



NASHUA
COMMUNITY COLLEGE



2020 - 2021
Student Handbook

505 Amherst Street, Nashua, NH 03063
(603) 578-8900, www.nashuacc.edu

2020-2021 Table of Contents

<p>Mission/Vision/Educated Person/Core Values1</p> <p>Non-Discrimination Policy.....2</p> <p>Campus Contact Phone Numbers.....3</p> <p>2020-2021 Student Calendar.....4</p> <p>Definitions.....6</p> <p>College Policies and Procedures.....8</p> <p>Academic Affairs.....9</p> <p>Registrar.....10</p> <p>Academic Success Center.....12</p> <p>Disability Services.....12</p> <p>Academic Advising Center.....13</p> <p>Alternate Ways to Earn Credit.....14</p> <p>Audit Policy.....16</p> <p>Attendance16</p> <p>Medical Leave Policy16</p> <p>College Withdrawal.....17</p> <p>Grading System18</p> <p>Graduation23</p> <p>Tuition and Fees.....24</p> <p style="padding-left: 20px;">Collection Clause26</p> <p style="padding-left: 20px;">Fee for Protested Checks.....26</p> <p>Student Affairs.....26</p> <p>Financial Aid29</p> <p style="padding-left: 20px;">Priority Deadlines.....32</p> <p style="padding-left: 20px;">Offering of Aid33</p> <p style="padding-left: 20px;">Available Aid.....34</p> <p style="padding-left: 20px;">Scholarship Programs.....38</p> <p>Satisfactory Academic Progress Policy40</p> <p>Veterans Assistance.....46</p> <p>Student ID's48</p> <p>Parking48</p> <p>Wireless Access Policy.....48</p> <p>Timely Warning & Emergency Notification Policy.....48</p> <p>Unattended Children on Campus/Guests/Visitors50</p> <p>Animals on Campus50</p> <p>Messages52</p> <p>Cell Phone Usage52</p> <p>Posters, Signs & Notices52</p> <p>Use of College Name.....52</p> <p>Yellow Emergency Boxes & Red Phones.....52</p> <p>Blue Emergency Phones53</p> <p>Safety and Fire Regulations53</p> <p>Campus Safety.....53</p> <p style="padding-left: 20px;">Annual Crime Statistics.....54</p> <p style="padding-left: 20px;">Student Property/Lost and Found54</p> <p>Tool Box Storage.....54</p> <p>Insurance54</p> <p>Food on Campus.....55</p> <p>Solicitations55</p>	<p>Drug and Alcohol Policy56</p> <p>Title IX Policy and Sexual Harassment. Formal Grievance Procedures..... 58</p> <p>Student Hazing..... 68</p> <p>Barred and Expulsion..... .68</p> <p>Computer Conduct Code69</p> <p>Technology Recommendations.....69</p> <p style="padding-left: 20px;">College Email System 70</p> <p>Printing & Copying.....70</p> <p>Internet Access.....71</p> <p>Health and Safety Standards..... 71</p> <p>Firearms and Dangerous Weapons 71</p> <p>Smoking Policy 71</p> <p>Operations of Motor Vehicles on Campus 72</p> <p>Reckless Driving.....72</p> <p>Speeding72</p> <p>Failure to Yield to Pedestrians 72</p> <p>Campus Services 72</p> <p style="padding-left: 20px;">Bookstore.....72</p> <p style="padding-left: 20px;">Walter R. Peterson Library.....73</p> <p style="padding-left: 20px;">Food Service.....74</p> <p style="padding-left: 20px;">Housing.....74</p> <p style="padding-left: 20px;">Health Services.....74</p> <p style="padding-left: 20px;">BetterHelp.....74</p> <p style="padding-left: 20px;">Lockers75</p> <p>Student Activities/Organizations.....75</p> <p style="padding-left: 20px;">Student Senate.....75</p> <p style="padding-left: 20px;">Activities.....76</p> <p style="padding-left: 20px;">Establishing New Organizations.....76</p> <p style="padding-left: 20px;">Student Functions.....76</p> <p style="padding-left: 20px;">Phi Theta Kappa-Alpha Chi Kappa Chapter.....76</p> <p style="padding-left: 20px;">Intramural Athletics.....76</p> <p style="padding-left: 20px;">Wellness Center.....77</p> <p>Student Rights and Responsibilities.....78</p> <p>Family Educational Rights and Privacy Act (FERPA).....78</p> <p>Notification of Rights under FERPA.....78</p> <p>Notification of Disclosure of Directory Information.....79</p> <p>Notification of Directory Information Opt-out.....79</p> <p>Solomon Amendment.....81</p> <p>Student Code of Conduct and Judicial Process.....81</p> <p>Student Code of Conduct.....83</p> <p>Student Social Compact.....85</p> <p>Violation of Civil/Criminal Law and College Code of Conduct & Sanctions.....87</p> <p>Student Rights.....91</p> <p>Student Rights: Grievance Procedures.....93</p> <p>Unresolved Grievance.....94</p> <p>NCC Equity & Grievance Policy.....95</p>
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2020 – 2021

Student Handbook

The Community College System of New Hampshire (CCSNH) is committed to providing comprehensive, market-driven, accessible, quality programs of higher education and services that respond to the needs of students, businesses, and communities.

MISSION

Nashua Community College provides quality, academically rigorous, higher-education programs focused on the diverse needs of students and the community.

VISION

Nashua Community College (NCC) will continue to be the preferred provider of two-year, post-secondary education in the Nashua Region and evolve with the educational needs for lifelong learning.

EDUCATED PERSON

Nashua Community College helps students improve their lives and become more responsible as informed citizens and educated persons. The college community has defined a set of essential skills to maximize one's role as a contributing member of society. Among those skills are communications, information literacy, scientific reasoning, quantitative analysis, ethical responsibility, critical thinking, global connectedness, and tolerance for ambiguity.

CORE VALUES

The college community endeavors to guide and inspire a mindset of success in our students. Our core values help students to:

- Commit to the successful completion of a program at NCC;
- Communicate effectively in writing and speaking;
- Collaborate with others in group projects;
- Create new ideas and works;
- Challenge themselves to ask questions and to think critically.

The College fulfills its mission as determined by the extent to which the institution:

1. Engages in programs and activities that expand access to higher education for all members of the community
2. Provides students with a full range of student development and academic support services
3. Offers students the opportunity to contribute to the well-being of others through service learning and volunteerism
4. Prepares individuals for employment in a variety of careers in business, the health sciences, and public service

5. Serves as an entry-point for bachelor degree programs by providing the first two years of a four-year program
6. Provides economic development and continuing education activities to meet the needs of business, industry, and government
7. Collaborates with visual and performing arts organizations in the community to elevate the human spirit.

NON-DISCRIMINATION POLICY

[Spanish Version/Versión en español de la Política de No Discriminación](#)

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

<p>Kyle Metcalf, Chairperson NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 NCCHREC@ccsnh.edu (confidential email) (603) 897-9988 Equity Grievance Policy</p>	<p>Lizbeth Gonzalez Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 lgonzalez@ccsnh.edu (603) 578-8928 Title IX Grievance Policy</p>
<p>Catherine Barry NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 cbarry@ccsnh.edu (603) 578-8900 ext. 1766</p>	<p>Jodi Quin Section 504/ADA Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 jquinn@ccsnh.edu (603) 578-8996</p>

Inquiries may also be directed to:

<p>Sara A. Sawyer CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 ssawyer@ccsnh.edu (603) 230-3503</p>	<p>NH Commission for Human Rights 2 Industrial Park Drive Bldg. One Concord, NH 03301 humanrights@nh.gov (603) 271-2767 TDD 1-800-735-2964</p>
<p>Equal Employment Opportunity Commission Boston Area Office JFK Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203-0506 info@eeoc.gov 1-800-669-4000 TTY 1-800-669-6820 ASL Video (844) 234-5122 FAX (617) 565-3196</p>	<p>Office for Civil Rights, Boston Office US Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 OCR.Boston@ed.gov (617) 289-0111 TTY 1-800-877-8339 FAX (617) 289-0150</p>

CAMPUS CONTACT PHONE NUMBERS & WEB LINKS

Main Campus	603.578.8900
Academic Advising Center	578.8905
Academic Success Center	578.8930
Admissions Office	578.8908
Bookstore	880.7083
Business Office	578.8902
Disability Support	578.8905
Financial Aid Office	578.8903
Library	578-8905
Registrar's Office	578.8904
Campus Safety Office	578.8942
VA Student Office	578.8915

2020 – 2021

STUDENT CALENDAR

Fall Semester August 31, 2020 - December 19, 2020

- August 17: Tuition Due for Fall 2020 Semester
- August 31: Fall Semester Classes Begin
- September 7: Labor Day Holiday**
- September 8: Last Day to Add Full Semester Classes
- September 8: Last Day to Withdraw with a Full Refund from First-half Semester Courses
- September 14: Last Day to Withdraw with a Full Refund (Full Semester Courses)
- September 18: Last Day to Resolve “I” Grades from Summer Term
- September 22: Graduation Rehearsal 5:30 p.m. No evening classes
- September 26: **Graduation 1:00 p.m. No Saturday classes**
- October 2: Last Day to Withdraw with a Grade of “W” from First-half Semester Courses
- October 16: Last Day to Withdraw with a Grade of “WP/WF” from First-half Semester Courses
- October 26: Second-Half Semester term begins
- October 26: Final Grades (First-half Semester) due to the Registrar's Office no later than 10 a.m.
- November 2: Last Day to Withdraw with a Full Refund from Second-half Semester Courses
- November 5: Last Day to Withdraw with a Grade of “W” (Full Semester Courses)
- November 11: Veterans’ Day Holiday Observed – No classes**
- November 18: Open House
- November 30: Last Day to Withdraw with a Grade of “W” from Second-half Semester Courses
- November 25: No Evening Classes**
- November 26-28: Thanksgiving – No classes (including Saturday Classes)**
- November 26: Classes go remote unless otherwise noted**
- December 11: Last Day to Withdraw with a Grade of “WP/WF” (Full Semester Courses)
- December 11: Last Day to Withdraw with a Grade of “WP/WF” from Second-half Semester
- December 14-17: Finals
- December 19: Fall Semester Ends
- December 23: **Final grades available for viewing on Student Information System**
- Dec 24- Jan 1: Winter Recess – College closed**

2020 – 2021

STUDENT CALENDAR

Spring Semester January 19, 2021 – May 8, 2021

January 1: New Year's Day Holiday – Offices Closed

January 5: Tuition Due for Spring 2021 Semester

January 5: Winter Session Begins

Last Day to Withdraw with a Full Refund from Winter Session Courses

January 11: Last Day to Withdraw with a Grade of "W" from a Winter Session Course

January 18: Martin Luther King Holiday/Civil Rights Day

January 19: Spring Semester Classes begin

January 25: Last Day to Add Full Semester Classes

January 25: Last Day to Withdraw with a Full Refund from First-half Semester Courses

February 1: Last Day to Withdraw with a Full Refund (Full Semester Courses)

February 5: Last Day to Resolve "I" Grades from Fall Term

February 15: Presidents Day Holiday – No Classes

February 19: Last Day to Withdraw with Grade of "W" from First-half Semester Courses

March 5: Last Day to Withdraw with Grade of "WP/WF" from First-half Semester Courses

March 10: Open House

March 15-20: Spring Break

March 22: Registration Opens for Summer and Fall 2021 Semesters and Spring 2022 Semester

March 22: Second-Half Semester term begins

March 29: Last Day to Withdraw with a Full Refund from Second-half Semester Courses

March 29: Last Day to Withdraw with a Grade of "W" (Full Semester Courses)

April 19: Last Day to Withdraw with a Grade of "W" from Second-half Semester Courses

April 21 : Open House

April 30: Last Day to Withdraw with a Grade of "WP/WF" (Full Semester Courses)

April 30: Last Day to Withdraw with a Grade of "WP/WF" from Second-half Semester Courses

May 4-7: Finals

May 8: Spring Semester Ends

May 10: Spring Semester Grades Due to the Registrar's Office no later than 10 a.m.

May 12: **Final grades available for viewing on Student Information System**

May 14: Graduation 1:00 p.m.

May 31: Memorial Day Holiday – Offices Closed

June 11: Last Day to Resolve "I" Grades from Spring 2021

DEFINITIONS

Full-Time: A student who is registered for at least 12 credits in any given semester. Only the credits as part of a student's program of study will be considered when determining financial aid eligibility.

Part-Time: A student who is registered for fewer than 12 credits.

Matriculated: A student who applies to and is officially accepted by the College in a program is said to be matriculated. The status remains until the student withdraws officially from the program or college or is dismissed for academic or disciplinary reasons or upon graduation. Matriculation defines a student's program of study and ensures that courses taken will meet program requirements.

Non-Matriculated: A student who is enrolled in a course or courses but who has not officially been accepted into a College program. A student who has taken individual courses and then decided to work for a degree should commit to a specific program and formally matriculate after proper counseling prior to the satisfactory completion of 9 semester hours in appropriate courses. In order to ensure that credits earned meet program of study requirements, a student should matriculate as early as possible.

Active Status: A matriculated student who has not officially withdrawn from a program or the College or has not registered for classes within a given semester, but returns to the College within three semesters will remain active and eligible to register for classes under the original program of study. All others must reapply to the program/college and follow the new program of study. Matriculated students who have not registered for three consecutive semesters will be automatically withdrawn from the College.

Credit Hour Guidelines

1. A credit hour shall be the equivalent of one (1) hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 15 or 16 weeks.
2. A semester credit hour shall be comprised of the following:

Category	Contact Hours per Week	Contact Hours per Sem. (based on minimum 15 weeks semester)
Class	1	15
Laboratory	2 or 3	30-45
Clinical	3-5	45-75
Practicum, Fieldwork	3	45
Internship	3-6	45-90
Co-op	Variable by Dept.	Variable by Dept.

a. **Internship Definition:** A capstone educational experience that allows a student to independently apply skills and knowledge acquired in major field courses in a workplace setting. While the goals and expected outcomes of the internship experience are determined

by faculty, specific daily work activities are assigned by the on-site supervisor, and students are supervised and evaluated on-site by an employee of the company hosting the internship. Individual departments must approve internship sites, determine assessment requirements, and set minimum standards for eligibility. Faculty will typically visit (in person or virtually) students and supervisors at the internship site a minimum of 1-3 times per semester and will collaborate with the on-site supervisor in the assessment of student performance. Internships may be paid or unpaid, and one credit is awarded for every 3-6 hours of internship per week for a 15/16-week semester (prorated accordingly for shorter semesters).

b. Practicum Definition: An educational experience that allows a student to work with professional practitioners, typically in an education or social work setting, while concurrently enrolled in a course that meets regularly to help groups of students assigned to different practicum sites integrate their experiences with learned theory. Students work collaboratively with on-site professionals to observe and perform activities under the guidance of on-site staff. Faculty work with on-site professionals to determine the appropriate types of activities to ensure that students gain experience that meets specified program goals and outcomes. Individual departments must approve practicum sites, determine assessment requirements, and set minimum standards for eligibility. Faculty will typically visit (in person or virtually) students and supervisors at the practicum site a minimum of 1-2 times per semester and will collaborate with the on-site supervisor in the assessment of student performance. Practicum experiences are typically unpaid, and one credit is awarded for every 3 hours of practicum per week for a 15/16-week semester (prorated accordingly for shorter semesters).

c. Clinical Definition: An educational experience that allows a student to develop skills in applying theory to practice in a patient care setting. Students are supervised directly on site by college faculty, who work collaboratively with on-site staff at the facility, and are directly assessed by college faculty in accordance with published evaluation criteria. Individual departments engage the clinical site through a legal Memorandum of Understanding, which defines criteria for student participation at the site. Clinical experiences are unpaid, and one credit is awarded for every 3-5 hours of clinical experience per week for a 15/16-week semester (prorated accordingly for shorter semesters).

d. Co-op Definition: A co-op is an educational program involving paid, productive work experience in a field related to the student's major or career. The student is a full-time employee of the site and is not required to take classes during the duration of the co-op. Depending on the length of the co-op and criteria established by the sponsoring academic department, up to 4 credits may be awarded.

Each college department will set standards for credit allocation and student eligibility to participate in a co-op. Individual departments must approve co-op sites and will determine requirements (papers, journals, etc.) that must be met during the co-op. The co-op will be graded using the college's grading system and credit will be awarded accordingly.

3. Awarding of credits for coursework offered in formats other than face-to-face (e.g., online, hybrid, accelerated, etc.) shall be based on documentation retained by the Academic Affairs Office that demonstrates equivalency to the above allocation chart.

COLLEGE POLICIES AND PROCEDURES

Get Connected

Nashua Community College is committed to using available technology to communicate among members of our learning community. We have come to rely on electronic communication due to the convenience, speed, and reliability it provides. The College, as part of the Community College System of New Hampshire, provides support to help students get and stay connected to faculty, fellow students, and the staff of the College.

A Guide to Accessing your Student Accounts

Obtain your Easylogin Username & Create a Password

Upon acceptance to the college or registration for classes, an email from the Community College System of NH (CCSNH) will be sent to your personal email account(s).

The email contains your Easylogin username and CCSNH student email address. Promptly follow the instructions in the email to create a password and activate your Easylogin account.

If you do NOT receive the CCSNH email, please contact the NCC Helpdesk at nccitsupport@ccsnh.edu

EasyLogin username: _____

EasyLogin password: _____

Do not share your technology privileges with others. See the CCSNH System Policy for Acceptable Technology Use

<https://www.ccsnh.edu/wp-content/uploads/2019/09/Acceptable-Use-Policy-UPDATED-FEB-2018.pdf>

Your *Easylogin* username & password is required to access Navigate, SIS, Canvas, and Student Email.

These accounts are accessible from:
<http://www.ccsnh.edu/online-resources/>

Student Email

Your college email account is the official means of all communication between you and the college. Be sure to check this email daily!

Direct Link <http://o365.students.ccsnh.edu>

Your **Email Address** is your *Easylogin* username followed @students.ccsnh.edu **Example:**

jdoe123@students.ccsnh.edu

Canvas

Canvas is the online teaching and learning software used at NCC. It's where you will go for lessons, assignments, and content. It's where you'll interact with your instructors and classmates, submit work, take quizzes, and track your class performance. **Direct Link** (<http://canvas.ccsnh.edu>)

Note: Access your Canvas account ***no sooner than 6 weeks*** prior to the start of class.

Courses will not display in Canvas until your instructor makes them viewable to the class.

NCC Print System

Each semester NCC students are allotted \$25.00 towards printing in campus computer labs. Additional monies may be added at the Bursar's Office. Any balance at the end of the semester is NOT refundable or transferable to subsequent semester. Enter your *Easylogin* username and password when prompted.

Student Information System (SIS)

What it is: The Student Information System (SIS) is the place to go for class schedules, mid-semester warning grades, final grades, billing information, financial aid status, academic history, email account name, email default password, and your Canvas username.

EasyLogin

What it is: EasyLogin is used to access Student Email, SIS, Canvas, and Library Online Resources. To enjoy the convenience of self-serve password change capability on a 24/7 basis follow the steps at the link below:

<https://www.ccsnh.edu/wp-content/uploads/2020/01/CCSNH-Change-Password-Instructions-for-Current-Students-UPDATED.pdf>

Academic Affairs

Vice President of Academic Affairs

The Vice President of Academic Affairs (VPAA) is the chief academic officer at the College and is responsible for all instructional and academic programs.

Student Evaluations of Faculty

Each semester students are asked to evaluate their instructors. The entire evaluation process is designed to maintain and improve the quality of the educational programs at NCC. The Office of Academic Affairs will conduct the evaluation. Student confidentiality will be maintained.

Cheating

A student found guilty of cheating will receive a grade of "F" (Failure) on the work in question and may receive an "F" in the course. The Vice President of Academic Affairs (VPAA) will be notified immediately. The student could be placed on academic probation, notified in writing to this effect, and warned if involved in a similar incident in the future, he/she will be dismissed from the College. Please see the Judicial Process.

Plagiarism Policy

Plagiarism is a serious violation of a student's academic integrity and the trust between a student and his or her teachers. Plagiarism is the act of a person presenting another person's work as if it were his or her own original work. Such acts of plagiarism include, but are not limited to:

1. A student submitting as his or her own work an entire essay or other assignment written by another person.
2. A student taking word for word a section or sections of another person's work without proper acknowledgment of the source and that the material is quoted.
3. A student using statistics or other such facts or insights as if these were the result of the student's efforts and thus lacking proper acknowledgment of the original source.
4. The paraphrasing of another person's unique work with no acknowledgment of the original source.
5. Copying another student's work on a quiz or test.

When a student is found to have plagiarized an academic assignment, it will be up to each instructor to determine the penalty. Depending on the severity of the incident, this could range from a warning to a loss of credit for the assignment. In all cases of plagiarism, the student's program coordinator

will automatically be notified and the incident will be documented. If any further incidents of plagiarism are reported to the student's program coordinator, additional sanctions will be imposed. These may include notification of the Vice President of Academic Affairs (VPAA); loss of credit for the course; suspension or dismissal from a department program; academic probation; and/or expulsion from the College.

Copyright Policy

The Copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted materials. Students are liable for any infringements of these laws. The Attorney General's office will not defend students for copyright violations.

Class Cancellation Policy

Students may download the MyNCC app for cancellation alerts at ncc.campusapp.com to receive cancellation notices due to weather issues. Evening class cancellation decisions will be made separately and by 3:30 pm of the given day. The cancellation will run on WMUR.

Consortium Agreement Policy

Nashua Community College (NCC) is committed to providing the necessary classes students need to complete their degrees. However, there are occasions when students choose to complete individual courses at other colleges. In these situations, the student is responsible for completing the "Transfer Course Authorization Form" and getting the appropriate signatures. Once that document is completed, a student, if she/he would like financial aid to include the requested consortium course in the overall aid calculation, must submit an additional form--the Consortium Agreement Form (available in the Financial Aid Office).

The basic requirements for Nashua Community College's approval:

- The requested course must be required for graduation.
- A student must be enrolled in at least 50% of his or her credit hours at NCC during the semester of requested Consortium.
- The Consortium must be signed before the end of our Add Period at the start of the semester.

Registrar

The Registrar is responsible for record keeping of course registration, withdrawals, and grades. The Registrar keeps all student transcripts updated and determines if a student has met graduation requirements. For specific information regarding course registration, withdrawals, grade changes, etc., see the specific sections of this handbook and/or your academic or faculty advisor.

