



Granite State College

UNIVERSITY SYSTEM OF NEW HAMPSHIRE

STUDENT HANDBOOK
2016-2017

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WELCOME TO GRANITE STATE COLLEGE

Dear Students,

You have now joined a unique community of scholars, diverse with respect to background, experience, and goals but united by the decision to further their education with the support of Granite State College faculty and staff colleagues who share a commitment to the success of our students.

The accompanying materials in this handbook are intended to provide you with important and useful information to help you to achieve your own goals at Granite State College. This includes the College's academic policies, our academic calendar, and information about academic support services, financial matters, and details about our nine locations across the State of New Hampshire. These should be useful and can serve for reference in consultation with your Academic Advisor to map out your progress toward a degree.

We have also included information about various policies of the College—in some cases, institutional and in other cases predicated on federal laws—to foster and maintain a safe, civil, and respectful environment for you and other members of the Granite State College community so that the fundamental work of the College—education and personal growth—can occur. I encourage you to acquaint yourself with the material in this handbook as it should serve as a helpful guide toward your successful future with the College. It is also a reminder of the responsibilities we have to one another in the community.

If you have any questions about our policies, practices, or services you should find contact information in the handbook that will allow you to explore and to clarify those issues. You can also consult with your Academic Advisor or, if you prefer, call the College at 855.472.4255.

Your success is a fundamental measure of our work, so on behalf of my colleagues at Granite State College, I welcome you and we look forward to working with you.

Sincerely,



Mark Rubinstein
President | Granite State College



ABOUT GRANITE STATE COLLEGE

Granite State College is committed to empowering and educating students in New Hampshire and beyond by delivering high-quality education in an accessible, affordable, flexible, and innovative setting. As one of the four institutions of the University System of New Hampshire, Granite State College annually serves more than 3,500 students, and has served over 61,000 students since 1972. The College proudly delivers practical and relevant education in the classroom and online, offering Associate, Bachelor's and Master's Degrees, post-baccalaureate programs for teacher education, and a variety of transfer opportunities.

MISSION AND HISTORY

The mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire.

In 1972, the Trustees of the University System of New Hampshire (USNH) created the School of Continuing Studies (SOCS) to deliver USNH programs to adults across the state in the communities where they live and work. Later renamed the College for Lifelong Learning (CLL), the institution grew into a college serving more than 4,000 adult students each year. In the spring of 2005 a statewide needs assessment was commissioned by the University System of New Hampshire. The resulting report supported an expanded mission for the College and a focus on providing greater access to other University System programs and services. In 2009 Granite State College created and adopted its Master Plan 2009-2019 to guide the institution through the next decade.

In 2011, the College began offering the Master of Science degree.

VISION STATEMENT AND VALUES

Granite State College will be nationally recognized as a leader in meeting the academic needs of adult students by offering programs and services of the highest quality that address the educational and workforce priorities of our state and regions. Our statewide presence, innovative programs, and responsive delivery models will enable us to provide a greater number and more diverse group of students with increased educational opportunities. Granite State College will continue to be the institution of choice for individuals who wish to be part of a teaching and learning environment that actively promotes academic success, personal development, professional growth, and community involvement.

The mission and vision statements of Granite State College reflect the following core values identified as key elements in successfully meeting the educational needs of our students:

- Our primary commitment to and respect for students of all ages, for whom our innovative college programs are designed;
- Our commitment to ensure access for all students in the state of New Hampshire who desire a college education, and the consequent commitment to make college convenient and financially affordable;
- Our belief that learning is a lifelong process;
- Our determination to provide an academic experience that extends critical thinking throughout the curriculum, integrates theory and practice, has a strong foundation in the liberal arts and sciences, and fosters self-directed learning;
- Our belief that effective teaching and learning results in assessable outcomes;
- Our determination to have a positive social and economic impact on the communities of which our students are members;
- Our commitment to diversity and the educational value that inclusion brings to the learning experience;
- Our recognition that staff and faculty are vital members of our community and the College respects and values their essential contribution to the education of our students. Hence, the College will support the lifelong learning goals of our staff and faculty.

ACCREDITATION

Granite State College is accredited by the New England Association of Schools and College (NEASC) and offers associate, bachelor's and master's degrees, as well as teacher certification programs at the undergraduate and post-baccalaureate levels.

STATEMENT OF NON-DISCRIMINATION

AFFIRMATIVE ACTION/EQUAL EDUCATION OPPORTUNITY

Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. Inquiries and complaints related to discrimination of any kind may be directed to Maggie Hyndman, Director of Human Services at 603.513.1319 or maggie.hyndman@granite.edu.

Discrimination inquiries may also be directed to the:

US Department of Education, Office of Civil Rights (OCR)

Boston Office

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617.289.0111

TDD: 877.521.2172

Fax: 617.289.0150

Email: OCR.Boston@ed.gov

PRIVACY RIGHTS | THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA/ The Buckley Amendment), it is the policy of the College to protect the education records of its students, former students, and alumni. All personally identifiable information in an education record is considered confidential. Students have the right to inspect and review their education record, the right to seek to have the records amended, and the right to have some control over the disclosure of information from their records.

It is the College's practice not to release any information other than directory to non-institutional persons or organizations, except as expressly allowed by this law. No one, other than third parties allowed by the Act, will have access to such records without the student's written consent.

The rights guaranteed under this policy do not extend to those who have applied to the college but do not enroll in courses. Exceptions to the consent requirement are:

1. Granite State College administrative employees who have legitimate educational interest in seeing the record.
2. Authorized federal and state officials auditing or evaluating federally and/or state supported educational programs.
3. Persons processing a student's financial aid application.
4. Recognized accrediting organizations carrying out their accrediting functions.
5. Federal or state law enforcement officials pursuant to a lawfully-issued subpoena or court order or in response to a federal grand jury subpoena.
6. In an emergency, other appropriate individuals (as determined by the keeper of the records), if that information is necessary to protect the health and safety of the student or other persons.

DIRECTORY INFORMATION

Granite State College complies with the federal government's Family Educational Rights and Privacy Act of 1974. Granite State College does not sell or otherwise provide any information collected in its student information system to any external entity except as expressly allowed by this law. However, the following data is considered directory information by the College:

- | | | |
|-------------------------------|-------------------------------------|--------------------------|
| - Name | - Address | - Telephone |
| - E-mail address | - Dates of attendance | - Concentration or major |
| - Degrees and awards received | - Film, video, or electronic images | |

CHANGING YOUR LEGAL NAME

When a student has a legal name change it must be brought to the attention of the Registrar's Office. The student must provide a legal document with the new name. Acceptable legal documents include: Marriage License, Divorce Decree, Social Security Card or Valid Driver's License.

Returning students with records under their former name must provide an acceptable legal document to update their record.

REQUEST FOR CONFIDENTIALITY

Under the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of directory information. Should a student decide to withhold, any requests for such information from non-institutional persons or organizations will be refused, except as allowed by the law. In addition, the student's name will not be published in the College's official graduation program or other public graduation or honors announcements. Please complete a "Confidentiality Request" which can be found on MyGranite.

GRAMM-LEACH-BLILEY ACT (GLBA)

Gramm-Leach-Bliley Act (GLBA) is a federal law which requires financial institutions to ensure the security and confidentiality of customer personal financial information. The University System of New Hampshire seeks to:

- ensure the security and confidentiality of customer records and information – in paper, electronic or other form, protect against any anticipated threats or hazards to security or integrity of such records; and
- protect against the unauthorized access to or use of any records or information which could result in substantial harm or inconvenience to any customer.

Granite State College complies with the Gramm-Leach-Bliley Act.

TRANSCRIPTS

Official academic records are maintained in the Office of the Registrar, Granite State College, 25 Hall Street, Concord, NH 03301. All financial obligations to Granite State College must be met before an official transcript can be released.

Current enrolled students may request official transcripts by logging on to the College's secure portal and entering their request through WebROCK. Alumni may request a transcript by creating an account with SCRIP-SAFE International, the provider of the College's authorized online transcript ordering system, at <https://iwantmytranscript.com/granite>. Students must pay by credit or debit card to order online, and may choose one recipient per order (multiple copies may be sent to the same recipient, and multiple orders may be placed). The cost per electronic (official emailed copy) transcript is \$3. The cost per paper transcript is \$2 per copy, plus the \$3 processing fee.

Students may choose from a variety of expedited shipping options, the prices of which are subject to change depending on current rates offered by the U.S. Postal Service. There is no additional cost for Domestic U.S. First Class Mail (regular shipping).

For students who do not have the use of a credit or debit card, a paper form is available online at the webpage below. Completed request forms should be returned to the Office of the Registrar by mail or in person. Only one copy to one addressee may be requested per form using this method. The cost per official transcript is \$5 with payment by check or money order only; Payment must be made before the transcript is released.

For more information on the transcript request process, please see <http://my.granite.edu/transcript-request-information>.

MAINTAINING STUDENT RECORDS

In compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), the following offices maintain student educational records on all students enrolled at the College:

Office of the Registrar, Granite State College, 25 Hall Street, Concord, NH 03301
603.513.1312

The Student Accounts Office and the Financial Aid Office in Concord also maintain financial and financial aid records on students enrolled at the College.

