1:00 to 3:00 p.m., and on Thursdays from 5:30 to 7:00 p.m. The clinic opens at 4:00 p.m. on Thursdays for test results, vaccinations, and education only.

APPENDIX III
HUMAN RIGHTS: SEXUAL HARASSMENT
POLICY AND PROCEDURES

Daniel Webster College is a community of learners which places strong emphasis on self-awareness and consideration for the lives of others. In an atmosphere that encourages freedom of expression, such expression must always be exercised in conjunction with a responsibility to observe the rights of others. There is no place in this setting for conduct that diminishes, uses, or abuses another person. For these reasons, harassment of any kind is unacceptable at Daniel Webster College. Many types of harassment, based on race, gender, sexual orientation, age, religion, marital status national origin or disability, are recognized as forms of discrimination that violate either one or both the US civil rights laws and NH state statutes.¹

Harassment in the College community may include, but is not necessarily limited to, behavior among peers or between supervisors and staff or between and among students and faculty that creates an intimidating, hostile, or offensive working, learning, or living environment by calling attention to an individual or group's gender, sexual orientation, race, religion, age, national origin, disability or status within group, club, or other co-curricular organization.²

Sexual harassment is understood to include a wide range of behaviors from suggesting sexual relations to the unwelcome emphasizing of sexual identity. It is the College's policy that sexual harassment in any form will not be tolerated. Therefore, administrators, staff, faculty and students are all responsible for taking reasonable and necessary action to prevent and eliminate sexual harassment. This policy applies to all members of the Daniel Webster College community who are encouraged to promptly report conduct that could be in violation of this policy. Persons found to be in violation of the sexual harassment policy will be subject to appropriate student conduct review action up to and including termination of employment of employees, and suspension or expulsion of students.

Legal Authority

As sexual harassment is a form of sex discrimination, it is prohibited by Daniel Webster College in compliance with, and fully supported by, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the New Hampshire statutes.

Definition of Prohibited Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. It can occur between or among students, faculty, staff and administrators.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic advancement or access to the rights, privileges, programs and activities generally accorded or made available to the academic community; or
2. Submission to or rejection of such conduct is used as the basis for employment or academic and other collegiate decisions affecting such individual; or
3. Such conduct has the purpose, or effect of interfering with an individual's welfare, academic or work performance, productivity, physical security, participation in living arrangements,

extracurricular activities, academic or career opportunities, services or benefits of institutional programs, or creates an intimidating, hostile, offensive or demeaning educational or work environment.

Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, promotional opportunities, work assignments, academic grade, classroom assignments, or other conditions of employment or academic or other collegiate life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls, mail, or e-mail.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed on the work or study area, if not used solely for a legitimate educational purpose.
5. Unwelcome and inappropriate touching, grabbing, pinching, or other physical contact.
6. Spreading sexual rumors.

Complaint Resolution Procedure

All member of the College community have the right to pursue sexual harassment charges beyond the College, utilizing local, state, or federal enforcement agencies as appropriate, regardless of whether they choose to file a complaint on campus. The College has an established procedure to receive, investigate and resolve sexual harassment complaints. If you believe that you are or have been the victim of sexual harassment you should take the following actions:

1. Immediately advise the harasser that you disapprove of his or her behavior and that it should stop; and or
2. Report this conduct to the appropriate College official, who will assist you in recording your recollection of the event or events that comprise the grievance. Employees should report to the director of Human Resources (ERC 110, Ext. 6562). Students should report to the Vice President of Student Affairs and Dean of Students (College Center, first floor, Ext. 6580). In all reported instances, a thorough and fair investigation will take place, protecting the rights and dignity of all parties involved.

Further details about the procedures to adjudicate sexual harassment complaints are available in several offices, including Human Resources, Student Affairs, Academic Affairs, the Student Health Center, Counseling Services, and Campus Safety.

Confidentiality

All complaints will be kept as confidential as possible, provided doing so will not interfere with the College's ability to investigate or take corrective action.

Retaliation.²

Harassment of any kind is a serious matter, and the College will not tolerate retaliation against anyone who complains about harassment or who participates in good faith in an investigation of an harassment complaint. Any individual found to have engaged in harassment or retaliation will be subject to corrective action, up to and including termination of employment for employees and

expulsion for students. Examples of prohibited retaliation in cases involving employees include, but are not limited to, terminating employment, limiting advancement or promotion, exclusion from work team or salary increases. Prohibited retaliation in cases involving students include, but are not limited to, harassment of a different nature such as unwelcome communication via phone, e-mail or other technology, stalking, and unfair grading practice.

Knowingly False Complaints

Knowingly false accusations of sexual harassment can have serious effects on the person or persons accused. Accordingly, if, after investigating any complaint of harassment, the College determines that an individual has knowingly provided false information regarding the complaint, or knowingly has filed a false complaint, appropriate student conduct review action will be taken against the individual up to and including termination of employment (employees) and expulsion (students).

Note: Nothing in this policy shall be construed to limit the legitimate exercise of the right to free speech or to infringe upon the academic freedom of any member of the College community.³

¹ Employee Handbook, page 8

² Ibid, page 10

³ Ibid, page 9

APPENDIX IV
HUMAN RIGHTS: SEXUAL ASSAULT & MISCONDUCT
POLICY AND PROCEDURES

Definition

Sexual assault is a form of sexual misconduct and violence used to exert power and control over another person and is defined as engaging in a sexual act with another person by:

- Compelling that person to participate in a sexual act without consent.
- Threatening or coercing the other person.
- Placing the other person in fear that any person will suffer imminent bodily injury.
- Impairing substantially the ability of the other person to control conduct by employing drugs or intoxicants without the knowledge or against his or her will.

In addition, sexual assault also occurs when a person engages in a sexual act with another person when that person is:

- Under the age of 16.
- Mentally incapable of understanding or for any reason, including intoxication, is unaware of the sexual act.
- Physically incapable of resisting or of communicating an unwillingness to participate in the sexual act.

Some Vital Statistics

Sexual violence happens to males as well as to females and it happens altogether too often. Studies indicate that, nationwide, 1 in 3 females and 1 in 11 males experience some kind of sexual assault before the age of 18. Rape is the most common sexual offense, occurring most frequently against the 16 to 24 age group, by offenders who, most often, are also between the ages of 16 and 24. Given these statistics, one can readily see why rape is the most prevalent sexual assault crime that occurs on college campuses. Since only 1 in 10 rapes is reported, it is difficult to obtain exact figures; however, several research studies indicate that an estimated 1 in 6 to 1 in 4 women have been raped, while an additional 20% to 25% have been the victims of attempted rape. Between 15% and 50% of college women have been the victims of rape or attempted rape. Most rapists are someone the victim knows, not a total stranger. Nationwide, among all age groups, 7 out of 10 rapes are acquaintance rapes (this figure rises to between 70% and 90% among College students).