Registration

Each semester students register for courses during the designated registration period prior to each semester. All students are encouraged to contact their academic or faculty advisor before completing the course registration form. Students are responsible for registering for the appropriate course(s) according to their program profile. No credit can be given for any course unless a student is officially registered. Any changes after registration must be made by obtaining the appropriate forms in the Registrar's Office. Non-matriculated students may take courses on a space available basis.

Online registration is available at scheduled times for returning matriculated students. Matriculated students registering for classes for the first time must register with an Enrollment Specialist and meet with their academic or faculty advisor to set up an academic plan. This will ensure that students meet course prerequisites and complete course requirements in a timely manner. Online registration is not available to non-matriculated students.

Add/Drop Course(s)

To add or drop a course, students must complete the Add/Drop Form. This form must be signed by the student and returned to the Registrar's Office. By signing this form, students recognize that they are financially responsible for any tuition and fees created by adding or dropping courses listed.

Adding a Course

Up to and including the seventh (7th) calendar day of the semester (prorated for alternative semester lengths), students are allowed to add classes if space is available. A course may be added after the seventh (7th) calendar day of the semester (prorated for alternative semester lengths) only with the permission of the Department Chair.

Dropping Courses with a Refund

Students must notify the Registrar's Office or Academic Advisor prior to the published date for "Last Day to Withdraw with Refund" (see Academic Calendar and Refunds for Tuition) in order to receive a refund. Simply ceasing to attend classes or notifying the instructor does not constitute officially dropping a course.

Dropping Courses after the Refund Period

After the "Last Day to Withdraw with Refund" period has ended, students may withdraw from courses until the "Last Day to Withdraw with a Grade of 'W'" period ends (see Academic Calendar). However, the Registrar's Office is the only official authority within the college designated to accept withdrawal notification. Officially dropping a course during this period will result in a grade of 'W' on the student's academic transcript with no effect on the cumulative GPA. Officially dropping after the "Last Day to Withdraw with a Grade of 'W'" period will require an instructor issued grade of 'WP' or 'WF' (see Auxiliary Grades and Academic Calendar).

Students should always consult with an academic advisor prior to withdrawing from course(s) to avoid adverse penalties such as loss of financial aid eligibility, VA Education Benefits, or delay in meeting graduation requirements.

Transcripts

Transcripts of a student's College record will be furnished upon written request. Transcripts require two business days to be processed. A longer time is required at the end of each term and at graduation.

Grade Reports

Students access grades using the Student Information System.

In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations, he/she will be able to view the final grades at the conclusion of the semester in question through the Student Information System (SIS). However, the student will be unable to view his/her entire transcript on SIS, but may view the entire transcript in the Registrar's Office on request. No official transcript will be released until all outstanding financial obligations are resolved.

Change of Address

Students changing their living quarters, home address, telephone number or e-mail must notify the College. A change of name requires verification documents. Change of Address forms are available in the Registrar's Office and on the NCC website.

Academic Success Center

The Academic Success Center located in the library provides educational support and resources to the College community. The mission of the Academic Success Center is to assist students in reaching their academic potential by developing the skills and strategies necessary to become confident, independent and active learners'

These supports include:

The Tutoring Center

Tutoring is available to all students, free of charge. Tutoring is led by faculty members and student tutors. Drop-in tutoring is available daily per the published schedule in Math and English.

The Writing Center

Provides individual tutoring for students who would like help with writing assignments such as essays, research papers, journals and other assignments. This is not a proofreading service. e-Writing tutor service is available online through Canvas.

Computer and Printer Access

Library staff can assist students with SIS accounts, Canvas, Zoom and other basic software. Students may use library computers to work on assignments and access printers. Computers are for academic purposes only and are available on a first come first serve basis.

Disability Services

Student utilizing Reasonable Accommodation must follow college conduct/judicial policies, follow classroom protocol, and meet behavioral standards required for all NCC students.

Students utilizing Reasonable Accommodations must meet all course and program objectives/requirements required for all NCC students.

Reasonable Classroom Accommodations

Students who have documented disabilities or suspect they have a disability that impacts learning may speak with the Disabilities Services Coordinator (DSC) to establish a Reasonable Accommodation Plan (RAP). In order to receive classroom accommodations a student must meet eligibility requirements and complete the RAP application process. Forms and instructions are available on the NCC website and in the Academic Success Center located in the library.

A student is required to update the RAP each semester and provide copies of the signed RAP to each instructor in every class in which they would like to use classroom accommodations.

No classroom accommodations will be provided until the student gives the instructor a signed RAP copy with the current semester listed on the plan. Plans are not retroactive and start the date the student provides the RAP to the instructor, not the date the student and the DSC sign the plan.

Each student is expected to attend class on his/her own; there is a one-to-one correspondence between student name on the roster, student registered and seat in the classroom. Exceptions that could be specifically authorized by a reasonable accommodation plan are: American Sign Language interpreters and personal care attendants (PCA supplied/paid by student). Service animals may also be listed in a RAP. Aides for academic support may assist outside the classroom, but cannot attend class with the student.

Accuplacer

Accuplacer testing with testing accommodations is available and can be arranged through the Disabilities Services Coordinator and the library staff.

Academic Advising Center

The Academic Advising Center assists students with the course selection process, academic concerns, program and degree requirements, transfer options, and other related college practices. Hours of operation are posted on the website. Specific contact information and a calendar of activities can be found at www.nashuacc.edu/student-services/advising-center. Students can find the name of their assigned advisor on Navigate or Student Information System (SIS). In some cases, students will be assigned a faculty advisor. The advising center is located in room 99.

Transfer Advising

Many students decide to continue their education after completing their Associate's degree. The academic advising team is available to assist students with their transfer plans. Also, representatives from four-year colleges visit the College to recruit our graduates. The Academic Advising staff can answer questions from students about the transfer process.

Transfer of Credit

Students may be admitted to programs with advanced standing if they have taken appropriate college courses at another accredited institution or System College and earned a "C" or higher. Courses successfully completed prior to admission will be considered for transfer.

It is the student's responsibility to furnish the following: (1) transfer request form, (2) official transcript, and (3) copy of the course description. The Vice President of Academic Affairs (VPAA), Department Chair, Program Coordinator, or designee, will evaluate each course and grade and determine if the credits should transfer. The student will receive a list of courses accepted for transfer.

Any current students seeking to take a course at another college and wishing to apply that course to their degree must submit a transfer credit authorization form to the VPAA for approval. Without this written approval prior to enrollment in the course, the College does not guarantee acceptance of this course as transfer credit. Grades of courses transferred are not included in the GPA or CGPA. Approved Credits earned at another institution will be added to the total credits accumulated for graduation.

Online Learning - Transfer of Credits

Matriculated NCC students enrolled in 100% online courses through another college must follow the existing College policies for transfer of credits. Students must earn at least a minimum grade of "C" for the course to transfer. It is recommended that students consult with an academic advisor prior to taking an online course to be assured that the course is appropriate to meet graduation requirements.

NCC offers distance education courses and has processes in place to verify that the student who registers in a distance education course is the same student who participates in and completes the course and receives the academic credit. Verification may be accomplished through:

1. A secure login and pass code;
2. Proctored examinations;
3. Pedagogical and related practices that are effective in verifying student identity.

In carrying out these processes, NCC protects student privacy and will notify students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

At the conclusion of the online course, matriculated students should request that an official transcript be sent to their home campus so that a transfer of credits can be completed. Credits will not be automatically transferred unless the student initiates the transfer process. Non-matriculated students will have an official transcript at the host college campus offering the course(s). Students should follow the college policy for requesting transfer of credits to another institution. It is highly recommended that non-matriculated students interested in admission to one of the CCSNH colleges apply for admission to their program of choice as soon as possible. Students who complete courses as a non-matriculated student may find that not all of the online courses can be applied towards a specific degree, or certificate.

Alternate Ways to Earn Credit

College Board Advanced Placement (AP) Examination Credit

The College recognizes the College Board Advanced Placement Examination Program as a means of evaluating a student's eligibility for advanced placement and credit transfer. Matriculated students who have participated in the AP Program and who have been admitted to the College should have official AP grade reports forwarded directly to the College Admissions Office. These grade reports should come from the College Board, Advanced Placement Examinations, CN6671, Princeton, NJ 08541-6671, telephone number 609.771.7300.

Upon receipt of the student's AP grade reports, the Admissions Office will access the grade and recommend to the Vice President of Academic Affairs credits to be transferred based on the College's policies relating to the AP scores for the various exam subjects. The minimum score to receive credit varies from 3 to 5. No credit is awarded on any AP exam score of less than 3. The policy stating the specific exam scores for each subject area may be reviewed at either the Admissions or Registrar's Office.

College-Level Examination Program (CLEP)

Students may choose to earn credits by taking a nationally standardized exam known as CLEP (College Level Examination Program). Nashua Community College is an approved testing site for CLEP. The college awards credits for courses in the areas of Composition and Literature, Foreign Languages, Social Sciences, Science and Mathematics. A complete list of the CLEP exams accepted for credit by NCC is available on our website as well as in the Admissions Office and the Academic Advising Center. The cost of each exam is published on the College Board website www.collegeboard.com/clep. NCC charges an administrative fee of \$25 per exam. For further information and to schedule an appointment, contact the Academic Advising Center at 603.578.6817. Passing scores for CLEP are 50 and above unless specified otherwise. Successful completion of a CLEP exam is treated as a transfer credit. Matriculated students will need to request that a copy of their scores be sent to NCC for review. This request is made to the College Board and can be done during or after the exam.

Credit by Examination (CBE)

Credit by Examination may be earned by matriculated students who, by study, training or experience outside the College have acquired skills or knowledge equivalent to that acquired by students enrolled in a course at the College. Such skill, knowledge or experience shall be in the area of the course concerned and determined to be relevant by the Vice President of Academic Affairs or other authorized personnel. Students may challenge a course by requesting and completing an examination or evaluation that covers the instructional material of the course.

If successful, the appropriate credits earned are applied to the students' programs. Students requesting a CBE shall pay a fee of \$25 per credit. This fee is non-refundable. Credit will not be given for grades below C. Students receiving a grade below C are ineligible for another CBE in that course. Students may not CBE a course in which they are enrolled if they have earned a grade within the CCSNH, or if they have been administratively withdrawn, or if they dropped the course after the two-week drop/add period.

A student who does not pass the credit by exam will be ineligible for another credit by exam in that course.

Students wishing to satisfy an elective for Social Sciences or Humanities must take the CLEP. A candidate wishing to review the material for which he/she shall be held responsible in a CBE may apply to the chairperson of the department concerned for a list of areas of the subject matter covered upon which the exam will be based. The CBE shall cover the content of the course being challenged. The student must apply for and take the CBE by the end of the Add/Drop Period. Students may not CBE a course in which they are currently enrolled (registered).

Prior Learning Assessment

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge toward credit in some degree/certificate programs. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated at NCC to be eligible to apply for prior learning assessment credit. Not all programs provide this option; students should consult with their respective college advisor and/or program coordinator for more information and the process used for application. Students may be awarded a maximum of 24 credits for experiential learning. Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded (e.g. for 12 credits awarded: $0.50 \times \text{current tuition rate} \times 12 \text{ credits}$).

Independent Study

Opportunities for credit-bearing Independent Study are available to matriculated students who wish to explore areas of a discipline not covered in the normal curriculum but related to the student's program. Independent Study is not available to non-matriculated students. Matriculated students must have a minimum cumulative GPA of 2.0 to be eligible for an Independent Study.

The intent of the Independent Study is to expand a student's learning experience beyond the normal program curriculum. Typically undertaken for 1-2 credits, an Independent Study may not be done in lieu of any courses existing in the Nashua Community College catalog. Independent Study Forms may be obtained from the Office of Academic Affairs.

Directed Study

Under certain circumstances a matriculated student may take a course in a semester when the course is not offered. A Directed Study allows a matriculated student to pursue the published learning objectives/outcomes for a course independently under the guidance of a qualified faculty member. A matriculated student must have a minimum cumulative grade point average of 2.0 to be eligible for a Directed Study.

The student must demonstrate compelling reasons why the course could not be taken in a subsequent semester or was not taken in the semester when it was originally offered in the curriculum. Barring exceptional circumstances, a Directed Study will not be granted for a course currently being offered. Directed Study Forms may be obtained from the Registrar's Office.

Audit Policy

Under the Audit Policy students may enroll in courses which provide an opportunity to learn more about the challenges of college work, explore a discipline of interest, refresh prior learning, or supplement existing knowledge. Typically, a student attends lectures, seminars, and/or labs but does not complete graded assignments. When enrolled as an audit, the student will not be given a final grade nor will credit towards graduation be given for the course (the academic transcript will reflect an AU for the course). Students must pay the full tuition for the course. Financial Aid does not cover costs for an audited course.

Not all courses can be taken for audit, and entry into a course as an auditing student is by permission of the instructor. A student must complete a registration as an audit during the first week of classes. Once admitted as an audit the student may not change to credit status after the designated add period; likewise, a student registered for credit may not change to audit status after the designated add period. Exceptions to the above may be made by the Vice President of Academic Affairs.

Attendance

Class attendance is considered essential to academic success of students at this College. Since there are constant learning opportunities between faculty members and students and between students and other students within the classroom or lab, it is expected that students will attend each meeting of each course in which they are enrolled.

Specific attendance policies for each course are determined by the instructor and will be stated in writing in the course syllabus. These policies will reflect the instructor's authority to determine whether a student is permitted to make up work missed through absence or lateness and on what terms.

If a student is absent more than the number of hours the course meets during a two-week period, the faculty may withdraw a student from the course with an "AF" grade any time during the semester. An "AF" grade is calculated in the GPA as an "F". All students who stop attending class after the add/drop period and have not officially withdrawn shall receive an AF from the instructor at the end of the semester or at any point during the semester that the instructor informs the Registrar's Office that the student has been suspended from class.

Medical Leave Policy

A matriculated student who, due to a serious medical condition that requires extended in-patient treatment in a medical facility and/or ongoing outpatient medical treatment, becomes unable to complete his/her academic requirements and/or who becomes unable to meet the program's technical standards and/or requirements of the Student Code of Conduct, may apply for a formal Medical Leave of Absence for up to two consecutive semesters.

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the College. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to

discuss the leave and any potential implications for changes in financial aid eligibility. Students who have concerns about continuing health insurance coverage may also wish to consult <http://www.michelleslaw.com> for important information.

Students requesting Medical Leave of Absence must:

- Provide a letter to the Vice President of Academic Affairs (VPAA) identifying their program of study, the medical reason for the request, the proposed date on which the leave would begin, and the proposed date of readmission, and;
- Provide the VPAA documentation of the medical condition from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to facilitate the decision-making process.

The VPAA or designee will make a determination regarding the appropriateness of the leave request

and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will be required to reapply for admission at the end of the leave period provided that all conditions for readmission have been met.

Conditions for readmission may include, but are not limited to, submission of documentation from a licensed healthcare professional directly involved in the treatment of the student's particular condition that is sufficiently comprehensive to provide reasonable assurance that the returning student will be able to meet all college and program academic, technical, and behavioral requirements. Other conditions for readmission may include a required in-person meeting with the VPAA and/or the student's program Department Head; compliance with any new admission criteria implemented in the student's absence; following a new curriculum plan that may have been implemented in the student's absence; and/or repeating courses and/or clinical experiences to ensure clinical competence following an extended absence.

Students who choose to seek Medical Leave under the provisions of this policy should be aware that information they voluntarily disclose during the application and readmission processes will be handled under confidentiality guidelines of the Family Educational Rights and Privacy Act (FERPA) and disclosed only to those persons with a direct academic need to know.

College Withdrawal

Withdrawal From the College through Official Notification by the Student

The Registrar's Office is the official authority within the college designated to accept withdrawal notification. If a student communicates to a staff person in the Registrar's Office while that person is acting in an official capacity, that communication in whatever form (verbal or written), is considered official notification. Students are urged to submit a signed withdrawal form and/or Add/Drop form to the Registrar's Office to show their intent to withdraw. The date the form is submitted to the Registrar is the withdrawal date and the date of notification to the school. Students may also withdraw from the college by phone, fax, or mail.

Withdrawal From the College or a Course Through Official Notification by the Faculty

A faculty member may process a withdrawal from the college or a course on behalf of a student who is unable to do so himself/herself because of circumstances beyond the student's control (e.g. hospitalization, military transfer, accident). The faculty member will submit the appropriate course/college withdrawal form to the Registrar's Office with all information filled out on the student's behalf. If not indicated on the form, a brief explanation must accompany the form

indicating why the student is unable to complete the withdrawal him/herself. The date the form is submitted to the Registrar is the withdrawal date and the date of notification to the College.

Withdrawal From the College Without Notification to the College (Dropout)

If a student ceases attendance without providing official notification, the withdrawal date will be the midpoint of the semester, unless the Registrar is notified otherwise (see below). Students who stop attending class after the add/drop period will receive an AF from the instructor at the end of the semester. An AF grade is computed into the student GPA as an F.

However, an instructor may also give an AF grade at any point during the semester for violation of the instructor's individual attendance policy, for disruptive classroom behavior, or for unsafe clinical practice (see AF grade definition). In this instance, the instructor will submit the AF grade to the Registrar on a designated form. The date the form is submitted will be the date of notification.

Refunds for Tuition

Students who officially withdraw from the College or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less-non refundable fees. Classes that meet in a shorter format than the traditional semester will have 7 calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the holiday or weekend. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Students registered for non-credit workshops must withdraw in writing at least three days prior to the first workshop session to receive a full refund of tuition and fees. In extenuating circumstances, the President (or designee) is authorized to offer alternative compensation in the form of tuition credits to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization. All refunds require that students complete an official withdrawal form.

In accordance with Federal regulations, refunds for an amount less than \$1 (\$0.99 or less) will be forfeited.

Grading System

Reporting of Student Achievement

Students earn grades which are assigned by individual faculty members on the basis of an objective evaluation of students' academic achievement. The College utilizes the following grades:

Grade	Quality	Points
A		4.00
A-		3.70
B+		3.30
B		3.00
B-		2.70
C+		2.30
C		2.00
C-		1.70
D+		1.30

D		1.00
D-		0.70
F		0.00

Auxiliary Grades Used:

W: Student initiated withdrawal from a course at any time prior to completion of the drop deadline (60% of the course). Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state).

WP: Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a passing grade at time of drop, as determined by the instructor. Does not affect GPA. Can be initiated by the instructor if the student, because of extenuating circumstances, is unable to initiate the process (e.g., catastrophic illness or injury, job transfer to another state)

WF: Student initiated withdrawal from a course after the drop deadline (60%) of the course; student has a failing grade at time of drop, as determined by the instructor. Calculates in GPA as an "F."

AF: Instructor or administrator initiated withdrawal at any time for reasons other than poor grade performance e.g., failure to meet attendance requirements, as published in the instructor's syllabus, violation of the Student Code of Conduct, disruptive behavior, etc. The grade may also be issued if a student registered in a clinic, practicum, internship or lab is deemed unsafe or performing in an unsatisfactory manner as determined by an evaluation by a faculty member/agency supervisor in accordance with department criteria and procedure. The AF grade is calculated in GPA as an "F."

AU: A course taken as an audit does not earn credit and cannot be used to meet graduation requirements. Admission by permission of the instructor. Not all courses can be taken for audit. See full Audit Policy elsewhere in the college catalog.

I: Incomplete grade. Indicates that a student has not completed a major course assignment due to extraordinary circumstances. It is not used to give an extension of time for a student delinquent in meeting course responsibilities. The "I" grade is not calculated into the GPA. However, all work must be completed by the end of the third week of the subsequent semester, including summer, or the grade defaults to an F.

P: Pass (not calculated into GPA)

NP: No Pass; unsatisfactory (not calculated into GPA)

CS: Continuing Study. Allows student to re-register for developmental course if competencies have not been met by end of the course. Intended for students who have demonstrated progress and a commitment to succeeding in the course, but need more time to meet course competencies. The CS grade does not affect GPA.

Grade Point Average (GPA)

Semester and cumulative grade point averages are calculated for all students. The GPA is calculated by multiplying quality points by credit hours for each course, totaling these products, and dividing the sum by the total credit hours attempted in a given semester.

Example:

	Grade	Points	x	Hours	=	Credit
Course 1	A	4.00	x	4	=	16.00
Course 2	B+	3.30	x	3	=	9.90
Course 3	C+	2.30	x	3	=	6.90
Course 4	C-	1.70	x	3	=	5.10
Course 5	D	1.00	x	3	=	3.00
				16		40.90

Total point credits, 40.900, divided by total credit hours, 16, equals the Grade Point Average, 2.556.

Cumulative Grade Point Average (CGPA)

The CGPA takes into account all coursework taken at NCC, including developmental or remedial courses. The CGPA is obtained in the same way as the GPA, except that the calculations are based on all courses that the student has taken at NCC. When a student repeats a course, the most recent grade earned is used in the GPA computation. The original grade, however, remains on the transcript along with the grade of the repeated course.

Academic Honors

Academic Honors is based on all courses taken in a given semester. A full-time, matriculated student in good standing with a grade point average of at least 3.7 is entitled to honors on the President's List. A full-time, matriculated student earning a grade point average of 3.0 to 3.69 is entitled to honors on the Vice President's List.

Incomplete Grade

An Incomplete Grade "I" indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities.

The work must be completed by the student through formal arrangement with the instructor no later than:

- The end of the third week in the Spring semester for a grade issued in the Fall semester;
- The end of the third week in the Fall semester for a grade issued in the Summer term;
- Three weeks from the earliest start date of the Summer term for a grade issued in the Spring semester.

Should the student fail to complete the work within the designated period, the grade will automatically become an "F". Exceptions to the above deadlines may be made by the Vice President of Academic Affairs. "I" grades will not be included in the computation of Grade Point Average. An "I" grade may affect a student's financial aid. Students should contact the Financial Aid Office for further information.

Grade Appeal/Grade Change

Any appeal of a grade must be initiated by the student with the instructor before an ensuing semester has elapsed. Students should be advised that in most instances a grade may be changed only by the instructor. The Vice President for Academic Affairs (VPAA), the only other individual on campus empowered to change a student's grade, may alter a student's grade only in a case of obvious computational error or blatant abuse of the grading prerogative.