STUDENT IDENTIFIER NUMBER

All students who wish to register for credit bearing courses are required to provide their social security number (SSN) with the first registration. The SSN is required by federal law and federal financial aid, and will be used to report 1098-T data for education tax credits under the Taxpayer Relief Act of 1997. Student SSNs will be shared only where legally required and will be accessible only by authorized personnel. The College protects confidential information by complying with the Family Education Rights and Privacy Act of 1974.

A unique student identifier number (SID) will be generated for all students. Use this SID for all College transactions, including subsequent registrations, account payments, and initial logging on to the College website portal. Students who need help identifying their numbers should contact the Registrar's Office.

ACADEMIC POLICIES

Academic Policies are published in the annual Undergraduate and Graduate catalogs which can be obtained in print form from any of our campus locations throughout the state. You can also access the catalogs on line at <http://www.granite.edu/academics/schedule.php>, in electronic form. The catalog contains critical information on all aspects of the student academic experience, policy, and requirements for degree completion.

VIOLATION OF ACADEMIC INTEGRITY AND HONESTY

Plagiarism and cheating are unacceptable in any form. They are serious violations of academic dishonesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.

ACADEMIC STANDING

The policies concerning academic standing are intended to foster standards of academic quality in student performance and to ensure that students are making reasonable progress toward the completion of their degree programs. All degree seeking students have their academic standing reviewed at the end of each term. Undergraduate students can find the specific GPA (grade point average) requirements in the catalog section titled Academic Standing under Academic Policies and Procedures.

Graduate and Post-Baccalaureate Teacher Preparation students should refer to the Graduate catalog for specific GPA.

REGISTRATION

NEW HAMPSHIRE RESIDENCY DOMICILE

In-State Tuition Status

The Classification of Students for Tuition Purposes (Residency Rules) states all students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the In-State rate. Those domiciled elsewhere shall pay the out-of-state rate.

Residency is determined at the time of admission for degree students and at registration for non-degree students. To qualify for In-State tuition status a student must physically reside in New Hampshire for no less than twelve continuous months prior to the term for which In-State status is desired, must reside in New Hampshire for some purpose other than attending the College, and meet all the other requirements set forth in the tuition rules.

Students who become New Hampshire residents after admission may apply for a change in tuition status by completing the Request for In-State Residency form found on my.granite. All students applying for In-State status for tuition purposes must fully complete the application (including supporting documents) before it will be accepted. Providing full information will aid in presenting clear and convincing evidence of your status.

In the event the Office of the Registrar possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision. No such change made by the Office of the Registrar after the beginning of any term shall be effective until the beginning of the next term.

It shall be the responsibility of students to notify the Office of the Registrar of any change in their eligibility for the in-state tuition rate as a result of:

- Change in the domicile of their parents; or
- Change in their own domicile

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

For complete USNH Residency Policy Guidelines, please visit <http://usnholpm.unh.edu/BOT/IV.Fin/E.htm>.

WAIVER

Nothing contained in these domicile rules shall preclude the College from waiving any requirements hereof under special circumstances in individual cases. Waivers shall not be routinely granted.

MILITARY PERSONNEL

Resident Tuition Rates for Active Duty, Veterans and their Dependent, Veterans Access, Choice and Accountability Act of 2014

Granite State College is compliant with Section 702 of the Veterans Access, Choice and Accountability Act of 2014.

USNH BOT.IV.E 6.1.1 Determination of Domicile

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

USNH BOT. IV.E. 10 Military Personnel

10.1 A member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

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

FINANCIAL INFORMATION AND POLICIES

STATEMENTS OF FINANCIAL RESPONSIBILITY

Before registering for courses, students must submit a Student Financial Responsibility Agreement, acknowledging the understanding and agreement to the terms and conditions of financial responsibility. To complete the form visit WebROCK and select "Registration," "Student Accounts," or the "View Holds" menu options. The agreement may be found by going to: <http://my.granite.edu/paying-your-bill#financialresponsibility>.

TUITION AND FEES

Granite State College is committed to making higher education affordable. Financial aid is available to all qualifying students, even those taking just one 4-credit undergraduate class per term. Please reference the financial aid tab of MyGranite (www.my.granite.edu) for more information on how to pay for college and find scholarships, grants and loan programs that may be available.

Tuition and fee charges are subject to final approval by the University System of New Hampshire Board of Trustees. Granite State College reserves the right to adjust charges for tuition and fees. Any changes will be announced as far in advance as possible; however, our course charges, fees, and regulations are subject to change without notice. For current tuition rates visit www.granite.edu.

STUDENT ACCOUNTS

The Student Accounts Office's core mission is to serve the College community by establishing and maintaining business practices that will enable staff to provide consistent information and quality service to all students, faculty, staff, and vendors. The Office generates bills, processes payments and refunds, and assists students in understanding and managing their accounts and payment obligations. This includes scholarship payments, veteran's benefits, vocational rehabilitation or other third party payments and the Tuition Management System's interest-free monthly payment plan.

Note: *Students are responsible for the status of their accounts and should contact the Student Accounts Office immediately with questions or concerns about accounts, or if there have been changes in any payment arrangements.*

CONSEQUENCES FOR NON-PAYMENT

If an account balance is unpaid by the due date, the student may be dropped from courses, charged a late fee, or have a hold placed on the student's account, which prevents registration or obtaining transcripts. The account may also be assigned to an outside agency for collection efforts. For more information visit: <http://my.granite.edu/student-accounts>.

TUITION REFUND POLICIES

The following refund policies are in effect for the 2016-2017 academic year for all students. These policies supersede all other refund policies previously in effect. The refund policies incorporate the Higher Education Amendments of 1992 of the Higher Education Act of 1965 and the revisions to the Student Assistance General Provisions (34 CFR, Part 668) issued by the U.S. Department of Education for Title IV financial aid recipients. For more information on tuition refunds visit <http://my.granite.edu/paying-your-bill>.

Tuition and fees are 100% refundable if a student drops a course in accordance with the following limitations:

- 12-week courses: drop prior to the end of the second week of classes. For summer, after the first week.
- Unusually short-duration courses: drop prior to the first session.
- Learning Contracts: students are notified when registered by the Registrar's Office of the last dates to drop and withdraw.
- Weekend course/courses beginning after the first week of classes.

Note for Financial Aid Students

If you are receiving federal financial aid and withdraw from coursework in any given term, federal return calculations may apply. A pro rata schedule is used to determine the amount of federal aid a student has earned at the time of withdrawal up to the 60% point of each course length. You are responsible for any resulting account balance. Withdrawals do affect your completion rate for Satisfactory Academic Progress required to receive federal aid.

If you are (1) withdrawing from all your coursework in a term; and (2) planning to return for late start coursework in the same term; and (3) the official drop date for the late start coursework has not passed; you are required to provide the Office of Financial Aid with written confirmation of your intent to return during the current term to avoid a withdrawal calculation. Written confirmation may be provided on the Withdrawal Form or by emailing financial.aid@granite.edu at the time of withdrawal.

FINANCIAL AID

Students who need assistance with tuition and other costs related to their education may find help through one of several financial aid programs. Federal, state, and most institutional aid programs require the filing of the Free Application for Federal Student Aid (FAFSA). Types of aid include grants, work-study (part-time employment while enrolled), and loans (borrowed money that must be repaid with interest). For full descriptions, disclosures, deadlines, and additional information for any financial aid listing, please visit www.granite.edu/finaid.php or contact the Office of Financial Aid at 603.513.1392.

FEDERAL FINANCIAL AID ELIGIBILITY

To be eligible for federal financial aid, students must meet these general requirements:

- Be a U.S. citizen or eligible non-citizen; and
- Have a high school diploma or equivalent, or have been home-schooled in a setting approved by state law; and
- Not have or have resolved any drug conviction that occurred while receiving federal student aid; and
- Not owe a refund on a federal grant or be in default on a federal student loan; and
- Be accepted in an eligible degree or post-baccalaureate certificate program; and
- Be enrolled at least half-time (4 credits for undergraduate and 3 credits for graduate students) during any term (except for Pell Grant eligibility); and
- Be making Satisfactory Academic Progress at each scheduled review (<http://my.granite.edu/sap>); and
- Not be receiving federal or state financial aid from another institution for the same period of enrollment.

SATISFACTORY ACADEMIC PROGRESS TO RECEIVE FINANCIAL AID

Federal regulations require that all financial aid recipients progress at a reasonable rate (satisfactory academic progress) toward achieving and completing their degree.

This requirement applies to all GSC students who wish to receive federal financial aid. Students are expected to meet the minimum SAP standards during each scheduled review. These standards ensure that any student will complete his/her program of study within the maximum timeframe.

Students who fail to achieve these standards will be placed on financial aid suspension. This suspension results in the loss of eligibility for all federal, state, and institutional aid programs including grants, scholarships, federal loans, and work-study. Please review the most current minimum SAP Standards for your specific academic program at my.granite.edu/sap.

CAMPUS AND STUDENT SUPPORT SERVICES - MILITARY AND VETERAN STUDENTS

RESOURCES FOR MILITARY AND VETERAN STUDENTS

The Military Outreach and Support Specialist

The Military Outreach and Support Specialist is a full-time staff member here to assist military and veteran students with the many unique challenges they face while in pursuit of their degree. The MOSS also assists faculty and staff in working with students to ensure they receive the best education and student experience possible. The MOSS is located at the Rochester Campus and can be reached at 603.513.1365.

