# 2017-2018 Academic Calendar

## FALL 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28</td>
<td>Fall Semester Classes Begin</td>
</tr>
<tr>
<td>August 31</td>
<td>Last Day to Add 1st Half (8-weeks) Class Without Instructor Permission</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday - College Closed</td>
</tr>
<tr>
<td>September 8</td>
<td>Last Day to Add a Full Term Class without Instructor Permission</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop a 1st Half (8-weeks) Class With Full Refund</td>
</tr>
<tr>
<td>September 11</td>
<td>Last Day to Drop a Full Term Class with Full Refund</td>
</tr>
<tr>
<td>September 15</td>
<td>Last Day to Resolve &quot;I&quot; Grades from Summer Term</td>
</tr>
<tr>
<td>September 25</td>
<td>Late Start (12-weeks) Classes Begin</td>
</tr>
<tr>
<td>September 29</td>
<td>Last Day to Add Late Start (12-weeks) Class Without Instructor Permission</td>
</tr>
<tr>
<td>October 2</td>
<td>Last Day to Drop a Late Start (12-weeks) Class with Full refund</td>
</tr>
<tr>
<td>November 2</td>
<td>Last Day to Withdraw a Full Term Class with Grade of &quot;W&quot; (60% point)</td>
</tr>
<tr>
<td>November 10</td>
<td>Veterans' Day - No Classes, College Closed</td>
</tr>
<tr>
<td>November 23-26</td>
<td>Thanksgiving Holiday - No Classes, College Closed</td>
</tr>
<tr>
<td>December 15</td>
<td>Last Day of Classes for Fall Semester</td>
</tr>
</tbody>
</table>

## SPRING 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 15</td>
<td>Civil Rights/ Martin Luther King Jr. Holiday - College Closed</td>
</tr>
<tr>
<td>January 16</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>January 22</td>
<td>Last Day to Add a Full Term Class Without Instructor Permission</td>
</tr>
<tr>
<td>January 29</td>
<td>Last Day to Drop a Full Term Class With Full Refund</td>
</tr>
<tr>
<td>February 2</td>
<td>Last Day to Resolve &quot;I&quot; Grades From Fall Semester</td>
</tr>
<tr>
<td>February 16</td>
<td>Last Day to Add Late Start (11-weeks) Class Without Instructor Permission</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>February 19</td>
<td>Presidents' Day Holiday-No Classes, College Closed</td>
</tr>
<tr>
<td>February 20</td>
<td>Last Day to Drop a Late Start (11-weeks) Class with Full Refund</td>
</tr>
<tr>
<td>March 12-18</td>
<td>Spring Break- No Classes</td>
</tr>
<tr>
<td>March 26</td>
<td>Last Day to Withdraw a Full Term Class With Grade of &quot;W&quot; (60% point)</td>
</tr>
<tr>
<td>May 4</td>
<td>Last Day of Classes for Spring Semester</td>
</tr>
<tr>
<td>May 12</td>
<td>Commencement (tentative)</td>
</tr>
</tbody>
</table>

**SUMMER 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Summer Semester Classes Begin</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day- No Classes, College Closed</td>
</tr>
<tr>
<td>June 4</td>
<td>Last Day to Resolve “I” Grades From Spring Semester</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day- No Classes, College Closed</td>
</tr>
<tr>
<td>August 10</td>
<td>Summer Semester Classes End</td>
</tr>
</tbody>
</table>

**Disclaimer**
Great Bay Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Name System (DNS) registration of http://greatbay.edu/ is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon information without checking other credible sources, such as a student’s academic advisor. In addition, a student’s or prospective student’s reliance upon information contained on the College’s website, or within catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.
### GUIDE TO DEFINITIONS & ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
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<tr>
<td>ACT</td>
<td>American College Testing</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
</tr>
<tr>
<td>CAPS</td>
<td>Center for Academic Planning and Support</td>
</tr>
<tr>
<td>CCSNH</td>
<td>Community College System of New Hampshire</td>
</tr>
<tr>
<td>CLEP</td>
<td>College Level Examination Program</td>
</tr>
<tr>
<td>Course Number</td>
<td>The number that identifies a program and level (example: BIOL110)</td>
</tr>
<tr>
<td>CRN</td>
<td>The 5-digit number that identifies a course number for a specific semester (example: 20516)</td>
</tr>
<tr>
<td>Days of the Week</td>
<td>Monday (M); Tuesday (T); Wednesday (W); Thursday (R); Friday (F); Saturday (S); Sunday (U)</td>
</tr>
<tr>
<td>EBSCO</td>
<td>Provides Internet access to a variety of full text and bibliographic databases for the college Learning Resources Center (LRC)</td>
</tr>
<tr>
<td>EEOC</td>
<td>Equal Employment Opportunity Commission</td>
</tr>
<tr>
<td>ESL</td>
<td>English as a Second Language</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
</tr>
<tr>
<td>LRC</td>
<td>Learning Resources Center (college library)</td>
</tr>
<tr>
<td>SIS</td>
<td>Student Information System</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
<tr>
<td>Certificate:</td>
<td>A specific program with a defined curriculum</td>
</tr>
<tr>
<td>Professional Certificate:</td>
<td>A specific program with a defined curriculum with at least 32 credits (formerly diploma)</td>
</tr>
<tr>
<td>Associate Degree:</td>
<td>A specific program with a minimum of 64 credits, considered a two-year degree</td>
</tr>
<tr>
<td>Baccalaureate Degree:</td>
<td>Bachelor degree, the next step after the Associate Degree, is considered a four-year degree</td>
</tr>
<tr>
<td>Student Classifications</td>
<td><strong>Full-time student</strong>: a person who is enrolled in 12 or more semester credit hours. <strong>Matriculated student</strong>: a student who has been formally accepted into a degree, professional certificate or certificate program on a full- or part-time basis. <strong>Non-matriculated student</strong>: a student who is taking either credit or non-credit courses full-time or part-time but has not been formally accepted/admitted to a certificate, professional certificate, or degree program through the Admissions Office. <strong>Part-time student</strong>: a person who is enrolled in fewer than 12 semester credit hours</td>
</tr>
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- CLERGY REPORT

The information contained in this handbook is to be used as a guide to Great Bay Community College for its students, staff members, prospective students and other educational institutions. For information on Student Support Services, Student Life, Academic Programs, Academic Support Services please refer to the Catalog, which can be found at www.greatbay.edu/catalog. The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice.
SECTION I
ABOUT THE COLLEGE
ABOUT THE COLLEGE

MISSION STATEMENT

Community College System of New Hampshire
Our purpose is to provide residents with affordable, accessible education and training that aligns with the needs of New Hampshire’s businesses and communities, delivered through an innovative, efficient, and collaborative system of colleges. CCSNH is dedicated to the educational, professional, and personal success of its students; a skilled workforce for our state’s businesses; and a strong New Hampshire economy.