Students who believe they have a valid ground for a grade appeal will use the following process to resolve the issue:

1. Meet with the instructor. The student shall contact the faculty member and schedule a meeting to discuss the grade appeal and attempt to resolve the conflict. The faculty member and student shall meet within the next five (5) work days.
2. Meet with the Program Coordinator/Department Chair. If the issue was not resolved in Step 1, the student has three (3) workdays from the date of the faculty member's decision to file a written appeal with the faculty member's Program or Department Chair, or with the VPAA if the faculty member is also the Department Chair or Program Coordinator. Within three (3) work days the Department Chair (or VPAA) will mediate the dispute either through discussion with the instructor, or with the student in the company of the faculty member. If no resolution is reached, proceed to step 3.
3. File a written appeal with the VPAA. If the issue is not resolved in Step 1, the student has three (3) work days to file a written appeal with the VPAA or designee. The letter of appeal must include the student's name and contact information, the course name and number, the semester in which the course was taken, the student's grade, the name of the instructor issuing the grade, and specific evidence of obvious computational error and/or blatant abuse of the grading prerogative. The VPAA or designee will have ten (10) business days from receipt of the written appeal to render a decision. The decision of the VPAA or designee is final.

Course Repeat Policy

For purposes of calculating the cumulative GPA (CGPA), when a student repeats a course, the grade achieved in the most recent course will be the grade used in the CGPA calculation. All previous grades will remain on the transcript but will not be used in the calculation. Only those repeated courses completed at the College will be used in the calculation of the CGPA; repeated courses completed at another institution and transferred into the College will not be used in the calculation of the CGPA. They will, however, be counted toward degree requirements.

Third and subsequent attempts to repeat a course will require the approval of the Vice President of Academic Affairs. A failed course may not be passed via Credit by Exam.

Good Standing

The status of a student maintaining grade averages above those requiring institutional academic review. Good standing for degree students is defined as follows:

- CGPA of 1.50 or higher with 0 to 13 credits attained
- CGPA of 1.70 or higher with 14 to 27 credits attained
- CGPA of 1.80 or higher with 28 to 40 credits attained
- CGPA of 2.00 or higher with 41+ credits attained
- Certificate Students (For academic purposes only):
- CGPA of 1.80 with 0-20 credits attained
- CGPA of 2.00 with 21+ credits attained

Academic Warning

A student who is failing or in danger of failing a course may at any time be given an academic warning by the instructor.

Academic Standards

Students falling below the following standards will be designated as not meeting satisfactory progress. Failure to meet satisfactory progress will result in either Academic Probation or Academic Suspension.

Academic Probation 1

Students with a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation 1 (AP1). Students must earn a CGPA of 1.5 or greater at the end of their second semester of attendance in order to come off Academic Probation. When placed on AP1 status, students must contact the Academic Advising Center to develop a plan of action for academic success.

Academic Probation

A warning which indicates the student may not be on track to graduate because of poor academic performance. Students must work with an Advisor to create an Academic Plan. The student may remain in the program, but his/her academic progress will be monitored.

Students meeting the criteria below will be placed on Academic Probation:

0 – 13 Credits Accumulated:	below 1.50 CGPA
14 – 27 Credits Accumulated:	below 1.70 CGPA
28 – 40 Credits Accumulated:	below 1.80 CGPA
41+ Credits Accumulated:	below 2.00 CGPA

Academic Suspension

Academic Suspension Definition: Students placed on Academic Suspension will be removed from their program and may not reapply for admission for a minimum of one semester. Students may continue to take courses as a non-matriculated student and will not be eligible for Financial Aid. Students placed on Academic Suspension will be required to meet with an Academic Advisor to create an academic plan and to meet with the advisor on a regular basis.

Students meeting the criteria below will be put on Academic Suspension:

0 – 13 Credits Accumulated:	below 0.50 CGPA
14 – 27 Credits Accumulated:	below 1.10 CGPA
28 – 40 Credits Accumulated:	below 1.25 CGPA
41+ Credits Accumulated:	below 1.50 CGPA

OR

A student who does not meet satisfactory progress for Academic Probation for two consecutive semesters may be placed on Academic Suspension.

Academic Standing Committee

The purpose of the Academic Standing Committee is to review the appeals of matriculated students. The Committee may recommend any of the following actions:

- Academic suspension
- Academic probation
- Academic warning
- Letter of encouragement

- Removal from academic suspension or academic probation
- Appeal Procedure

The student will receive written notification of his/her academic standing. The suspended student must wait one full semester before reapplying for matriculation into his/her program of study. Suspended students may continue to take courses as a non-matriculated student and are required to meet with an academic advisor to create an academic plan and meet with the advisor on a regular basis.

Students who have a GPA of 1.0 or below at the end of their first semester of attendance will be placed on Academic Probation-I for one semester.

Appeal Procedure

Students may appeal any decision regarding their academic status by filing a written appeal with the Vice President of Academic Affairs within seven (7) business days of the date in their notification letter. The appeal must clearly state the basis for the student's request. Students will have an opportunity to present their case in person. A written decision will be sent to the student within 48 hours (excluding weekends and holidays).

Financial aid may be in jeopardy if a student fails to achieve satisfactory academic progress as defined above.

Academic Amnesty

A student who has previously attended the College and is admitted at a later time may be eligible for Academic Amnesty, which provides for the following:

All grades taken during the student's previous time at the college will no longer be used to calculate the student's new cumulative GPA. However, grades C- and above taken during the student's previous time at the Institute/College will be used to meet course requirements (where appropriate), subject to the approval of the Vice President of Academic Affairs.

Even though previous grades will not be used to calculate the new cumulative GPA, all previous grades will remain on the student's transcript.

In order to be eligible for Academic Amnesty, a student must meet all of the following conditions:

- The student has not taken any courses at the College for a period of at least 3 years from the last semester of attendance.
- The student applies for Academic Amnesty before the start of his/her second semester after readmission.
- The student has never before received Academic Amnesty.
- The student achieved a cumulative GPA below 1.7 during previous attendance.

Graduation

Graduation Requirements

To graduate, a student must complete all courses and attain a cumulative grade point average (CGPA) of at least 2.0. Specific requirements for all degree, and certificate programs are available from the Registrar. Credits earned in developmental courses are not counted toward graduation requirements. Matriculated students must earn a minimum number of academic credits as follows at Nashua Community College:

- Degree students must earn 15 credits, eight of these credits must be in advanced courses in the student's major.

- Certificate students must earn 6 credits or 25% of the credits, whichever is higher.

Additional Associate Degrees

Students may earn additional associate degrees either by concurrent completion of the requirements of the several degrees or by subsequent study after the first degree is received.

The requirements for earning additional degrees are as follows:

Complete all requirements of each program of study, including general education requirements; and, earn a minimum of 15 additional credits at the College, beyond those required for the first and subsequent degrees, excluding Credit by Examination, Credit for Experiential Learning, College Level Examination Program (CLEP), and Transfer Credit.

Graduation Ceremony

Commencement is held once a year in May. Students, who expect to complete requirements for a degree or certificate, must file an INTENT TO GRADUATE form with the Registrar by submission deadline.

ALL COURSEWORK WILL BE COMPLETED

SUBMISSION DEADLINE

FALL 2020 (awarded in December)

November 2, 2020

SPRING 2021 (awarded in May)

December 31, 2020

SUMMER 2020** (awarded in August)

March 31, 2021

**All Summer Graduates MUST meet with Registrar to discuss plans for completion of remaining credits.

Summer graduates who need two or more courses during the summer semester, and/or have a CGPA below 2.5 at time of spring semester final grades, will not be eligible to participate in the graduation ceremony in May.

Failure to file an INTENT TO GRADUATE form by the deadline may mean the student cannot participate in graduation exercises.

No credentials are issued to students until they have completed all requirements for the degree or certificate.

Students with outstanding balances or overdue library materials will not receive the credentials.

Graduation Honors - College CGPA

CGPA 3.20 - 3.59 = Cum Laude

CGPA 3.60 - 3.89 = Magna Cum Laude

CGPA 3.90 - 4.00 = Summa Cum Laude

Graduates in associate degree programs earning a CGPA of 3.20 or higher are entitled to wear a gold tassel.

Tuition and Fees

Tuition Deposit

A non-refundable tuition deposit of \$100 will be required from all students matriculated in Nursing. A matriculated student is defined as one who has been formally accepted into a degree or certificate program. The President or his/her designee reserves the right to waive the fee in circumstances where the collection of the deposit is not feasible (e.g.,

late admits, financial hardship, obstacle to disbursing financial aid).

The deposit will be applied to the tuition for the semester immediately following the student's matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee.

The deposit will be applied to the tuition for the semester immediately following the student's matriculation and will not be refunded even if the student withdraws during the designated full refund period or if the student fails to attend. The tuition deposit is not transferable to another semester unless an exception is made by the President or his/her designee.

Some programs at NCC require the use of equipment and supplies which must be purchased by the student. These materials are necessary for career entry upon graduation and are important for the student to receive a high quality, hands on college Education.

For information regarding estimated costs and requirements, please refer to the desired degree program within the NCC Catalog.

Advance Payment Requirement

Payment or arrangements for payment of all semester charges are due two weeks prior to the start of the semester. Failure to make payment in full or arrangements for payment two weeks prior to the start of the semester may result in the cancellation of the student's registration. Payments can be made online through the Student Information System (SIS) , in the Business Office, or by mail. A fee of \$50 per semester will be charged to all students who fail to make arrangements to pay tuition and fees prior to the start of classes.

A student who fails to make payment as scheduled will be allowed to finish the course, but will be unable to receive an official transcript, certificate, professional certificate, or degree. Furthermore, the student may not register for future terms at the College and may be restricted from registration at other colleges in the CCSNH system. If payment is made, the student will be allowed to register for future classes. Full payment of all tuition and fees for any new classes will be required before the semester/term begins.

Monthly Payment Plan

To assist students with tuition charges, the College offers an interest-free monthly payment plan administered by Nelnet Business Solutions. The plan allows students to fulfill their financial obligation to the College by automatic electronic processing of installment payments. There is a per semester enrollment fee for this program. More information can be obtained from the Business Office or on our website by accessing the "Pay for College" Tab. If tuition is paid in installments, it must be paid in full 10 days prior to the beginning of final exams or two weeks prior to the end of the term, whichever is applicable.

Comprehensive Fee

The mandatory \$23 per credit hour fee is charged to all students enrolled in credit courses for the fall, spring and summer semesters. The comprehensive fee supports the Wellness Center, Student Affairs and their administration. Students have access to the Wellness Center. In addition, students can attend Student Senate sponsored events for little or no cost.

Academic Instruction Fee

A fee will be charged for all Laboratory/Practicum or other similar experiences. The fee will be calculated by subtracting the number of lecture hours from the number of credit hours and multiplying the remainder by \$110 for each course. This fee will be added to the normal tuition charge for that course. The fee will be charged to all students with no exceptions. See the College Catalog for more specific information on tuition and fees.

Example:			CL	LAB	CR
	SCIN 201	A&P I	3	3	4
$4 - 3 = 1 \times 110 = \$110$					

Nursing Clinical Surcharge

All nursing students taking clinical courses will be charged a nursing clinical surcharge of \$500 per semester. This surcharge is designed to assist in covering the increased expenses associated with clinical classes. This fee is in addition to the academic instruction fee and comprehensive fee.

Collection Clause

Students agree that by registering for course(s) with the Community College System of New Hampshire, they are financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, they agree that they will be responsible for all charges as noted in the College Catalog and Student Handbook. They further understand that if they do not make payment in full, their account may be reported to the credit bureau and/or turned over to an outside collection agency. They also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to their account balance.

Fee for Protested Checks

Whenever any check, draft or money order issued in payment of any fee or for any purpose is returned to any CCSNH College or the CCSNH Chancellor's Office as uncollectible, CCSNH shall charge a fee of \$35 in addition to the amount of the check, draft or money order to the person presenting the check, draft or money order to the CCSNH, to cover the costs of collection.

Student Affairs

Vice President of Student and Community Affairs

The Vice President of Student and Community Affairs (VPSCA) has responsibility for much of what sets the tone for students outside the classroom at the College. Admissions, orientation, financial aid, intramural athletics, wellness center, student activities, corporate, community and continuing education are some of the services for which the VPSCA is responsible. As an advocate for students, the VPSCA and his/her staff are available to respond to student's questions, concerns, or problems and to help facilitate their resolution.

College Counseling

Advisors are available to assist you in addressing career, financial and academic concerns. You may schedule an appointment with an advisor by contacting the Academic Advising Center. The

advisors offer counseling to students who would like assistance in making the adjustment to college. The advisors are available to assist students having difficulty studying, academic concerns, and uncertainty about career choice. Also, they will be happy to offer information on other community agencies which could be of assistance in finding solutions to your problems.

Graduate Placement Services

The College is sensitive to the career counseling needs of students and provides a variety of services including computerized career assessment, personal counseling, and interest inventories. Students are assisted in their search for employment through notification of employment opportunities, access to skill building seminars such as resume writing and job search strategies, as well as opportunities for on campus interviews with business representatives. NCC uses College Central Network (CCN) as its official resume and job posting service. Local employers post jobs exclusively to our school via the CCN site. Students and alumni can create an account profile to:

- Easily search and apply to local and national Full-time, Part-time, Internship/Co-op job opportunities
- Create and upload your resume and career portfolio to make available to employers
- Access event announcements, career advice documents, Podcasts, videos and articles

For more information, contact Academic Advising.

Health Forms

Health forms must be completed by all matriculated students and submitted to the Admissions Office prior to the first day of enrollment. Specific proof of immunity may be required depending on the program of study. Additional immunization, laboratory work and/or written documentation may be required based on individual circumstances.

Immunization Policy

Students, regardless of age, who are accepted into an NCC program requiring participation in a clinic, practicum, internship, co-op, or field experience, or students who participate in athletics must present documented proof of immunization against measles, mumps, rubella, tuberculin skin infection and tetanus before participation can be approved. The College may include additional groups or constituencies at its discretion. Records will be maintained by the department requiring immunization documentation, or by another office or individual deemed appropriate by the College. Documentation standards are as follows:

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
 - a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
 - b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
 - c. Had one rubella, provided the student was born prior to 1957.
2. Students shall be considered immune to measles or rubella, instead of MMR only if they have:
 - a. Had the disease confirmed by an office record of a doctor;
 - b. Been born before 1957 and therefore considered immune;
 - c. Laboratory confirmation of an immune titer;
 - d. Been immunized with 2 doses of live vaccine after 12 months of age; or
 - e. Been subject to the more stringent requirements of a clinic or practicum site.

3. Students shall be considered immune to mumps instead of MMR only if they have:
 - a. Had disease confirmed by an office record;
 - b. Been immunized with one dose of vaccine after 12 months of age; or
 - c. Been subject to the more stringent requirements of a clinic or practicum site.
4. Students shall be considered immune to rubella instead of MMR only if they have:
 - a. Laboratory confirmation of an immune titer;
 - b. Been immunized with one dose of vaccine after 12 months of age; or
 - c. Been subject to the more stringent requirements of a clinic or practicum site.
5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.
6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
 - a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
 - b. After being given the second dose, the student shall receive a third dose no later than six months after the second.
7. Students shall be considered immune to tuberculin skin infection only if they have:
 - a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
 - b. A positive PPD established by an x-ray with negative results within the last year; or
 - c. Been subject to modification for clinic or practicum site.
8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.
9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.
10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

Hepatitis B Vaccine Series

Vaccination against Hepatitis B is required for all students in the following programs:

- Associate Degree Nursing
- Early Childhood Education
- Human Services

A student has the right to decline the above vaccine, but he/she must sign a release form. Please Note: You will not be able to attend clinicals until you have either been vaccinated, or have signed a release form.

Additional Immunization Recommendations

It is recommended that all registered students will have obtained, before college entrance, all immunizations against childhood diseases, including mumps, tetanus, diphtheria and polio, in accordance with the currently accepted immunization schedules of the New Hampshire Division of Public Health Services.

Determination of In-state Status and Change of Status

A student will be classified as in-state or out-of-state for tuition purposes at the time of admission. The Admissions Office will make the decision based on information furnished by the student's application and other relevant and available information. To qualify for in-state tuition, a student must have been domiciled in New Hampshire continuously for at least 12 months immediately prior to registration for the term for which in-state status is claimed. Students living within a 50-mile radius of the NCC campus also qualify for in-state tuition.

A member of the active duty U.S. Armed Forces stationed in this state under military orders, or stationed in a contiguous state but temporarily living in New Hampshire, shall be entitled to classification for himself/herself, spouse and dependent children as "in-state" for tuition purposes so long as said orders remain in effect and residence in this state is continued. Also, military personnel who are residents of another state but choose this state as their residence within 90 days of being discharged from the military will be considered residents and charged in-state tuition. Refer to the "Veterans' Assistance" Section on our website <http://www.nashuacc.edu/student-services/veteran-assistance> for more information.

Residents of the five New England states are eligible to pay a lower, regional tuition (instead of the out-of-state) when enrolled in associate degree programs approved under the New England Regional Student Program (NERSP). The College allows additional eligibility to include all associate degree and certificate programs.

International Students are not eligible for in-state or New England Regional tuition rates for day courses at any time while enrolled at NCC.

Any student who has, on his/her first admission to the College, been classified as New England Regional or out-of-state for tuition purposes, may apply to the Admissions Office for a change of status on or before September 1 for the subsequent fall semester, on or before January 1 for the subsequent spring semester, and on or before June 1 for the subsequent summer term.

Any student who is aggrieved by the decision of the Admissions Office may appeal in writing to the Vice President of Student and Community Affairs. In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant.

Financial Aid

Please review your rights and responsibilities as a financial aid recipient in the current year CCSNH Student Financial Aid Handbook at <https://nashuacc.edu/pay-for-college/financial-aid>

What Is Financial Aid?

Financial aid consists of grants, scholarships, loans, and work-study and can be from the federal government, the state government, the college, or a nonprofit or private organization. Financial aid assists students and their families in paying for college expenses. Such expenses may be direct, such as those directly charged to your college student account (ie: tuition and fees), and indirect,

which include but are not limited to books, supplies, and transportation to/from college. A student's financial aid award may include a combination of various types of aid.

Who Is Eligible for Financial Aid?

To receive federal student aid, a student must meet basic eligibility criteria described at <https://studentaid.gov/understand-aid/eligibility#basic-criteria> and summarized below:

Qualify to obtain a college education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described at <https://studentaid.gov/understand-aid/eligibility#basic-criteria>

AND

Be a U.S. Citizen or U.S. National (for requirements to be a U.S. Citizen or U.S. National please see <https://www.uscis.gov/us-citizenship>)

AND

Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program

AND

Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25)

AND

Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau

AND

Sign certifying statements on the *Free Application for Federal Student Aid* (FAFSA[®]) form stating that you are not in default on a federal student loan and do not owe a refund on a federal grant and you will use federal student aid only for educational purposes

AND

You are not in default on a federal student loan and do not owe a refund on a federal grant

AND

Maintain satisfactory academic progress in college or career school

AND

Not have aid eligibility suspended or terminated due to a drug-related conviction that occurred while receiving Title IV assistance

AND

Not be receiving federal or state financial aid from another institution for the same enrollment period.

In addition:

- Students must be attending a minimum of six (6) eligible credits for federal loans (Audited courses, Transfer Credits, Credit by Exam, Experiential Learning Credits, and some repeat courses do not count towards eligibility)
- Students must not be receiving federal or state financial aid from another institution for the same enrollment period;
- Students with prior baccalaureates are not eligible to receive Pell or SEOG grants.
- Federal loans must be prorated for certificate programs consisting of 16 to 23 credits.
- Financial aid must be prorated for programs that are less than 30 weeks in any academic year.
- A Consortium Agreement is required when a student is enrolled at more than one CCSNH College and wishes to use financial aid at both colleges.
- Pell eligible students must be registered for any course(s) that does not span the entire length of the semester prior to the primary census date within that semester.

How and When to Apply for Federal Student Aid

Students must complete the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid/fafsa> to apply for federal student aid. The FAFSA is available October 1st of each year and must be completed annually for each year the student will be attending college. Students attending Summer 2020, Fall 2020, and Spring 2021 must complete the 2020-2021 FAFSA.

Students must also complete the appropriate financial aid forms, as requested by the NCC Financial Aid Office. Some aid is limited and is on a first- come, first-served basis; those students who apply early will receive priority.

To help you in the application process please see the Financial Aid Application Checklist below:

- Complete the FAFSA and submit all verification documentation to NCC Financial Aid Office by the
the
NCC Priority Deadline (see the NCC Priority Deadlines below) (NCC school code: 009236).
- You can still apply for financial aid after the NCC Priority Deadline but NCC cannot guarantee that your financial aid will be available by payment deadline.
- Review the Student Aid Report (SAR) sent to you by the Department of Education to determine if additional steps are required and to confirm your FAFSA is complete and successfully submitted.
- Make sure you have completed the NCC Admissions process and are accepted into a financial aid eligible program. (NCC Admissions Office: nashua@ccsnh.edu or 578.8908). NCC will receive your FAFSA 7 to 10 days after it has been processed and will contact you via email.
- Respond to all correspondence from NCC Financial Aid Office and provide all information requested. (Financial aid forms are available on the NCC website under 'Download Forms.')
- Receive a Financial Aid Offer listing the aid you are eligible to receive.

If you accept Direct Loans, then you must:

- Be registered for six (6) eligible credits minimum and Complete Loan Entrance Counseling and

Master Promissory Note at <https://studentaid.gov/h/complete-aid-process>.

Accept your aid online through the Student Information System (SIS). Accepting your aid and completing the loan requirements gives you a payment deferment of the accepted amounts.

We strongly suggest you register for classes before accepting aid so you will be able to accurately determine how much aid you need. Class registration can be completed with your advisor.

NCC Financial Aid Priority Deadlines

Spring	3rd Monday of December
Summer	3rd Monday of April
Fall	3rd Monday of July

Tuition payment deadline is two (2) weeks before the start of each semester. If the financial aid process is not complete at that time (complete means aid has been accepted through the SIS and, if accepting loans, the loan requirements have been completed) you will need to make payment arrangements with the Business Office for any classes for which you are registered. Please be aware that the financial aid process can take up to 4 to 6 weeks and an incomplete financial aid process can prevent some/all disbursement.

How and When to Apply for State, College, and Nonprofit or Private Student Aid

Please see your state's student aid web page for information on state aid. Please note that NH does not offer a state grant. For information on college, and nonprofit or private student aid, please see the NCC Financial Aid page at <https://nashuacc.edu/pay-for-college/scholarships-grants>.