The School Certifying Official

The School Certifying Official is responsible for ensuring all military and veteran students who are utilizing military and VA education benefits are enrolled in an approved program of study and are certified for the correct enrollment, tuition and fee amounts with the VA. The SCO can be reached at 603.513.1330 or [GSC.Veterans@granite.edu](mailto:Veterans@granite.edu).

Student Disability Services

Service to your country can often come with great personal cost; physical, mental, and emotional. Granite State College Student Disability Services is committed to helping students who have suffered both the physical and invisible wounds of war to become engaged, self-advocating, independent learners. Reasonable accommodations must be provided to eligible students with disabilities in order for them to access essential course content and essential learning activities. Contact the Student Disability Services Office by email at GSC.SDS@granite.edu or by phone at 603-513-1140.

American Corporate Partners

American Corporate Partners (ACP) helps veterans achieve career goals through a free national mentorship program. ACP offers a one-on-one, yearlong mentorship with a corporate professional in a career field of your interest. Mentors come from one of 50 participating institutions, which include Alcoa, Boeing, Caterpillar, Coca-Cola, Deloitte, Johnson & Johnson, Wells Fargo, and many others! For more information, contact the MOSS or ACP directly on the web at <http://www.acp-usa.org/>.

Yellow Ribbon Program

GSC participates in the Post-9/11 GI Bill Yellow Ribbon Program. If your tuition & fees as a nonresident student exceed the benefit provided under the Post-9/11 GI Bill, GSC can make additional funds available for your education program without an additional charge to your GI Bill entitlement. This program is only available to Veterans entitled to the maximum benefit rate, or their designated transferees. Active duty Service members and their spouses are not eligible for this program.

VA Workstudy

Students receiving veterans' educational benefits under Chapters 30, 31, 32, 33, 35, 1606 and 1607 may qualify for the Department of Veterans Affairs sponsored workstudy program. Students must be certified to the VA for at least $\frac{3}{4}$ time enrollment and must perform duties that are directly related to veteran benefits. For more information, contact the School Certifying Official or the MOSS.

Guest Student

If a class you need isn't offered when you'd like to take it or you can't find a face-to-face class that fits your schedule, the VA can pay benefits for courses taken at another VA approved institution. Check with your Academic Advisor to make sure the secondary school's credit can be accepted at GSC and to make sure this option is right for you. For more details contact the SCO 603.513.1330 or GSC.Veterans@granite.edu.

Military Honor Cords

Students participating in Granite State College's commencement ceremony who serve or have served in the United States Armed Forces receive a red, white, and blue honor cord in recognition of their service to our country.

GSC Military and Veteran Web Resources

GSC has a number of resources available on the web to support our military & veteran students. Military & Veterans Web page is part of the Granite State College website and has contact information and links to important college, local, state, and federal resources including the VA. <http://www.granite.edu/students/prospect/military.php>

Facebook Group

Granite State College Military & Veterans is a private Facebook group for all those in the Granite State College family; students, faculty, staff, and alumni, who have or continue to serve to come together to share news, resources, advice, and support. <https://www.facebook.com/groups/1374592382831024/>

CAMPUS AND STUDENT SUPPORT SERVICES - GENERAL**ACADEMIC ADVISING**

Our campus staff is an excellent resource for students planning their degree progression and selecting courses each term. Academic Advisors are assigned to each undergraduate degree candidate. Contact a Campus to discuss enrollment in courses that best support degree completion including general education and major requirements, as well as specific learning goals. Program Directors are assigned to each graduate degree candidate. Contact your Program Director to discuss course selection and degree requirements.

Undergraduate

Upon admission to the college, Undergraduate degree candidates are assigned an Academic Advisor. The Academic Advisor is an essential resource for students from admission to graduation. Students can obtain support in exploring course options, understanding degree requirements, scheduling, using graduation planning tools, understanding academic policies and procedures and accessing college resources and support services.

Graduate

The Graduate Program Directors are available to assist students in planning their program of study, identifying and meeting their goals and navigating the academic resources and support services offered by Granite State College.

Post-Baccalaureate

Advising at the Post-Baccalaureate level is supported by the Field-Placement Faculty. Field-Placement Faculty are assigned at the time students enroll in EDU 700 Introduction to Field Experience and Program Requirements, and will assist students in navigating the program, GSC School of Education resources, and the accumulation of clinical hours required for recommendation for certification at the time of program completion.

ETHICAL STANDARDS

GSC academic advisors follow the standards set by the Council for Academic Standards requiring advisors to:

- Maintain confidentiality (compliance with FERPA)
- Serve students on a fair and equitable basis
- Avoid any personal conflict of interest to advisors can deal objectively and impartially with issues
- Handle funds responsibly
- Refrain from any form of harassment
- Recognize their advising expertise and refer students when necessary
- Impart accurate information while complying with institutional policies and rules (CAS Standards 2005).

ADMISSION COACHES

At Granite State College the role of the Admissions Coach is to be available to focus on aiding prospective and enrolled students in the processes of admissions, financial aid and student services. Primary responsibilities include customer service, administrative support, assisting students with online student services, faculty support, recruitment, outreach, new student orientations, and helping students navigate the admissions and financial aid processes to attend GSC.

Admission Coaches are the student's contact point at the campus. They are available to help students with many aspects of providing support while getting started with the College.

Admission Coaches at GSC:

- Assist students in the application process
- Help students navigate the financial aid process
- Arrange scheduling with academic advisors
- Assist in setting up your accounts (WebROCK, Moodle, etc)

CAREER SERVICES

Granite State College is committed to seeing students advance in their chosen fields. The college offers a variety of resources to assist in career development. Help is available with résumé and cover letter writing, job search and interview skills, self-assessment and more. Contact your local campus to make an appointment with a career counselor.

LinkedIn

GSC's LinkedIn page is a great way to network with your fellow GSC students and alumni.
www.linkedin.com/company/granite-state-college

Twitter

GSC's Twitter feed provides you up to the minute information on GSC events, promotions, and reminders for registration and other important dates. @GraniteStateCol

STUDENTS WITH DISABILITIES

Granite State College Student Disability Services is committed to helping students become engaged, self-advocating, independent learners. We seek to promote accessible learning environments where students with disabilities experience equal access and full participation.

Granite State College, in accordance with the American Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, will provide eligible students with a documented disability reasonable accommodation in order to ensure equal access to college programs and activities.

What is ADA?

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else.

<https://adata.org/learn-about-ada>

What is Section 504?

Section 504 is part of the Rehabilitation Act of 1973: a Federal law that protects individuals from discrimination based on disability. Under this law, individuals with disabilities may not be excluded from or denied the opportunity to receive benefits and services from certain programs. Section 504 applies to entities that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (HHS).

Who qualifies as an individual with a disability?

Section 504 defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning.

What are considered "reasonable accommodations"?

Reasonable accommodations must be provided to eligible students with disabilities in order for them to access essential course content and essential learning activities. Types of academic coursework to which students with disabilities need access include lectures, written assignments, field or lab work, exams, class discussions, Internet research, and/or participation in class activities.

Some examples of reasonable accommodations in postsecondary settings include sign language interpreters, preferential seating, additional time on assessments, tape recorders, flexible attendance requirements, test modifications, and classes in accessible locations. Some students with disabilities require the same accommodations for all courses. Other students may need a range of accommodations for various lecture, lab, discussion, and fieldwork activities. Flexibility and effective communication between students, disabled student services staff, and instructors are key to implementing successful accommodations.

Application Process for Accommodations:

Here are the recommended next steps for a student with a disability who would like to apply for accommodations:

- Contact the GSC Student Disability Services Office by email GSC.SDS@granite.edu or by calling 603-513-1140 and the Disability Services Coordinator can help explain the process and what kind of supporting documentation will be need to be submitted with your application.
- The application can be downloaded by going to the Student Affairs webpage in MyGranite and click on the button "download application." If you have any questions about the application, please call or email the Disability Services Coordinator at 603.513.1140 or gsc.sds@granite.edu.
- Once the student's application is complete, the Disability Services Coordinator will schedule a meeting with the student either face to face, through email or by phone as part of the application process. This step is essential to identifying the best accommodation plan for the student, and possible resources (assistive technology, strategies, etc).
- The Accommodation Plan will be sent to the student for approval. Once it has been signed and approved, the student receives a Faculty Notification Letter which they have the option to share with faculty. It

is always the student's choice whether or not they will utilize their accommodations in the classroom. It is strongly recommended that students requesting accommodations in a course contact the faculty well before the start of term to review how best to implement those accommodations in the course. The SDS Office can assist in obtaining the faculty's contact information.

Students should contact the SDS Office if they experience any challenges in setting up accommodations. We will work with both the student and faculty to find the best solution.

GSC SERVICE ANIMAL POLICY

Granite State College is committed to creating a diverse and welcoming campus environment for all students, staff, faculty and visitors. GSC recognizes the important role of service animals in the lives of people with disabilities.

Access rights afforded to users of service animals come with the responsibility of the individual with a disability to ensure compliance with all requirements of this Statement. The individual assumes full personal liability for any damage to property or persons caused by their service animal, and GSC shall not be responsible for any harm to a service animal while on campus, including but not limited to injury to the animal caused by pest management or lawn care products.

What is a Service Animal?

Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. Only dogs and possibly miniature horses qualify as service animals. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.104)

The service animals' work or tasks must be directly related to the person's disability. For example, the service animal may assist an individual during a seizure, assist a low vision or blind individual with navigation, retrieve items such as medicine or a telephone, or interrupt impulsive or destructive behaviors.

A dog whose primary function is to provide comfort or emotional support does not qualify as a service animal under the ADA.

What if it is unclear if the dog is a service animal?

If it is not readily apparent that the animal has been trained to perform work or a task for a person with a disability, the ADA allows two questions to be asked by staff:

1. Is the dog a service animal required because of a disability, and
2. What work or task has the dog been trained to perform.

Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(f))

When is it allowable to exclude a service animal?

Staff may ask the individual with a disability to remove the service animal from the premises if (1) the dog is out of the control and the handler does not take effective action to control it or (2) the dog is not housebroken. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(b))

What factors should be considered for allowing miniature horses on campus?

- The miniature horse is housebroken.
- The miniature horse is under the control of the individual with a disability.
- The specific facility can accommodate the miniature horse's type, size and weight.
- The miniature horse's presence in a specific facility will not compromise legitimate safety requirements necessary for the safe operation of the facility.

(DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(i)); all other service animal provisions, outlined in this statement, apply.

What are the expected behaviors of a service animal and the individual's responsibilities?

- It is expected the animal will remain under the direct control of the handler at all times, and be harnessed, leashed or tethered while in public places.
- The animal should respond to voice, signal or other effective means to control the animal, and remain

- near the individual (unless performing a task such as retrieving an item or checking a space).
- The individual is responsible for the care and supervision of the dog including anticipating the dog's need to relieve itself, cleaning up after the animal, and maintaining the grooming, health and local license of the dog.

How should staff and students respond to a service animal in public?

It is important to remember that service animals are working and you should first receive permission from the handler/individual to touch or interact with the animal. Do not ask personal questions of the individual about their disability or otherwise intrude on their privacy.

Where can I find more information on Service Animals and ADA?

An excellent publication can be found at the following link: http://www.ada.gov/service_animals_2010.htm
For more information you can visit the ADA website at www.ADA.gov or call the ADA information line: 800-514-0301 (Voice) and 800-514-0383 (TTY).

Any questions or concerns?

Contact Tina Underwood, Student Disability Services Coordinator
603-513-1140 | gsc.sds@granite.edu
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

LIBRARY AND RESEARCH COMMONS

At Granite State College we believe that proactive delivery of library services is fundamental to a student's academic success. The GSC Library and Research Commons (LRC) seeks to be a nexus of virtual and innovative learning and research services that support the GSC community. Our approach to services reflects this mission. The LRC website is at: <http://library.granite.edu/>.

As a GSC student you will find that we offer online research assistance- anything from how to access databases to developing a full research paper – when you need it. Our student-centered approach guarantees that you will receive assistance within 24 hrs. of submitting a request for help. Research help is available to students directly from their online classes, via the website, and by phone.

The Library offers new Library Research Success seminars throughout the state and online. These 45 minute seminars are a great way to prepare for the research assignment students will encounter in their classes.

Our Library Research Guide walks a student through the research process, from when an assignment is first made, and the questions a student should ask, to the final editing, proofreading, and physical presentation of the research paper. Included in the toolkit are guides to help students determine how to plot a research strategy, craft a successful database search, evaluate websites, and accurately document citations for resources used. The Research Toolkit overview is at: <http://library.granite.edu/overviewresearchtool/>.

The GSC Discovery Service (our digital library) is available 24/7, a necessity for busy students and faculty. It provides access to a millions of full-text scholarly journals and over 160,000 e-books that support the College's curriculum. These resources include special collections in Management and Leadership, Education, and Healthcare. The Library also provides access to large collections of Open Educational Resources in a variety of formats, as well as an electronic reference room of dictionaries, maps, and news sources.

The LRC is committed to working with faculty to meet the information and research needs of our students. We support faculty in a number of ways. Faculty can schedule an online or F2F tutorial for their class, collaborate with the College Librarian on a student research assignment, or have a special research guide prepared for the class. Faculty are encouraged to suggest new resources for the digital library. We will be offering regularly scheduled faculty workshops to acquaint faculty with the Library's services and resources.

As part of Granite State College's membership in the New Hampshire College and University Council (NHCUC) students may use resources, and borrow books from other NHCUC libraries.

SMARTTHINKING

Smarthinking is a 24 hour/seven days a week online tutoring service for Granite State College students. Access this free tutoring service by logging onto to your eLearning+ (Moodle) account and create a Smarthinking account. For more information on how to access this resource refer to my.granite.edu under the Support tab, or contact your Academic Advisor for assistance.

EMAIL

Keeping student information confidential and secure is among the highest priorities for Granite State College (GSC). All students currently enrolled at the College are assigned an email address. “Go.granite.edu” and “Granite.edu” email addresses will be recognized as the mechanism for communication within the College. All communication through our eLearning platform (Moodle) is directed to your student email. Please note that some confidential information may be made available only through WebROCK, which is password protected. In these cases, students will receive email correspondence directing them to WebROCK, where they can access the confidential information only by logging into their account.

STUDENT SELF-SERVICE AND INFORMATION SYSTEM: WebROCK

WebROCK provides direct access to student records and registration. Once logged on, students can:

- register for courses
- make e-payments
- request official transcripts
- verify enrollments
- view financial aid information
- view academic history
- view account information

STUDENT ID CARD

The Granite State College photo ID card offers students, faculty and staff specific privileges made available by businesses and other entities to those affiliated with a college or university. Student identification card photos taken shall be maintained by the College as part of the student’s record and are considered personally identifiable information under FERPA.

Call your local campus or advisor to obtain a GSC Student ID.

IT HELP

Granite State College provides 24/7 support through the service desk. For general information and answers to frequently asked questions, visit the IT Help site at <http://it.granite.edu>. There are several methods for requesting assistance. To request assistance, send email to gsc.help@granite.edu, call 1-888-372-4270, or submit an online help request form at it.granite.edu.

PROTECTING DATA AND PRIVACY

Users are responsible for protecting both College computers and personal devices. In the course of work, studies, and research, many tools and web sites may be used. Users are responsible for their own safety. When accessing computer systems, follow safe browsing and computing practices, such as using antivirus software, avoiding links or attachments in questionable emails, and selecting strong passwords.

Tips and guidance on safe browsing, virus protection, password policy, and account protection can be found at <http://it.granite.edu/security>.

COMPUTER USAGE

Granite State College offers a wide array of computing, networking, and media services to students, faculty, administrators, and staff. These services are in place to facilitate teaching and learning and administrative activities to further the College’s mission. By utilizing the College’s email services, individuals agree to, abide by and are subject to, the terms and conditions of the Granite State College Networking and Computing Acceptable Use Policy (<http://it.granite.edu/sites/it.granite.edu/files/media/pdfs/computeracceptableusepolicy.pdf>), which governs the use of computers and networks at Granite State College, as well as adhere to the Email Acceptable Use Policy. This allows the College to provide quality services and maximize productivity while protecting the rights of all members of the community. Users are responsible for reading and understanding both policies.

COMPUTER AND NETWORK ACCEPTABLE USE POLICY

Rights and Responsibilities

Computers and networks can provide access to resources on and off College locations, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the system and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Conduct which violates this policy includes, but is not limited to the activities in the following list:

- Unauthorized use of a computer account.
- Impersonating or masquerading as another user.
- Using the College/University System of New Hampshire network to gain unauthorized access to any computer system.
- Unauthorized attempts to circumvent data protection or break security security. This includes decrypting intentionally secure data.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks.
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- Violating terms of applicable software licensing agreements or copyright laws.
- Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
- Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. "spamming."
- Forging the identity of a user or machine in an electronic communication.
- Transmitting or reproducing materials that are harassing, slanderous, or defamatory in nature or that otherwise violate existing laws or College/University System of New Hampshire regulations.
- Displaying obscene, lewd or sexually harassing images or text in a public computer facility.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan Horses, and worms.

EMAIL ACCEPTABLE USE POLICY

Granite State College policy prohibits certain types of email. These include mail that may be perceived as harassment, political campaigning or commercial solicitation. Mass emailings and chain mail are also prohibited because they consume large amounts of system resources. Incidental personal use is permissible as long as: 1) it does not consume more than a trivial amount of resources; 2) it does not interfere with staff productivity; and 3) it does not preempt any business activity.

Members of the Granite State College community shall not stalk others, post, transmit or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute or would encourage conduct that would constitute a criminal offense, give rise to civil liability, or violate any local, state, national, or international law.

It is not acceptable to use email in a way that disrupts network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and unauthorized access to another person's mailbox. It is unacceptable to use the Global Address List or portions of it as a source of addresses to create or augment an email address listing, database, or directory. It is also not acceptable for an individual to use email to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources of information.

Users of email should remember that email messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. Malicious users who know the owner's computing ID and password can abuse email. Users are responsible for protecting their own passwords.

Mailbox management is also an important aspect of acceptable use.

Access to email services may be terminated, suspended or modified at any time, without prior warning, if a pattern is detected that is not consistent with our usage policy. The administrators of go.granite and other Granite State College email resources reserve the right to report incidents of apparent unacceptable use to College administrators on a case-by-case basis, but are under no obligation to do so. Certain types of email, including but not limited to harassing email, may also subject the sender to civil or criminal penalties.