Daniel Webster College is not impervious to the problems which face society at large. Therefore, if members of the College community are survivors of sexual assault or other sexual misconduct offenses, including intimate partner violence, sexual abuse, and obscene or indecent behavior, they are encouraged to file a report as soon as possible.

Reporting Sexual Assault or Other Forms of Sexual Misconduct

Survivors of sexual assault are encouraged to make a report to Campus Safety (College Center, Ext. 6389 or Ext. 6529) and/or local law enforcement agencies (911). This is an important step in order to preserve evidence necessary to the proof of criminal offenses. If survivors need support, they may contact either Campus Safety or the Vice President of Student Affairs and Dean of Students (College Center, Ext. 6580) who can assist them to file reports with area law enforcement agencies.

A survivor who believes she or he has been assaulted by a DWC student may speak with Campus Safety personnel or the Vice President for Student Affairs and Dean of Students (Vice President) about the incident and seek their support, even if they decide not to pursue formal charges with the College. However, in the unusual circumstance in which the Vice President determines there is significant risk to members of the College community, she may be obligated to pursue action to protect the community. In addition, she is obligated to report allegations against a faculty or staff member to the designated College official for appropriate action.

Complaint Resolution Procedure

All members of the Daniel Webster College community (faculty, staff, and students) may initiate complaints regarding sexual assault and other sexual offenses by **(a)** Pursuing charges beyond the College, utilizing local, state, or federal enforcement agencies as appropriate; and/or **(b)**, Filing a complaint on campus in cases where the alleged offender is a member of the College community. In cases where the alleged offender is a DWC student, the survivor may provide a written statement to the Vice President, who will then follow the College's procedures for handling such a complaint. This procedure is less formal than courtroom proceedings because it is meant to avoid intimidation of the person bringing the charge, while respecting the rights of the accused person to a fair and impartial hearing.

Authority

Sexual assault allegations against a Daniel Webster College student will be reviewed by the Vice President or her designate. At her discretion, the Vice President may appoint a second person to conduct the review with her. A letter transmitting the allegations will be given, in person if possible, to the alleged offender, herein referred to as the respondent.

Process

In discussion with the Vice President and/or her designate, the respondent will have the opportunity to address the allegations. The complainant may or may not be present at this meeting. If it appears more likely than not that the respondent is responsible for the allegations, then the Vice President can take corrective action, up to and including dismissal from the College.

Both the complainant (if he or she attends the meeting) and the respondent have the right to bring an advisor who is a member of the College community; the advisor may be a student, faculty member, or staff member below the rank of Vice President or Dean. The advisors may be consulted by their advisees during the review, but, unless specifically invited, may not otherwise participate in the proceedings. In addition, either party may bring a member of the College community, other than a vice president or dean, as a character witness. Prior to the commencement of the review, each student shall provide the Vice President with the names of persons serving as advisors and/or character witnesses. Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances the attorney may not question to Vice President or designee, or other officials who may be present at the review, but may only advise his/her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such a review.

Notification

As required by law, both the complainant and the respondent will be informed of the outcome of campus student conduct review proceedings alleging a sexual assault, or attempted sexual assault. In cases of sexual assault, the outcome, including sanction if applicable, will be disclosed to

the complainant and the respondent. If at all possible, the respondent will be told the outcome verbally and will receive notification in writing; the complainant will be verbally informed. Campus Safety will be notified of any safety issue, such as a No Contact Order or *Persona Non Gratis* on campus.

Appeal Process

Both the respondent and complainant may appeal a decision rendered by the Vice President or her designate by utilizing the appeal process described in the Student Conduct Review Procedures document which is available in the offices of the Vice President, Health Services, Counseling Services, Human Resources, Campus Safety and Housing & Residential Education.

Privacy and Confidentiality

In general, the law recognizes and protects the confidentiality of communications between a person seeking care, on the one hand, and a medical or mental health professional or religious advisor, on the other hand. The medical and mental health professionals at Daniel Webster College respect and protect confidential communication from students. However, the following are **exceptions** to the right to confidentiality:

1. Medical and mental health professionals are required by law to report any incident of sexual assault of a person who is:
 - Under 18.
 - At risk of immediate danger to self, others, or property.
2. Reports or records maintained by the College (including medical and counseling records) may be subject to subpoena if a civil or criminal charge is filed in court.
3. Reports made to Campus Safety will be shared with the Vice President for Student Affairs and Dean of Students.

Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual assault will be treated as a separate and distinct violation of this policy.

Statement of Rights

It is the goal of Daniel Webster College to ensure that students have access to needed resources, services and information. Normally, the College assures all students the following rights:

- To be treated with respect by College officials;
- To be notified of available spiritual and personal/mental health counseling, and medical treatment resources, both on campus and in the community;
- To receive notification of options for, and available assistance in changing academic and living situations after an alleged incident of sexual assault, or other type of sexual misconduct (if so requested and if such changes are reasonably available). Charges or investigation, campus or criminal, need not occur before the latter option is available;
- To have an advisor present during a review;
- To be informed of the outcome and sanction of any Student Conduct Review involving sexual misconduct;
- To not have irrelevant prior sexual history admitted in a review;
- To be free from any behavior that may be construed by the College to be intimidating or harassing;

For an Individual Reporting Sexual Misconduct

- To have reports of sexual misconduct responded to in accordance with student conduct review procedures for students;
- To have the opportunity to appeal the findings and sanctions in accordance with the appeal process described in the Student Conduct Review Procedures document, which is available in the offices of the Vice President, Campus Safety, and Housing & Residential Education;
- To elect not to have reports of sexual assault resolved in accordance with Student Conduct Review procedures.

For An Individual Accused of Sexual Assault, or other forms of Sexual Misconduct

- To be notified of a report of sexual misconduct in accordance with student conduct procedures for students;
- To be heard in accordance with the student conduct review procedures for students;
- To have the opportunity to appeal the findings and sanctions in accordance with the appeal process described in the Student Conduct Review Procedures document, which is available in the offices of the Vice President, Campus Safety, and Housing & Residential Education.

Sexual Assault Services

As part of the College's effort to provide an environment conducive to the conduct of the institution's educational mission, the following sexual assault services are provided to survivors of sexual assault or other types of sexual misconduct, including abuse, intimate partner violence, and obscene or indecent behavior:

- The College provides educational programs to enhance awareness of sexual assault and conditions which foster this offense on college and university campuses;
- The College conducts programs designed to educate the College community regarding the prevention of sexual assault;
- The College provides counseling and medical referral services to survivors of sexual assault;
- The College undertakes to safeguard the rights and interests of the survivor and will pursue sanction against the perpetrator(s) of sexual assault, if they are members of the DWC community and if requested to do so by the survivor.

Responsibilities for the Above Functions

The offices of the Vice President for Student Affairs and Dean of Students and Campus Safety coordinate their respective efforts in education and prevention programs and services as follows.