Great Bay Community College
Great Bay Community College expands intellectual and economic opportunity by providing affordable higher education in an environment that embodies excellence, innovation, and collaboration.

VISION STATEMENT

Great Bay Community College will emphasize student learning and support, and nurture an innovative spirit to be a leading academic institution in New England.

ACCREDITATION STATEMENT

The Great Bay Community College is a two year public institution accredited by the New England Association of Schools and Colleges (NEASC), Commission on Institutions of Higher Education. Inquiries regarding accreditation status by NEASC should be directed to the administrative staff of the institution.

Individuals may also contact:
Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road, Suite 201
Bedford, MA 01730-1433
(781) 271-0022
E-Mail: cihe@neasc.org

Specialized Accreditations:
Business Programs - Association of Collegiate Business Schools and Programs (ACBSP)
Nursing - National League for Nursing Accrediting Commission (NLNAC), full accreditation; New Hampshire Board of Nursing and Nurse Registration, full accreditation
Surgical Technology - Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Veterinary Technology - Committee on Veterinary Technology Education and Activities (AVMA-CVTEA)
CORE VALUES

Success for Our Students – We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

Teaching Excellence – We are committed to academic rigor and integrity that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.

Workplace Culture – We create an environment that continually builds an exceptional community college through shared governance, cross-divisional collaboration, and a commitment to stand together as one college in delivery of our mission.

Creativity and Inquisitiveness – We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.

Community Engagement – We meet our mission and improve as an organization through engagement with others in our broader community.

Civic Engagement - We promote volunteerism and service learning to foster engaged citizenship by integrating classroom learning with community involvement.

Diversity – We recognize and value diversity in its many forms as a representation of the richness of the human experience.

Citizenship and Sustainability – We pledge to be socially responsible citizens by adopting best practices that lessen our environmental footprint and lead to a healthier environment for all.

CODE OF ETHICS

Our college policies, procedures, decisions and actions are based on the following ethical principles:

Responsibility – We accept responsibility for our actions.
Fairness – We maintain balance and fairness and ensure equitable treatment.
Honesty – We build trusting relationships by being honest and truthful.
Mutual Respect – We accept each other regardless of our differences.
Integrity – We maintain integrity by being incorruptible.
NOTICE OF NON-DISCRIMINATION AND COMPLIANCE
Great Bay Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, genetic information, veteran status, sexual orientation, political affiliation or marital status. This statement is a reflection of the mission of the Community College System and Great Bay Community College and refers to, but is not limited to, the provisions of the following laws:

Title VI and Title VII of the Civil Rights Act of 1964, as amended
The Age Discrimination Act of 1967 (ADEA)
Title IX of the Education Amendment of 1972
Section 504 of the Rehabilitation Act of 1973
The Americans with Disabilities Act of 1990 (ADA)
Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974
NH Law Against Discrimination RSA 354-A
Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Fran Chickering, Title IX Coordinator, Great Bay Community College at 603-427-7629 or fchickering@ccsnh.edu, to Sara Sawyer, Director of Human Resources for the Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111, Fax: 617-289-0150, TDD: 800-877-8339, or email: OCR.Boston@ed.gov; the New Hampshire Commission for Human Rights, 2 Industrial Park, Concord, NH 03301, 603-271-2767, Fax: 603-271-6339; and/or the Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, 1-800-669-4000, Fax: 617-565-3196, TTY: 1-800-669-6820.

STUDENT RECORDS/FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)
All records shall be maintained in accordance with the Family Education Right and Privacy Act (Federal Act No. 93-380) and shall be kept in fireproof files. In compliance with the Family Rights and Privacy Act of 1974 (The Buckley Amendment), it is the policy of the College to protect the educational/academic records of its learners, former learners, and alumni. All personally identifiable information in a learner’s educational record is considered confidential. FERPA rights apply at the point of matriculation or registration, regardless of minor status. The identifying status is the process which makes the individual a student at this college. The federal law includes provisions for disclosure of Directory Information by educational institutions.

NOTIFICATION OF DISCLOSURE OF DIRECTORY INFORMATION
The College considers the following to be Directory Information: Student’s name, telephone number, city/town, e-mail address, major field of study, enrollment status (e.g. full-time or part-time), degrees, awards, honors. IF YOU DO NOT WISH DISCLOSURE OF ANY OR ALL OF THE CATEGORIES OF IDENTIFIABLE DIRECTORY INFORMATION, YOU MUST NOTIFY THE REGISTRAR IN WRITING PRIOR TO THE CLOSE OF THE LAST DAY TO ADD.
SECTION II
ACADEMIC SUPPORT SERVICES
ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING
The goal of academic advising is to assist students in creating academic plans that will help them achieve their educational goals. Through conversation, assessment, goal setting, and strategic planning, students are empowered to create academic schedules that reflect program requirements and take into consideration obligations to family, work, and community. The process of advising at Great Bay Community College is characterized by communication and connection between the student and his/her advisor. Through a mutual exchange of questions and information, students and advisors share ideas and generate solutions. The advisor-advisee relationship is potentially one of the most significant partnerships a student will experience while at Great Bay. Students are encouraged at all times to seek out their advisor to ask questions, share concerns, get help, plan for the future, or simply to “check-in”.

The Advising Center
The Advising Center is staffed by professional advisors, who are available to assist students with any advising questions. They specifically work with all first semester new students, non-matriculated students and Liberal Arts students who have not declared a concentration. Most other students are advised by their program faculty. A complete list of faculty advisors can be found in the advising center or online: www.greatbay.edu/advising

New students: Immediately after completion of their placement testing, new students will meet with the Advising Center staff for pre-advising. An appointment will then be made for the student to return when they will work with their advisor to complete their first semester schedules. In addition to course selection, the advisor will cover some of the college policies, procedures, expectations and available resources. In subsequent semesters, students will work with their assigned advisors.

Career Development
Students may access the Advising Center for career exploration and resume assistance.

Transfer Counseling
Transfer options are discussed in the College Catalogue (found on the GBCC Website) under “Transfer Opportunities and Articulation Agreements”. Advising services include assistance with exploring colleges for transfer, transfer application process, and course selection at GBCC based on future transfer goals. For more information contact the Advising Center or visit www.NHtransfer.org
Academic planning and support services are available to both student and community members through the Center for Academic Planning and Support (CAPS). Services include: peer and professional tutoring, computerized instruction, workshops, disability and ESOL support services, international student advising, academic counseling and assessment. In addition, the Center maintains a computer lab, study/tutoring space, a computer training room, and testing rooms. Students are encouraged to visit CAPS during their first week of classes to familiarize themselves with the services and staff. CAPS services are free of charge to students enrolled in credit-bearing courses. Community members may access the Center and its services through the purchase of a Community Access Card.