Determining Your Eligibility

The following equation is used in determining your financial aid eligibility (an explanation of terms follows):

$$\text{Cost of Attendance (COA)} - \text{Expected Family Contribution (EFC)} = \text{Financial Need}$$

The Cost of Attendance (COA) is an estimate of the cost for you to attend NCC, including tuition and fees, room and board, books and supplies, personal/miscellaneous expenses, and transportation. The following is a sample COA constructed for a 9 month academic year with full time attendance (24 credit hours for the year) for a student living off campus. Although this is a sample COA, and as such will not be the final COA used to offer student aid, students can use these figures as a guide for planning the academic year.

For more information regarding COA, contact the Financial Aid Office

Tuition (24 credit hours)	\$ 5,160
Room and Board	\$ 15,238
Fees	\$ 992
Books and Supplies	\$ 1,400
Transportation	\$ 2,578

Personal Expenses	\$ 1,800
Total Sample Cost of Attendance	\$ 27,168

Note: A student's COA must be reviewed each semester. Student enrollment level is defined according to the number of credits for which the student is enrolled:

- Full-time: 12 or more credits in a semester
- $\frac{3}{4}$ time: 9 - 11 credits in a semester
- $\frac{1}{2}$ time: 6 - 8 credits in a semester
- Less than $\frac{1}{2}$ time: Less than 6 credits in a semester*

*However, if a student is enrolled for less than half time in a semester, the COA must be adjusted for that semester to exclude Personal Expenses and Room and Board.

Your Expected Family Contribution (EFC) reflects your (and, if you are categorized as a dependent student, your family's) ability to contribute to the Cost of Attendance. The calculations used to determine the EFC are based on the United States Department of Education's mandated formula known as the federal methodology. The Department of Education applies the formula to the information you have provided on the FAFSA application and computes a figure for your Expected Family Contribution. Your Financial Need and the availability of funds determines your financial aid offer.

Offering of Aid

Verification

All students are subject to Verification. Students whose applications for federal student aid (FAFSA) have been selected for verification will be required to submit documentation necessary to complete the verification process. Students will be notified by the college financial aid office as to what documentation is required. The documentation may include some or all of the following:

2020 – 2021 Verification Worksheet

2018 Federal Tax Return Transcripts for the applicant

2018 Federal Tax Return Transcripts of the applicant's parents (if the student is considered dependent for financial aid purposes)

2018 IRS Statement of Nonfiling

2018 W2's

2020 – 2021 Verification of Identity/Statement of Educational Purpose

Proof of High School completion or its equivalent

Applicants should be aware that, until all required documentation has been received and reviewed by the Financial Aid Office, no federal student aid will be offered and/ or disbursed. The documentation must be submitted within fourteen days of request or by the end of the academic year, whichever comes first. If documentation verifies the information submitted on the original application, financial aid will be offered and disbursed as soon as admission, registration and class attendance can be confirmed. If the documentation indicates the need for corrections, the

corrections will be submitted electronically to the Department of Education by the Financial Aid Office. The student will receive a revised Student Aid Report from the Department of Education.

Available Aid

Pell Grant

All students are first considered for the Federal Pell Grant. The Federal Pell Grant Program provides need-based grants to low-income students. Federal Pell Grants usually are offered only to undergraduate students who have not earned a bachelor's or a professional degree to aid them with the actual costs of attending college. A Federal Pell Grant, unlike a loan, does not have to be repaid. Amounts can change yearly. The amounts for 2020-2021 range from \$319 to \$6,345. The amount a student receives depends on the student's expected family contribution (EFC); the student's enrollment level; and whether the student attends for a full academic year or less. In certain situations, an eligible student can receive up to a 150% of his/her scheduled Pell Grant for an aid year. NCC credits the Federal Pell Grant funds to the student's school account at least once per eligible semester. Students may not receive Federal Pell Grant funds from more than one school at a time. Students can receive the Federal Pell Grant for no more than 12 full-time semesters or the equivalent. Students will receive a notice if they are getting close to their limit.

Pell Grant and Iraq and Afghanistan Service Grant

You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not eligible for a Federal Pell Grant on the basis of your expected family contribution but meet the remaining Federal Pell Grant eligibility requirements, and your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death. The grant is equal to the amount of a maximum Federal Pell Grant for the aid year but cannot exceed your cost of attendance for that aid year. As required by the Budget Control Act of 2011 (the sequester law), aid amounts for any Iraq and Afghanistan Service Grant that is first disbursed on or after Oct. 1, 2018, and before Oct. 1, 2019, must be reduced by 6.2 percent from the aid amount for which a recipient would otherwise have been entitled. The payment procedures are the same as those for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a grant for undergraduate students with exceptional financial need and does not need to be repaid. The NCC Financial Aid Office will offer students that have the most financial need. Each participating school receives a set amount of FSEOG funds each year from the U.S. Department of Education. Once the full amount of FSEOG funds have been offered to students, no more FSEOG can be made for that year. The amounts for 2020-2021 at NCC range from \$250 to \$750. NCC gives priority to students with a zero expected family contribution (EFC) and students must be attending at least six credits. NCC credits the Federal Supplemental Educational Opportunity Grant funds to the student's school account at least once per eligible semester.

Federal Work Study Program

Federal Work-Study provides part-time jobs for undergraduate full-time or part-time students with financial need, allowing them to earn money to help pay education expenses. The Federal Work-Study program offers funds on a first come, first served basis. The hourly wages for 2020-2021 at NCC range from \$10.00 to \$11.00 per hour. On campus jobs are available throughout the campus. Off-campus jobs are available throughout the local Nashua area in non-profit agencies. Students must provide their own transportation. Additional information is available through the Financial Aid Office.

Vermont and Rhode Island State Grant

The Vermont (www.vsac.org) and Rhode Island (www.riheaa.org) State Grants provides grants for their residents attending a college in his/her state or another state. Please see the respective state's website for more specific information on the state grant program.

State, College, and Nonprofit or Private Student Aid

Please check NCC's financial aid webpage <https://nashuacc.edu/pay-for-college/financial-aid> for information about State, College, and Nonprofit or Private Student Aid.

Direct Loan Program

The U.S. Department of Education offers eligible students at participating schools Direct Subsidized Loans and Direct Unsubsidized Loans. Students must be enrolled in a minimum of six (6) eligible credits to be eligible for these programs. The amount a student may borrow may not exceed the cost of attendance minus other assistance (or, for subsidized loans, other assistance plus the expected family contribution or EFC). All students borrowing must complete a Master Promissory Note at <https://studentaid.gov/h/complete-aid-process>. First time borrowers at the College must also complete Loan Entrance Counseling at <https://studentloans.gov>. Fiscal Year origination fees and interest rates are listed below.

2020-2021 FEDERAL DIRECT LOAN INTEREST RATES AND ORIGINATION FEES			
LOAN TYPE	DISBURSED ON OR AFTER	INTEREST RATE	ORIGINATION FEE
Federal Direct Subsidized and Unsubsidized Loans	10/1/20 and before 7/1/21	2.750%	1.057%
	7/1/20 and before 10/1/20	2.750%	1.059%
	10/1/19 and before 7/1/20	4.530%	1.059%
	7/1/19 and before 10/1/19	4.530%	1.062%
Federal Parent PLUS Direct Loan	10/1/20 and before 7/1/21	5.300%	4.228%
	7/1/20 and before 10/1/20	5.300%	4.236%
	10/1/19 and before 7/1/20	7.080%	4.236%
	7/1/19 and before 10/1/19	7.080%	4.248%

Interest Rates for Direct Consolidation Loans

The interest rate for Direct Consolidation Loans remains the weighted average of the interest rates on the loans included in the consolidation, rounded to the next higher one-eighth of one percent. There is no maximum interest rate for Direct Consolidation Loans.

Fiscal Year 20 Origination Fees for Federal Direct Loans first disbursed on or after 10/1/19 and before 10/1/20

Direct Subsidized Student Loan	1.059%
Direct Unsubsidized Student Loan	1.059%
Direct Parent Plus Loan	4.236%

Direct Subsidized Loans are subsidized by the federal government for students who demonstrate financial need. Subsidized means the student is not responsible for payment of interest during periods of at least half time enrollment (six (6) credits or more)*. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits. If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in the school's catalog. For example, if you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). For more detailed information please see www.StudentAid.gov/types/loans/subsidized-unsubsidized.

Direct Unsubsidized Loans are not subsidized by the federal government and are not based on financial need. Unsubsidized means the student is responsible for payment of interest during periods of enrollment although actual payment can be deferred. Repayment begins six (6) months after graduation, withdrawal, or when enrollment drops below six (6) credits

Direct Subsidized and Unsubsidized Annual Loan Limits

Dependent Students (except students whose parents cannot borrow a PLUS loan) who qualify may borrow the following per academic year:

- Freshmen (0-30 credits earned*) up to \$5,500 of which only \$3,500 can be subsidized;
- Sophomore (31+ credits earned*) up to \$6,500 of which only \$4,500 can be subsidized.

Independent Students and Dependent Students whose parents cannot borrow PLUS who qualify may borrow the following per academic year:

- Freshmen (0-30 credits earned) up to \$9,500 of which only \$3,500 can be subsidized;
 - Sophomore (31+ credits earned) up to \$10,500 of which only \$4,500 can be subsidized.
- *Grade Level. A student's grade level is determined by the number of credits successfully completed, accepted and recorded by the Registrar's office.

Direct Subsidized and Unsubsidized Aggregate Loan Limits

There are aggregate loan limits. Students who qualify may borrow the following to complete an undergraduate degree:

- Dependent Students up to \$31,000 of which only \$23,000 can be subsidized
- Independent Students up to \$57,500 of which only \$23,000 can be subsidized

If the total loan amount you receive over the course of your education reaches the aggregate loan limit, you are not eligible to receive additional loans. However, if you repay some of your loans to bring your outstanding loan debt below the aggregate loan limit, you could then borrow again, up to the amount of your remaining eligibility under the aggregate loan limit. For information on the aggregate loan limits for graduate or professional students, [visit https://studentaid.gov/](https://studentaid.gov/)

There are other resources students can use to help pay education expenses not covered by other financial aid. The borrower must not have an adverse credit history. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received. The student must complete the FAFSA (Free Application for Federal Student Aid) at <https://studentaid.gov/h/apply-for-aid> and the parent must apply for the Direct PLUS loan at <https://studentloans.gov>. If a parent borrower is unable to secure a PLUS loan, the student may be eligible for additional unsubsidized loans to help pay for his or her education expenses. Additional

information is available through the Financial Aid Office or at <https://studentaid.ed.gov>.

Alternative/Private Loans are offered by various lenders to assist students and parents in meeting educational expenses. Such funds may assist families that do not qualify for or need to supplement other forms of financial aid. Some information is available on ELMSelect which can be accessed from the NCC financial aid page of the NCC website. Lender Code of Conduct. Information is available on the Code of Conduct for the Federal Direct Loan and Private Loan Programs <https://www.ccsnh.edu/wp-content/uploads/2020/03/codeofconduct.pdf>

Special Circumstances

The financial aid staff calculates each financial aid offer based on financial need as demonstrated by the FAFSA. The calculation is based on a student's and family's prior prior calendar-year income. Students and families who have experienced significant changes in family structure, size or income should contact the Financial Aid Office to discuss the situation. If a special review is appropriate, the student will be asked to complete a Special Circumstances application, and will be advised what additional documentation is required.

Consortium Agreements

Colleges within the Community College System of NH (CCSNH) have worked out a Consortium Agreement procedure, whereby students receiving financial aid at their home college may use that aid to take courses at another host college within the CCSNH. A student who wishes to receive financial aid to take a course at a CCSNH college other than the home college is required to complete a Consortium Agreement with the home college Financial Aid Office. Courses taken at a host College must be approved for transfer to the student's home college academic program. Students participating in the Consortium Agreement program give permission for the host college transcript to be presented to the home college Registrar. Courses covered by the Consortium Agreement will be taken into account in determining Satisfactory Academic Progress for Financial Aid at the home college. Please contact the Financial Aid Office for more information.

Availability of Financial Aid Funds for Books and Supplies

The Book Advance Program allows financial aid recipients who have financial aid funds remaining after the payment of tuition and fees to use the excess to purchase/rent books and supplies from the NCC Bookstore during the book advance period. The book advance period generally starts two (2) weeks prior to the beginning of the semester. Not all financial aid funds may be available for the Book Advance Program and not all financial aid recipients are eligible. Students must accept the option for the NCC Title IV Authorization Form through the SIS.

The Book Advance Program has an electronic and a paper process. The electronic process is not available to all students. As long as you meet the eligibility requirements, your financial aid process is completed and you have authorized the use of your excess financial aid for bookstore charges, a book advance will be set up for you.

Students must accept the option for NCC Title IV Authorization through SIS to participate in the electronic process annually.

Students not eligible to participate in the electronic process must complete a paper Book Advance form in addition to the NCC Title IV Authorization. Students in late start courses may be required to complete a paper Book Advance form. Students with financial aid holds and summer students will be required to complete a paper Book Advance form. The funds will be available in the NCC Bookstore two business days after a paper Book Advance form has been completed. The paper Book Advance form is available in the financial aid office, must be completed each request.

You must show your NCC ID and a copy of your schedule at the bookstore when making your purchase.

Scholarship Programs

NCC Scholarship Page

Please review the NCC Scholarship page at:

<http://www.nashuacc.edu/pay-for-college/scholarships-grants>

for the most current scholarship information.

Return of Title IV Funds

Title IV funds are offered to a student under the assumption that the student will complete all courses he/she is scheduled to attend during the period Title IV aid is offered. A financial aid recipient who does not complete all of the days he/she was scheduled to attend during the payment period may be required to return all or a portion of the federal financial aid received for that semester. A recipient who has had Title IV aid returned may also be required to pay back to the College any balance originally paid by Title IV aid, such as tuition and fees or student refund of Title IV aid.

If a student ceases attendance prior to completing more than 60% of the payment period or period of enrollment, the amount of Title IV grant or loan assistance earned by the student must be determined using a specific formula. This is known as the Return to Title IV Funds calculation. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned by the College and/or the student to the appropriate program. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received. The exact amount to be returned by the College and/or repaid by the student will vary depending on the amount of financial aid earned and the date the student ceases attendance.

The repayment percentage is determined by the number of days remaining in the term from the student's last date of attendance (if known) or the midpoint of the term, whichever is later in the semester. The amount of assistance earned is determined on a prorated basis. For example, if the student completed 30% of the payment period or period of enrollment, he/she would earn 30% of the assistance he/she was originally scheduled to receive. If the student completes more than 60% of the payment period (generally the length of the semester) or period of enrollment (if enrolled in Modules – courses that run less than the full semester), all the assistance that he/she was scheduled to receive for that period is earned. CCSNH college Financial Aid Offices will track enrollment in each module (group of courses in a program that do not span the entire length of the payment period within a term, for example, summer sessions or eight week courses) to determine if a student began enrollment in all scheduled courses. If the student provided written confirmation he/she will be attending a course in a module beginning later in the same payment period or period of enrollment (for nonterm and nonstandard term programs, this must be no later than 45 calendar days after the end of the module the student ceased attending) then this is not considered a withdrawal. If the student does not return, then it is considered a withdrawal and the Return of Title IV Funds calculation requirements apply.

The Registrar's Office is the official authority within the college designated to accept withdrawal notifications. If a student communicates to a staff person in the Registrar's office while that person is acting in an official capacity, that communication in whatever form (verbal or written), is considered official notification. Students are urged to submit a signed withdrawal form and/or Add/Drop form to the Registrar's Office to show their intent to withdraw. The official date of withdrawal will be the date the form is submitted to the Registrar's Office or the student verbally notifies the Registrar's Office.

Students are considered unofficially withdrawn from college when they cease attending classes after the add/drop period and fail to provide official notification of their intent to withdraw. Instructors will enter a grade of AF for these students. Their withdrawal date for R2T4 purposes will be the midpoint of the semester unless a different date of notification is provided by an instructor prior to the end of the semester.

When a student fails to earn at least one grade in a credit course per term, the withdrawal calculation must be performed. A grade of F is considered an earned F. A grade of AF is not considered an earned F.

There are some Title IV funds that students are scheduled to receive that cannot be disbursed once a student withdraws because of other eligibility requirements.

If the student receives excess Title IV program funds, the College must return a portion of the excess equal to the lesser of:

1. The institutional charges multiplied by the unearned percentage of the student's funds, or
2. The entire amount of excess funds.

The College must return this amount even if a credit balance refund has been issued to the student.

If the College is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds to be returned by the student (or student's parent for a PLUS Loan) are to be repaid in accordance with the terms of the promissory note.

Any amount of unearned grant funds that a student must return is called an *overpayment*. The maximum amount of a grant overpayment that a student must repay is half of the grant funds he/she received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when a student withdraws are separate from the College refund policy. Therefore, a student may still owe funds to the College to cover unpaid Institutional charges. The College may also charge a student for any Title IV program funds that the school was required to return.

The school will use the federal policy to determine the amount which must be returned by the school and/or the student to Title IV programs. The procedure is:

1. Determine withdrawal date
2. Determine the period of enrollment
3. Determine Amount of Earned Title IV Aid
4. Determine Amount of Unearned Title IV Aid
5. Determine Title IV Aid to be disbursed
6. Determine Title IV Aid Disbursed
7. Determine Title IV Aid to be Returned
8. Calculate the College's Responsibility
9. Determine Amount College Returns by Program
10. Determine Student's Responsibility
11. Determine Amount Student Returns by Program

Students that fall into the Return of Title IV Funds obligation category will be notified with a letter

explaining the results of the school's calculation process.

The College will return funds to the appropriate aid programs as prescribed by law and regulation in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (SEOG)
6. Other Title IV Aid Programs
7. Other Federal sources of aid
8. State/Private/College aid

The College must return funds as soon as possible but no later than 45 days from the date the College determined the student withdrew.

If a student owes federal financial aid repayments or Return of Title IV Funds, the student will be denied federal aid eligibility at any institution and will not be able to enroll until full payment arrangements are made.

Satisfactory Academic Progress (SAP) requirements apply to all financial aid recipients regardless of the funding status due to a Return of Title IV Funds calculation. Repayment of part of a student's federal financial aid does not release the student from the SAP requirements.

Satisfactory Academic Progress Policy

The Financial Aid Office is required by federal regulations to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. *Satisfactory Academic Progress* for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the institution.

Qualitative - Cumulative GPA (CGPA) Component	Must have earned the required CGPA at the published intervals.
Quantitative - Pace (Completion Rate) Component	Must complete at least 2/3 (66.666%) of the credits attempted.
Quantitative - Maximum Timeframe Component	May receive financial aid for up to 150% of the number of credits required for successful program completion unless it is mathematically impossible for a student to complete the program within this limit.

In general, coursework that is taken while in attendance at the CCSNH institution is considered when reviewing a student's academic record for satisfactory academic progress. However, there are some exceptions. Please see the section on Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English for Speakers of Other Language Courses (ESOL), Credits by Examination, Nonpunitive grades, Pass/Fail Grades, Withdrawals.

Qualitative Standard - Cumulative GPA (CGPA) Component

A student must maintain a minimum cumulative grade point average as noted below in order to be making satisfactory academic progress. A GPA calculator is available at

Total Credits Earned	Minimum Cumulative Grade Point Average Required for the Program	
	Certificate/Diploma	Associate Degree
0 – 13	1.50	1.50
14 – 27	2.00	1.70
28 – 40		1.80
41 +		2.0

Quantitative Standard - Pace (Completion Rate Component) and Maximum

Time Frame Component

The Quantitative Standard of the satisfactory academic policy is comprised of two elements. The first element, maximum time frame, is the time frame by which a student must complete an academic program. The second element, pace, includes determining whether a student is on track to complete the program within the set maximum time frame. Once it has become apparent a student will be unable to complete their academic program within the maximum time frame, either by falling below the pace standard or by having attempted 150% of the credits required to complete their academic program, the student becomes ineligible for Title IV aid.

Pace (Completion Rate Component)

A student must successfully complete at least two-thirds (66.666%) of the total credits he/she attempted throughout his/her academic career at the college. All attempted credits, including transfer credits, will be included in the quantitative calculation.

For example, a student who has enrolled in 36 credits throughout his or her academic career at the college must earn credit for at least 24 credits in order to be meeting the requirements of satisfactory academic progress.

Maximum Time Frame Component

A student may receive student federal student aid for any attempted credits towards his or her program of study until it is mathematically impossible for the student to complete the program within 150% of the published length of the student’s program of study.

All attempted credits are included in the evaluation including transfer credits.

Academic Periods Included in the Review

The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student’s enrollment. Even periods in which the student did not receive federal student aid will be included in the review. Additionally, periods for which the student was granted academic amnesty will be included in the review.

Timing of the Review

The Financial Aid Office of the CCSNH institution will evaluate a financial aid recipient’s satisfactory academic progress upon completion of each semester within the standard academic year of the program the student is enrolled in.

Results of the Review

Meeting Satisfactory Academic Progress (SAP) Standards. Students who meet SAP standards

will be coded as making Satisfactory Academic Progress and will retain eligibility for federal student aid for their next semester.

Satisfactory Academic Progress (SAP) Warning

Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.

At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain eligibility for federal student aid for their next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

Satisfactory Academic Progress (SAP) Suspension

If the student is still unable to meet SAP standards after his/her Warning Period, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.

Satisfactory Academic Progress (SAP) Probation

A student who becomes ineligible for federal student aid as a result of not meeting satisfactory academic progress standards may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. However, this period can be extended by placing the student on an academic plan if he/she will require more than one semester to reestablish financial aid eligibility with SAP standards. During Probation, the student will be eligible to receive federal student aid funding.

Appeal Process

A student who becomes ineligible for federal student aid as a result of not meeting Satisfactory Academic Progress standards may appeal for a review of that determination. A student must appeal in writing.

The student appeal request and any supporting documentation or degree audit must be submitted to the Financial Aid Office. A successful appeal results in Probation and allows the student to be eligible for federal student aid for his/her probationary period.

A student choosing to submit an appeal of his/her SAP review results must submit the following information to the Financial Aid Office:

1. A written explanation of the circumstances that prevented him/her from achieving SAP standards and documentation of any extenuating circumstances. The Financial Aid Appeals Committee reserves the right to request further information from the student to support information provided in his/her explanation.
2. An academic plan which the student will use to regain satisfactory academic progress.