GRANITE STATE COLLEGE CONDUCT POLICY

"Membership in society implies minimal norms for civil behavior towards one another. It is our expectation that all members of our college community treat faculty, staff, and fellow students with respect."

Respect is the center of this policy. Disrespectful, intimidating, or inappropriate behaviors are not acceptable at Granite State College (GSC) and should be reported as soon as possible. This policy applies to the entire GSC community including staff, faculty, students, visitors, and vendors.

PURPOSE

The general purpose of the GSC code of conduct policy is to maintain a safe and respectful learning environment. Specific to that purpose is the establishment of a clear conduct standard, an explanation of the reporting processes, and an explanation of the conduct investigation, actions, sanction, and appeals processes.

STATEMENT OF GSC CONDUCT STANDARD

Members of the GSC community, including students, faculty, staff, visitors, and vendors, are expected to treat the college and one another with respect. Respect is necessarily a subjective standard and some conduct may seem respectful to one party and not to the other. The GSC conduct standard allows for these differences by providing a private, fair and expeditious process for resolving these differences before they escalate. Members of the GSC community are expected to know and comply with the policies, rules and procedures of the College including this conduct policy.

Interactions between members of the GSC community are expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the College community, or substantially disrupts or threatens to substantially disrupt the operation of the College, is prohibited and shall be grounds for disciplinary action, including possible dismissal from the College. Such prohibited behaviors include, but are not limited to, disruptive conduct, harassment, bullying, discrimination, sexual violence, quid pro quo harassment, intimidation, and threatening behaviors.

The College reserves the right, notwithstanding anything contained herein, to refer any conduct violation to the appropriate civil or criminal authority, as it may deem appropriate.

Issues concerning academic integrity are subject to the Academic Policies and Procedures explained in the Granite State College Catalog.

REPORTING PROCESS

Early intervention in conduct issues is the best way to avoid escalation and to maintain a safe and respectful learning environment. This goal requires all members of the GSC community to know how to report conduct issues and to feel comfortable participating in the process. It is important to understand that the majority of conduct cases at GSC are resolved informally, expeditiously, and with respect for the privacy of the parties involved.

Disrespectful conduct should be reported to the GSC Conduct Team. GSC community members are often guiding conduct towards the community standard and it can be a judgment call on when to report. If in doubt, please report the incident as your experience of the conduct may be connected to a larger issue.

Retaliation for reporting a conduct issue should be reported promptly to the GCS Conduct Team and may result in disciplinary action independent of the response to the original report of disrespectful conduct.

GSC community members should report conduct issues directly to the GSC Conduct Team.

The GSC Conduct Team consists of:

Tiffany Doherty
Title IX Coordinator
Director of Student Affairs
25 Hall Street
Concord, NH 03301
Phone 603-513-1328
Email: tiffany.doherty@granite.edu

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Maggie Hyndman
Deputy Title IX Coordinator
Director of Human Resources
25 Hall Street
Concord, NH 03301
Phone 603-513-1319
Email: maggie.hyndman@granite.edu

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Peter Conklin
Deputy Title IX Coordinator
Director of Safety
25 Hall Street
Concord, NH 03301
Phone 603-513-1382
Email: peter.conklin@granite.edu

GSC faculty and staff should also inform their supervisors of their reporting unless a conflict of interest prevents them from doing so.

For online and anonymous reporting please use the incident report form at: <http://my.granite.edu/incident-report-form>

It is important to know that **all GSC staff and faculty** are required to inform the Title IX Coordinator of any report or notice of sexual harassment, sexual violence or sexual misconduct, regardless of whether the individuals involved are GSC students or employees.

The Title IX Coordinator will work to coordinate resources and support, and inform the victim of their options for pursuing a complaint. If a victim reports an incident, but requests to maintain confidentiality or requests that no investigation or disciplinary action be taken, the college will weigh that request against the college’s obligation to provide a safe, non –discriminatory environment for all students, including the victim. There may be circumstances in which the college may not be able to honor the victim’s request.

CONDUCT INVESTIGATIONS, ACTIONS, SANCTIONS, APPEALS AND GRIEVANCE

The GSC Conduct Team is responsible for:

- investigating all reported conduct issues;
- determining appropriate actions, including sanctions;
- maintaining a written record of all actions regarding conduct cases.

Conduct Investigations

When a conduct issue has been reported, the GSC Conduct Team will work with relevant GSC managers to develop an expeditious institutional response by the following process:

1. The GSC Conduct Team assesses the conduct issue, identifies and interviews people relevant to the conduct issue, and then determines the need for further response. If there is no need for further

- response this finding will be shared with the reporting party. Typically the finding of no further response simply means that the issue can be resolved informally by the parties involved. Often the GSC Conduct team will assist by advising toward successful informal resolution.
2. If further response is needed, the GSC Conduct Team will:
 - a.) Determine if the conduct report needs to be referred to the Title IX investigation process (see <http://my.granite.edu/student-affairs-areas-responsibility#titleix>);
 - b.) Determine if the conduct report, in part or full, needs to be referred to GSC Human Resources for resolution;
 - c.) Determine any necessary interim measures, which may include reporting the incident to the police, issuing a timely warning regarding criminal conduct to the GSC community, issuing no contact orders, or other temporary measures to mitigate an active conduct issue;
 - d.) Assemble an Institutional Response Team (IRT) consisting of relevant GSC staff (e.g. an advisor, Associate Dean of Undergraduate Studies, financial aid director, etc., membership of the IRT is contingent on the specific issue being addressed);
 - e.) IRT will investigate the issue and will develop an institutional response, including the determination of any sanctions; and
 - f.) Inform parties of findings and impose sanctions, if any.
 3. All reported conduct issues that require an institutional response will become conduct cases and a case file will be maintained containing documentation relevant to the issue. All conduct case documentation will be treated confidentially within the parameters required by law.

Title IX Investigations

Granite State College will conduct a civil rights inquiry of all conduct cases alleging sexual harassment, sexual assault, dating/intimate partner violence, and stalking. The civil rights inquiry is an administrative inquiry that seeks to determine if an act of discrimination occurred against a person based on a protected status.

Please refer to the GSC Sexual Misconduct Policies located on MyGranite for policy and investigation procedures for sexual misconduct. (<http://my.granite.edu/student-affairs-areas-responsibility#titleix>)

Discriminatory Harassment

In accordance with applicable USNH policy, State and Federal regulations, discriminatory harassment is conduct that is: (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, ethnicity, gender identity, sexual orientation, age, disability, marital status, pregnancy, genetic information, veteran's status, or other protected class under federal or state law; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive (i.e., it would be offensive to a reasonable person in the victim's position, considering all of the circumstances), and so undermine and detract from the victim's educational experience, that the victim is effectively denied equal access to the college's resources and opportunities. This type of harassment is traditionally referred to as "hostile environment" harassment.

Students should report these incidents to any member of the Code of Conduct Team, the Title IX Coordinator, the Vice President of Student Administrative Services, or the online incident report form <http://my.granite.edu/incident-report-form>. The incident will be reviewed using the same investigative procedures as a Title IX investigation (see Title IX investigations <http://my.granite.edu/gsc-sexual-misconduct-policy#investigation>). The investigator will provide a recommendation to the Conduct Team regarding what additional steps should be taken. All information and relevant documentation gathered by the investigator may be used as evidence in a student conduct case.

Actions and Sanctions

One or more of the following actions or sanctions may be applied through the conduct investigation or resolution process:

1. **Written Warning:** A written reprimand for violation of a specific nature, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Exclusion/Removal from College Activity/Event/Class:** A person given this sanction may be barred from attending a College sponsored activity, event, or class, for a specified period of time, not to

exceed 180 days. These restrictions may be extended to participation in online events sponsored by the College.

3. **No Contact Order:** A “no contact” order can be applied to an individual barring them from further contact with a specified person, group, or location. For the latter, if necessary, a no trespass order may be filed with the police.
4. **Restitution:** The College may require restitution for damage, destruction, or theft of College or other property. These charges may not be in excess of the damage or loss incurred and may be imposed together with other sanctions.
5. **Probationary Suspension:** A student may be suspended from the College for a specified period of time, not to exceed one year. The student while suspended shall not participate in any College sponsored activity and will be barred from College premises. Revocation of suspension requires a meeting with the Director of Student Affairs. Students suspended from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.
6. **Dismissal and Expulsion from the College:** Permanent separation of the student from the College. A permanent transcript notation is mandatory. As the most severe action of the institution, dismissal and expulsion must be recommended to, confirmed by, and officially imposed under the authority of the Vice President of Student and Administrative Services. Students expelled from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.

Appeals and Grievance

Students subject to discipline shall have the opportunity to appeal any decision involving disciplinary action. Appeals must be submitted in writing to the Vice President of Student and Administrative Services within 10 business days after receipt of the disciplinary action. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity;
- Evidence of significant mitigating circumstances or facts that could not have been presented to the institutional response team;
- Evidence of undue severity of sanction;
- Evidence of bias on the part of a member of the institutional response team or hearing officer;
- Evidence that the decision of the institutional response team or hearing officer is arbitrary, capricious or unreasonable and that the charges are not supported by the evidence.

The student will receive a copy of the appeal decision within 10 business days of the appeal. The appeal decision may require that the previously imposed sanctions be:

- Affirmed and implemented.
- Suspended, set-aside or reversed.
- Modified or amended.