**Hours of Operation***:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Wednesday</td>
<td>8:00 am to 6:00 pm*</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:00 am to 7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00 am to 4:00 pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

*Hours may vary during the summer semester and/or when classes are not in session. Updated hours are posted throughout the Center and on the CAPS webpages.

Support Services are also available at the Rochester Campus; contact Jenna Anand for more information.

For more information about any CAPS service, or to receive a brochure, email CAPS at greatbaycaps@ccsnh.edu, visit the website at www.greatbay.edu/caps, call 603-427-7621, or drop in during open hours. CAPS is located in Room 210 in Portsmouth and services may be accessed through Jenna Anand in Rochester.

**Academic Counseling/ Coaching**

CAPS counselors in Portsmouth and Rochester work with students at any point in their program in developing academic skills and strategies, as well as organizational and other life management techniques. Specialty advising is available in the areas described below, and students may work collaboratively with faculty and CAPS counselors around these topics. When appropriate, students are referred to outside agencies for further assistance. Students referred to CAPS through an Academic Alert Form from a faculty member or advisor will be contacted to receive these services.

**Tutoring Services**

Both peer and professional tutors are available in many subject areas to help students gain greater knowledge/confidence in their learning strategies; develop organizational skills; and complete assignments successfully. Tutoring options include: Math, Writing, Science and Computer Drop-In Centers; tutor-facilitated study groups; one-to-one tutoring; small group tutoring; online tutoring; as well as multimedia, computerized tutorials and software applications. Schedules for tutoring on the Portsmouth and Rochester campuses are posted each semester in CAPS and on the website at www.greatbay.edu/caps/tutoring. The tutor program trains and certifies its tutors via the College Reading & Learning Association (CRLA) international standards. For more information about receiving tutoring or becoming a tutor, contact the Coordinator of Tutoring and College Readiness Services.

**College Readiness Services**

Students who are transitioning to college from GED or adult education programs, or who have been away from school for prolonged periods, may access CAPS support in developing college readiness skills.
Specialized assistance is provided in managing the process of becoming enrolled, getting connected with college resources, and improving skills for success and confidence in the classroom. For more information, contact the Coordinator of Tutoring and College Readiness Services.

**Disabilities Support Services**
Community College System of New Hampshire (CCSNH) Disabilities Services Mission Statement:
It is the mission of CCSNH Disabilities Services to provide equal educational access, opportunities, and experiences to all qualified students with documented disabilities who register with the college’s Disabilities Services Office. Reasonable accommodations are provided to students to allow them to achieve at a level limited only by their abilities and not by their disabilities. Assistance is provided in a collaborative way to help students develop strong and effective independent learning and self-advocacy skills, as they assume responsibility for reaching their academic goals.

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1990, the College does not discriminate against students with disabilities in terms of program admission and/or opportunities for academic success. Students are entitled to equal access to programs and services for which they are otherwise qualified.

Although students are not obliged to disclose their disability, in doing so they become eligible to receive support services that promote retention and success. As each student’s needs are unique, the provision of services is designed individually each semester. Reasonable accommodations are determined by the nature of the disability, requirements of the curriculum and specific classes, and timeliness of the request.

To access services students must provide recent documentation of their disability to the Coordinator of Disability Support Services. All information is kept confidential. For more information or to schedule an appointment, contact the Coordinator of Disability Services or visit our website at [www.greatbay.edu/caps](http://www.greatbay.edu/caps).

Additional support is available to students with documented disabilities in career and technical programs through the Carl D. Perkins Vocational Educational Grant, and may include financial scholarships as well as coaching. For more information contact the Student Success Mentor at 603-427-7673.

Grievance Policies and Procedures Appeal Process for a Student Denied Disability Services:
Students denied disability services may submit a written appeal of the decision. Appeals should be sent to the Director of the Center for Academic Planning and Support (CAPS) and to the Vice President of Academic Affairs (VPAA) within ten (10) working days of receipt of the decision from the Disabilities Counselor. The Director and VPAA will research the appeal and provide a decision to the student within ten (10) working days of receipt of the appeal letter.

If the student does not agree with the decision of the Director of CAPS and the Vice President of Academic Affairs, the student may submit a written appeal to the President of Great Bay Community College. The original documentation and recommendation of the Disabilities Counselor will be reviewed by the President (or designee), who will communicate his/her decision in writing within fifteen (15) working days of receipt of the written appeal. The student may then appeal this decision to the Chancellor of the Community College System of New Hampshire, if desired. Inquiries may also be
English for Speakers of Other Languages (ESL/ESOL) and International Student Services
ESL and international students receive specialized academic support and advising services, which include: skill development in oral and written communication, reading, study skills, test preparation, tutoring, and more. Other supports include advising regarding immigration status, employment eligibility, health insurance, taxes, travel, and legal referral. Students are encouraged to participate in the International Club to promote social growth and cross-cultural understanding. For more information, contact the Diversity Programming Coordinator.

Gender equity/Nontraditional fields of study
Nontraditional fields of study are occupations or fields of work in which individuals from one gender comprises less than 25 percent of the total number. Examples include computer science, nursing, and several other emerging high skill occupations. Support, resources and scholarships may be available for students studying in nontraditional fields. For information regarding these services and which programs are considered to be nontraditional, please contact the Diversity Programming Coordinator in CAPS.

Project Success
Project Success is a program designed to provide career assessment, personal and academic support, and community access to needed services for single parents, displaced homemakers, and single pregnant women enrolled in career and technical programs at Great Bay Community College. Funded by the Carl D. Perkins Vocational Educational Grant, eligible students may receive funds to help with books, tuition, fees, and supplies. For more information regarding the application process, contact the Student Success Mentor at 603-427-7724.

Testing
CAPS provides a range of testing services which include, but are not limited to, proctored exams for distance learners, alternative testing services for faculty, student assessments for academic and career purposes, CLEP exams, and placement testing for new students. CLEP exams and placement testing (ACCUPLACER) are both described in more detail in the college catalog under Academic Policies.

Center for Academic Planning and Support (CAPS) Alternative Testing Policy
In an effort to maintain the integrity of all quizzes/exams administered in CAPS, we ask all students to adhere to the following testing policy:

- No bulky/over-sized winter coats, sweaters, or sweatshirts allowed in testing room.
- Only see through water bottles will be permitted.
- All electronic devices, including phones, iPod, iWatch, must be left at the CAPS desk during testing.
- All backpacks, cases, purses, etc. must be left at the CAPS desk during testing.
- Only materials permitted by instructor on testing form will be allowed in the testing room.
- Scrap paper will be provided and will be collected and returned to the instructor.
- Tests must be completed in one sitting unless otherwise specified by instructor.
- Bathroom breaks are allowed, but you must check in with the CAPS front desk and leave your test materials until you return. Testing time will not be extended for such breaks unless specified on the testing form through an accommodation.
Workshops
The Center for Academic Planning and Support works collaboratively with other departments throughout the college and outside partners to offer non-credit workshops in a variety of subjects relevant to students and faculty. Dates and times are posted in the college events calendar and/or through promotional materials. In-class workshops may be requested by faculty through a Workshop Request Form, available in the Center and on the website. Community members may attend workshops for a fee or by purchasing a Community Access Card.