The Campus Safety Department **(a)** provides emergency response for survivors immediately following assault; **(b)** provides law enforcement/investigative services as applicable; **(c)** pursues prosecution of the perpetrator(s) pursuant to the preference of the survivor; and **(d)** conducts prevention programs to enable students, faculty, and staff to better avoid being assaulted.

The Student Affairs division, including the offices of the Vice President, Student Health Services and Counseling **(a)** provides support and counseling services to sexual assault survivors following an attack; **(b)** informs the survivor of, and provides access to institutional student conduct resources and assists in making a complaint to local law enforcement agencies; **(c)** facilitates the provision of advocates or other support to the survivor as long as she or he desires; and **(d)** conducts educational programs to enhance awareness of sexual assault on campus.

**APPENDIX V
ALCOHOL AND OTHER DRUG USE
POLICY AND PROCEDURES**

COMMITMENT TO A SAFE ENVIRONMENT IN WHICH TO WORK AND LEARN

Daniel Webster College is committed to the creation of an environment for our students and employees free of alcohol and other drug abuse. We strongly believe that a combination of preventive drug and alcohol abuse programs and counseling support for those with drug- and alcohol-related problems are the most effective means to achieving and maintaining this environment. Our concern for the individual, however, is balanced by the importance of providing for the safety and well being of the entire Daniel Webster College community. Therefore, all members of the College community are expected to know and respect the College's standards of conduct concerning the use of alcohol and illicit drugs. Therefore, it is important that every member of the College community take a moment to read the following details concerning Daniel Webster College's Alcohol and Other Substance Use policy and procedures.

HERE ARE SOME THINGS YOU SHOULD KNOW

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

Consistent with this federal government act, the policies and procedures detailed in this section apply to all members of the College and to all College-sponsored events and activities that occur on and off-campus. Please note especially that Daniel Webster College cooperates fully with relevant federal, state, and local authorities regarding the prosecution of employees and/or students who violate the law with regard to the use of alcohol and illegal and/or illicit drugs.

WHAT THE LAW SAYS ABOUT THE USE OF ALCOHOL AND OTHER DRUGS

The unlawful possession, use or distribution of illegal or illicit drugs and alcohol are punishable by harsh sanctions by the United States government and by the State of New Hampshire.

Please be aware that students convicted of a drug related misdemeanor or felony offense during a period of enrollment are conditionally ineligible for Title IV financial aid (federal grants, loans, etc.). Please refer to question 31 on the FAFSA form for more information.

About Alcohol - The New Hampshire Statutes

1. RSA 179:5 (prohibited sales) It is illegal to sell, give, cause permit, procure to be sold or delivered, any alcoholic beverage to a person under the age of 21 or to a person under the influence.
2. RSA179:9 It is illegal to, if under the age of 21, misrepresent one's age or falsify an ID card for the purpose of procuring alcoholic beverages.
3. RSA 179:10 It is illegal to, if under the age of 21, possess any liquor or alcoholic beverage.
4. RSA 265:81 (a): It is illegal to operate a motor vehicle in which there are open containers of alcoholic beverages or, if under the age of 21, transport any alcoholic beverage in any part of the vehicle.
5. RSA 285:82 It is illegal to operate a motor vehicle with a BAC of over .08 (21+) or .02 (under 21).

6. RSA 265:84 Implied consent Any person who drives a vehicle upon the ways of the State shall be deemed to have given consent to (a) physical test and examinations for the purpose of determining whether such person is under the influence of intoxicating liquor or controlled drugs; (b) a chemical, infrared molecular absorption or gas chromatograph test or any or all of any combination of the following: blood, urine, and/or breath, for the purpose of determining the controlled drug content of such person's blood or alcohol concentration if arrested for any offense arising out of acts alleged to have been committed while the person was driving or in actual physical control of a vehicle while under the influence of intoxicating liquor or controlled drugs, having a concentration of .08 or more, or in the case of a person under age 21, .02 or more.

About Illegal Drugs

The seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. Pursuant to the Drug-Free Schools and Communities Act of 1989, this Appendix includes a description of the penalties for various drug-related offenses as well as the physical and mental effects of the use of illegal drugs.

About Illegal Drugs according to the Drug-Free Schools and Communities Act:

- A person need not be in actual physical possession of a controlled substance to be guilty of a crime;
- The presence of certain controlled substances in open view may be considered evidence of possession;
- The use, possession, sale, distribution, procurement, manufacture, or cultivation of illegal drugs or drug paraphernalia is illegal. **Note:** Illegal drugs include all drugs and drug analogs deemed illegal under applicable federal or state law;
- The improper procurement or use of prescription or over-the-counter medications for other than other intended use; and
- A scent that, to any reasonable person, strongly suggests the use of Marijuana provides a reason for authorized personnel to enter a student's room with or without permission.

WHAT DANIEL WEBSTER COLLEGE SAYS ABOUT THE USE OF ALCOHOL AND OTHER DRUGS

Standards of Conduct That Protect Everyone

Daniel Webster College has adopted a clear set of standards governing the use of alcohol and illegal/illicit drugs by students, faculty, and staff. They can be summarized as follows:

About Alcohol

The sale, service, possession, and consumption of alcoholic beverages on College premises or at related College activities must comply fully with all federal, and New Hampshire State laws.

- The sale, service, possession, distribution and consumption of alcoholic beverages on College premises or at related College activities must comply fully with all federal, and New Hampshire state laws.
- Whenever alcoholic beverages are sold or disbursed on campus or in a facility owned or leased by the College, other than a campus housing facility, the College's dining service or an outside licensed bartender must act as the distributor.

- At all activities where alcohol is to be served or sold, the sponsoring individual or group will be responsible for compliance with all relevant College regulations as well as federal, state, and local laws.
- Students of legal age who wish to host a party in their suite or Townhouse at which alcohol will be available must **(a)** complete the alcohol education mini-course (AIM) offered through Student Affairs and **(b)** register their party with and gain approval from the office of Student Affairs. For additional information see Parties in the Student Handbook.
- Student Activities funds cannot be used for the purchase of alcohol for events on or off campus.
- Only persons 21 years of age or older may purchase, possess and **responsibly** consume alcohol.
- Intoxication on campus or at off-campus College activities by students, regardless of age, will result in student conduct review action.
- Students who misrepresent themselves as being of age 21 to purchase or consume alcoholic beverages will be sanctioned.
- Anyone who purchases or otherwise provides underage persons with alcohol will be sanctioned.
- Open containers may not be carried or consumed on College grounds. Be advised that original containers with a broken seal and non-original containers containing alcoholic beverages are considered to be “open containers”.
- Authorized College personnel will confiscate alcoholic beverages that are in violation of the alcohol policy.
- Authorized College personnel reserve the right to enter a student’s room, suite, or Townhouse if there is just cause to believe alcoholic beverages are being used in violation of College policy and/or the law.
- Kegs, beer balls, and other common source containers are not permitted on campus.
- Alcohol punches using wine or hard liquor are not permitted on campus.
- Any underage student found in the presence of alcohol may be subject to sanctioning.