Upon notification, administrative offices throughout the College will take all requisite actions to record and implement the final decision of the College. Appeal decisions made by the Vice President of Student and Administrative Services are final.

Grievance Process

In cases where students are not satisfied with the process undertaken to resolve a conduct issue or the implementation of the GSC Conduct Policy, a written grievance may be submitted to the Vice President of Student and Administrative Services. The grievance must specify and explain the policy or procedural complaint or alleged violation. The Vice President of Student and Administrative Services may:

1. Investigate the complaint;
2. Convene a hearing panel to review the alleged complaint or violation and make recommendations to the Vice President of Student and Administrative Services for resolution; and/or
3. Dismiss the grievance as unfounded.

Members of the hearing panel are appointed by the Vice President of Student and Administrative Services for a particular case. The complainant and respondent may be present at the hearing and may be accompanied by an advisor of their choice. The advisor may not disrupt the meeting/interview, either verbally or nonverbally, and may not participate in any capacity other than advisor and observer. The advisor does not represent the complainant or respondent at any point in the process. The hearing panel will review all relevant case documentation to determine the merits of the alleged complaint or violation, and the hearing panel will make a written recommendation to the Vice President of Student and Administrative Services. The Vice President of Student and Administrative Services will render a decision after reviewing the hearing panel's recommendation, and this decision is final.

GRANITE STATE COLLEGE GENDER BASED AND SEXUAL MISCONDUCT POLICIES

Members of the GSC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. This policy applies to all students, staff, and faculty of GSC regardless of sexual orientation or gender identity.

Title IX of the Educational Amendments of 1972, 20 U.S.C. section 1681 is a federal civil rights law prohibiting the discrimination on the basis of sex in education programs and activities. Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Granite State College maintains a zero tolerance policy for gender-based sexual misconduct and sex-based discrimination. When an allegation of sexual misconduct is brought to the College's attention, steps will be taken to address the effects of the alleged misconduct and prevent its recurrence, including the possibility of serious sanctions to ensure that such actions are never repeated.

DEFINITIONS

Sexual Harassment

Whether intended or not, sexual harassment is illegal under both state and Federal law. Unwelcome sexual advances, requests for sexual favors and other gender-based verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive working or academic environment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual.
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work.

Examples of conduct that may, if continued or repeated, constitute sexual harassment are:

- Unwelcome sexual propositions
- Graphic comments about a person's body
- Sexually suggestive objects or pictures in the workplace
- Sexually degrading words to describe a person
- Derogatory or sexually explicit statements about an actual or supposed sexual relationship
- Unwelcome touching, patting, pinching, or leering
- Derogatory gender-based humor

Such conduct, whether intended or not, constitutes sexual harassment. Any faculty, staff or student who violates this policy will be subject to discipline up to and including dismissal.

Quid Pro Quo Harassment

Quid Pro Quo (This For That) is behavior that conditions a benefit on a student or employee's submission to expressed or implied demands for sexual favors (a good grade, a promotion, a raise) or to avoid some detriment in the classroom or workplace (a failing grade, demotion, termination). By definition this can only be perpetrated by someone in a position of power over another.

Sexual Violence

Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol or an intellectual or other disability that prevents the individual from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,
- that is without affirmative consent and/or by force

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts. See NH State Law RSA 632-A:1

Non-Consensual Sexual Penetration is:

- any sexual penetration
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without affirmative consent and/or by force

Penetration includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, or oral copulation (mouth to genital contact or genital to mouth contact). See NH State Law RSA 632-A:1

Affirmative Consent

Affirmative consent is the affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the parties involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Incapacitated Sexual Contact

To have sexual contact or intercourse with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation. An incapacitated person cannot give consent. This includes someone who is asleep or unconscious, incapacitated due to the influence of alcohol, drugs, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity, or if the person was unable to communicate due to a mental or physical condition. Use of alcohol or other drugs is never a defense for sexual assault/misconduct.

Sexual Exploitation

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying

Domestic Violence

Domestic violence is defined by the United States Department of Justice as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. (www.justice.gov/ovw/dometice-violence)

See NH State Law RSA 631:2-b

Relationship/Dating Violence:

A pattern of abusive behaviors used to exert power and control over a dating partner. Every relationship is different, but the things that unhealthy and abusive relationships have in common are issues of power and control. Violent words and actions are tools an abusive partner uses to gain and maintain power and control over their partner. Any person can experience relationship/dating violence, regardless of gender, sexual orientation, socioeconomic standing, ethnicity, religion or culture. It does not discriminate and can happen to anyone in any relationship, whether it's one that is casual and short-term or serious and monogamous.

Stalking

Stalking is when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her personal safety; or causes substantial emotional distress. Cyberstalking is the use of the internet, email or other electronic communications to stalk, and refers to a pattern of threatening and malicious behaviors.

NH State Law

Retaliation

Retaliation is defined as intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding, police report, school investigation or grievance process. For these purposes, "retaliation" includes intimidation, threats, harassment, and other adverse action threatened or taken. Retaliation should be reported promptly to the Director of Student Affairs/Title IX Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to reports of sexual misconduct.

Getting Help and Reporting Options for Victims of Sexual Misconduct

GSC encourages anyone who has been subjected to, or affected by, sexual misconduct, sex discrimination or harassment to reach out for support and to report what occurred. Students can choose to report to college officials, and/or law enforcement, or speak confidentially with a local crisis center victim advocate. Students always have the choice to pursue these options individually or simultaneously. If a student is unsure about which option is right for them, they can discuss this with a crisis center advocate (at a number listed below) or call anonymously the Title IX Coordinator who can share in detail what choices they have to take action, should they choose to do so. Students can also file an anonymous incident report online which is located on the front page of MyGranite or <http://my.granite.edu/student-affairs>.

College Reporting Options

It is important to know that all GSC staff and faculty are required to inform the Title IX Coordinator of any incident of sexual harassment or sexual misconduct. Students may report directly any incidents to the following college officials:

Tiffany Doherty Title IX Coordinator Director of Student Affairs 25 Hall Street Concord NH 03301 603-513-1328 tiffany.doherty@granite.edu	Maggie Hyndman Deputy Title IX Coordinator Director of Human Resources 25 Hall Street Concord NH 03301 603-513-1319 maggie.hyndman@granite.edu	Peter Conklin Deputy Title IX Coordinator Director of Safety 25 Hall Street Concord, NH 03301 603-513-1382 peter.conklin@granite.edu
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The Title IX Coordinator will work to coordinate resources and support, and inform the victim of their options for pursuing a complaint. If a victim reports an incident, but requests to maintain confidentiality or requests that no investigation or disciplinary action be taken, the college will weigh that request against the college's obligation to provide a safe, non-discriminatory environment for all students, including the victim. The college may be required to take steps to address the alleged misconduct and prevent its recurrence, even if the victim requests confidentiality or does not wish to pursue a formal complaint.

Confidential Reporting and Support Services for Victims

If a student would like to speak to someone confidentially, meaning that it will not be reported to the college or law enforcement, they can receive confidential counseling and support from local crisis centers in each campus location. A licensed social worker, psychologist, health center employee, or licensed pastoral counselor can also provide confidential support and services. Granite State College does not have on-campus health or counseling services in any of our regional centers, therefore we partner with local crisis centers to assist victims in receiving the confidential support they need.

NH Coalition Against Domestic and Sexual Violence

<http://www.nhcadsv.org/>

Domestic Violence Hotline 1-866-644-3574

Sexual Assault Hotline 1-800-277-5570

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Crisis Center of Central New Hampshire (Concord) <http://www.cccnh.org/>

24-Hour Crisis Line: 1-866-841-6229

.....

Turning Points Network (Claremont, Sullivan County) <http://www.free-to-soar.org>

24 Hour Crisis Line 1-800-639-3130

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Sexual Assault Support Services (Portsmouth and Rochester) <http://www.sassnh.org/>

24 hour hotline (888) 747-7070

WISE (Lebanon) www.wisefoftheuppervalley.org

24 hour crisis line 1-866-348-9473

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Sexual Assault Support Services (Portsmouth and Rochester) <http://www.sassnh.org/>

24 hour hotline (888) 747-7070

WISE (Lebanon) www.wisefoftheuppervalley.org

24 hour crisis line 1-866-348-9473

.....

Starting Point (Conway, Wolfeboro) <http://www.startingpointnh.org/>

24-HOUR SUPPORT LINE 800-336-3795

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YWCA Crisis Service (Manchester) <http://www.ywcanh.org/>

24 hour crisis line: 1-603-668-2299

.....

National Domestic Violence Hotline 1-800-799-7233 | 1-800-787-3224 (TTY)

Medical Support Services

The health and safety of students is the college's primary concern. Survivors should take care of their immediate personal safety first.

Call 911 if you are in immediate danger

The first thing to do is to get to a safe place. Contact a friend, family member, a crisis center or local law enforcement to ensure your safety. This does not mean that you have to “report” the details of the incident unless you choose to. This is about your being safe.

Get Medical Attention

It is extremely important that you seek medical attention as soon as possible, preferably within 72 hours, because depending on the nature of the assault you might be injured internally as well as externally. Prompt medical examinations can test for pregnancy, STDs, HIV, and venereal disease. A medical examination can also secure valuable evidence that could be used later if you wish to have the assailant prosecuted. The patient is in charge of this exam and every step of the medical/forensic examination is optional. The choice to report and prosecute is yours, but physical evidence is difficult to collect unless you seek medical attention promptly. Sometimes your initial instincts to drink, bathe, brush your teeth, comb your hair, even change your clothes, while natural, will eliminate evidence.