FYE: For Your Education
FYE is an institutional commitment to student success. It is based on a national trend in higher education that promotes a supportive teaching and learning environment and fosters positive choices and academic habits among students who attend college. We believe that all students who attend Great Bay Community College can benefit from the supports and programs offered through this initiative. FYE works in partnership with faculty, staff and service departments at The College to enhance the experience for all students. FYE provides information, study tools, and critical skills students need to transition, learn, and succeed in college. Students may experience the intentions of FYE through faculty instruction and classroom activities, advising sessions, the Center for Academic Planning and Support (CAPS), Student Life and academic program events.

First Year Experience Classes: A large component of the FYE program is the First Year Experience courses required by most programs. These courses are designed to be taken by students in their first year of college in order to establish the foundational skills that will help them be successful. Covered in these courses are study and communication skills, technology, information literacy, college expectations, workplace behaviors, career exploration and self-discovery.

Library
The Library supports the teaching and learning activities of Great Bay Community College and provides informational services for New Hampshire residents. A full range of library services is available, including: circulation of our 11,028 volume library and 59 current periodical subscriptions for browsing and research, remote access to information provided by 70 databases and 295,682 electronic books, instructor reserves, research/reference support, information literacy training, photocopying, fully loaded media carts, information via free access to the Internet and interlibrary loan.

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Reference Help
The Librarian has professional expertise in helping students find and use information, is familiar with library assignments handed out in classes, and also offers instruction in the print and electronic research process. Students can access assistance at the Library circulation desk, by phone, via email or chat. Questions can be e-mailed to reference@ccsnh.edu.

Online Access
Using Library workstations or their own computers off campus, students can access the online catalog, locate full-text periodical articles, search electronic reference sources, or search the Internet. Begin at
the Library home page http://greatbay.edu/library. Only current students can access research databases from off campus. Call the Library for further assistance in remote use.

**Academic Programs Material**
Library materials include reference resources, circulating books; electronic books; online full-text databases of periodicals and reference materials; print periodicals; local, state, and national newspapers; and a wide variety of audiovisual materials such as DVDs. All media materials and the equipment to use them are available for use in the Library. In addition, there is a reserve collection of materials, placed on reserve by instructors for specific classes.

Reserves may be in print or audiovisual format. From Library workstations, students can also access Blackboard, web email, and the Internet. Thousands of periodicals and newspapers are available in print or online. Many online indexes offer the full text of periodical articles that students may print, download, or send via email. The Librarian can show students how to use these resources.

**Saving documents, Printing, E-Mailing, and Copying**
Current Great Bay Community College students may print 10 pages per day from Library workstations; however, students are encouraged to bring jump drives to the Library for downloading information. Students may also email information from many Library resources to themselves. The Library also has a photocopier for use.

**Material from Other Libraries**
Students needing material that is at another Community College System of New Hampshire campus can request that it be sent through interlibrary loan. Students may make a request themselves online through the card catalog or ask a Library staff member to make the request.

Great Bay Community College students, under a reciprocal agreement, have access to the resources of the University System libraries. These include the libraries at UNH Manchester and Durham, Keene State, Plymouth State and Granite State College. Students, with a valid picture student ID, may go to these libraries and borrow materials directly at no charge. Please be aware that if materials are not returned to any University System library, students will be responsible for the full replacement cost of the items plus any applicable fees. This will result in a charge being placed on the student’s account at Great Bay Community College and will need to be paid before registering for classes, receiving transcripts or graduating.

**Fines**
Fines for all items are .25 cents/day. A hold will be placed on student records if materials are not returned or fines are not paid. This hold must be cleared before a student can check out more materials, register for classes, graduate, or obtain transcripts.

**Access, Use, and Check-out Procedures for Library Materials**
Students need a current Great Bay Community College photo ID to check out Library materials. Books are loaned for three weeks. Loan periods for other materials vary and may include room-use-only restrictions.
SECTION III
STUDENT SERVICES
STUDENT SERVICES

BOOKSTORE
The College maintains an on-campus bookstore stocked with textbooks, supplies, novelty items, and college clothing articles. The College contracts with a private vendor to run the bookstore. Students who have questions about pricing, books or any issues should direct their inquiries directly to the bookstore at (603) 427-0891. Students can also purchase text books online. The bookstore can be accessed through The College website.

BUS SERVICE
Great Bay Community College students ride the COAST Bus Service free with their valid College ID Card. Bus service is available Monday-Friday. Schedules are available at the front desk.

CAFETERIA
The College cafeteria is located on the main floor. Students can buy hot or cold foods, drinks, and pastries. The cafeteria hours are posted each semester. Meals are available at reasonable prices, and vending machines are also available. The College contracts with a private vendor to run the cafeteria.

CAMPUS SAFETY
Uniformed, trained safety personnel are stationed at the Safety Desk in the main lobby. Safety personnel monitor traffic coming into and exiting the building, respond to any safety concerns that may arise, and provide an escort service for those students, faculty and staff who would like to be accompanied to their vehicles.

GBCC ALERTS
An emergency notification system has been developed whereby members of the Great Bay community will be notified by telephone, e-mail and text of any emergencies that may occur. Most commonly these notices will be related to weather related cancellations and closings, but could involve any number of other possible emergency situations. Students must “opt-in” to this service, and may do so by clicking the GBCC Alerts button on the front page of our website.

HOUSING AND LIVING EXPENSES
The College does not maintain residence halls or assume responsibility for housing. Students are advised to check on campus to see if any information about local housing options have been made available or have been posted. Arrangements and contracts for housing are solely between the student and the landlord.

INFORMATION TECHNOLOGY SERVICES (IT)
Classroom computers and College technology systems are maintained and updated by The College’s Information Technology department. IT staff work directly with faculty and Department Chairs to support the learning needs of a diverse student population. Many classrooms are outfitted with SMART Boards and hook-ups for mobile teaching labs. Wireless networks exist for instruction, meetings, and special events. Open computer labs are located in the library and in CAPS for students to work on assignments and access online learning environments such as Blackboard. Information Technology specialists also partner with Disability Services to review, purchase, and implement assistive technology for students with disabilities.
**INSURANCE**
A special accident and illness insurance policy is available to all students enrolled with the CCSNH. Enrollment information is provided through a mailing during the summer months or at new student orientation. Brochures are also available at the front desk. The basic policy covers illness and accidents occurring in and out of school. Other details are available within the brochure. The College is not liable for personal injuries incurred by students who are in attendance. Students are encouraged to either provide their own coverage or purchase the insurance provided by the System.