When Student Conduct Review Is Required

The College has in place a student conduct review process designed to provide a fair assessment of an alleged violation of Community Standards and to protect the rights of students and sponsoring organizations suspected of violations of College standards regarding the use of alcohol. Student conduct review sanctions may include, but are not limited to, written or verbal warning, social or housing probation, suspension from housing or the College, expulsion from residence halls, and dismissal from the College.

The following sanctions may be instituted independently or collectively depending upon the seriousness of a single incident or a history of violations against the College’s alcohol policy.

1. Written Warning;
2. Verbal Reprimand;
3. Social Probation;
4. Mandatory participation in My Student Body (www.msb.com);
5. Completion of community service;
6. Completion of an educational task;
7. Housing Probation;
8. Deferred Housing;

9. Housing Suspension;
10. Adherence to a behavioral contract with Student Affairs;
11. Loss of College housing privileges; and
12. Dismissal from the College

Note the following:

1. Any of the above sanctions may also include referral for substance abuse assessment;
2. Students found responsible for providing alcohol to minors will share any and all financial or student conduct review responsibility for any misconduct or damage that the under-age students commit while under the influence;
3. Any alcohol that is discovered during an incident constituting a possible violation of alcohol policy is subject to immediate confiscation and/or disposal, regardless of ownership;
4. Students under 21 years of age who choose to violate DWC's alcohol policy will face sanctions, up to and including dismissal from the College, depending upon the seriousness of a single offense or a history of violations;
5. The Family Educational Rights and Privacy Act was amended to allow a college to choose to contact the parents of a student 21 years of age or younger who is found in violation of the alcohol policy;
6. Alcohol is not an excuse for inappropriate behavior. Alcohol-related behaviors that cause, or can be expected to cause physical harm to any person, damage to property, disruption of the College environment, or any other violation of College policy will be addressed immediately and appropriately. The involvement of alcohol in any instance of inappropriate behavior or policy violation will be considered an aggravating, rather than mitigating, factor.

About the Use of Illegal/Illicit Drugs

Due to the nature of the programs at Daniel Webster College, the College has adopted a **zero tolerance policy** for illegal and illicit drug use ***on or off campus***. All students are subject to federal and state laws regarding illegal/illicit drugs and the use and misuse of intoxicants. Specifically, please note that the following conduct is prohibited and will result in student conduct review sanctions up to and including dismissal from the College:

1. The use, possession, sale, distribution, procurement, manufacture, or cultivation of illegal drugs or drug paraphernalia;
2. Being present in a situation where the above conduct is occurring;
3. The improper use or procurement of prescription or over the counter medication for other than its prescribed or intended use; and
4. The use of any item, product substance, or device to induce an illegal state of inebriation.

Student Conduct Review Sanctions

The College has adopted the following sanction structure to guide its enforcement of the illegal/illicit drug policy as follows:

1. Sale, distribution, cultivation or manufacture of any illegal drugs will result in immediate dismissal from the College;
2. Possession or use of illegal drugs, improper use of prescription or over-the-counter medication, the use of any other product, substance, or device for the purpose of inducing inebriation, or the possession of drug paraphernalia will result in immediate suspension from the College for at least a full semester. A second incident of the same or similar conduct may result in complete separation (dismissal) from the College; and

- Students are expected to avoid contact with persons who are engaged in conduct which violates this policy. Any student who fails to remove him or herself from the presence of an individual who is engaged in conduct which violates this policy may be deemed to have engaged in the same conduct and will be subject to sanctions listed above.

A Note to Student Pilots

Pilots are required to report alcohol and illegal/illicit drug-related convictions to the FAA within 30 days and they may be not only liable for fines and attorney fees, but they may also lose their license. In addition, Student Affairs reserves the right to notify Flight Operations in the event a student may be, or has already been found, responsible for violating any FOM regulation.

WHEN PROBLEMS ARISE

The policies and procedures addressed here have been carefully crafted to assure that your association with Daniel Webster College is a safe, rewarding, and fulfilling one. It is the responsibility of each of us to understand the responsibilities of the College and to respect the rights of every student, faculty member, and employee.

Counseling Is an Important First Step

To further its educational mission, the College will seek to assist those with alcohol-related problems to obtain counseling and support services and/or to participate in rehabilitation programs. To this end a network of confidential counseling services is available to students through Daniel Webster College’s Health and Counseling departments, and various Nashua, New Hampshire State, and federal agencies.

SUPPORT SERVICES

In addition to those organizations listed below, the offices of Human Resources and Student Affairs may be able to provide additional assistance.

Alcohol Abuse and Prevention

- 24-Hour Addictions Referral Network: ----- 800-577-4341
- National Alcohol/Drug Treatment Referral: ----- 800-454-8966
- Alcoholics Anonymous Information
Greater Nashua Area-----603-882-2259
New Hampshire Statewide Hotline-----800-593-3330
<http://www.alcoholics-anonymous.org/> and <http://www.mv.com/ipusers/nhaa/>
- Al-Anon/Alateen---NH Toll free-----877-825-2666
<http://www.nhal-anon.org/> and <http://www.al-anon.alateen.org/>
- Greater Nashua Council on Alcoholism-----603-881-4848
- NH Office of Alcohol and Drug Policy-----603-271-6110
- New Futures - <http://www.new-futures.org>
New Futures is a non-profit organization whose mission is to foster, promote and support effective strategies to reduce alcohol, tobacco and other drug problems in NH. New Futures is focusing on two goals: reducing underage alcohol problems and increasing access to treatment through leadership and policy development, information dissemination and program innovation.
- The Cool Spot
This is the place for young teens to obtain information on alcohol and resisting peer

WHAT YOU SHOULD KNOW ABOUT FEDERAL DRUG TRAFFICKING

CSA: I and II

Methamphetamine

10–99 gm pure or 100–999 gm mixture, 1ST. Offense: Not less than 5 years, not more than 40 years; 2nd Offense, Not less than 10 years not more than life; 100 gm or more pure or 1 kg or more mixture. First Offense: Not less than 10 years, not more than life; 2nd Offense: Not less than 20 years, not more than life.

Heroin 100–999 gm mixture: 1st Offense not less than 5 years, not more than life; 2nd Offense: Not less than 10 years, not more than life; 1 kg or more mixture 1st Offense: Not less than 10 years, not more than life; 2nd Offense: Not less than 20 years, not more than life.

Cocaine 500–4,999 gm mixture, First Offense: Not less than 5 years, not more than life; Second Offense, Not less than 10 years, not more than life; 5 kg or more mixture, first offense: Not less than 10 years, not more than life; second offense: Not less than 20 years, not more than life.