The decision of the appeals committee is final. A student is notified of his/her appeal's outcome in writing via mail within 10 business days of submission of all required documentation.

Regaining Eligibility

Unless an appeal is granted, a student can regain financial eligibility only by taking action that brings him/her into compliance with both the qualitative and quantitative components of the CCSNH institution's satisfactory academic progress policy. Neither paying for one's own classes nor sitting out a semester affects a student's SAP standing, so neither is sufficient to re-establish financial aid

eligibility.

If a financial aid recipient believes he/she is meeting Satisfactory Academic Progress standards then he/she can request to have his/her SAP standing reviewed upon completion of the semester. If the student is found to be meeting both the qualitative and quantitative components of the SAP policy and to not have exceeded maximum time frame, then his/her status will be updated to reflect he/she is meeting Satisfactory Academic Progress standards, and the student will be eligible to receive Title IV financial aid the next semester.

Satisfactory Academic Progress (SAP) Review FAQs:	
Question	Answer
When is my academic progress reviewed?	At the end of each semester
What academic periods are included?	All periods, even those in which the student did not receive financial aid, was in a different major, and those for which the student was granted academic amnesty
What are the results of the review?	Satisfactory Academic Standing, Warning, or Suspension
What does Warning mean for me?	Students who do not meet SAP standards will be placed on SAP warning for one semester. Students placed on SAP warning will retain their eligibility for federal student aid for their warning semester.
What happens at the end of the Warning Period?	At the end of the warning period, SAP standards will be reviewed. If the student meets SAP standards, he/she will once again be coded as making satisfactory academic progress and will retain his/her federal student aid eligibility for his/her next semester. If the student is still unable to meet SAP standards, he/she will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
What does suspension mean for me?	The student will no longer be eligible to receive federal student aid at the institution until such time that he/she is able to meet SAP standards or has been granted Probation.
Is there an appeal process if my aid is suspended?	Yes, please see the section on the Appeal process.
Can you regain Financial Aid eligibility once it has been suspended?	Yes, please see the section on Regaining Eligibility.
What does Probation mean?	A student who becomes ineligible for federal student aid may appeal for a review of that determination. If the appeal is granted, a student will be assigned a SAP status of Probation, typically for a period of one semester. During Probation, the student will be eligible to receive federal student aid funding.

Treatment of Repeated Courses, Audited Courses, Incompletes, Developmental/Remedial Courses, English as a Second Language Courses (ESOL), Credits by Examination, Non-punitive grades, Pass/Fail Grades, Withdrawals

Please refer to the specific section for each course/credit below. The following table is a breakdown of how each type of course or credit is treated in the review.

	<i>Cumulative GPA Component</i>	<i>Completion Rate Component</i>	<i>Maximum Time Frame Component</i>
Repeat Courses	Y	Y	Y
Transfer Credits	N	Y	Y
Consortium Credits	N	Y	Y
Developmental/ Remedial/ESOL	Y	Y	Y
Incompletes	Y	Y	Y
Audit Courses	N	N	N
Nonpunitive Grades	N	Y	Y
Pass/Fail Grades	N	Y	Y
Withdrawals	N	Y	Y

Repeat Course

For one time only, financial aid will cover a repeated course that has been previously passed. For this purpose, passed means any grade higher than an “F,” regardless of any school or program requiring a higher qualitative grade or measure to have been considered to have passed the course. A student may be repeatedly paid for failing/withdrawing from a course. However, if a student passed a course once, then is repaid for taking it, and fails or withdraws the second time, that failure counts as their paid retake, and the student may not be paid for retaking the course a third time. If a program of study requires students to retake all of the coursework for a term in which a student fails a course, any courses retaken that were previously passed in this case are not eligible for Title IV aid.

Transfer Credits

Credits that are transferred in from another institution and apply to the most current major will be excluded from the student’s cumulative GPA. However, they will be included in the calculation for the maximum time frame and completion rate components.

Consortium Credits

All courses taken at an institution other than the home institution through an official consortium are included in the calculation for completion rate and maximum time frame components, but are excluded from the student’s cumulative GPA component.

Developmental/Remedial/ESOL Credits

Credits from these courses may be included in the calculations for all three components of the satisfactory academic progress review. A student is eligible for up to 24 credit hours of federal Student aid in this category. ESOL credits are not counted against the 24 credit hour limitation.

Incompletes

All incompletes must be resolved by the end of the third week of the semester following the receipt of the incomplete grade. If not, the grade is either automatically changed to an "F" or is considered to be an "F" for all components of the satisfactory academic progress review. Financial Aid can be withheld until Incompletes are resolved.

Audit Courses

Financial Aid does not cover any courses a student audits. Furthermore, audit courses are not included for any of the calculated components.

Credit By Examination

Financial Aid does not pay for credit by examination. Credit by Examination is included in the maximum timeframe and completion rate components of Satisfactory Academic Progress but is not included in the cumulative GPA component.

Non-punitive Grades

Non-punitive grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

Pass/Non-Pass Grades

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

Withdrawals

Withdrawals will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components. For further information about the Financial Aid Satisfactory Academic Progress policy, please contact the Financial Aid Office.

Is Financial Aid Taxable?

Scholarships and grants (but not loans) which exceed the cost of tuition, fees, required books and equipment are considered taxable income under the Tax Reform Act of 1986. It is the responsibility of the student to properly report this income to the Internal Revenue Service. <http://www.irs.gov/publications/p970/index.html>

Many taxpayers are eligible to claim educational tax credits through the Lifetime Learning Credit or the American Opportunity Tax Credit. In addition to the credits, taxpayers may be eligible to claim a student loan interest deduction and/or a tuition and fees deduction. By the end of each January, 1098-T forms are made available to eligible students typically via standard mail. These forms show eligible charges billed, and grants and /or scholarships processed in the applicable year.

Please note, the college does not provide personal tax advice. We suggest you contact a qualified tax professional for additional information.

Veterans Assistance

How do I receive VA Education Benefits at NCC?

1. Apply for admission to an eligible degree or certificate program with our Admissions Office.
2. Apply for VA Education Benefits through the VA. Students who haven't received VA benefits before must file an original application (Veterans VA Form 22-1990; dependents VA Form 22-5490; Transfer of Eligibility students VA-Form 22-1990e). Students who have received VA benefits before must file a Request for Change of Program or Place of Training (Veterans and ToE students VA Form 22-1995; dependents VA Form 22-5495). Students applying for CH 33 in lieu of (or relinquishing) another benefit should complete a VA Form 22-1990.
3. Complete the Prior Credit Acknowledgement Form, available in the Academic Advising Center.
4. Submit a copy of your Joint Service or Community College of the Air Force transcript, and transcripts from all previously attended institutions.
5. Sign the Statement of Understanding Form, available in the Academic Advising Center.
6. Submit the appropriate documentation for the benefit you wish to utilize:
 - a. Chapter 31 (VA Vocational Rehabilitation) - Submit a copy of form 28-1905 which you received from your VA Counselor in Manchester.
 - b. Chapter 33 (Post 9/11 GI Bill)- Submit your Certificate of Eligibility that you received in the mail or your eBenefits Education Enrollment Status Page.
 - c. Chapter 30 (Montgomery GI Bill), Chapter 1606 (Montgomery GI Bill Selected Reserve), or Chapter 35 (Dependents) - Submit your Certificate of Eligibility that you received in the mail.
7. Enroll only in courses required for your academic program.
8. Notify the VA Student Counselor any time you have a change in enrollment (add/drop/switch).

Changing your major

1. **College:** Fill out 'Change/Add a Major' form and return to the Registrar's Office with appropriate signatures.
2. **VA:** Notify the VA Student Counselor immediately of the change.

Adding a major

1. **College:** Fill out 'Change/Add a Major' form and return to the Registrar's Office with appropriate signatures.
2. **VA:** Write a letter explaining the purpose of the dual major and submit it to the VA Student Counselor, Room 99 or email it to cjordan@ccsnh.edu

The dual major must be approved by the NH Postsecondary Commission. When the approval is given, courses will be certified to the VA.

Students called to Active Duty

Nashua Community College students called to active military duty have two (2) options. Your final decision on the option you wish to pursue depends on your individual situation, the time remaining in the academic semester, and the course completion agreements.

Please contact Corrina Jordan, VA Student Counselor, to discuss your military call up status, and to answer any questions regarding the options listed below.

This office will need documentation of the call up in order to process a withdrawal for the VA.

1. Withdraw

The student officially withdraws for the term from all classes with a non-punitive grade of W, regardless of official withdrawal date as stated in this Student Handbook. A grade of 'W' is a non-punitive grade. If a student is called up, VA will restore entitlement if the individual does not

receive credit for the course(s). They will not charge an overpayment for tuition and fees, the book stipend or housing for Chapter 33 students.

OR

2. Receive grades of 'I' (Incomplete) for all courses

If all concerned parties feel that the student will be able to complete the requirements of the courses (see Incomplete section), the student may receive grade of 'I' (Incomplete). Student understands that any grade of 'I' (Incomplete) becomes an 'F' if the class is not completed in the time stated on the Incomplete Contract Form. The instructors must be willing and available to work with the student to accomplish the incomplete requirements as stated in the Incomplete contract form.

The VA will count the semester as part of the entitlement and any punitive grades will be reported to the VA.

Checklist in the event of a call to Active Duty:

1. Contact each instructor in order to find out if each is willing to work with you on completing the course.
2. Contact the Academic Advising Center to communicate your military call up and future plans. Indicate if you will be withdrawing, or if you feel you can complete the courses in an extended time frame.
3. Contact the Financial Aid Office if you received federal student loans. You will need to complete exit counseling.
4. The Registrar's Office will need a completed Withdrawal form. You may pick up a form in that office. Clearly state the reason for withdrawal as "Called to Active Military Duty".
5. In the event that your military obligation does not permit adequate time to finalize grades or withdrawal, please contact the VA Student Counselor. She will work with you to get the appropriate paperwork in order.

Student ID's

Matriculated students are issued a student ID at the beginning of their first term free-of-charge. Non-matriculated students may purchase an ID for \$10. Students requesting a replacement ID card will be assessed a fee of \$10. A valid NCC ID is required when using the facilities in the Wellness Center or when checking out materials from the College library. To obtain your ID card, please contact Campus Safety.

Parking

Students must park in designated areas only. All student vehicles must have an NCC parking tag displayed. Parking tags can be obtained from the Campus Safety Office. Violators will be fined as follow:

First Offense \$5.00

Second Offense \$10.00

Third Offense \$20.00

When necessary, towing at the student's expense may be authorized by the President or his/her designee. Any offenses in excess of three shall be charged a fine of \$50 and may result in permanent car restriction from campus. Transcripts, diplomas, and grade reports will not be issued until all parking fines are paid.

Unless specific permission is given, vehicles are not to be left on the premises overnight. Any vehicle on campus should have a parking tag in an area where it can be easily seen.

Wireless Access Policy

The wireless network is available on campus. Access to the system is controlled solely by the IT staff. Computers accessing the system must have up to date virus protection software and have current virus definition updates in place. If you are a registered student, access the wireless network by logging on using your EasyLogin username and password.

Use of the wireless network must conform to the Student Computer Conduct Code.

For more information on how to connect to campus wireless network, visit <https://nashuacc.edu/quick-links/wi-fi-login-help>

Timely Warning & Emergency Notification Policy

I. Policy Statement

Timely Warnings and Emergency Notifications will notify members of the College community of potential threats against which they can take preventive measures.

II. Policy Purpose

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, and the Jeanne Clery Act, 20 U.S.C. 1092(f), the purpose of this policy is to set forth the procedures by which the College will provide emergency notification or timely warning to the College community in the

event that a significant emergency or dangerous situation is reported that poses an immediate, imminent, or impending threat to members of the College community; or a crime or incident is reported that poses a threat to members of the College community.

III. Scope of Policy

Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute a serious or continuing threat to members of the College community.

Timely Warnings are disseminated for the following FBI Uniform Crime Report/National Incident Based Reporting System Classifications: arson, criminal homicide, sex offenses (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, and statutory rape), and robbery, aggravated assault, burglary, and hate crimes. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case, and the information known to the College. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other members of the College community; therefore, a Timely Warning would not be disseminated.

Emergency notifications will be issued in response to a significant emergency or a dangerous situation, either on campus or, in some cases, off campus that, in the judgment of the College,

constitute an immediate, imminent, or impending threat to the health or safety of members of the College community.

IV. Timely Warning Protocol

The issuing of a timely warning notice must be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose a threat to members of the College community, an email Timely Warning is sent to all students, faculty and staff.

Updates to the College community about any particular case resulting in a Timely Warning may be distributed via email, may be posted on the College website, or may be shared with local News media.

The College may not provide Timely Warnings about those crimes reported to a pastoral or professional counselor.

V. Emergency Notification Protocol

Emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or threatens.

- Alert System- Email, text messages and voicemail messages (where appropriate) are automatically generated.
- Website Updates- information will be posted to the College's website

The Emergency Management Group, or select members of management are responsible for determining the deployment of the Alert system for use in disseminating emergency notification/information. The College President or designee will issue all Emergency Alerts.

VI. Timing, Content, and Decision Criteria for a Campus Timely Warning or Emergency Notification

A. Timely Warning

- The warning should be issued as soon as the pertinent information is available because the intent of a campus timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.
- The warning should include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect.

B. Emergency Notification:

- A statement as to what the emergency or dangerous situation is, in specific terms;
- A statement providing direction as to what actions the receiver of the message should take to ensure their own safety;
- A statement as to where or when additional information may be obtained.

Unattended Children on Campus Policy: Students/Guests/Visitors

It is the policy of the College to provide a friendly and safe campus while maintaining a learning environment for students and a disruption-free workplace for employees. Children are welcome to accompany adults to their appointments at NCC; however, children should not be left unattended anywhere on the college campus, including the grounds and parking facilities. Individuals under the age of 16 who are not registered in a class must at all times be under the supervision of an adult who is at least 18 years old. The college faculty and staff are not responsible for the care and supervision of unattended children.

In addition, children who are not registered for classes are not permitted in classrooms and/or laboratories, even if the parent/guardian is registered in class. Parents/guardians are advised that students under the age of 16 who are enrolled in a class are not the responsibility of college employees, other than during designated class time or while doing class-related activities on the campus.

If a child is left unattended, the College will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the College may contact local law enforcement. The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

Animals on Campus Policy

This policy is intended to control the nuisance and potential health and safety hazard created by domestic animals (e.g. dogs, cats, livestock) and wild animals (e.g. raccoons, skunks, opossums) on campus. Animals and pets are not permitted in campus buildings, with two exceptions: any guide dog, signal dog or other animal individually trained (or undergoing training) to assist an individual with a disability, and dogs registered by Faculty and Staff with Campus Safety. Service dogs must be identified while on campus wearing the appropriate service dog attire. Service animals in training must receive prior approval of the President's Office before coming onto campus. This request should be initiated in writing to the attention of the college President. This policy applies to all students, faculty and staff.

Students in violation of this policy will go through the judicial process. In the case of faculty or staff, violations shall be reported to the appropriate supervisor to initiate corrective action.

Service Animal Policy

Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes

of this definition. (Federal Regulation [Title 28](#) → [Chapter I](#) → [Part 36](#) → [Subpart A](#) → §36.104)

Some Examples of Types of Service Animals

Guide dog: A dog that is trained to serve as a travel tool for individuals who are blind or have low vision.

Hearing dog: A dog trained to alert deaf persons or those with significant hearing loss, to sounds such as knocks on doors, fire alarms, phone ringing, etc.

Service dog (assistance dog): A dog trained to assist a person with a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.

Sig (signal) dog: A dog trained to assist a person with autism. The dog makes a person aware of movements, which may appear distracting to others and are common to those with autism. A person with autism may also have deficits in sensory input and may need service animals to provide similar assistance as is provided to a person who is blind or deaf.

Seizure response dog: A dog trained to assist persons with seizure disorders. The method by which the dog serves varies depending on the individual's needs. Some dogs are able to predict seizures and provide advanced warning.

Requirements of Service Animals and Their Handlers

The following generally apply to all approved service animals:

- The service animal must be registered through the Disability Services Office and the Security Office.
- The service animal must have all veterinarian recommended vaccinations to maintain the

animal's health and prevent contagious diseases. Documentation of vaccinations must be provided in advance.

- The service animal must be licensed and have tags in accordance with applicable state and local laws. Documentation of animal licensing must be provided in advance to NCC. NCC also reserves the right to request proof of licensing anytime during the animal's residency.
- The service animal must be on a leash, harness or tether at all times. Exceptions may occur when the animal is performing a specific duty that requires it to be unleashed or where the Nature of the documented disability of the handler precludes adherence to this requirement.
- The handler must be in full control of the animal at all times.
- The care and supervision of a service animal is solely the responsibility of its handler. The handler must (1) always carry equipment sufficient to clean up the service animal's feces whenever the animal and handler are on NCC campus; and (2) be responsible for the proper disposal of the animal's feces and for any damage caused by the waste or its removal.
- The service animal must be well-behaved. The handler must ensure that the animal refrains from behavior that threatens the health and safety of others.
- The service animal whose behavior poses a direct threat to the health or safety of others or is

disruptive to the NCC community may be excluded, regardless of training or certification.

Service Animals in Training: All the above statements apply to service animals in-training.

Messages

A personal message cannot be delivered to a student in class except in the case of extreme emergency.

Cell Phone Usage

The College requests that students carrying cell phones have an inaudible signal on calls during class time. If it is necessary to respond to a call, please leave the classroom environment. The faculty members have the right to require all cell phones to be turned off in their classroom except in extreme cases of emergency.

Posters, Signs and Notices

All posters, signs and notices should be legible and receive prior approval from the Student Services Office or club/organization advisor before posting on appropriate bulletin boards.

Use of College Name

No student, group of students, club, or any organization may use the name of the College in any form of printing, including letterheads, or any form of publicity without obtaining written permission from the President. All publicity should be cleared through the President or his/her designee.

Yellow Emergency Boxes & Red Phones

Located throughout the college are bright yellow 911 emergency notification boxes and red phones. These devices are connected directly to the statewide 911 system and are to be used whenever normal emergency reporting opportunities are not available; for example, after hours at the College when there is no access to a regular telephone. Phones located in classrooms and labs can be

used by dialing 9-911 in an emergency. Individuals who make a 911 call should also notify Campus Safety.

Emergency Blue Phones

Available outside throughout the campus. It will dial 911 only. Note that calls made from these boxes are NOT directed to Campus Safety, therefore, students should also notify Campus Safety. State the problem, location and if an ambulance is needed.

Safety and Fire Regulations

In all science and mechanics laboratories where eye injuries may occur, proper safety glasses must be worn at all times. Safety must be kept in mind. In the event of an accident, please contact Campus Safety. If accidents do occur, an accident form must be completed.

Fire drills will be held periodically, and students should become familiar with procedures for

evacuating the building. Fire alarm pull boxes are located near each exit and other locations throughout the college buildings.

When discovering a fire:

- Immediately pull a fire alarm box
- Notify the Director of Facilities or his designee as to the location of the fire

When the fire alarm sounds:

- Students should secure all machinery, turn off power and gas.
- Leave the room and proceed promptly but calmly out of the building via the nearest exit.
- The instructor will be the last person to leave the room.

Fire and safety rules are posted in each shop and laboratory. Please become familiar with them.

Campus Safety

The Campus Safety Office is located in room 124 on the first floor of the main building. The office is open during the normal operating hours of the college. Officers conduct foot patrols on campus and are charged with the enforcement of federal, state and local laws, as well as Nashua Community College (NCC) policies and regulations. The Campus Safety Office maintains a strong working relationship with the Nashua Police Department, who provide law enforcement services for NCC.

Students need to report emergencies, crimes or acts of violation of rules, regulations or laws to the Campus Safety Office. An incident report must be completed by the student regarding any emergency, crime or violation of law occurring on campus. Anonymous reporting is an option.

Students will have access to campus buildings during regularly scheduled hours while classes are in session. Maintenance staff and campus security routinely inspect campus grounds and facilities for possible security concerns. Students and employees of the College are encouraged to be responsible for their security and the security of others. Students may report any campus maintenance/security concerns to the Campus Safety Office. College grounds are monitored by surveillance cameras.

The Campus Safety Office distributes information regarding crime prevention tips and existing counseling, mental health, and other services to students, both on campus and within the local community annually through a Campus Safety brochure, the Student Handbook, and other College publications and resources.

Annual Crime Statistics

The Campus Safety Office compiles crime statistics on a yearly basis in Compliance with Clery Act / 34 CFR 668.46 s.s. B. The report is available by visiting the web page information [here](#).

Student Property - Lost and Found

The College is not responsible for property left by students who have graduated or left the College. Lost and found items should be brought to the Campus Safety Office. After 30 days, property will be removed from the College.

Tool Box Storage

Nashua Community College and the Industry and Transportation Department require that students purchase a basic set of tools when taking any one of their courses. These lists can be found on the College's website. Students are responsible for having the complete tool kit by the first week of October. The toolbox and its contents will be inspected to ensure every student has the mandatory tool kit.

Storage of student toolboxes is a privilege and as such, NCC will allow you to store your toolbox in our building for as long as you are enrolled and in good standing in Industry and Transportation classes at the College. You must remove your toolbox within 30 days of your last date of attendance of a program course. After 30 days, your toolbox will be considered abandoned; the box and its contents will become the property of NCC. NCC is not responsible for theft or damage to your toolbox or any of its contents while being stored at the College.

Toolboxes may be left at the college during break so long as the student is registered for classes the following semester. If students choose to leave their tools here, they will not be able to access them until classes begin after the break.

Students must have the key to their toolbox when they come to remove the box from the college. Every toolbox and its contents must be inspected by one of the Industry and Transportation Department Faculty before the student can remove the toolbox.

Insurance

Proof of health insurance is required for students enrolled in the Nursing Program and those who participate in athletic activities. Students working in laboratories or shops that require the operation of machinery or equipment that could cause injury in case of malfunction or student error should be covered by medical insurance. Some additional College related activities may require proof of health insurance, which will be requested as needed.

We encourage students needing health insurance to review the Companies licensed to sell health insurance in NH at <http://www.nh.gov/insurance/consumers/healthinscos.htm> to identify a provider that best meets their needs. The list includes companies that could provide either individual health insurance or short term (six months) health insurance. Please note that NCC is providing this link as

a resource to our students and it should not be viewed as an endorsement of any of the companies or their plans. To obtain government information on health insurance or to apply visit <https://www.healthcare.gov/get-coverage/>.