All Nursing and Allied Health Students who have a clinical must have accident and illness insurance, as well as professional liability coverage. Information regarding this professional liability coverage is available in the Nursing and Allied Health Departments.

All students who wish to participate in intercollegiate athletics must produce evidence of enrollment in an accident insurance policy.

**ONE STOP**
At Great Bay Community College our mission is to provide student-centered services and programs. With this dedication comes the commitment to always evolving our services and offerings to meet the needs of the students we are serving today and tomorrow’s students as well. We have adopted a forward thinking model of service delivery that allows you, the customer, to have ONE STOP for all your Admissions, Financial Aid, Registration, and Student Account needs.

**Student Identification Cards**
Students may obtain a college ID in the Library during normal weekday operating hours. Students must know their Student ID numbers and must have photo IDs with them (driver’s license, passport, military ID). Cards are required for borrowing library books, returning books to the campus bookstore and for student discounts at area merchants or public facilities. Students may also have borrowing privileges at other college libraries through presentation of their Student Identification Cards to participating college libraries. Students will need to stop by the Library at the start of each academic year in order to get a current expiration sticker for their IDs. Any student who loses an identification card can obtain a new card at a cost of $10 (payable at College Services One Stop).
SECTION IV
STUDENT LIFE
STUDENT LIFE

STUDENT LIFE MISSION STATEMENT
The Student Life office supports the mission of Great Bay Community College by providing a comprehensive experience that focuses on the whole student. The Student Life office encourages learning beyond the classroom by working in active partnership with student, faculty, and staff colleagues to foster student opportunities which complement academic pursuits.

The Student Life office strives to promote student growth and development for learning, involvement, leadership, and community building through diverse co-curricular cultural, social, educational, athletic, and recreational activities.

ATHLETICS
The role of Athletics at Great Bay Community College is to complement and supplement the educational mission of The College. Athletics at Great Bay provide learning experiences for all collegiate athletes and gives each individual the opportunity to share in personal and team success. Involvement in athletics provides opportunities for collegiate athletes to develop a sense of unity while building a community for all students, alumni, faculty/staff and friends of The College.

The College is a member of the Yankee Small College Conference (YSCC). Conference members include NHTI, Vermont Technical College, Southern Maine Community College, Central Maine Community College, Unity College, University of New Hampshire, and Nashua Community College.

The College offers teams in the following sports:

- Men and Women’s golf
- Men and Women’s X-country
- Co-ed Bowling

The athletic program is committed to enriching the intellectual and physical capabilities of its student-athletes, while developing and building a respected, competitive national-level program. Great Bay Community College takes pride in its athletic program and the collegiate athletes who have become part of its tradition. For more information contact the Director of Student Life at 603-427-7644.

STUDENT ACTIVITIES
Students are encouraged to take advantage of the wide range of social, health and community service activities offered. All college sponsored student functions are coordinated in conjunction with the Director of Student Life. These include the monthly Great Bay Community College Coffee House Music Series, Food for Thought Lecture Series, all health and wellness programs, cultural events and other activities. Activities are listed on The College calendar on the website.

STUDENT GOVERNMENT ASSOCIATION
Student Government Association includes elected Executive Officers, elected Senators, and appointed Freshman Representatives. The Great Bay Community College student government represents Great Bay Community College students in all facets of campus governance, and funds student organizations. Elections for Executive Officers and Senators are held each Spring Semester. Freshman Representatives are appointed throughout the year. For more information contact the Director of Student Life at 603-427-7644.

STUDENT LEADERSHIP INSTITUTE
The Student Leadership Institute provides leadership training and skill-building workshops with experiential opportunities that foster leadership growth and development in our students. Through leadership education, students discover their own leadership styles, enhance their practical skills, and learn how to become active global citizens on campus, in their respective communities, and in the workplace.

SLI Leadership Certificates
The Student Leadership Institute offers four (4) distinctive leadership certificates for students. Certificates offered are through weekend retreats. The certificates are:

- Individual Leader Certificate
- Career Leader Certificate
- Community Leader Certificate
- SLI Workshops

**Individual Leader Certificate**
Students will explore various individual leadership styles and develop self-awareness and confidence in their individual leadership skills. The components of the program are aimed at assisting students in recognizing the value of how their individual leadership style interacts with others. Additionally the program will assist students in meeting GBCC student leaders and help them learn how to get involved on campus.

**Career Leader Certificate**
Students will learn how to maximize their leadership ability in their career. The components of the retreat are aimed at providing networking opportunities to students with local HR departments and business leaders. Additionally students will learn how to effectively share their leadership experiences in interviews and on their resumes.

**Community Leader Certificate**
Students will learn how to utilize their leadership ability in making a difference in the community. The components of the retreat are aimed at providing students with an opportunity to learn about the needs of the seacoast community and introduce students to local community leaders. Additionally students will learn how to effectively share their leadership experiences in interviews and on their resumes.

**SLI Workshops**
**Speechcraft - Offered each semester - presented by Toastmasters**
International Speechcraft is a several week workshop on communication and leadership that is presented as a public service by local Toastmasters Clubs. The participants learn about various aspects of communication and leadership and are supported by a team of presenters and mentors and guided by a coordinator. The Speechcraft program will consist of eight hours of meetings over the course of four weekly meetings. Over the course of these four sessions, participants will learn about good public speaking and have the opportunity to practice within the Speechcraft group, mentored by experienced Toastmasters. Speechcraft is the quickest means by which people can jump right into the process of improving their speaking skills. Designed for non-Toastmasters, this series of educational sessions covers a number of topics that play a part in good public speaking.

**Leadership Through The Arts - Offered each semester**
Leadership through the Arts is a two part workshop on networking, communication, and personal presentation. The participants will learn about networking, how to make a good first impression. The
first part of the workshop has students participating in an on campus workshop. For the second part students will attend a show at the Music Hall and then dinner. At the show and dinner students will have the opportunity to interact with business professionals in a social gathering. Discussion the show and feedback will be given at the dinner.

**STUDENT ORGANIZATIONS**

There are many student organizations on campus representing diverse student interests. Each recognized student organization has a college advisor, but is controlled by the students. Starting a new club requires at least four students with the same interest and one faculty/staff member to serve as an advisor.