Cocaine base 5–49 gm mixture, first offense If death or serious injury, not less than 20 years, not more than life; second offense, If death or serious injury, not less than life; 50 gm or more mixture, first offense if death or serious injury not less than 20 years, not more than life.

PCP 10–99 gm pure or 100–999 gm mixture, first offense if death or serious injury not less than 20 years, not more than life; second offense, if death or serious injury, not less than life; 100 gm or more pure or 1 kg or more mixture First offense If death or serious injury not less than 20 years, not more than life; second offense if death or serious injury, not less than life.

LSD 1–9 gm mixture; Fentanyl 40–399 gm mixture; Fentanyl Analogue 10–99 mixture: First Offense: Fine of not more than \$2 million individual \$5 million other than individual; second offense • Fine of not more than, \$4 million individual, \$10 million other than individual.

LSD 10 gm or more mixture, Fentanyl 400 gm or more mixture and Fentanyl 100 gm or more mixture; first offense Fine of not more than \$4 million individual, \$10 million other than individual; second offense Fine of not more than \$8 million individual, \$20 million other than individual.

Others (The law does not include marijuana, hashish or hash oil): any quantity First offense not more than 20 years; if death or serious injury not less than 20 years, not more than life; Fine \$1 million individual and \$5 million other than individual; Second offense: not more than 30 years; if death or serious injury, life.

CSA III

All (includes anabolic steroids as of 2/27/91), any quantity, first offense Not more than 5 years, fine \$250,000 individual; \$1 million other than individual; second offense Fine \$2 million individual, \$10 million other than individual.

CSA IV

All, any quantity, first and second offense penalties same as above.

FEDERAL TRAFFICKING PENALTIES FOR MARIJUANA

Hashish (10 kg or more) 1st Offense: Not more than 5 years; 2nd Offense, not more than 10 years.

Hashish Oil (1 kg or more) 1st Offense: Fine not more than \$250,000; \$1 million other than individual; 2nd Offense: Fine not more than \$500,000, \$2 million other than individual.

Marijuana (Less than 50 kg mixture) 1st Offense same as above; 2nd Offense same as above.

Marijuana (50-99 kg mixture; or 50-99 plants) 1st Offense: Not more than 20 years; if death or serious injury, not less than 20 years, not more than life, Fine \$1 million individual, \$5 million other than individual; 2nd Offense: no more than 30 years; if death or serious injury, not more than life.

Marijuana (100-999 kg mixture or 100 to 999 plants) 1st Offense: Not more than 20 years, if death or serious injury, not more than life; Fine: \$2 million individual; \$5 million, other than individual.

Marijuana (1,000 or more mixture; or 1,000 or more plants) 1st Offense: Not less than 10 years; if death or serious injury, not less than 20 years, fine: \$4 million, \$10 million if more than individual; 2nd Offense: No less than 20 years, not more than life; if death or serious injury, not more than life, fine: \$8 million individual, \$20 million other than individual.

USES AND EFFECTS

Marijuana

Classification: Cannabis **CSA Schedule:** I **Trade or other names:** Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai stick **Medical Uses:** None **Physical Dependence:** Unknown

Psychological Dependence: Moderate **Tolerance:** Yes **Duration:** 2-4 hours **Usual Method:** Smoked, oral **Possible Effects:** Euphoria; relaxed inhibitions, increased appetite, disorientation

Effects of Overdose: Fatigue, paranoia, possible psychosis **Withdrawal:** Occasional reports of Insomnia, hyperactivity; decreased appetite.

Heroin

Classification: Narcotic **CSA Schedule I Trade or Other Names:** Diacetylmorphine, Horse, Smack **Medical Uses:** None in the US **Physical Dependence:** High **Tolerance:** Yes

Psychological Dependence: High **Duration:** 3-6 hours **Usual Method:** Injected, sniffed, smoked **Possible effects:** respiratory depression, Euphoria, drowsiness, constricted pupils, nausea **Effects of overdose:** Slow and shallow breathing, clammy skin, convulsions, coma, possible death **Withdrawal:** Occasional reports of insomnia, watery eyes, runny nose, irritability, tremors, panic, cramps, nausea, chills, sweating .

**APPENDIX VI
STUDENT CONDUCT REVIEW PROCEDURES**

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INTRODUCTION

The Office of Student Affairs believes that student life on campus should be guided by the same philosophy of creating responsible, independent young professionals with good judgment that is the College's central mission. We believe that just as students are expanding their intellects in the academic programs, so too should they expand their social and personal lives by meeting new people and participating in the opportunities offered to them on campus. The staff of Student Affairs will always try to provide students with the broadest range of individual freedom to develop themselves as persons but also recognizes that individual freedom must be balanced with the need to uphold community living standards and behavioral expectations.

Such is the spirit in which our community and academic standards and policies have been articulated and promulgated in the student handbook, which include standards of behavior specific to our Housing & Residential Education program and the [Daniel Webster College Catalog](#). The College reserves the right to periodically update and otherwise change any material, including policies and procedures, without reprinting or amending such documents.

All members of the Daniel Webster College community, students, faculty, staff and administrators alike, have the responsibility to uphold DWC's Community Standards. Each one of us has the right to file a complaint when he or she believes these standards have been violated. One should address an issue or attempt to resolve a conflict by dealing directly with the person(s) involved. In some cases, when deemed appropriate by the Vice President of Student Affairs and Dean of Students or other senior official, they may attempt informal resolution by meeting with the respondent with or without the complainant in attendance. When these actions are not possible, one may rely on the procedures set forth in this document, which have been established to adjudicate alleged violations of the College's Community Standards.

It is inevitable that students will violate policies or conflicts between students may arise between students. When this happens, the approach of Student Affairs is to use the occasion as an opportunity to promote individual good judgment in the student or problem solving if the conflict is between students. In these events, a Conduct Review committee may be brought together to sort through the issues and try to find a solution. The faculty, staff, and student members listen to all sides and make every effort to find a resolution that helps the student mature. Since Conduct Reviews are never adversarial and are considered further opportunities to encourage individual problem solving and the judgment expected of professionals, only the hearing members and the students involved will participate.

Please note that the procedures developed to adjudicate allegations against the College's Human Rights Policy, Sexual Harassment and Sexual Assault are set forth in the separate documents available in the offices of the Vice President of Student Affairs & Dean of Students, the Provost and Vice President of Academic Affairs, the Director of Human Resources, and the Director of Campus Safety.

STUDENT CONDUCT REVIEW PROCEDURES

Daniel Webster College's Student Conduct Review Procedures have been established to resolve alleged violations the College's Community Standards not covered under the Human Rights Policy, and if a violation is demonstrated, to render an appropriate sanction. The student conduct review process is not intended to be a formal legal process although fundamental fairness applies. The

student conduct review process is an educational process, the goal of which is to protect the interests of individuals while at the same time providing an experience from which they can learn.