Health insurance must meet the following criteria:

- United States based insurance plan;
- Provides the 10 essential health benefits specified in the Affordable Care Act <https://www.healthcare.gov/glossary/essential-health-benefits/>
- Includes access to hospital and physician providers in the area where the student is attending a New Hampshire community college;
- Will remain in effect for the entire semester(s) (except for termination due to the attainment of a maximum age, or other situation resulting in a loss of plan eligibility).

The following plans DO NOT meet the criteria:

- An accident-only policy
- A short-term limited duration health plan that does not meet the requirements of the Affordable Care Act (ACA)
- A ministry sharing plan, even if it is recognized by the ACA
- Any other health benefits program (e.g., a community care program) that is not recognized by the State of NH as being health insurance (or is not a health benefits plan governed by the Employee Retirement Income Security Act of 1974) and does not meet all of the requirements specified above.

Personal professional liability insurance is mandatory for all students in health and human service related programs which include clinical requirements. This may also be required for students in other programs who participate in an off campus practicum or internship. The rate is approximately \$20 per year. If you already have your own professional liability insurance, you will need to show valid proof of such coverage before you go on affiliation.

Food on Campus

Light snacks (such as candy bars, fresh fruit) and covered drinks are permitted in the classrooms and the library. Covered drinks are permitted in the second floor of the Wellness Center. Room 150 is the only room where food may be served during a meeting. Food and drink are not allowed near the computers at any time.

Use of College Facilities/Solicitation Policy

As community resources, the Colleges make their facilities available for public use as long as such use does not interfere with the primary purpose of education or compromise the safety and security of students, faculty or staff. The College reserves the right to deny any use it deems not in the best interest of the College or inconsistent with its values and mission.

The College, at its discretion, may make facilities available for local non-profit agencies without charging a full rental fee.

Individuals or organizations seeking access to College facilities for specific use or in order to meet with or make solicitations to students, faculty, or staff are required to request access from the Office of the President or designee. Failure to do so may result in a request to vacate the campus immediately.

No unapproved commercial solicitations will be permitted in classrooms or offices. An approved

business or organization may be allowed to set up a table and display in a public space for a designated period of time.

The use of college facilities is subject to the following stipulations that will be incorporated in a contract between the college and the contractee:

1. Facilities must be used with due discretion and care.
2. There must be no interference with the educational schedule or undue demands made on college personnel.
3. One member of the user group is to be designated and authorized to act as the person with primary group responsibility.
4. Although classroom and other facilities may be made available at less than the full rental fee, the using group is responsible for meeting the following costs:
 - Meals and rental fee: meal charges and room rent shall be established by the college administration, with modifications approved by the President or designee.
 - Staff time: when staff (faculty, clerical, custodial) time is required over and above the normal day's activities, expenses related to such time will be charged to the using group.
 - The cost of police coverage.
 - Any damage arising from facilities usage.
 - Any special services required or arising as a result of the usage.

Drug and Alcohol Policy

The College supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State and local laws pertaining to controlled substances, including alcohol.

NCC recognizes alcohol abuse as a deterrent to the mission of the College. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community as a whole. NCC is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life at NCC. NCC encourages a commitment from students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community. Any student in need of assistance with a personal problem with substance abuse may obtain assistance through the Office of Student Services.

The following policy is intended to provide the Nashua Community College community with information about alcohol and other drug use on the Nashua Community College Campus:

Alcohol

Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, is prohibited. Under unusual circumstances, such as when the college is hosting community-sponsored events or dinners for visiting dignitaries, the President may give permission to serve limited amounts of alcohol.

Students will observe the following:

1. All students and guest must follow the Alcohol Policy at Nashua Community College. To support the policy and to minimize confusion in enforcement, no one under the age of 21 may consume alcoholic beverages or possess manufactured containers that hold or

- transport alcoholic beverages on the public areas of campus, at Nashua Community College sponsored events or activities off-campus.
2. Sale of alcoholic beverages on campus is prohibited.
 3. Drinking of alcoholic beverages is prohibited in the public areas of the campus at any time; this includes all facilities, functions open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.
 4. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. However, a waiver may be granted by the President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations. Those who grant approval for alcohol consumption must keep a written record of all such approval.
 5. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third party licensed vendor be retained or serving alcohol.
 6. Violation of the rules concerning use of possession of intoxicating beverages will result in referral to a judicial hearing which may result in suspension or dismissal from the College.
 7. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
 8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
 9. Excessive or irresponsible drinking and drunkenness will not be tolerated.
 10. No person may sell, furnish or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.

Drugs and Narcotics

The use, possession or distribution of non-prescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the College. Any college student trafficking in drugs shall be subject to civil and college action. The policy of the College will be to cooperate fully with law enforcement officials in the proper exercise of their duty.

This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs. The physical and mental dangers associated with the use and abuse of drugs and alcohol are numerous. Heavy drinking over a period of time can cause physiological damage, physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships.

The College is concerned about abusers using tools and equipment, which can be harmful to the individuals as well as to others nearby. Once again, the use of alcohol and/or drugs is strictly forbidden on campus. The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol.

Recognizing its responsibility to be concerned with the total well being of its students, faculty and staff, NCC partners with area agencies to provide information on Drug and Alcohol Prevention and provides referral services to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need.

For information about legal sanctions imposed under local, state or federal law, please refer to the Annual Clery Security Report on the Campus Safety [webpage](#).

Referrals for Alcohol and Drug Abuse Treatment;

Alcohol Treatment Center (24 Hour Help Line) 1-800-711-6402

Drug and Alcohol Abuse Help Lines 1-888-852-7453 or 1-866-395-1680

Keystone Hall

615 Amherst Street

Nashua NH 03063

Phone: (603) 881-4848

Email: hope@keystonehall.org

Web Site: www.keystonehall.org

Greater Nashua Mental Health Center

440 Amherst Street

Nashua, NH 03063

603-943-8335

<http://www.gnmhc.org>

USNODRUGS 1-888-852-7453

www.usnodrugs.com/New_Hampshire/Nashua-drug-rehab-treatment-centers-directory

Violations of the rules concerning the use of alcohol and other drugs, as set forth in the Nashua Community College Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NASHUA COMMUNITY COLLEGE judicial process. Individuals not enrolled at NASHUA COMMUNITY COLLEGE who are found to be in violation of the college's policy will be placed on the Persona Non Grata list.

Title IX Policy and Sexual Harassment Formal Grievance Procedures

I. Policy Statement

CCSNH and its Colleges, including Nashua Community College, are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment. CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint or investigation or hearing of a formal complaint of sexual harassment.

II. Purpose of Policy and Formal Grievance Procedures

The purpose of this policy and the formal grievance procedures is to establish and communicate to all students and employees:

- The type of conduct, i.e., sexual harassment and retaliation, that is prohibited by this policy;
- The responsibility of Title IX coordinators to treat reports of sexual harassment seriously and to respond quickly, impartially, and appropriately to such reports;
- The responsibility of employees to notify the Title IX coordinator of any reports of sexual harassment; and
- The formal grievance procedures that will apply to formal complaints of sexual harassment.

III. Scope of Policy and Jurisdiction

This policy applies to and protects any person participating in or attempting to participate in the education program or activity of any CCSNH college. This policy applies to all college programs and activities including all locations within the United States, events, or circumstances over which the college exercises substantial control over both, the respondent and the context in which the sexual harassment occurs, whether such programs or activities occur on-campus or off-campus. CCSNH Human Resources Policy 323.01 also prohibits sexual harassment and retaliation and will govern investigations of reports where an employee is the complainant and/or respondent.

IV. Definitions

- a. **Title IX Coordinator:** The employee designated by the college to coordinate its efforts to comply with Title IX responsibilities.
- b. **Advisor:** A person who is available to a complainant or respondent to advise a complainant or respondent throughout the grievance process. An advisor may also provide information or referrals to on-campus and off-campus resources. An advisor may be an employee of CCSNH or another person chosen by the complainant or respondent.
- c. **Confidential Resource:** An individual affiliated with a recognized crisis center, who is available to confidentially support or provide information to those who have experienced domestic violence, sexual assault, or sexual harassment. As explained more fully in section VII below, free and confidential support services are available across the state to anyone that has been impacted by domestic and sexual violence or stalking. Services are open and affirming to all, and a person does not need to be in crisis to call.
- d. **Disciplinary Officer:** The person designated by the college to determine what if any sanctions will be imposed on a respondent who has been found responsible for sexual harassment in violation of this policy.
- e. **Hearing Officer:** The person (or persons where a college utilizes a panel of hearing officers) designated by the college to conduct live hearings on formal complaints following completion of an investigation report to determine whether it is more likely than not that the respondent is responsible for alleged conduct which constitutes a violation of this policy.
- f. **Appeal Officer:** The person designated by the college to review and decide appeals of the determination made by the hearing officer (or panel) and/or disciplinary officer.
- g. **Healthcare Providers** includes any campus-based healthcare provider or tele-mental health provider, or any physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity.
- h. **Supportive measures** are actions taken by the college to restore or preserve equal access to education programs without unreasonably burdening any individual or the college, including measures designed to protect the safety of all parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.
- i. **Formal complaint** means a written complaint filed by a complainant, or otherwise reported by a complainant to and signed by the Title IX Coordinator, alleging sexual harassment against a respondent, in which the complainant requests that the college investigate the report of sexual harassment.
- j. **Retaliation** is any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the formal complaint, investigation or hearing process related to sexual harassment.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation prohibited by this policy. A determination regarding responsibility, alone, however, is not sufficient to conclude that any party made a materially false statement in bad faith.

- k. **Sexual harassment** includes any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: 1) any instance of quid pro quo harassment by an employee of CCSNH; 2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and 3) any instance of **sexual violence**, which includes **sexual assault** (as defined in the Clery Act), **domestic violence**, **dating violence**, or **stalking** as defined in the Violence Against Women Act (VAWA).

i. **Sexual Assault as defined in the Clery Act** includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes forcible regardless of gender. There are four types of forcible sex offenses:

1. **Rape** is the sexual penetration, no matter how slight, of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape regardless of gender.
2. **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
3. **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

ii. **Domestic violence, dating violence and stalking are defined by VAWA as:**

1. **Domestic Violence** is a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
2. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

3. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

I. **Consent** as used in this policy is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

V. How to Report Sexual Harassment – General Provisions

- a. Any person may report sexual harassment without regard to whether the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment.
- b. Reports to the Title IX coordinator may be made in person or by calling Lizy Gonzalez at 603-578-8928 or in writing by email to lgonzalez@ccsnh.edu or mail to:

Nashua Community College
505 Amherst Street
Nashua, NH 03063

- c. Reports may also be made to any other college employee. Upon receiving a report of sexual harassment, all CCSNH employees are required to notify the Title IX Coordinator.
- d. When a report of sexual harassment is received, the Title IX Coordinator will provide written information about college processes and supportive measures. Supportive measures may be implemented whether or not a formal complaint is filed.
- e. All reports of sexual harassment shall be maintained by the college as confidential except as may be permitted by FERPA regulations, 99 CFR part 99, or as required by law, or to carry out the purposes of Title IX, 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

VI. How to Report Sexual Violence – Specific Provisions

- a. A report of sexual harassment, which also constitutes sexual violence, may be submitted to the Title IX coordinator or police (either with state police or local law enforcement).
 - i. Reports to the Title IX Coordinator may be made in person or by calling Lizy Gonzalez at 603-578-8928 or in writing by email to lgonzalez@ccsnh.edu or mail to:

Nashua Community College
505 Amherst Street
Nashua, NH 03063

- ii. Reports to police that occur on or near the college campus may be made to:

Nashua Police Department
28 Officer James Roche Dr.
Nashua, NH 03062
603-594-3500
For all emergencies dial 9-1-1

- b. When a report of sexual violence is received by the Title IX coordinator, the reporting party will be given written information about college processes, supportive measures and support services and will also be informed of the right to file a formal complaint with the Title IX coordinator and a criminal complaint with the police.
- c. All college employees (except for healthcare providers acting in their professional capacity as a healthcare provider) who receive reports of sexual violence are expected to notify the college's Title IX coordinator of the report.

VII. Amnesty

To encourage reporting of sexual violence and remove barriers to making a report, an individual who makes a good faith report of sexual violence that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual violence report or investigation, unless the college determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student clubs and organizations making a report of sexual violence.

VIII. How to Get Confidential Help or Support

- a. Confidential help and support is available from [Bridges Domestic and Sexual Violence Support](#), a New Hampshire Domestic and Sexual Violence Crisis Center. Through the crisis center free and confidential support services are available to anyone who has been impacted by domestic or sexual violence center or stalking. Services are open and affirming to all, and an individual does not need to be in crisis to call. Immediate confidential help is also available by calling:
 - i. New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
 - ii. New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
 - iii. National 24-hour Sexual Assault Hotline: 1-800-656-4673

Conversations with crisis center and crisis line volunteers and advisors (confidential resources) are protected under NH confidentiality statute 173C. This means that information shared during these conversations cannot be disclosed without written consent. The only exception to confidentiality is in the case of abuse of a child or abuse of an incapacitated adult.

- b. The confidential resource will assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate such as the name and location of the nearest medical facility where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
- c. The confidential resource is not an employee of the Community College System of New Hampshire but provided through the New Hampshire Coalition Against Domestic and Sexual Violence, the primary provider of crisis intervention services for survivors of domestic violence and sexual assault.
- d. The confidential resource is someone who can receive reports confidentially and unless asked by the person seeking assistance, the confidential resource will not report anything to the police or the Title IX coordinator.
- e. The confidential resource can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with Title IX coordinator, investigation interviews, discipline processes, or hearings.
- f. The college will never request access to records made or maintained by a confidential resource or records of a healthcare provider, which are made and maintained in connection with the provision of treatment to the party, unless the college obtains the patient's voluntary, written consent to do so for the grievance process under this policy.

IX. How to Get Help If You Have Been Accused of Sexual Violence

- a. A respondent accused of sexual violence may seek support by contacting campus tele-mental health provider or a healthcare provider.
- b. The college will never request access to records made or maintained by a healthcare provider acting or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party, unless the college obtains that party's voluntary, written consent to do so for the grievance process under this policy.

X. Formal Grievance Procedures: Formal Complaint, Notice, Investigation, Hearing, and Appeal Process

- a. **Formal complaint** A report may be filed in person, by mail, or electronic mail, by using the contact information listed by the college for the Title IX Coordinator. When a report filed in writing by a complainant, it shall not be treated as a formal complaint unless the complainant also requests that the college investigate the report of sexual harassment. Similarly, when a Title IX coordinator receives an oral report of sexual harassment from a complainant, the report will not be treated as a formal complaint unless the complainant also requests that the college investigate the report of sexual harassment. Such a complaint and the request to investigate the report of sexual harassment must be reviewed and approved by the complainant prior to the Title IX Coordinator signing the written complaint. In such cases, the Title IX Coordinator is not a complainant or otherwise a party in the proceedings.
 - i. The Title IX Coordinator shall take no further action on a formal complaint under this policy If the allegations contained within the formal complaint 1) would not constitute sexual harassment as defined in this policy, 2) did not occur in the college's education program or activity, or 3) did not occur against a person within the United States
 - ii. The Title IX Coordinator may take no further action on the complaint under this policy if at any time during the investigation or hearing: 1) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, 2) the respondent is no longer enrolled or employed by the college, or 3) specific circumstances prevent the college from gathering evidence sufficient to reach a determination as to the form complaint or allegations therein.
 - iii. The Title IX Coordinator's decision to take no further action shall be communicated in writing to the complainant. A complainant may appeal such determination as set forth in section h below.
- b. **Notice** Upon receiving or signing a formal complaint of sexual harassment, the Title IX coordinator shall issue a written notice to both parties. The notice shall include:
 - i. an overview of the allegations with sufficient details including the identities of the parties, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known,
 - ii. the name, if known, of the investigator assigned to investigate the formal complaint and that the investigator will contact the complainant and respondent to schedule interviews,
 - iii. a statement that the fact that a formal complaint has been filed creates no presumption that the respondent has committed the alleged conduct and the respondent will not be held responsible for the conduct until a determination regarding responsibility is made at the conclusion of the grievance process,
 - iv. a statement that the parties have the right to an advisor of choice, who may be, but is not required to be, attorney, and who may advise each party during the investigation and throughout the grievance process,
 - v. a statement that the parties and their respective advisors may review evidence

- gathered during the investigation prior to the hearing, and
- vi. the range of sanctions that may be imposed upon a respondent who is found responsible following a hearing.

The written notice must also inform the parties of provisions in the student code of conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process and the prohibition against retaliation.

- c. **Emergency Removal** In certain circumstances, a college President, or a designee, may issue an order for emergency removal of a student from campus prior to a hearing. Emergency removal may be imposed only 1) to ensure the safety and well-being of an individual related to the allegations of sexual harassment; or 2) to ensure the normal operations of the college. Notification of the imposition of emergency removal must be communicated to the respondent and the Title IX Coordinator as soon as is practical. The respondent shall have an opportunity to challenge the decision immediately by filing a request for a video hearing before a hearing officer. The respondent shall comply with the emergency removal order until the order is vacated or otherwise lifted.
- d. **Investigation** All reports of sexual harassment prohibited by this policy will be investigated as expeditiously as possible (usually within 60 days), with reasonable thoroughness and particular care to preserve the confidentiality of all persons involved.
 - i. All students and employees who are contacted by an investigator are expected to be truthful, forthcoming and cooperative in connection with the investigation.
 - ii. The investigator's report shall fairly summarize all relevant information and the sources of such information gathered during the investigation and shall be submitted to the Title IX coordinator.
 - iii. Upon receipt of the report, the Title IX coordinator shall notify both parties in writing. Each party and their chosen advisor may review the report and submit in writing within 10 days any additional information that is relevant for inclusion in the final report. The final report will be made available prior to a hearing.
 - iv. The investigation shall be limited to the allegations in the formal complaint.
- e. **Hearing Process** Within 30 days of notice of receiving the investigation report, the Title IX coordinator shall schedule a live hearing before the hearing officer (or panel) to take place no sooner than 10 days after the final investigation report is made available to the parties.
 - i. At the request of either party, the live hearing will be scheduled to occur via video conference. A record of the hearing will be made either by audio or audiovisual recording, or transcript.
 - ii. **Advisor** If a party does not have an advisor present at the hearing, an advisor will be assigned by the Title IX coordinator to assist the party during the hearing.
 - iii. **Questioning**
 1. At the live hearing, each party's advisor must be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those questions challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor and never by a party personally.
 2. If a party or witness does not submit to cross-examination at the hearing, the hearing officer (or panel) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The determination regarding responsibility, however, cannot be drawn based solely on a party's or witness' absence from the hearing or refusal to answer cross-examination or other questions.
 3. Only relevant questions shall be permitted. Before a complainant, respondent, or witness answers a question, it must first be determined whether the question is relevant and explain any decision to exclude the question as not relevant.
 4. Questions and evidence of either party's character or character trait is not admissible to prove that on a particular occasion that party acted in

- accordance with the character or trait.
5. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the response committed the conduct alleged by the complainant, or the questions and evidence concern specific incidents complainant's prior sexual behavior with respondent and are offered to prove consent.
 6. Questions or evidence that constitute or seek disclosure of, information protected under a legally recognized privilege, are not allowed unless the person holding such privilege has waived the privilege.
- iv. **Standard of Proof** The hearing officer's (or panel's) determination of the respondent's responsibility shall be made on the basis of whether it is more likely than not that the respondent committed the alleged conduct and thereby violated this policy.
- v. **Determination** The hearing officer (or panel) shall issue a written determination regarding responsibility, the written determination must include:
1. Identification of the allegations potentially constituting sexual harassment as defined in this policy;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination of responsibility, including any notification to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding application of this policy to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
 6. Prior to issuance of the decision to the parties, the determination shall be promptly forwarded to the college vice president of student affairs, or other designated disciplinary officer for a determination of sanctions.

f. Sanctions

- i. Upon determining that the respondent committed the alleged conduct and thereby violated this policy, the college vice president of student affairs, or other designated disciplinary officer, may impose one or more of the following sanctions:
 1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
 2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
 3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);
 4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
 5. **FINES** – previously established and published fines may be imposed;
 6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
 7. **RESIDENCE HALL/CAMPUS HOUSING SUSPENSION** – separation from the residence halls/campus housing for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
 8. **RESIDENCE HALL/CAMPUS HOUSING EXPULSION** – permanent separation from the residence halls/campus housing;

9. **CLASS/ COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
 10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
 11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
- ii. In imposing sanctions, the following goals must be considered and balanced: 1) engaging students in taking responsibility for their conduct, 2) repairing harm caused by the conduct, and 3) rebuilding trust with the individuals directly impacted and the college community.
 - iii. A written statement of, and rationale for, any disciplinary sanctions the college imposes on the respondent.
 - iv. A written statement of, and rationale for, any remedies designed to restore or preserve equal access to the college’s education program or activity provided by the college to the complainant. The Title IX Coordinator is responsible for effective implementation of any remedies.
- g. **Notice of Decision** The college must provide the written determination to the parties simultaneously and not less than 7 business days after the determination of responsibility. The notice of decision must also include an explanation of the college’s procedures and permissible bases for the complainant and the respondent to appeal and notice that the determination becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- h. **Appeal Process**
- i. Either party may appeal the determination by filing a written appeal to the Title IX coordinator within 5 business days of being informed of the determination. Grounds for appeal shall be limited to:
 1. Procedural irregularity that affected the outcome of the matter;
 2. New evidence that was not reasonably available at the time of the determination regarding responsibility was made that could have affected the outcome of the matter;
 3. The Title IX officer, investigator or hearing officer had a conflict of interest or bias that affected the outcome of the matter.
 4. Inappropriate gravity of the sanction in relation to the conduct.
 - ii. The other party shall be notified in writing when an appeal is filed.
 - iii. Both parties shall be provided a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
 - iv. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result.
 - v. The appeals officer’s decision shall be provided simultaneously to both parties.
 - vi. If the appeals officer determines that the appeal falls within the limited grounds and the outcome may have been affected, the matter will be remanded within 10 days for a new hearing or other appropriate proceeding depending upon the nature of the grounds for the appeal. If the grounds for the appeal is inappropriate gravity of the sanctions in relation to the conduct, the proceeding shall be limited to a hearing before the disciplinary officer on the appropriateness of the sanction.