A Sexual Assault Forensic Examination Kit, provided by the NH Attorney General’s Office, may be requested at no charge. You do not need to provide proof of insurance to request the kit. The Sexual Assault Forensic Examination Kit collects evidence that could be helpful if you decide to report the assault to the police within the following 60 days. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses not to proceed legally.

If you are thinking about completing a kit, note that you may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 3 months. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis.

Note: Hospitals may alert a law enforcement agency of a reported sexual assault. A police officer may ask you to file a report, which you may decline to do.

Call the local crisis center listed on the prior page for support.

Advocates from crisis centers are available twenty-four hours a day, seven days a week to help survivors with any and all needs including seeking medical attention, reporting an assault and seeking emotional support. They can help support throughout the emergency rape crisis treatment and emergency medical services, as well as the coordination of accompanying the victim to the hospital, police, etc. as requested.

Link to a Directory of New Hampshire Hospitals:

<http://www.ushospitalfinder.com/hospitals-in/New-Hampshire>

Other Support Resources:

SurvJustice <http://survjustice.org/>
 Pandora’s Project <http://pandys.org/>
 GLBTQDVP <http://www.glbtqdp.org/>
 RAINN <https://www.rainn.org/get-help>

Law Enforcement Reporting Option

Students have the right to file a criminal complaint and a Title IX complaint simultaneously. To file a report with law enforcement, contact your local law enforcement agency or the Title IX Coordinator for assistance with filing a criminal complaint.

Claremont Police	542.9538	Lebanon Police	448.8800	Nashua Police	594.3500
Concord Police	225.8600	Littleton Police	444.2422	Portsmouth Police	427.1500
Conway Police	356.5715	Manchester Police	668.8711	Rochester Police	330.7127

Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that may pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim’s name and

other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Sexual Misconduct Investigation and Procedures

For the purposes of the conduct process, an individual filing a report/complaint is referred to as the complainant; an individual accused of sexual misconduct is referred to as respondent.

Once the Title IX Coordinator receives notice of sexual misconduct, the college will take immediate action to provide prompt and equitable resolution of the complaint. We will work with the complainant to provide remedies on and off campus to protect from further sexual harassment or retaliation from the alleged perpetrator and his/her associates, including interim remedies while an investigation is pending. Such remedies could include:

- Altering academic schedules, withdraw from/retake a class without penalty, no contact orders, no trespass orders, increased security measures

The college will inform and obtain consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, we will take reasonable steps to investigate and respond, however the college's ability to respond may be limited. If the complainant continues to ask that his/her name not be revealed, the request will be evaluated in the context of our responsibility to provide a safe and non-discriminatory environment for all students. The privacy of all parties will be respected, except insofar as it interferes with the college's obligation to fully investigate and respond to allegations of sexual misconduct.

If there is a report of an act of alleged sexual misconduct and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution may be legally required to notify law enforcement authorities.

Investigation and Resolution Process

If the complainant decides to move forward with the conduct process, the Title IX Coordinator will conduct a preliminary investigation to determine if there is reasonable cause to believe specific policies have been violated. When reasonable cause has been determined, both the complainant and respondent will receive notification that an investigation has been initiated. Both parties will be informed of their due process/equitable rights, the timeframe for the investigation and resolution, interim remedial steps and possible sanctions.

Both the complainant and the respondent may have an advisor of their choosing present in any meeting or interview throughout the process. The advisor may not disrupt the meeting/interview, either verbally or nonverbally, and may not participate in any capacity other than advisor and observer. The advisor does not represent the complainant or respondent at any point in the process.

The investigation will be conducted by a trained Title IX investigator who will interview the complainant, respondent, and other witnesses. Throughout the investigation and resolution process, the preponderance of the evidence ("more likely than not") standard will be used. The investigator will provide a report with findings and recommendations to the Title IX Coordinator.

The Title IX Coordinator will determine the response to findings and whether a sanction will be imposed. If the possible sanctions include suspension or expulsion, the respondent will be given further opportunity to respond to the findings and present additional evidence prior to imposition of a sanction.

Outcomes and Appeals

The complainant and the respondent will be concurrently notified in writing of the outcome. In accordance with the Clery Act, this will include the name of the accused student, the violations for which the student was found responsible (if any), and any sanctions imposed.

Either party may appeal the decision. Appeals must be submitted in writing to the Vice President for Student and Administrative Services within 10 working days of the initial decision. The Vice President for Student and Administrative Services will respond in 10 business days to the appeal. The outcome of the appeal is a final decision.

SAFETY AND EMERGENCY INFORMATION

CAMPUS SAFETY

Granite State College is committed to supporting the welfare of its students, faculty, staff and visitors by providing a safe and secure learning environment. It is important for all faculty, staff, and students to be aware of safety and security issues pertaining to them while participating in Granite State College activities, and take basic precautions for their own safety. For example, you should plan to walk with others when leaving class, lock unattended vehicles, and at the beginning of a new class take a moment to note the location of exits.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Director of Facilities, Safety, and Sustainability provides yearly crime statistics supplied to Granite State College by local law enforcement agencies in our campus communities. Each fall, email notification is made to all active students, current faculty, and staff that provides a website to access this report which is located at <http://my.granite.edu/safety-security>. For questions about this report, please contact:

Peter Conklin
 Director of Facilities, Safety, and Sustainability
 Granite State College
 25 Hall Street, Concord, NH 03301
 603.513.1382

CONTACT INFORMATION

Since Granite State College is a statewide institution that utilizes a network of schools for its classes, it does not employ its own security force and relies on local police and fire departments for security services. Local police are familiar with Granite State College operations, and are happy to respond to even minor incidents.

All emergency calls should be made to 911 using personal cell phones.

Granite State College's Director of Facilities, Safety, and Sustainability maintains a working relationship with local police departments to ensure their awareness of general operational details of the College, including class schedules and hours of operation, security concerns as they arise, and any special security services as needed.

LOCAL LAW ENFORCEMENT

Non-emergency calls should be placed to the police department associated with your campus:

Claremont Police	542.9538	Manchester Police	668.8711
Concord Police	225.8600	Nashua Police	594.3500
Conway Police	356.5715	Portsmouth Police	427.1500
Lebanon Police	448.8800	Rochester Police	330.7127
Littleton Police	444.2422		

WEAPONS POLICY

Granite State College is committed to providing a safe and secure learning and working environment for students, staff, and faculty. Therefore, no person, except law enforcement officers while actively engaged in carrying out their duties as such, shall have in possession any deadly weapon as defined in RSA 625:11, V, while in any building or facility used by the College for administration or classes or on the grounds adjacent thereto (the premises). RSA 625:11, V defines "deadly weapon" to mean "any firearm, knife or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury." Examples of deadly weapons under this policy include but are not limited to: explosives, fireworks, guns, (including paint, pellet, BB, air guns or authentic looking replicas) and hazardous substances. In the event any person violating this policy refuses to leave the premises or to remove such deadly weapon from the premises, such person shall be reported to local law enforcement and shall be subject to such disciplinary, legal, or administrative action as may be appropriate under provisions of state law and the policies and procedures of the College.

EMERGENCY RESPONSE PROCEDURES

Granite State College is committed to the safety of the college community. The following emergency response procedures are used to inform the Granite State College community of imminent threats to health and safety.

EMERGENCY NOTIFICATION PROCEDURES

In the event of an emergency Granite State College will notify the College community through the following methods:

- UNH Alert email and text messaging service: alert.unh.edu
- Local media outlets including WMUR-TV and WOKQ radio
- Granite State College's email system
- Granite State College's website

Choice of method is dependent on circumstances with more emergent issues being addressed with UNH Alert and less emergent situations through the other methods in descending order.

Granite State College partners with local law enforcement, our USNH sister campuses, and the NH Department of Emergency Management to confirm the severity of emergency situations. Due to frequent travel between campuses by our community, notifications will be made to the entire community even if they only affect one location. Emergency notifications will inform the community of the nature of the emergency, impacts on College operations, and recommendations on responses or resources as necessary. The Director of Facilities, Safety, and Sustainability initiates the emergency notification system in consultation with College leadership as necessary.

Granite State College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

TIMELY WARNINGS

Granite State College will post timely warnings for the College community to notify members of the community about serious crimes and emergencies that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Facilities, Safety, and Sustainability, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Granite State College does not issue timely warnings for the above listed crimes if:

- the subject(s) apprehended and the threat of imminent danger to the College community has been mitigated by apprehension.
- a report was not received in a manner that would allow posting "timely" warning to the community.

Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the College to post a "timely" warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms:

- *UNH Alert*: a free service that automatically sends a brief text message alerting the community regarding an emergency situation to email accounts or cell phones. Students, faculty, staff, and affiliates can sign on at <https://alert.unh.edu>.
- *Email*: email system alerting students, faculty and staff.
- *Granite State College website*: www.granite.edu.
- *Local area radio and television stations and print media*.

A copy of the timely warning will be filed in the corresponding case file. Granite State College may also issue "Safety Alerts," when necessary, to apprise the College community of safety issues and concerns. These "safety bulletins" will include safety tips and recommendations to follow so that the College community can make informed decisions about personal safety.