STUDENT CONDUCT TERMINOLOGY

Complainant is the individual(s) who brought forth a complaint regarding an alleged policy or Community Standard violation.

Dismissal, which is sometimes referred to as expulsion, is when a student is required to permanently leave the College.

No Contact Order is an order issued by a Student Conduct Officer or the Director of Campus Safety that restricts the opportunity individuals within the College community from interacting with one another.

Persona Non Gratis is an order issued by Campus Safety that bars an individual from visiting any DWC property; violation of such an order may lead to arrest.

Reasonable cause is indirect evidence that would cause a reasonable person to conclude that a violation of College policy has taken or is about to take place. For example, a strong odor of marijuana or alcohol outside of a room or on a person is reasonable cause to believe that someone in the room has violated College policy on drugs or alcohol.

Respondent is the individual who has alleged violated a College policy or Community Standard.

Review Meeting is conducted by an individual Student Conduct Officer and a **Review** is overseen by a Student Conduct Board. In both instances, this is the opportunity for the respondent to discuss the alleged policy violation and any relevant information pertaining to the incident that occurred, and for the conduct officer or board to determine responsibility.

Student Conduct Board is a group of individuals who review alleged policy or Community Standard violations. The Board may be composed of students, faculty, and staff.

Student Conduct Officer is an individual who reviews alleged policy of Community Standard violations. The individuals who serve in this role include the Vice President of Student Affairs & Dean of Students, the Dean for Student Development, the Associate Dean for Student Development, Community Directors, and the Assistant Vice President of Student Affairs.

Suspension is when a student is required to leave the College for a designated period of time; during a suspension this individual to be on College property. A student who is issued a **Housing Suspension** is not permitted to reside in or visit the residence halls for a stated period of time, but is permitted to continue his/her studies at the College.

TITLE ABBREVIATIONS

Assistant Vice President - The Assistant Vice President of Student Affairs for Athletics

Associate Dean - The Associate Dean for Student Development

Dean - The Dean for Student Development

Vice President - The Vice President of Student Affairs & Dean of Students

AUTHORITY

Associate Dean for Student Development and Community Directors

Alleged violations against the College's Community Standards which occur in campus housing, are referred to the Associate Dean for Student Development (Associate Dean) who follows the procedures noted on page 61. The Associate Dean or a Community Director reviews these incidents whether the student is a resident or a non-resident. If the nature of the incident is considered serious enough to warrant the possibility of either dismissal or suspension from the College, the Associate Dean refers the case to the Vice President of Student Affairs & Dean of Students (Vice President) and/or the Dean for Student Development (Dean) in order to determine next steps. In some cases, such determination may not occur until the Associate Dean or a Community Director actually reviews the incident. The Associate Dean or Community Director may then inform the student that his or her incident will be referred to the Vice President and/or the Dean; the Vice President or Dean will then follow the procedures noted on page 62.

Vice President of Student Affairs & Dean of Students (Vice President) and Dean for Student Development (Dean)

Any member of the Daniel Webster College community may refer alleged violations (other than those resolved to conclusion by the Associate Dean or a Community Director) to the Vice President or Dean. The Vice President or Dean will initiate student conduct review proceedings in the manner specified in this document on page 62.

The Vice President or Dean may grant authority to the Assistant Vice President of Student Affairs (Assistant Vice President) to review any incidents when deemed appropriate.

Student Conduct Review Board

The Student Conduct Review Board has authority over all student conduct incidents referred to it by the Vice President, Dean, or Associate Dean. This Board follows the procedures noted on page 63.

Appeal Board

The Appeal Board has authority over an appeal of a decision of the Vice President, Dean for Student Development, Assistant Vice President, and the Student Conduct Review Board. This Board follows procedures noted on page 65.

***Note:** The Dean for Student Development reviews appeals of decisions rendered by the Associate Dean or a Community Director. In the absence of the Dean, the Vice President or Assistant Vice President may hear such appeals.*

Off-Campus Violations

The College's student conduct review bodies, including the Vice President and the Dean for Student Development have limited jurisdiction over offenses committed outside the College campuses except: **(a)** those occurring during participation in a College-sponsored activity; and **(b)** those that call into serious question the offender's membership in the educational community. Generally, the latter would occur when:

- A student has grossly violated standards of behavior that are requisite to the maintenance of an educational community.
- A student has behaved in ways that are detrimental to the College's values and/or mission.
- A student's behavior indicates that his or her continued presence would adversely affect the ability of others to pursue their educational goals.

The Vice President of Student Affairs or Dean for Student Development is authorized to make the above determination, usually in consultation with other College officials.

Visitors, Invitees, or Licensees

The senior administrative officer(s) or Campus Safety personnel present at an incident involving a visitor, invitee, or licensee, are authorized to take action deemed appropriate to the circumstances.

COMPOSITION OF BOARDS

Student Conduct Board

The Student Conduct Board is composed of four members of the DWC community who have been selected to be a part of the student conduct review pool. The student conduct review pool includes administrators, faculty, and students. Each board is chaired by the Dean, Associate Dean, or Assistant Vice President, who serves as non-voting member and ensures that proper procedures are followed.

Appeal Board

The Appeal Board is composed of three individuals selected from among the student conduct review pool and would not be composed of any individuals from the Student Conduct Review Board if that group initially reviewed the incident. The chairperson, a voting member and appointed by the Vice President or Dean will ensure that proper procedures are followed. The chairperson may be the Dean, Associate Dean, or Assistant Vice President.

PROCEDURES

General Guidelines

The following guidelines pertain to the composition of the Student Conduct Board and the Appeal Board.

- If a member of a Student Conduct Review Board perceives a conflict with respect to the incident at hand, that member must withdraw and an alternate will be selected.
- A member may not serve on a Board if he or she was a witness or an active participant in the incident at hand.
- If by majority vote, the Board decides that a member may be prejudicial with respect to the case at hand, an alternate will be selected.
- If the respondent or complainant objects to a Board member for good cause, and the Board so decides, an alternate will be selected.

In addition to the above guidelines, in certain extreme situations, the complainant may be excused from attending meetings with the Vice President or Dean of Student Development or Student Conduct Review Board proceedings or otherwise from confronting the respondent.

Associate Dean for Student Development and Community Directors

The Associate Dean or a Community Director may, after considering the facts available at the time, and after meeting with the student, herein referred to as the respondent (unless the respondent refuses to be interviewed), take any of the following actions:

- Dismiss the incident after review of the facts.
- Impose sanctions he/she deems appropriate subject to the student's right of appeal. The sanction imposed will remain in effect pending the appeal outcome. Refer the matter to the Dean or Vice President for further review and determination.