XI. Sexual Harassment Education: Awareness, Prevention and Response

- a. Training for Title IX Coordinators, Investigators, and Decision-makers Involved in the Grievance Process – Each employee who participates in the implementation of the college’s grievance process under this policy including Vice Presidents of Student Affairs, Title IX Coordinators, investigators, hearings officers, campus safety officers, human resources officers, advisors for parties, appeals officers, and disciplinary officers, shall have training in handling sexual harassment reports and complaints and the grievance and disciplinary process. The training shall be provided annually and shall include, but not be limited to:
 - i. Information on working with and interviewing persons subjected to sexual misconduct.
 - ii. Information on conduct that constitutes sexual harassment including sexual violence.
 - iii. Information on consent and the role drugs and alcohol may play in an individual’s ability to consent.
 - iv. The effects of trauma, including any neurobiological impact on a person.
 - v. Cultural competence training regarding how sexual misconduct may impact individuals differently depending on factors that contribute to an individual’s cultural background, including but not limited to national origin, sex, ethnicity, religion, gender identity, gender expression, and sexual orientation.
 - vi. Ways to communicate sensitively and compassionately with a reporting party of sexual misconduct including but not limited to an awareness of responding to a reporting party with consideration of that party’s cultural background and providing services to or assisting in locating services for the reporting party. Ways to communicate sensitively with a responding party including an awareness of the emotional impact of being wrongly accused.
 - vii. Training and information regarding how dating violence, domestic violence, sexual assault, and stalking may impact students with developmental or intellectual disabilities.
 - viii. Materials for all training programs must be made publicly available on the college’s website.
- b. Awareness, Prevention and Response Programming for All Students and Employees -- The college with guidance from its Title IX Coordinator, local law enforcement, and the rape crisis center or domestic violence center, shall provide mandatory sexual misconduct primary prevention and awareness programming for all students and employees of the college, which shall include:
 - i. An explanation of consent as it applies to sexual activity and sexual relationships.
 - ii. The role drugs and alcohol play in an individual’s ability to consent.
 - iii. Information on options relating to the reporting of an incident of sexual harassment generally and sexual violence specifically under this policy and the effects of each option, and the methods to report an incident of sexual violence including confidential and anonymous disclosure.
 - iv. Information on the college’s procedures for resolving sexual harassment including sexual violence complaints, and the range of sanctions the college may impose on students and employees found responsible for a violation.
 - v. The name, contact information, and role of the confidential resource.
 - vi. Strategies for bystander intervention and risk reduction.
 - vii. Opportunities for ongoing sexual misconduct prevention and awareness campaigns and programming.

Student Hazing

I. Purpose and Scope

The College hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

II. Definitions

For the purpose of this policy, the following terms shall have the meanings ascribed to them below:

Hazing means any act directed toward any student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued attendance in the College, or any club, or other college or college-affiliated or sanctioned organization.

III. Prohibitions and Obligations

Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.

- a. It is also a Class B misdemeanor for the college or any club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
- b. No college student, official, or employee shall participate in hazing.
- c. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student and Community Affairs, Campus Safety and to the police.
- d. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Student and Community Affairs, Campus Safety and to the police.
- e. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice President of Student and Community Affairs, Campus Safety and to the police, without delay.
- f. Anyone in the College community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.

Barred and Expulsion

Any person barred and/or expelled from the College campus for violence or threats of violence shall be prohibited from attending any other CCSNH college campus and/or satellite campus. The barred and/or expelled person shall be notified in writing of this policy.

Computer Conduct Code

Any student using any College owned computer, printer, scanner, network or related equipment must follow the following Computer Conduct Code. A Student, who violates any of the following policies or is deemed to be misusing computer equipment or lab, will be referred to the Student Judicial System and/or Vice President of Academic Affairs (VPAA) for disciplinary action.

- No student will reprogram, reconfigure, install or change any software or configuration that is installed on any of the College computers or computer system without written approval from their instructor or the Network Administrator.
- No student will connect, disconnect or alter in any form how a computer or related equipment is cabled or connected to the College network system without written approval from their Instructor or the Network Administrator.
- No student will copy or download any computer program or software that is licensed to the College or use College computer equipment or network to copy or download any program or software or materials that they do not have the legal right to copy.
- No student will use any College computer or network to engage in any illegal activity to include but not limited to: engage in an illegal act, make threats or harass individuals or misrepresent themselves to others.
- No student will access or display any pornographic materials on any College computer or network equipment.
- No student will bring any food or drink into a College computer lab including classrooms or libraries where computers are located.
- No student will use any College computer or network equipment to run his/her own business.

Technology Recommendations

This fall, since many classes will likely have an online component, it is recommended to bring a laptop to class that meets the following standards: 8GB RAM minimum 64 bit (16GB for graphical work)

- Intel Core i5/AMD A6 processor or higher
- Wireless networking card for campus
- Solid-state hard drive
- Maximize usb ports
- Windows Operating system 8 or higher
- No Windows 10 S (only runs apps purchased at windows store)

Chromebooks (or MAC / PC tablets), are **not** recommended because they do not have adequate computing power or they have software compatibility issues. **Although it is not required to bring a laptop to all classes, it is a recommendation. Please see your syllabus for specific course requirements.**

College Email System

Nashua Community College (NCC) has established a college electronic mail ("email") system as a means of the College sending official information to enrolled students, and for students to send communication to their instructors and College personnel. All students registered at NCC will be assigned a College email account/address to be used as the only email address for all email communication:

1. Sent to the students from their instructors and from all College personnel; and,
2. Sent by the students to their instructors and to all College personnel.

In addition, students should check their College email account regularly to ensure they are staying current with all official communications. Official communication includes, but is not limited to, policy announcements, registration and billing information, schedule changes, emergency notifications and other critical and time sensitive information.

Students should also check their college email account to be sure that they are current with all email communication from their faculty.

The student email account/address should be the only email address students use to send email to faculty and College personnel so that student email is recognized and opened.

This service is provided exclusively to the students of NCC. Accounts are for individual use only, and are not transferable or to be used by any other individual.

Printing & Copying

Nashua Community College uses a print management solution called PaperCut for network printing from college computers. Every student is given a \$25 initial credit per semester for printing and/or copying. It is every student's responsibility to monitor their own print account and ration their quota appropriately. If a student runs out of their initial \$25 credit they can purchase more credits by visiting the Business Office. All credits expire at the end of every semester and another \$25 credit will be reloaded for the new semester. No refunds will be issued for any unused credits (including purchased credits) per semester. *Note: There are three semesters in an academic year, Fall, Spring, and Summer. Quotas will start the first day of each semester.*

Quotas end the Friday following the last day of term as defined in the official academic calendar.

Printing/Copying Costs:

	Single Sided B/W	Double Sided B/W
Letter 8.5" x 11"	.10	.20
Legal 8.5" x 14"	.10	.20
Tabloid 11" x 17"	.20	.40

Nashua Community College reserves the right to change print/copying quantities and pricing at any time.

Credits can be purchased in \$5 increments and can take up to three business days to appear in the students print balance, please plan accordingly. No refunds will be issued for any unused credits or purchased credits per semester.

Printing, Copying & Scanning Guidelines

1. Respect the rights of other students, faculty and staff while printing or copying.
2. During peak times avoid large print/copying jobs.
3. Stored printed jobs expire after 24 hours.
4. **Do not open the printer for jams**, please contact the IT Dept.
5. **Do not remove toner**, please contact the IT Dept.
6. Do not remove or load paper, please contact the IT Dept.
7. Do not adjust, unplug, or remove any of the printer's components or reconfigure any permanent settings.
8. Please be sure you have logged out of your session when making copies or scanning.
IMPORTANT: Leaving an open session could allow another user to print on your credits, Nashua Community College is not responsible for left open sessions.
9. When copying documents, **you are responsible for following copyright laws**.
10. Do not wait until you are down to a zero balance before purchasing more credits, it can take up to three business days after purchasing to see your new balance.

Internet Access

The College and the Community College System of New Hampshire reserves the right to monitor and restrict user activity on the network. Failure to comply with policies will result in a loss of account privileges. Students must comply with all computer policies and the Computer Conduct Code.

Health and Safety Standards

Shoes, shirts, and appropriate clothing must be worn at all times. Rollerblading, skateboarding, hoverboarding and flying drones are prohibited in the building.

Firearms and Dangerous Weapons

For the purpose of this policy, firearms and dangerous weapons shall include, but are not limited to, shotguns, rifles, pistols, BB guns, dart guns, starter pistols, blow guns, bows and arrows, martial arts weapons, including but not limited to nunchakus, throwing stars, knives over three inches in length, and any other device that could be or appear to be of danger to other persons. (Starter pistols may be utilized for specific events by qualified persons with prior approval). Students, staff and faculty are not allowed to have a weapon on campus. Any student found to be in violation of this policy will be subject to possible dismissal from the college.

Smoking Policy

To promote the health and well-being of students, faculty, staff and general public, the campus of NCC is SMOKE AND TOBACCO FREE. The Policy follows recommendations made by the American College Health Association and the Tobacco-Free College Campus Initiative.

1. Smoking, the use of smokeless tobacco or tobacco alternative, e-cigarettes, and vaping are not allowed in or on all college owned or leased properties or grounds.
2. Smoking, the use of smokeless tobacco or tobacco alternative, e-cigarettes, and vaping are prohibited, and in campus-owned, leased, or rented vehicles.
3. The only exception is that smoking is allowed in personal vehicles on campus.

4. Disposing of tobacco products on College grounds is also considered a violation of the smoking policy.
5. Sale of tobacco or tobacco alternatives products on campus is prohibited.
6. Distribution of free tobacco or tobacco alternatives products on campus is prohibited.
7. Students violating the SMOKE AND TOBACCO FREE policy may be fined as per Board policy; 1st offense \$25.00, 2nd offense \$50.00.
8. When a fine is given, the individual has thirty days to pay the fined amount or their NCC account will be frozen until resolved. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff).

Operations of Motor Vehicles on Campus

Any student found to have a motor vehicle violation on campus is subject to the disciplinary sanctions outlined in this document.

Reckless Driving

Operating a vehicle on campus property in a reckless manner causing the lives or safety of the campus community to be placed in danger.

Speeding

Operating a vehicle on campus property at a speed greater than is reasonable and having no regard to potential existing hazards. The speed limit established for campus travel is 15 mph.

Failure to Yield to Pedestrians

Vehicle must yield to pedestrians in crosswalk. Stop or slow down while person is crossing in marked lane.

CAMPUS SERVICES

Bookstore

The store is a contract service with Follett Higher Education Group, Inc. The Bookstore is operated by Follett Higher Education Group (FHEG) employees. The bookstore facilitates Professor determined textbooks that are then ordered for student courses. The bookstore also offers in store school supplies; pens, pencils, notebooks, calculators, binders, study guides as well as an assortment of NCC spirit clothing and gift items.

Store Hours

Monday, Tuesday, Wednesday 8:30 a.m. - 5:00 p.m.

Thursday 8:30 a.m. - 6:00 p.m.

Friday 8:30 a.m. - 2:00 p.m.

During the first week of classes, the bookstore extends its hours. Please contact the bookstore at 603-880-7083 or check their website <http://www.nashuaccshop.com/> for information on extended hours.

Textbooks

The bookstore offers; New & used textbooks, both of which can be rented, digital textbooks with and without access codes, custom textbooks and low cost materials (under \$40). These titles are used increasingly in General Study courses. The bookstore staff is committed to providing the most effective solutions to our campus community and works closely with professors. We strongly advise that you purchase your textbooks one to two weeks prior to class start, especially if you wish to purchase used textbooks.

You can also purchase or rent your textbooks online through <http://www.nashuaccshop.com/>.

Paying for Your Books

The Bookstore accepts cash, Debit, Visa, MasterCard, Discover, American Express, and PayPal. The Bookstore also accepts checks written for the exact amount of purchase. The person whose name appears on the check must be present or the family member making the purchase must have the same last name and provide a valid driver's license or state issued non-driver ID (no starter checks, please). If your books are being paid for by a third party, such as NH Vocational Rehabilitation, VA, or by financial aid, The Bookstore must receive and process authorization prior to releasing the textbooks. Be sure to ask about the Price Match program available to cash, check and credit card customers. Please see the bookstore for return policies regarding textbooks and non-text items.

Buyback Program

At the end of the fall and spring semesters, the bookstore runs a buyback program in which the bookstore can pay up to 50% of the student's previously paid price for books in good condition, IF being used in the upcoming semester. This means, the bookstore can offer up to 50% for books only if they have been ordered by the professor or department chairperson for an upcoming term. Books that they do not have an order for, are subject to wholesale prices. They can only buy back limited quantities of books, so be sure to sell back your books early.

Contact Information

If you have any questions, please call the bookstore at (603) 880-7083 or email them at 0971mgr@follett.com. Their website is <http://www.nashuaccshop.com/>.

Walter R. Peterson Library

The library is a welcoming space where the NCC community can find study spaces, computers, books, academic resources and research and technical assistance. The Academic Success Center is also located in the library.

The library website <https://nashuacc.libguides.com/NCCLibrary> provides 24/7 access to an extensive array of online resources, including search and citation tools, databases and ebooks, research guides and streaming videos.

Billing for Lost or Damaged Library Materials

When library materials are not returned or are returned in damaged condition, the borrower will be billed for the replacement costs. Until the student's library liability is cleared, a hold will be placed on the student account that will prohibit registration for future courses and/or receipt of transcripts.

Any library materials obtained through interlibrary loan are an extension of the NCC library and therefore are bound by the same return policies.

Food Service

Nashua Community College hosts a dining facility in the Wellness Center that offers a variety of made to order grab and go meals and snacks. From hot breakfasts, grilled sandwiches, pizza, and salads, the fresh made choices offer something for everyone. Hours of operation are posted [online](#).

Housing

The College has a Memorandum of Understanding with the University of New Hampshire at Manchester (UNHM) to provide the opportunity for full time students at the College to utilize dormitory housing and a meal plan at the University of New Hampshire at Manchester (UNHM) Downtown Commons, 1000 Elm Street, Manchester, NH 03101.

Students will have access to UNHM residence hall rooms consistent with UNHM's policies on a space available basis and at the currently prevailing rate for residence hall room and board. Students are allowed to participate in events that other UNHM residential students engage in except for those that require additional student fees. Students are required to obtain and be covered by health insurance while a resident at UNHM residence hall facilities. Students choosing to reside at the UNHM residence halls will accept and agree to the UNHM Room and Board Agreement and shall be subject to the UNH Student Rights, Rules, and Responsibilities as well as to the CCSNH/College rules, regulations and the Student Handbook. The College reserves the right to sanction students for disciplinary issues. Those coming under such scrutiny do so under the Student Code of Conduct and Judicial Process. UNHM Student Code of Conduct is part of the Student Rights, Rules, and Responsibilities handbook of Student Life.

Students are responsible for charges assessed for violations of University Housing Community Standards. A hold will be placed on students accounts with outstanding balances. Students residing in the UNHM residence halls are subject to fines incurred for damage to university property. All other personal expenses, such as bedding, linens, supplies, etc., shall be the responsibility of the students.

Health Services

Health Services are not provided on the campus, however, there are many health service resources in the vicinity that we refer students to. Costs and eligibility requirements vary. Please contact area agencies for this information in advance whenever possible. Students are responsible for any costs incurred for medical transportation and medical/surgical services. The college is not liable for these expenses.

BetterHelp

Nashua Community College realizes the importance of school/work/life balance and its critical impact on the productivity and general well-being of each person. The College also understands all the additional stress caused by the COVID-19 outbreak and its impact on social lives, jobs, and families.

The Community College System of NH (CCSNH), which includes NCC, has partnered with BetterHelp - the world's largest online therapy provider in extending an additional layer of support to our students, providing access to professional counseling. Anytime, Anywhere!

Students receive an email announcing the benefit followed by an email from BetterHelp with the CCSNH invitation. The invitation email includes a unique link for students to create an account and access the service. Email invitations are sent to new students within two weeks of classes starting. Returning students can have their email invitation resend at their request.

With BetterHelp, students are matched with a licensed therapist within 24 hours based on the counseling students are looking for and the student's preferences to get the help students need. Students can easily self-schedule a live session as well as interact via live and scheduled video, chat, phone, and unscheduled messaging. Moreover, students have the ability of switching the provider with a click of a button.

BetterHelp is paid for by CCSNH and NCC, so there is no cost to the student. To access this free service, students must use the unique link provided on the email from the CCSNH invitation sent to students by BetterHelp to create an account.

Please be aware that creating an account directly on the BetterHelp website or using any other links will take students down BetterHelp's customer route and students may be asked for payment. Students DO NOT have to provide credit card information or payment to use this benefit.

Confidential, convenient counseling is only a step away through our partnership with BetterHelp!

For more information, visit our website www.nashuacc.edu.

If you have questions, contact Director of Student Life and Student Senate Advisor, Amy Vazifdar at avazifdar@ccsnh.edu, Vice President of Student and Community Affairs and Title IX Coordinator, Lizy Gonzalez at lgonzalez@ccsnh.edu or BetterHelp at: contact@betterhelp.com.

Lockers

Nashua does not assign lockers. There are a few lockers available to students who provide their own locks on a first come, first serve basis.

The lockers in the locker rooms are designated for use by all current students and faculty. In the event articles are left in the lockers overnight or a lock is left on a locker, the items will be removed and thrown away.

The College cannot guarantee the safety of personal items. All lockers will be cleaned out at the end of the summer semester. The College will not be responsible for any items left after summer semester.

STUDENT ACTIVITIES/ORGANIZATIONS

Student Senate

The Student Senate is the student government at the College. It exists to promote student unity through creating and supporting student interest in extracurricular activities and to exercise general policy-making authority over student activities and affairs.

The Nashua Student Senate consists of an Executive Board made up of senators from the student body. The Student Senate promotes student activities, allocates and disburses Student Activity Funds, and represents the student voice to the Administration.

Each student at the College has the right and responsibility to participate in student government. There are many options including: running for elective office; sharing your concerns with Senators; and, participating in Senate sponsored activities. Students must be matriculated and in good standing to hold an office. (See Senate Bylaws.) The Senate usually meets bi-monthly at noon and all students are welcome to attend and voice their opinions. Your Senators want to hear from you!

Activities

Activities are promoted by the Student Senate. They are open to all students and interest levels. The activities are offered at low cost or no cost to current students. Students interested in helping to plan or participate in activities should consider joining. For more information, contact a [Student Senate member](#) or Student Senate Advisor.

Establishing New Organizations

Student organizations are reflective of student interests. Any student or group of students can establish a new club or organization. To do so, consult the Student Senate Bylaws for starting new clubs on campus. The Senate will vote to officially recognize the organization. Organizations must be open to all students and should not discriminate based on race, national origin, gender, sexual orientation, age or disability. A club's request for recognition by the Senate will indicate its willingness to comply with the Senate's guidelines for the expenditure of club funds.

Student Functions

Any recognized organization can sponsor a function with Senate approval. Facilities Request forms are available from the Student Life Office. The group's faculty advisor must sign the form and can answer questions a group might have. The approval form must be returned to the Student Senate Advisor for approval by the Vice President of Student and Community Affairs. Students should consult the Student Senate Bylaws and Operating Rules for specific guidelines on all Senate activities.

Phi Theta Kappa - Alpha Chi Kappa Chapter

Phi Theta Kappa is an international fraternity devoted to recognizing and encouraging scholarship, leadership, and service in two-year colleges. Invitations for membership are extended to associate degree students who have met all of the requirements of the chapter of their home campus, have demonstrated leadership and service, and who are entitled to the full rights of citizenship of his/her native country. The organization offers a myriad of opportunities for scholarships, intellectual enrichment, and occasions for fellowship with other members in community-based service projects.

Intramural Sports

The intramural sports program at NCC is for current students who would like to participate in competition. Competition is offered for men, women, and co-ed participants depending on the sport. Competition is offered in the form of leagues, tournaments, and special events each semester. The activities offered are based upon student interest and the availability of resources and facilities.

Wellness Center

The 40,000 square foot Wellness Center houses a full-size gymnasium, suspended walking track, multi-purpose exercise room, fitness center, fully equipped locker rooms, dining hall, conference room, and lounge space. This facility is open to all NCC students, faculty, and staff. A valid Nashua Community College ID and completion of the Wellness Center Registration form is required for admittance into any athletic facilities (gymnasium, fitness center, multipurpose room, locker room, walking track).

The fitness center is equipped with state of the art cardio and strength equipment, including two Cybex Arc Trainers, two Espresso Fitness virtual reality bikes, three Star Trac treadmills, a seven piece Cybex VR3 strength circuit, Cybex smith machine, free weights, dumbbells, and kettlebells. The fitness center staff is trained to assist with strength and cardio equipment and is made up of a welcoming and helpful group of individuals who are committed to meeting the workout needs of NCC students, faculty, and staff.

The staff kindly asks that all users adhere to the following rules in the fitness center, walking track, multi-purpose exercise room, and gymnasium areas:

1. Please wear clean, non-marking athletic shoes when using the facilities. No boots, dress shoes, or open toed shoes/sandals are allowed.
2. Do not bring any food or beverages into the facilities (water is permitted).
3. A valid Nashua Community College ID is required for entrance into any of the facilities.
4. Please sign in and out when entering and exiting the fitness center.
5. Do not leave personal belongings in the lockers overnight.
6. Students, faculty, and staff are allowed to bring their own locks for use in the locker room. The fitness center staff will not provide locks.
7. All personal belongings must be kept in the lockers and should not be kept on the floor in the locker room or any other fitness center facility.
8. Do not leave trash in any of the facilities.
9. Use appropriate language at all times.
10. Please respect the fitness center staff at all times, and remember that staff members have the final decision on all fitness center matters.

The multi-purpose room is a room that can be utilized as a space for exercise, as well as a club meeting and activity space.

The fitness center, gymnasium, and walking track are open Monday through Friday. The hours will be posted online and on site at the beginning of each term.

The lounge area located on the second floor of the Wellness Center is for student and faculty enjoyment. The furniture is to be used in a proper manner. As numerous people use this facility, laying and sleeping on the couches is not considered acceptable behavior.

The fitness area, basketball court and locker rooms require that all students have a current and active ID to enter. The doors are equipped with an ID reader which will admit only current students who have completed the Wellness Center Registration form.

The Student Code of Conduct applies to students using the Wellness Center's facilities. Students found in violation of the Student Code of Conduct or doing anything which could cause injury to themselves or others will be subject to disciplinary action including, but not limited to access to the Wellness Center (Please refer to the Student Code of Conduct section in this Handbook).