Current active clubs include:

- Alternative Spring Break
- Art Club
- Bio Tech Club
- Campus Activity Board
- Christian Fellowship
- Gaming Club
- Great Bay Student Nurses Association
- International Club
- Kappa Beta Delta Honor Society
- Musicians Club
- NAVTA (Veterinary Tech) Club
- Digital Arts and Media Club
- Phi Theta Kappa Honor Society
- Student Ambassadors
- Student Veterans of America
- Surgical Technology
- Sustainability Club
- Teacher Prep Club
- The Heron Literary Journal
- The History Club

**SECTION V**
COLLEGE POLICIES AND PROCEDURES
Information Technology Acceptable Use Policy:
The purpose of this policy is to encourage the responsible use of CCSNH and member campus technology resources consistent with expectations for the appropriate conduct of the members of our campus communities. This policy is intended to provide guidance to CCSNH technology users. While this policy and Addendum-A (Examples of Violations) are intended to provide guidance, it is impossible to contemplate all potential applications since technology and applications consistently change. If unsure whether any use or action would constitute a violation of this policy, contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy, the System Office determination will prevail. In addition to this policy, information on how to use CCSNH technology, resources and services can be found at www.ccsnh.edu Access to CCSNH technology resources is a privilege, not a right. This privilege is extended to all users including faculty, staff, students, alumni/ae, and affiliated individuals and organizations. CCSNH’s technology resources include computing facilities, telecommunications and network services, video network services, web page servers, equipment, software, applications, information resources, printing and scanning services, and user and technical support provided by Information Technology staff. Accepting access to these technology resources carries an associated expectation of responsible and acceptable use. Failure to abide by the responsibilities articulated below may result in loss of privileges.

Users of CCSNH technology resources have a shared responsibility with our Information Technology staff to maintain the integrity of our systems, services, and information so that high quality and secure services can be provided to everyone. Toward this end, all users shall:

a) Comply with posted policies governing use of computing and printing facilities.
b) Respect all contractual and license agreements, privacy of information, and the intellectual property of others.
c) Comply with federal, state, and local regulations regarding access and use of information resources (e.g., policies regarding Federal Copyright Act, The Family Education Rights and Privacy Act, Gramm-Leach-Bliley Act, codes of professional conduct and responsibility, etc.).
d) Maintain and secure your own system accounts (including files and data associated with those accounts); this includes taking action to backup your files and data as appropriate.
e) Exercise due diligence in protecting any computer you use to connect (either through dial-up, VPN or any other means) to the CCSNH network from viruses, worms, and security vulnerabilities by maintaining and regularly using anti-virus software, installing available security updates/patches for your operating system and any applications you use, and avoiding the installation of un-trusted programs on your computer.
f) Take precautions to keep your technology accounts (computer, network, Blackboard, Banner, etc.) secure.
g) Do not share privileges with others. Your access to technology resources is not transferable to other members of the CCSNH community, to family members, or to outside individuals or organizations. If someone wishes access to CCSNH’s technology resources, s/he should contact the CCSNH Information Technology Office by sending email to ITSupport@ccsnh.edu
h) Ensure that any and all of your web pages and blogs reflect the highest standards of quality and responsibility. As page or blog owner, you are responsible both for the content of your web page or blog and for ensuring that all links and references from...
these are consistent with this and other policies, copyright laws, and applicable local, state, federal laws. CCSNH hosted web pages and blogs are not to be used for commercial purposes or for activities unrelated to the educational mission of the college without written authorization from the CCSNH.

i) Ensure that any contributions of information to WIKIS reflect the highest standards of quality, accuracy, and responsibility.

j) Understand the implications of sharing information or data via the Internet, e-mail, Instant Messaging, social networks or other services that are either open to access by others, or that can be viewed and/or forwarded to others.

k) Report violations or suspected violations of this policy. Please report violations as follows:
   • College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
   • System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
   • Students: Report violations to your College Vice-President of Academic Affairs or President.

Enforcement of this Policy
CCSNH reserves the right to monitor the System network and systems attached to it, and to take actions to protect the security of the CCSNH systems, information, and users.

a) Reporting Violations or Suspected Violations: Reports of violations or suspected violations as follows:
   • College Personnel: Report violations to your immediate supervisor, Vice-President of Academic Affairs or President.
   • System Office Personnel: Report violations to your immediate supervisor, Vice-Chancellor or Chancellor.
   • Students: Report violations to your College Vice-President of Academic Affairs or President.

b) Response to Violations: The CCSNH Information Technology office will investigate and respond to reports of violations or suspected violations and include appropriate CCSNH offices as necessary. As part of this response, Information Technology reserves the right to immediately disconnect any system or terminate user access to protect the security of the CCSNH systems, information, and users.

c) Sanctions: Violation of this policy may result in the immediate termination of access and/or disciplinary action by CCSNH including, but not limited to restriction to all CCSNH technology resources and/or denial of employment opportunities with CCSNH. As a recognized agent under the Digital Millennium Copyright Act, CCSNH will act in accord with the provisions of this act in the event of notification of alleged copyright infringement by any user.

d) Compliance: All users who access or use CCSNH Information Technology resources must agree to comply with the CCSNH Acceptable Use Policy. (also referenced in Human Resources Section 321.01)

Addendum A: Example Violations of Acceptable Use Policy
The purpose of this addendum is to provide examples of violations of CCSNH’s Acceptable Use Policy. The following is not an exhaustive list and if you are unsure whether any use or action would constitute
a violation of this policy, please contact your campus Information Technology department or the System Office for assistance. In cases not covered explicitly by the CCSNH Acceptable Use policy the System Office determination will prevail.

**Examples which Apply for ALL Users (Students, Faculty, Staff and Contract Employees):**

**Authorized Access/Accounts**
1. Attempting to obtain unauthorized access or circumventing user authentication or security of any host, network or account. This includes accessing data not intended for the user, logging into a server or account you are not expressly authorized to access, or probing the security of systems or networks.
2. Supplying or attempting to supply false or misleading information or identification in order to access CCSNH's technology resources.
3. Sharing your passwords or authorization codes with others (computing, e-mail, Blackboard, Banner, etc.).
4. Using technology resources for unauthorized uses.
5. Logging onto another user's account (without the permission of the account owner).
6. Sending e-mail, messages, etc. from another individual's or from an anonymous account.
7. Unauthorized use of CCSNH registered Internet domain name(s).
8. Changing your issued machine name to a name that is different from that assigned by CCSNH or campus Information Technology departments without authorization.
9. Connecting computers or other devices to the CCSNH network that have not been registered with, or approved by, CCSNH.