- Notify the respondent in writing of the outcome as soon as possible, and this notification will include the sanction imposed if applicable. If a sanction has been issued, the notification will also remind the respondent that he or she may appeal the decision within 3 business days (excluding weekends and holidays) from the receipt of the written findings. The appeal must be addressed to the Dean for Student Development (or designee) and delivered to whoever initially reviewed the incident.
- Consider the evidence and make a determination if the respondent refuses to attend the meeting following three attempts to schedule the meeting within 10 business days of the incident.

Appeals of Decisions Rendered by the Associate Dean for Student Development or a Community Director

The Dean for Student Development (or designee) reviews appeals of decisions rendered by the Associate Dean for Student Development or a Community Director. The decision of the Dean (or designee) is considered final and the incident fully resolved.

Note: *Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances, the attorney may not question the student conduct review officer or other officials who may be present at the meeting, but may only advise his or her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such meetings.*

Vice President of Student Affairs & Dean of Students and Dean for Student Development

Whenever an incident is referred to one of these officials, or the Assistant Vice President, a meeting with the respondent will be scheduled and conducted as described below.

- **Notice to the Respondent**

As soon as possible after an incident report is filed, the respondent will receive a letter, which includes at least the following information:

- The nature of the allegation.
- A request to schedule a meeting within 10 business days indicating that its purpose is **(a)** to provide the student with the opportunity to respond to the allegation(s); and **(b)** to determine next steps in the student conduct review process, including the imposition of a sanction, if such is determined at the time of the meeting.
- In most cases, the letter will contain the names and titles of any other officials who will be present at the meeting.

- **Representation**

Another member of the College community, including a student, faculty or staff member other than a vice president or dean, may attend the meeting for moral support or character testimony only.

Note: *Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances, the attorney may not question the student conduct review officer or other officials who may be present at the meeting, but may only advise his or her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such meetings.*

- **Scope of Inquiry**
The respondent's academic and social standing, previous student conduct record, if any, or other mitigating circumstances, may not be considered when determining responsibility for the alleged violation, but may be taken into account when deciding upon a sanction if the student is found responsible.
- **Outcomes**
The Vice President, Dean or Assistant Vice President may, after considering the facts available at the time, and after meeting with the respondent (unless the respondent resists the meeting), take any of the following actions:
 - Dismiss the case after review of the facts.
 - Impose sanctions he or she deems appropriate, subject to the respondent's right to appeal. The sanction imposed will remain in effect pending the appeal outcome.
 - Refer the matter to the Student Conduct Review Board. Respondent will be told of this decision as soon as possible, and will be given a copy of the Student Conduct Review Procedures document so they can examine the procedures to be followed by the Board.
 - Consider the evidence and make a determination even if the respondent refuses to attend the meeting after at least 3 attempts to schedule a meeting with 10 business days.

***Note:** In cases heard by the Dean or Assistant Vice President that may call for dismissal from the College, the Dean or Assistant Vice President will consult with the Vice President before a final decision is rendered.*

Student Conduct Board

Whenever an incident is referred to the Student Conduct Board, the Board will be convened and conducted as follows:

- **Submission of Written Complaint**
The Vice President or Dean for Student Development, upon initial determination and notice to the individual, will within seven (7) business days of the determination present a written complaint to the Student Conduct Review Board. The complaint should contain all facts available at the time, including a list of witnesses.
- **Notice of Student Conduct Board Review**
The Board will conduct its review as soon as possible but no later than ten (10) business days after receipt of a written complaint. Care will be taken to hold the review at a time and day least likely to conflict with class schedules.
***Note:** If, during the summer, between semesters, or vacation periods, the respondent is not present or if a full Board cannot be convened, the meeting will be scheduled within ten (10) business days after classes resume. All parties will be notified in writing of the review date.*
- **Quorum**
All four (4) members of the Student Conduct Board must be present to constitute a quorum.
- **Failure to Attend**
If the respondent fails to attend or to request a new review date for good cause, the Board will, at its discretion, still review the incident. If the incident is reviewed and responsibility

is determined, the respondent will be issued a sanction as though he or she had been present.

- **Representation**

Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances, the attorney may not question the student conduct review officer or other officials who may be present at the meeting, but may only advise his or her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such meetings.

***Note:** In some cases, at the discretion of the Vice President or the Dean for Student Development, a College advocate may be appointed to assist the respondent Through the Student Conduct Review Board process.*

- **Scope of Inquiry**

The Board may not consider any matter that is not included in the written complaint. A respondent's academic and social standing, previous student conduct record, if any, and other mitigating circumstances may not be considered when determining responsibility, but may be taken into account when deciding upon a sanction if the student has been found responsible.

- **Examination of Witnesses and Documents**

The Board chairperson will call upon witnesses at the request of the parties involved. In addition, the Board will have the authority to call upon witnesses on its own initiative. If a witness cannot appear in person for good cause, the Board may, at its discretion, accept a signed statement from the witness. The Board will consider whatever documents it deems relevant to the case and will make such documents (or portion thereof) part of its record.

- **Interview of Witnesses by Respondent**

The respondent has the right to be present at all official review proceedings for which witnesses are called upon and may ask witnesses questions if they wish to do so. The Board reserves the right to determine the relevance of the questions.

- **Access to Documents**

Both the complainant and the respondent will have access to all documents submitted to the Board from any source and advance access will be given whenever possible. Whenever a party submits new information at the meeting, the Board may, at its discretion, grant a break to give the other party an opportunity to review the material and prepare a response.

- **Outcomes**

The Board, after considering the information available at the time, and after meeting with the respondent (unless the respondent resists the review), may take any of the following actions:

- Dismiss the incident after review.
- Make recommendations to the Chairperson regarding sanctions if the respondent has been found responsible for the alleged violation.

Following the Board's action, the Chairperson will:

Notify the respondent of the outcome verbally if possible and in writing within 3 business days. If the respondent was found responsible, the Chairperson will determination the sanction(s) and this in this will be included in the written notification along with information regarding the appeal process. The sanction(s) imposed will remain in effect pending the appeal outcome.

NOTE: If the case involves violent behavior, such as sexual assault, both the respondent and complainant will be told the findings (whether or not responsibility was determined) and, the sanction(s) if responsibility is determined. Furthermore, the Chairperson may consult with the Vice President or before a sanction is finalized.

Appeal Board

Appeals of decisions rendered by the Student Conduct Board

- **Scope of Review**

On appeal, neither party will be entitled to a rehearing of the entire incident. Rather, the Appeal Board will limit its review of the Student Conduct Board's determination to the following four issues:

- Did the Student Conduct Board conduct itself in such a way that both the respondent and College had an adequate opportunity to prepare for the review?
- Was the information presented at the review substantial enough to justify a decision?
- Is there evidence that the Student Conduct Review Procedures were not followed?
- If the sanction is being appealed, was the sanction imposed in keeping with the gravity of the violation?