CRIMINAL AND INCIDENT REPORTING

Granite State College is committed to providing and sustaining a safe environment for its students, faculty and staff. It is therefore essential that all fires, accidents, criminal acts, or other potentially hazardous situations or incidents are brought to the attention of the College administration so that remedial or preventive action can be taken. Incidents are reported to the College administration by means of the Incident Report Form (IRF) and must be completed by the College employee involved in, witness to, or notified of an incident. The Incident Report Form should be completed within 24 hours after an employee is made aware of the incident. Submitted IRFs are sent to the Director of Facilities, Safety, and Sustainability for review, investigation, and follow-up action.

EMERGENCY MANAGEMENT TEAM

Emergency management decisions at Granite State College are the responsibility of the Director of Facilities, Safety, and Sustainability in consultation with operational and administrative managers as necessary including, but not limited to: the Office of the President, Information Technology, Campus Operations, and Marketing and Communications. Granite State College relies on local first responders to manage incidents that require fire, life safety or police services.

WEATHER CANCELLATIONS

In inclement weather, the College posts delay and closing information on UNH Alerts and at major media outlets (including the broadcast/web site for statewide television station WMUR). Please note that conditions around the state may vary considerably, and thus it is important to verify whether specific College locations are closed, or whether the entire College is closed. For classes co-located at other colleges, check to see if that college is closed. Students and faculty are expected to use prudent judgment in assessing weather and travel conditions. Make-up course sessions or other strategies for ensuring course hours are achieved will apply when classes are canceled due to weather. Sign up for UNH Alerts at alerts.unh.edu.

ALCOHOL AND DRUGS

Granite State College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendment of 1989, all students and employees of Granite State College are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on any College property or property being used for classes or during college-sponsored activities is prohibited.
2. Students and employees who are found in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.
3. Students who are found to be in violation of this state prohibition are subject to discipline in accordance with established College procedures. Discipline may include probation or dismissal from the College.
4. Faculty and staff employees who are found to be in violation of the stated prohibition are subject to discipline in accordance with the applicable College employment rules and procedures. Discipline may include probation, suspension, or termination of employment.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by College employees on College premises, or off our premises while conducting College business, is prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have further legal consequences.

ALCOHOL/DRUG ASSISTANCE SERVICES

The College utilizes a system of community referrals if a student is in need of services. Staff members are key links in the communities where we are located and a network of medical, psychological, and human services agencies are accessible in local areas.

OUR CAMPUSES

Regional Campuses are open Monday through Friday for instruction, to answer questions, register for upcoming classes, and schedule appointments with advisors or other staff.

Academic Campuses host classes and offer academic and student support services.

CLAREMONT REGIONAL CAMPUS

27 Pleasant Street, Claremont, NH 03743
603-542-3841

Lebanon Academic Campus

The Trade Center Building
24 Airport Road, W. Lebanon, NH 03784
Please call the Claremont Regional Campus.

CONCORD REGIONAL CAMPUS

25 Hall Street, Concord, NH 03301
603-513-1398

CONWAY REGIONAL CAMPUS

53 Technology Lane, Suite 150, Conway, NH 03818
603-447-3970

Littleton Academic Campus

39 Main Street, Littleton, NH 03561
603-444-6319

MANCHESTER REGIONAL CAMPUS

Mill West Building
195 McGregor Street, Manchester, NH 03102
603-626-7714

Nashua Academic Campus

Co-located at Nashua Community College
Academic advising is available by appointment.
Please call the Manchester Regional Campus.
505 Amherst Street, Nashua, NH 03063

ROCHESTER REGIONAL CAMPUS

35E Industrial Way, Suite 101, Rochester, NH 03867
603-332-8335

Portsmouth Academic Campus

Pease International Tradeport
51 International Drive, Portsmouth, NH 03801
603-334-6061



ADMINISTRATIVE CAMPUS

25 Hall Street
Concord, NH 03301
603.228.3000
888.228.3000
Fax: 603.513.1389

ADMINISTRATIVE OFFICES

Academic Affairs
603.513.1310
Fax: 603.513.1387

Admissions
603.513.1339
Fax: 603.513.1386

Education and Training Partnership
603.513.1397
Fax: 603.513.1389

Financial Aid
603.513.1392
Fax: 603.513.1386

Graduate Studies
603.513.1334
Fax: 603.513.1387

Human Resources
603.513.1332
Fax: 603.228.1067

Marketing
603.513.1331
Fax: 603.513.1389

Osher Lifelong Learning Institute
603.513.1377
Fax: 603.513.1389

President's Office
603.513.1307
Fax: 603.513.1395

Registrar
603.513.1391
Fax: 603.513.1386

School of Education
603.822.5431
Fax: 603.822.5448

Student Accounts
603.513.1330
Fax: 603.513.1386

Student Affairs - Conduct and Title IX
603.513.1328

Student Affairs - Disability Services
603.513.1140
Fax: 603.513.1389

Student Information Center
855.472.4255
ask.granite@granite.edu

Tech Support
603.513.1361
888.372.4270
Fax: 603.513.1389

Undergraduate Studies
603.822.5419
Fax: 603.513.1387

ACADEMIC CALENDAR 2016-2017

Fall Term 2016: September 12 - December 9, 2016

July 18 (Mon.)	Registration Opens
August 31 (Wed.)	All Tuition & Fees Payment Due
Sept. 5 (Mon.)	Labor Day Holiday (GSC Closed)
Sept. 12-16 (Mon.-Fri.)	First week of fall term
Sept. 20 (Tues.)	Last day to drop / add first half 6-week course
Sept. 23 (Fri.)	Last day to drop / add 12-week course
Oct. 5 (Wed.)	Last day to withdraw from first 6 week course
Oct. 24-28 (Mon. – Fri.)	First week of second 6-week term classes
Oct. 28 (Fri.)	Final grades due to Registrar for first 6-week classes
Oct. 31 (Mon.)	Last day to withdraw from 12-week classes
Nov. 1 (Tues.)	Last day to drop / add second 6-week classes
Nov. 11 (Fri.)	Veteran's Holiday Observed. Classes must be rescheduled (GSC closed)
Nov. 21 (Mon.)	Last day to withdraw from second 6-week class
Nov. 21-25 (Mon –Sat.)	Thanksgiving Break – NO CLASSES ALL WEEK
Dec. 5 - 9 (Mon.-Fri.)	Last week of fall term classes
Dec. 16 (Fri.)	Final deadline to report grades for 12-week and second 6-week classes.

Winter 2017: January 9 - March 31, 2017

Nov. 14 (Mon.)	Registration Opens
Dec. 28 (Wed.)	All Tuition & Fees Payment Due
Jan. 9-13 (Mon.-Fri.)	First week of winter term
Jan. 16 (Mon.)	Martin Luther King Holiday. Classes must be rescheduled (GSC closed)
Jan. 17 (Tues.)	Last day to drop / add first half 6-week course
Jan. 20 (Fri.)	Last day to drop / add 12-week course
Feb. 1 (Wed.)	Last day to withdraw from first 6 week course
Feb. 20-24 (Mon. – Fri.)	First week of second 6-week term classes
Feb. 24 (Fri.)	Final grades due to Registrar for first 6-week classes
Feb. 27 (Mon.)	Last day to withdraw from 12-week classes
Feb. 28 (Tues.)	Last day to drop / add second 6-week classes
Mar. 15 (Wed.)	Last day to withdraw from second 6-week class
Mar. 27 - 31 (Mon. – Fri.)	Last week of winter term classes
Apr. 7 (Fri.)	Final deadline to report grades for 12-week and second 6-week classes.

Spring Term 2017: April 10 - June 30, 2017

Feb. 13 (Mon.)	Registration Opens
Mar. 29 (Wed.)	All Tuition & Fees Payment Due
Apr. 10-14 (Mon.-Fri.)	First week of spring term
Apr. 18 (Tues.)	Last day to drop / add first half 6-week course
Apr. 21 (Fri.)	Last day to drop / add 12-week course
May 1 (Mon.)	Last day to withdraw for first 6 week course
May 22 - 26 (Mon. – Fri.)	First week of second 6-week term classes
May 26 (Fri.)	Final grades due to Registrar from first 6-week classes
May 29 (Mon.)	Last day to withdraw from 12-week classes
May 29 (Mon.)	Memorial Day Holiday. Classes must be rescheduled (GSC closed)
May 30 (Tues.)	Last day to drop / add second 6-week classes
June 14 (Wed.)	Last day to withdraw from second 6-week class
June 26 - 30 (Mon. – Fri.)	Last week of spring term classes
July 7 (Fri.)	Final deadline to report grades for 12-week and second 6-week classes.

Summer 2017: July 10 - September 1, 2017

May 15 (Mon.)	Registration Opens
June 28 (Wed.)	All Tuition & Fees Payment Due
July 4 (Mon.)	July 4th Holiday – GSC closed
July 10-14 (Mon.-Fr.)	First week of summer term
July 14 (Fri.)	Last day to drop / add 6 and 8-week classes
Aug. 2 (Wed.)	Last day to withdraw from first 6-week course
Aug. 10 (Thurs.)	Last day to withdraw from 8-week classes
Aug. 28-Sept. 1 (Mon.-Fri.)	Last week of summer term classes
Sept. 8 (Fri.)	Final deadline to report grades for 6 and 8-week classes