**Services**
1. Attempting to interfere with service to any user, host, or network. This includes "denial of service" attacks, "flooding" of networks, deliberate attempts to overload a service, port scans and attempts to "crash" a host.
2. Use of any kind of program/script/command designed to interfere with a user's computer or network session or collect, use or distribute another user's personal information.
3. Damaging a computer or part of a computer or networking system.
5. Modifying the software or hardware configuration of a CCSNH owned computer with malicious intent.
6. Excessive use of technology resources for "frivolous" purposes **unrelated to the academic or administrative work of the Colleges**, Examples are game playing (local or networked), downloading of music/video media files, using peer to peer file sharing programs, listening/watching streaming audio/video feeds (Internet radio, Internet TV, YouTube, etc.). These examples can cause congestion of the campus network and Internet connection or may otherwise interfere with the academic and administrative work of others, especially those wanting to use public access PCs or network and Internet resources.
7. Violating copyright laws.
8. "Hacking" on computing and networking systems.
9. Using technology resources (networks, central computing systems, public access systems, voice and video systems) for new technologies research and development without review and authorization from the CCSNH Information Technology office.
10. Deployment of wireless access points (WAPs) without review and authorization from the CCSNH Information Technology office.

Software, Data & Information
1. Inspecting, modifying, distributing, or copying software or data without proper authorization, or attempting to do so.
2. Violating software licensing provisions.
3. Installing software on public access and other CCSNH owned computers without appropriate authorization from the CCSNH Information Technology office.
4. Installing any diagnostic, analyzer, "sniffer," keystroke/data capture software or devices on CCSNH owned computer equipment or on the CCSNH network.
5. Breaching confidentiality agreements for software and applications; breaching confidentiality provisions for institutional or individual information.

Email/Internet Messaging/Voice Mail/Voice Services
1. Harassment or annoyance of others, whether through language, frequency or size of messages, or number and frequency of telephone calls.
2. Sending e-mail or voice mail to any person who does not wish to receive it, or with whom you have no legitimate reason to communicate.
3. Sending unsolicited bulk mail messages ("chain mail", "junk mail" or "spam"). This includes bulk mailing of commercial advertising, informational announcements, political tracts, or other inappropriate use of system e-mail distribution lists. Forwarding or otherwise propagating chain e-mail and voice mail and pyramid schemes, whether or not the recipients wish to receive such mailings. This includes chain e-mail for charitable or socially responsible causes.
4. Malicious e-mail or voice mail, such as "mailbombing" or flooding a user or site with very large or numerous items of e-mail or voice mail.
5. Forging of e-mail header or voice mail envelope information. Forging e-mail from another's account. Sending malicious, harassing, or otherwise inappropriate voice mail from another's voice lines.
6. Falsely representing opinions or statements on behalf of CCSNH or others.

CCSNH Hosted, and personal Web Pages, Blogs, or other Social Media Web Sites
1. Posting content on personal Web Pages, Blogs, or other Social Networks that provides information on and/or encourages illegal activity, or is harassing and defaming to others.
2. Linking from personal Web Pages, Blogs, or other Social Networks, whose content violates CCSNH policies, local, state, and/or federal laws and regulations.
3. Running personal Web Pages, Blogs, or other Social Networks that support commercial activities or running server systems under the CCSNH registered domain name, CCSNH.EDU or variation thereof, without authorization.
4. The use of the CCSNH name, seals, images and text are the property of CCSNH and shall not be used without the written permission of CCSNH.

Listservs, Bulletin & Discussion Boards
1. Posting a message whose subject or content is considered unrelated to the subject matter of the listserv, bulletin or discussion board to which it is posted. For moderated listservs, the decision as to whether a post is unrelated will be made by the moderator.
For listservs that are not moderated and discussion boards, we employ the practice of "self-policing" -- that is, members serve as moderators, commenting (to the sender, to the list) about inappropriate posts.

2. Posting chain letters of any type.
3. Forging header information on posts to listservs, bulletin or discussion

ACCESS TO GRADES AND TRANSCRIPTS WITH OUTSTANDING FINANCIAL OBLIGATION POLICY STATEMENT
In accordance with FERPA regulations, if a student has a hold on an account because of outstanding financial obligations he/she will be able to view the final grades at the conclusion of the semester in question through Banner Student Web. However, the student will be unable to view his/her entire transcript on Banner Student Web, but may view the entire transcript in the Registrar’s office on request. No official transcript will be released until all outstanding financial

ALCOHOL POLICY
The CCSNH supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and complies with all federal, state and local laws pertaining to controlled substances, including alcohol.

1. Alcohol is not permitted on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, except as provided herein.

2. Except for the delivery of specific coursework, no purchase of alcoholic beverages is allowed from any student funds or any funds under the jurisdiction of the CCSNH Board of Trustees.

3. Sale of alcoholic beverages on or in the premises of the CCSNH, including its colleges, academic centers, leased facilities, and the System Office, is prohibited.

4. In addition, students who are of legal drinking age who are on a college sponsored trip and choose to drink are subject to the rules established in the Student Code of Conduct related to intoxication.

5. The Chancellor of the CCSNH or the President of the college reserves the right to authorize the serving of alcoholic beverages, at his/her discretion, at events on or off campus to individuals who are of legal drinking age.

6. The College also reserves the right to monitor alcohol consumption by individuals at these events, and to take appropriate steps to assure the safety of all concerned. The college cannot pay for alcoholic beverages at such events but must enlist a sponsor and must use a third party vendor or server who meets all state of New Hampshire and local legal requirements for dispensing alcohol.

7. All colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

BARRED AND EXPULSION POLICY STATEMENT
Any person barred and/or expelled from one CCSNH college campus for violence or threats of violence shall be prohibited from attending any other CCSNH college campus and/or satellite campus. The barred and/or expelled person shall be notified in writing of this policy.
Procedure: Submit names and copy of official notification letter of any student classified under this policy to the Chancellor’s Office. Names will then be shared with the Vice President of Student Affairs at all campuses.

**COLLECTION OF BAD DEBTS POLICY STATEMENT**

If the CCSNH is unable to collect a student's tuition and fees, the delinquent account may be submitted to a collection agency at the student's expense. The overdue account may also be reported to the credit bureau. If a student has previously been assigned to collections and has paid in full, the student may be required to pay in full for subsequent semesters, at the start of the semester.

**DRUGS AND NARCOTICS POLICY STATEMENT**

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

**STUDENT EMAIL POLICY**

Upon registering, students are assigned a student email address which supersedes any existing personal email address stored in The College system’s records. The College student email is the primary communication vehicle between the student and all college departments and courses. Any email notices, course information, and communications from The College will be directed to a student’s college email account only. Any message sent to or from a personal email account is subject to quarantine and/or removal from the CCSNH email server.

**FINANCIAL AID REFUND CHECK POLICY**

Credit balances caused by financial aid funds must be paid directly to the student or parent, if a PLUS loan, as soon as possible, but no later than 14 days after the first day of class of a payment period if the balance was created on the first day of class or before classes began. If the credit balance was created after the first day of class, the balance must be paid no later than fourteen (14) days after the balance was created.

Credit balances are paid to students or parents by check. Any funds remaining at the end of the semester are to be returned to the lender as a loan reduction or to the Department of Education as applicable.