- **Written Appeal**

The appeal must be in writing and must touch upon one of the four issues listed above and submitted either by delivering or mailing a copy to:

Chairperson, Appeal Board c/o
Vice President of Student Affairs & Dean of Students
College Center, Daniel Webster College
20 University Drive
Nashua, NH 03063

- **Time of Appeal and Review**

The appeal must be submitted within 3 business days (not including weekends or holidays) of the receipt of the Student Conduct Review Board's written decision. The Appeal Board Chairperson will convene the Board to review the appeal as soon as possible but no later than ten (10) days after receipt of the written appeal. The Appeal Board will limit its inquiry to the issue(s) put forward in the appeal. The Appeal Board, at its discretion, may ask either or both sides to make an oral presentation.

- **Record on Appeal**

The record on appeal will be composed of the written appeal and all other relevant documents, including the written decision of the Student Conduct Board.

- **Determination**

The Appeal Board may accept the Student Conduct Board's decision, return the incident to that Board for further review in keeping with suggestions that the Appeal Board may make, or reverse the Student Conduct Board's decision and dismiss the incident. They may also accept the decision, but may reduce the sanction imposed by the Chairperson. The Appeal Board may not increase the sanction. If the Appeal Board accepts the decision (whether the sanction is lowered or not), the matter will

be deemed final except that either side may petition the Appeal Board for a re-hearing upon discovery of new evidence.

Appeals of decisions rendered by the Vice President, Dean for Student Development, or Assistant Vice President

Those incidents reviewed by the Vice President, Dean, or Assistant Vice President are meetings between the respondents and these officers. However, the intent of Daniel Webster College's student conduct review procedures allow for the right to appeal decisions made by the Vice President, Dean, or Assistant Vice President.

- **Scope of Review**

On appeal, neither party will be entitled to a review of the entire incident. Rather, the Appeal Board will limit its review to the following four issues:

- Was the information presented substantial enough to justify a decision?
- If the sanction is being appealed, was the sanction imposed in keeping with the gravity of the violation?
- Is there evidence that the Student Conduct Review Procedures were not followed?
- Is there new information that was not available at the time of the review?

- **Written Appeal**

The appeal must touch upon one of the four issues listed above and must be submitted in writing by delivering or mailing a copy to:

Chairperson, Appeal Board c/o
Vice President of Student Affairs & Dean of Students
Daniel Webster College, College Center
20 University Drive
Nashua, NH 03063

- **Time of Appeal and Review**

The appeal must be submitted within 3 business days (not including weekends or holidays) of the receipt of the written decision. The Appeal Board Chairperson will ensure that the appeal is reviewed as soon as possible, but no later than ten (10) business days after receipt of the written appeal. The Appeal Board will limit its inquiry to the issue(s) put forward in the appeal. The Appeal Board, at its discretion, may ask either or both sides to make an oral presentation.

- **Record on Appeal**

The record on appeal will be composed of the written appeal and all other relevant documents, including the written decision of the student conduct review officer.

- **Determination**

The Appeal Board may accept the decision, return the incident to the student conduct review officer for further review in keeping with the suggestions that the Appeal Board may make, or reverse the decision and dismiss the incident. The Appeal Board may also accept the decision, but may reduce the sanction imposed. The Appeal Board may not increase the sanction.

The decision of the Appeal Board is considered final and the incident fully resolved.

SANCTIONS

Those students who choose to violate Daniel Webster College's Community Standards (including the Code of Student Conduct) will be subject to student conduct review, including one or more of the following sanctions:

- **Community Probation.** The student is placed in a marginal relationship with the College, and his or her status at the College is in jeopardy. This means that further violation of standards or policies may result in suspension or dismissal from the residence halls and/or the College. Students placed on Community Probation may not hold certain positions, including Resident Assistant, Orientation Leader, Student Senate Executive Board office, DW101 Peer Facilitator, SAB Executive Officer, or hold any other major student leadership position (as determined by the Vice President or Dean) for the duration of the probationary period. Furthermore, in consultation with Athletics, students may be restricted from participation in varsity athletics. The terms of probation may also include one or more of the following:
 - A recommendation for alcohol or other drug abuse assessment;
 - Psychological counseling;
 - Satisfactory attendance at, or development of, an educational program
 - Temporary suspension from college housing
 - Completion of a project or other type of service to the College or the community at large; and/or
 - Restitution.
- **Restriction.** Denial of the use of certain facilities, or the right to participate in certain activities or privileges for a specified period of time.
- **Room reassignment.** One or more students may be moved to a different space in campus housing as determined by the Housing & Residential Education staff (including the Associate Dean for Student Development) or as recommended by the Vice President or Dean for Student Development.
- **Housing Selection Penalty.** Students who have been found in violation of the Community Standards place their ability to participate in priority housing selection at risk.
- **Suspension from Campus Housing.** Suspension from campus housing is for a stated period of time, usually at least one full semester. A student is must re-apply for housing to Student Affairs following the suspension and is not guaranteed re-entry into housing.
- **Suspension from the College.** Suspension from the College is for a stated period of time and may require a petition for reinstatement. Reinstatement at the College does not necessarily mean that the student will be guaranteed housing.
- **Dismissal from Campus Housing.** If a student is dismissed from Campus Housing, he or she is not eligible to re-apply for housing.
- **Dismissal from the College.** If a student is dismissed from the College, he or she is not eligible to re-apply for admission to Daniel Webster College.
- **Restitution.** A student may be required to make restitution for damage or loss to either College or individual property. This may include forfeiture of part or all of the student's security deposit (in the case of a resident student) and imposition of additional charges if warranted.
- **Service to the Community.** Completion of a designated task or series of tasks within the Daniel Webster College community.

- **Educational Project/Task.** A student may be required to fulfill an educational project or program.
- **No Contact Order and Persona Non Gratis:** If the respondent does not abide by a No Contact Order, he or she may be charged with harassment by the College. If a respondent does not abide by a Persona Non Gratis, he or she may be subject to arrest in the second case.

FAILURE TO COMPLY WITH SANCTIONS

If a student fails to comply with terms outlined for sanctions, the student may be subject to additional actions or restrictions as deemed appropriate by Student Affairs.

CONFIDENTIALITY

All student conduct records remain confidential and do not become part of the student's permanent record at the College. However, they may be referred to when a student is involved in other student conduct review action, and then only at the time of determination of sanction (not at the time of the determination of responsibility). If a student is **under the age of 18** at the time when a serious sanction is imposed, parents or legal guardians will be notified. Serious sanction is defined as suspension or dismissal from either campus housing or the College; in addition, community probation falls into the serious category because the student is placed in a marginal relationship to the College.

The Family Educational Rights and Privacy Act has been amended to allow college and university officials to inform parents or legal guardians of students **under 21 years of age** when he or she has been involved in incidents in which the use of alcohol or other drugs was a factor. In this regard Daniel Webster College officials will make a decision on a case by case basis as to whether or not to inform parents or legal guardians.