STUDENT RIGHTS AND RESPONSIBILITIES

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools must notify parents and eligible students annually of their rights under FERPA.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the College within 45 days after the date Nashua Community College receives a request for access. Parents or eligible students should submit to the Registrar's Office a written request that identifies the record(s) the parents or eligible student wishes to inspect. The Registrar's Office will make arrangements for access and notify the parents or eligible student of the date, time and place where the records may be inspected. The College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The College may charge a fee for copies.
2. Parents or eligible students have the right to request that the College correct records which they believe to be inaccurate or misleading. Parents or eligible students who wish to request that the College correct records should submit to the Registrar's Office a written request that clearly identifies the part of the record the parents or eligible student want changed, and specify why it should be changed. If the College decides not to amend the record as requested, the parent or eligible student will be notified in writing of the decision and the right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. After the hearing, if the College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Parents or eligible students have the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without prior parents or eligible students written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Community College System of NH/Nashua Community College in an administrative, supervisory, academic, research, or

support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Community College System of NH/Nashua Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Community College System of NH/Nashua Community College.

Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. The Community College System of NH/Nashua Community College will make a reasonable attempt to notify each student of these disclosures.

See the list under Notification of Directory Information Opt-out below for additional disclosures that the College may make without consent.

4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Community College System of NH/Nashua

Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Notification of Disclosure of Directory Information

The federal law includes provisions for disclosure of directory information by educational institutions. Nashua Community College hereby designates the following information as Directory Information:

- Name
- Address
- Email Address (CCSNH)
- Telephone Number
- Major Field(s) of Study
- Dates of Attendance
- Enrollment Status
- Degrees, Honors and/or Awards
- Most recent educational institution attended

Notification of Directory Information Opt-out

Currently enrolled students have the opportunity to withhold disclosure of information under the Family Educational Rights and Privacy Act. As such, the College is not obligated to honor requests for non-disclosure of Directory Information from former students. To withhold disclosure, complete the FERPA Directory Information Opt-out form available at

<http://www.nashuacc.edu/images/PDF/directory-info-opt-out.pdf> as written notification must be received by the Registrar's Office.

The effects of your decision to request confidential status are:

- If you restrict the release of directory information, your name will not appear on the Dean's/President's List or Graduation Honors List released to newspapers.
- Information that you are here as a student will be suppressed, so that if a Loan Company, Prospective Employer, etc., inquire about you, the request for information will be denied.

Once you have designated a confidential classification, it will not be removed until you submit a signed authorization requesting its removal.

See the list below of the disclosures that the College may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the Community College System of NH/Nashua Community College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Community College System of NH/Nashua Community College State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Solomon Amendment

The Solomon Amendment requires institutions to provide directory-type information on students at least 17 years of age upon request of representatives of the Department of Defense for military recruiting purposes. The information to provide includes; names, addresses, telephone listings, date and place of birth, levels of education, academic majors, degrees received and the most recent educational institution enrolled in by the students. For more information, please see the Registrar.

STUDENT CODE OF CONDUCT AND JUDICIAL PROCESS

I. Introduction

A. Policy Statement

A student's continuance at any college in the Community College System of New Hampshire (CCSNH) depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects

the college community and/or the pursuit of its objectives, whether on or off the college premises.

The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relevant rights of all students;

- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

The mission of the colleges' judicial systems shall be educational in emphasis. In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, the good of the college community normally takes precedence.

B. Definitions

College Official – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

Complainant – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

Faculty – Refers to any person hired by CCSNH colleges to conduct educational activities.

Judicial Advisor – Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The judicial advisor's roles will include but not be limited to monitoring the judicial bodies and proceedings; advising judicial bodies and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

Judicial Body – Refers to any college official or committee authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

Judicial Committee – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a judicial body's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such judicial body.

Respondent – Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed.

II. Student Code of Conduct

A. Scope

The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.

B. General Infractions

1. Violation of published college policies, rules, or regulations;
2. Violation of federal, state, or local law;
3. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law and college regulations;
4. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;
5. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;

C. Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
 - a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**);
 - b. **Plagiarism**, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.
2. **Grading Authority:** Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

D. Disruption of College Operations

1. Furnishing false information to any college official, faculty or staff member;
2. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
3. Tampering with the election process or financial management of any college recognized student organization;
4. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;
5. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
6. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
7. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.
8. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial body or judicial committee;
 - b. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
 - c. Disruption or interference with the orderly conduct of a judicial proceeding;
 - d. Attempting to discourage an individual's proper participation in or use of the judicial system;
 - e. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
 - f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
 - g. Influencing or attempting to influence another person to commit an abuse of the judicial system;
 - h. Aiding or abetting in the violation of the Student Code of Conduct.
9. Disruptive student behavior in a classroom or other learning environment (to include both on and off campus locations), which disrupts the educational process as defined by the instructor. Disruptive student behavior also includes engaging in threatening, intimidating, or other inappropriate behavior toward the instructor or classmates outside of class.

E. Health & Safety Offenses

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises or unauthorized entry to or use of college premises;
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

F. Offenses Involving Others

1. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
2. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the

- intended target;
3. Acts of intimidation or coercion, whether stated or implied;
 4. Offenses of domestic violence, dating violence and sexual assault;
 5. Acts of harassment, including discriminatory harassment, directed toward any member or guest of the CCSNH community. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, gender, sexual identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process;
 6. Hazing, which is defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause Physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

G. Offenses Involving Property

1. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to:
 - a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of electronic files or copyrighted software programs;
 - c. Unauthorized use of another individual's identification and password or key card;
 - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
 - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
 - f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research;
 - g. Use of technological resources for criminal activity;
 - h. Use of technological resources to interfere with operation of the college computing System.

H. Student Social Compact

As members of this campus community, we face a serious public health situation that requires a new level of awareness and caution in our daily lives. As a caring community, we understand that our health and safety depend on how well we take care of ourselves and each other. As a member of this community I promise to responsibly protect my health and the health of others. I make these efforts to help prevent the spread of COVID-19 and other risks to our community's health and to best preserve the learning opportunities available to me as a student at this college.

The virus that causes COVID-19 is highly contagious. It is possible to develop and contract COVID-19, even when individuals follow all of the safety precautions recommended by the Centers for Disease Control (CDC), the State of New Hampshire, and the College. NH's community colleges are following coronavirus guidelines issued by the CDC, the NH Department of Health and Human Services (DHHS), and other reliable resources to reduce the spread of infection. However, by engaging in on- or off- campus activities, students, faculty and staff can never be completely

shielded from all risks of exposure or illness caused by COVID-19 or other infections.

Maintaining college instructional and service activities is dependent upon how well ALL members of our college community adhere to public health recommendations and expectations. Significant changes in the trajectory of the virus may result in changes to instructional and campus operational plans. It is in all of our best interests to do our part to mitigate the spread of COVID-19. To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

Protect Myself

1. Monitor for the symptoms of COVID-19 and report as directed by the college and to a medical professional if I experience fever, cough, shortness of breath or other symptoms identified by public health authorities
2. Wash my hands often with soap and water or use effective hand sanitizer
3. Maintain appropriate physical distancing, especially in indoor settings
4. Protect myself from viral respiratory infections by means that may include obtaining a flu shot as recommended by NH public health authorities
5. Follow all other recommendations of public health officials in the State of New Hampshire

Protect Others

1. Stay home if feeling ill, or after exposure to someone who is ill or is suspected or confirmed positive for COVID-19
2. Wear an appropriate face covering and other protective gear as directed by the college
3. Be positive, sensitive and helpful to anyone around me who may be troubled or struggling
4. Recognize that others may have health conditions or relevant family circumstances that are private and respect their needs for personal and community precautions
5. Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus

Protect My College Community

1. Keep clothing, belongings, personal spaces and shared common spaces clean
2. Carefully observe instructional signs and follow directions
3. Inform the designated COVID-19 Contact Person at my college if I have a positive test or am experiencing symptoms associated with COVID-19
4. Participate as requested in testing and contact tracing to preserve the wellness of the community
5. Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community
6. Behave with compassion and understand that we are all doing the best we can in unprecedented circumstances – share concerns rather than anger or blame

Protect My Surrounding Community

1. Complete required precautions prior to arrival on campus, or if I have had to leave the state
2. Self-isolate in accordance with NH DHHS guidelines if I test positive for COVID-19
3. Quarantine in accordance with NH DHHS guidelines if I am identified as having been in close contact of a suspected or confirmed case for COVID-19 or fall under the travel restrictions for COVID-19
4. Practice safe physical distancing when participating in the community outside of the campus
5. Pay attention to and observe local and state directives

6. Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe
7. This virus does not discriminate, and neither will I – no person or group of people is responsible for this virus and I will not blame the presence of COVID-19 on anyone in my community

This Social Compact is part of the Student Code of Conduct adopted for the 2020-21 academic year.

III. Violation of Civil/Criminal Law and College Code of Conduct

1. If a student is charged with a violation of the Student Code of Conduct that also constitutes a violation of a criminal statute, disciplinary proceedings may still be instituted against a student prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a CCSNH college judicial body, however, the college may advise off-campus authorities of the existence of the proceeding and of the internal handling of such matters within the college community. College officials, faculty and staff will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

IV. Sanctions and Disciplinary Proceedings

A. Sanction Definitions

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;
9. **CLASS/COLLEGE SUSPENSION** – separation from class(es) or the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.

11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim Sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college.
Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

B. STUDENT DISCIPLINARY PROCEEDINGS

Training

1. All individuals involved in conducting disciplinary proceedings and appeals shall receive annual training on the student code of conduct, investigations and the hearing process which shall include training on how to conduct an investigation and hearing process that protects the safety and welfare of victims and promotes accountability.

Filing a Complaint

1. Any person who witnesses or learns of a violation of the Student Code of Conduct may bring a complaint forward to the appropriate Judicial Body by filing an incident report.
2. Incident report forms may be obtained from the Academic or Student Affairs Offices as well as from the Judicial Advisor. In addition, forms may be made available through Campus Safety or on the college web site. Information in the incident report should include but not be limited to the following:
 - a. Reporting person's name, address, phone, and student identification number (contact information and ID number shall not be released to the Respondent without written permission of the person reporting the incident);
 - b. Date, time, and location of incident;
 - c. Person(s) involved in the incident;
 - d. Victim(s) or damages involved in the incident;
 - e. Complete narrative description of the incident;
 - f. Names of witnesses to the incident;
 - g. Any other information deemed appropriate.

Investigation and Resolution of Complaint by Judicial Body

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant

and the Respondent regarding any interim sanctions and shall determine whether a) the Complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent.

5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued.

C. STUDENT DISCIPLINARY APPEALS

Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:
 - a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
 - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
 - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing. If, the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal the Judicial Advisor may:
 - a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
 - b. Immediately forward the appeal to the Judicial Committee for consideration;
3. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
4. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

D. MEMBERSHIP OF THE JUDICIAL COMMITTEE

1. A chairperson and an alternate chairperson who will be appointed by each college president or his/her designee.
2. A total of eight (8) voting members, elected as follows:
 - a. Four (4) faculty or staff selected by college president or other appropriate college official(s).
 - b. Four (4) students selected by the Student Senate or other appropriate student group. If

- the college has residence halls, two of the students shall be from the residence halls.
3. A total of five (5) alternate voting members to be selected as follows:
 - a. Two (2) faculty or staff selected by the college president or other appropriate college official(s).
 - b. Three (3) students selected by the Student Senate or other appropriate student group, one (1) from the residence halls (if applicable) and two (2) commuter students.
 4. The advisor to the Judicial Committee will be the Judicial Advisor who will be appointed by the Vice President of Student Affairs.

E. JUDICIAL COMMITTEE APPEAL HEARINGS

1. A minimum of five (3) members (including the Chair) shall constitute a quorum to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
 - a. Regular members will serve, if available, or
 - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
 - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
 - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
 - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
 - d. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
 - e. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
 - f. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
 - g. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
 - h. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
 - i. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

- j. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
 - k. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
 - l. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be with the college's judicial records.
5. The Judicial Advisor shall be responsible for making a record of the hearing. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
 6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
 7. The decision of the Judicial Committee is final and is not subject to further appeal.

V. Student Rights

A. Students in the Classroom

The classroom environment should encourage free discussion, inquiry and expression. Student performance must be evaluated on the basis of academic performance. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Students are responsible for learning the content and maintaining academic standards for any course of study, but in so doing, they have the right to take substantiated exception to the data or views presented in class, and they are responsible for learning the content of any course of study

for which they are enrolled. Information about the personal views, beliefs, and political associations of students which instructors, advisors and counselors learn in their course of work should be considered confidential.

B. Student Freedom Off-Campus

Students are both citizens and members of an academic community with rights of freedom of speech, peaceful assembly and petition. Administrative officials and faculty members should not employ institutional powers to inhibit the intellectual and personal development of students as promoted through the exercise of citizenship rights on and off campus.

Where activities of students off-campus result in the violation of law and interrogation by investigators, the colleges should:

1. Not duplicate the function of general laws until the college's interests as an academic community are distinctly and clearly involved;
2. Not subject the student to a greater penalty than would normally be imposed if the off-campus violation incidentally violates an institution regulation;
3. Take appropriate action independent of community pressure.

C. Freedom of Association

Students should be free to organize and join associations to promote their common interests. Affiliations with an external organization should not of itself disqualify a student organization from institutional recognition. Student organizations must submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. Campus organizations should be open to all students without respect to race, creed or origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made clear that in their public expressions or demonstrations students or student organizations speak only for themselves and not for the college, CCSNH, its board of trustees or employees.

Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by a college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that presence of guest speakers does not necessarily imply approval or endorsement of the views expressed either by the sponsoring group or by the college.

E. Student Participation in College Government

The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of student government and both its general and specific responsibilities should be made explicit and the actions of student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures.

F. Student Publications

College authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their development, and the limitations on external control of their operation. Editorial freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, unsubstantiated allegations and attacks on personal integrity, and the techniques of harassment and innuendo.

G. Establishing Student Conduct Standards

1. Conduct

In developing responsible student conduct and disciplinary procedures, the CCSNH and its colleges should:

- a. Establish and communicate, through publication, those standards of behavior which are considered essential to the educational objective and community life.
- b. Initiate disciplinary proceedings only for violations of standards of conduct formulated or published.
- c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

2. Investigation of Student Conduct

a. Search & Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below.

Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:

- Residential Life health and safety inspections, Thanksgiving Break Closings, Winter Break Closings and Spring Break closings to insure the health, cleanliness, safety and maintenance of the Residence Halls. During inspections, if a policy violation comes to the attention of the staff (ex. candle), it may be addressed judicially.
- Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.
- Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).
- Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.
- Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.
- Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

VI. Student Rights – Academic Grievance Procedures

Any student who feels that his/her rights have been violated may file a grievance following the procedure below. In the case of a grievance alleging discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status, the student may also report the conduct to the college's Affirmative Action or Equity Officer and/or Title IX Coordinator. In the case of a grievance alleging discrimination, the college may also initiate an investigation and take appropriate steps including, but not limited to, referring the matter to the appropriate College Official for disciplinary action.

- A. Prior to filing a grievance, the student is encouraged to meet with the individual who has allegedly violated his or her rights, e.g., instructor, staff member, or student, to resolve the

issue informally.

B. If the issue cannot be resolved by pursuing the process in step A, or the individual elects not to resolve the matter informally as prescribed in step A, a formal grievance in writing must be submitted to:

- The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog or student handbook for separate process for Grade Change/Grade Appeal), or:
- The Vice President of Student and Community Affairs for grievances not related to the instructional process

The grievance must be submitted within two weeks of the date the grievant knew or reasonably should have known, of the alleged violation. The grievance shall specify the right claimed to have been violated and state briefly the underlying facts.

C. The Vice President of Academic Affairs (VPAA) or Student and Community Affairs (VPSCA), or designee, will meet with the individual alleged to have violated the student's rights. The VPAA/VPSCA, or designee, may attempt to resolve the issue informally at this stage. If resolution is not possible and the VPAA/VPSCA or designee determines that the grievance alleges facts which if true constitute a violation of the student's rights and has been timely filed, the matter will be forwarded to the Judicial Advisor who convene the Judicial Committee within two weeks of the receipt of the formal grievance. If the VPAA/VPSCA or designee determines that the grievance does not state a violation of the student's rights or is untimely, the VPAA/VPSCA will provide a written explanation to the student and the matter will be considered resolved at that point.

Unresolved Grievance

If you have a grievance you feel has not been properly resolved by NCC the following organizations may be contacted for assistance:

NH Department of Education, Higher Education Division complaint process through the following link: <https://my.doe.nh.gov/ESSWEB/HigherEducation/Complaint.aspx> or by contacting at the NH Department of Education, Higher Education Division:
New Hampshire Department of Education | 101 Pleasant Street | Concord, NH | 03301-3852 | Telephone: 603.271.3494 | TDD Access: Relay NH 711

NEW ENGLAND COMMISSION OF HIGHER EDUCATION (NECHE)
3 Burlington Woods Drive, Suite 100 Burlington, MA 01803
781-425-77414
<https://cihe.neasc.org/information-public/comments-and-complaints>

NCC Equity & Grievance Policy

Human Rights/Equity Committee Reporting Procedures

The Nashua Community College Human Rights/Equity Committee (HREC) is sensitive to the threat and/or embarrassment an individual may experience in coming forward with a complaint regarding discriminatory behavior. The reporting procedures outlined below are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. This committee has been put in place for use by students, faculty, staff and administration.

Complaints of discrimination, or of retaliation for making such complaints, may be reported directly to NCC's Human Rights/Equity Committee Chairperson at NCCHREC@ccsnh.edu. Complaints may also be reported to any member of the HREC or NCC's faculty, staff, or administration, who will then refer the complaint(s) to the Committee Chairperson. Each reported complaint will be followed up by the Committee Chairperson or designee in a timely manner.

Any NCC student or employee who has observed or is aware of discriminatory behavior and/or retaliation for reporting said discriminatory behavior should report this to the Human Rights/Equity Committee Chairperson or other HREC representative.

No one shall be required to file a complaint with an individual who is hostile to him/her and/or who engages in, or has been alleged to have engaged, in conduct which could be considered discriminatory.

Initial Reporting

The individual with the complaint is encouraged to contact NCC's Human Rights/Equity Chairperson at NCCHREC@ccsnh.edu to arrange for a meeting. This communication and meeting will be confidential and considered an informal review or discussion of the incident. An attempt to resolve the alleged complaint within ten (10) working days will be initiated by the Committee Chairperson. If a resolution cannot be reached through these informal means, a formal investigation will be launched, with the permission and written request of the complainant. Every attempt will be made to maintain the anonymity of the individuals involved, and each complaint will be handled as confidentially and expeditiously as possible.

Formal Investigations

Formal reporting procedures must be initiated within one year of the alleged violation. Investigations shall be conducted with particular care to preserve the confidentiality of all persons involved. Only those who have an immediate need to know (including, but not necessarily limited to, the investigator(s), the grievant (s), the respondent(s), and College President) shall be provided with the identity of the grievant, the respondent, and the allegations.

All involved persons shall be afforded the opportunity to submit information relevant to a complaint. All parties contacted in the course of an investigation shall be formally advised of the necessity of confidentiality and that any breach of confidentiality shall be treated as misconduct subject to disciplinary action. The investigation will be conducted within thirty (30) calendar days of receipt of a written complaint. If additional time is required to ensure a thorough investigation, this time may be extended. Upon completion of the investigation, a written report will be submitted to the College President, and will be disclosed to the grievant and respondent. If the investigators have determined that the complaint was proven valid by a preponderance of the evidence, the investigators' report to

the College President shall be accompanied by a recommendation for corrective and/or disciplinary action determined according to the totality of the circumstances uncovered during the investigation. In making a recommendation for corrective and/or disciplinary action, the investigators may consider (but not limit themselves to) the following factors:

- the severity of the offense
- the frequency and duration of the prohibited conduct
- the extent to which the misconduct, however minor, serves to create an intimidating campus environment for the grievant, or otherwise increases the difficulties of education or job performance for the grievant.

The College President will take the report and its recommendations under advisement, and make a decision regarding any corrective and/or disciplinary action that may be taken. The time between submission of the report to the College President and the commencement of corrective and/or disciplinary action shall be no longer than 21 calendar days. The College President will provide the Human Rights/Equity Chairperson with written documentation of the decision regarding corrective and/or disciplinary action at the time of or prior to the commencement of disciplinary action. Both the grievant and the respondent will be informed of the College President's decision.

Appeals

Appeals of the President's decision may be made by students according to the procedures outlined in the Community College System of NH policy manual and/or the NCC Student Handbook, which is available in the Vice President of Student and Community Affairs office, the Library, the NCC website and in various offices on campus. Faculty, staff, and administrators may appeal according to the procedures outlined in their current Collective Bargaining Agreement or the Handbook for Administrative, Managerial, Professional and Operating Support Staff Exempt from the Collective Bargaining Process (Confidential Employees).

Retaliation Prohibited

Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is strictly prohibited, and will be subject to disciplinary action against the retaliator.

Any questions regarding these procedures or the State and Federal antidiscrimination legislation listed above should be addressed to any of the following:

NCC Human Rights/Equity Committee Chairperson

Kyle Metcalf
Security Office
Nashua Community College
505 Amherst St
Nashua, NH 03063
NCCHREC@ccsnh.edu (Confidential Email)
Phone: (603) 897-9988

Community College System of New Hampshire

Sara A. Sawyer
CCSNH Director of Human Resources
26 College Drive
Concord, NH 03301
ssawyer@ccsnh.edu
Phone: (603) 230-3503

NH Commission on Human Rights

2 Industrial Park Drive Bldg. One
Concord, NH 03301
humanrights@nhsa.state.nh.us
Phone: (603) 271-2767
TDD 1-800-735-2964

Office of Civil Rights

Boston Office

U.S. Department of Education

8th Floor
5 Post Office Square
Boston, MA 02109-3921
OCR.Boston@ed.gov
(617) 289-0111
TTY (800) 877-8339
FAX (617) 289-0150

DISCLAIMER: The information contained in this handbook is to be used as a guide to Nashua Community College for the students, faculty, and staff members. All information including but not limited to: costs, rules, regulations is subject to change at any time. The College reserves the right to modify aspects of operations as well as to change fees and other charges without notice.

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nashua@ccsnh.edu | www.nashuacc.edu