A credit balance caused by a PLUS loan is paid directly to the parent(s) by check. Checks are mailed to the parent(s)’s address within 14 days of crediting the student’s account. Returned checks as undeliverable will be reviewed for better addresses. If the parent cannot be located, then the funds are returned to the lender as a loan reduction immediately. PLUS loans can be endorsed and/or given to the student with the parent’s written authorization. If a student is to obtain the PLUS loan check, then the procedures noted above for student checks must be followed.
**HIV (Human Immunodeficiency Virus) Policy**

The CCSNH will offer its students diagnosed with AIDS (Acquired Immune Deficiency Syndrome) or as HIV (Human Immunodeficiency Virus) positive the same opportunities and benefits offered to other students in accordance with Center for Disease Control (CDC) guidelines and appropriate laws. These include access to educational programs, advisement and counseling services, and financial aid. Except where course work or external placement requires involvement with body fluids, no special policies, procedures or rules will be imposed on students diagnosed with AIDS or as HIV positive that will limit or restrict the student’s participation in college activities or programs.

Students are advised, however, that certain allied health programs may have policies in addition to those listed below in order to comply with rules established by clinical sites.

This policy is subject to applicable laws, including the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

1. Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for students applying to a college in the CCSNH, nor will college in the CCSNH require screening of students for antibody to AIDS/HIV. Programs providing clinical experiences should be guided by the CDC and OSHA guidelines.

2. Students with AIDS or a positive HIV antibody test will not be restricted from access to college facilities and common areas.

3. Students diagnosed with AIDS/HIV may seek reasonable accommodation in order to remain enrolled, provided the student works with the Disabilities Coordinator on the campus and provides appropriate medical documentation.

4. AIDS/HIV test results may not be released under any circumstances except with specific written authorization by the student. No person, group, agency, insurer, employer, or institution may be provided any information related to the AIDS/HIV status of a student without the prior written consent of the individual, unless otherwise required by law.
   a. Legal liability – The obligation of the college to protect the confidentiality of information is governed by all pertinent federal laws and HIPPA rules and regulations.
   b. Public health reporting requirements – The Student Health Services will comply with all public health reporting requirements to the local public health authorities.
   c. Secondary lists or records – Neither health officers nor administrators should keep secondary lists or logs identifying individuals tested for antibodies to AIDS/HIV or known to be AIDS/HIV infected, unless required to do so by federal or state law.
IMMUNIZATION POLICY

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

1. Students shall be considered immune to measles, mumps, and rubella (MMR) only if they have:
   a. Documentation of immunization with 2 doses of live vaccine after 12 months of age;
   b. Laboratory confirmation of immune titers for measles, mumps and rubella; or
   c. Had one rubella, provided the student was born prior to 1957.

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

3. Students shall be considered immune to mumps instead of MMR only if they have:
   a. Had disease confirmed by an office record;
   b. Been immunized with one dose of vaccine after 12 months of age; or
   c. Been subject to the more stringent requirements of a clinic or practicum site.

4. Students shall be considered immune to rubella instead of MMR only if they have:
   a. Laboratory confirmation of an immune titer;
   b. Been immunized with one dose of vaccine after 12 months of age; or
   c. Been subject to the more stringent requirements of a clinic or practicum site.

5. Students shall be considered immune to tetanus only if they have received tetanus-diphtheria booster within the last 10 years.

6. Students entering the medical field shall be considered immune to hepatitis B series only if they have been immunized with 3 doses of hepatitis B, according to the following schedule:
   a. After being given the first dose, the student shall receive a second dose no later than one month after the first; and
b. After being given the second dose, the student shall receive a third dose no later than six months after the second.

7. Students shall be considered immune to tuberculin skin infection only if they have:
   a. Proof of a negative Purified Protein Derivative (PPD) within the last year;
   b. A positive PPD established by an x-ray with negative results within the last year;
   c. Been subject to modification for clinic or practicum site.

8. The documented date of immunization for both measles and rubella shall include the day, month, and year. However, only month and year shall suffice as long as the month and year show that the immunization was given at least 13 months from month of birth. If only the year of immunization is provided, the date given shall be 2 years from the year of birth.

9. Exceptions to this policy shall be granted for good cause by the college President. Good cause shall include, but not be limited to, medical contra-indications or other reasons beyond the control of the student.

10. Requests for waiver shall be submitted in writing to the president of the college. The president shall determine if the application shall be granted or denied within 10 working days of its receipt.

**MEDICAL LEAVE POLICY**

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

Students considering a Medical Leave of Absence should be aware that granting of such leave does not relieve a student from financial responsibility to the college. A student who is seeking a Medical Leave of Absence who is also a financial aid recipient should contact the Financial Aid Office to discuss the leave and any potential implications for changes in financial aid eligibility.

**Students requesting Medical Leave of Absence must:**

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

The Vice President of Academic Affairs (or designee) will make a determination regarding the appropriateness of the leave request and notify the student in writing whether the request for Medical Leave of Absence was granted and what conditions for readmission may apply. Students whose Medical Leave requests are granted will not be required to re-apply for admission at the end of the leave period provided that all conditions for readmission have been met.
Parking is available on campus. Please park in only permitted sites. Vehicles parked in violation of this are subject to towing at the owners expense. Common violations are: taking two parking space; parking on grass, sidewalk or in fire lane.; parking within 15 feet for a fire hydrant; parking in no parking zones; parking in handicapped parking spaces without the required permit; parking in spaces marked reserved for State vehicles, College Officials, and Visitors. All vehicles parked on campus, anytime, must be properly licensed and inspected. Failure to observe these rules may result in loss of your privilege of driving and parking on campus.

Pets on Campus Policy

Animals and/or pets of any kind are not permitted within campus building(s) with two exceptions:

Exception #1
Animals in the care of and/or that are being used as part of the learning process in the Veterinary Technology program

Exception #2
Any guide dog, signal dog, service dog, or other animal individually trained (or undergoing training) to provide assistance to an individual with a disability.

Service animals in training must receive prior approval of the President before coming onto campus. This request should be initiated in writing to the attention of the college president. Service dogs must be identified while on campus wearing the appropriate service dog attire.

Animals and Pets On Campus Grounds must be leashed and under the control of their owner/caretaker at all times. All animal waste must be immediately picked up/cleaned by the owner/caretaker and may only be discarded on campus if it is placed in waste containers. No pets may be tied up outside buildings or left unattended on campus. Any costs incurred in the removal or retrieval of a pet shall be the owner's responsibility.

It is strongly recommended that animals not be left in vehicles while students or staff members are in the classroom or conducting business. Animals discovered unattended in vehicles in the parking lot may be reported to the Police Department if it is felt that the animal is not getting adequate ventilation and/or is in distress of any kind.

Refund Policy

All refunds require that the student complete an official withdrawal form. Students who officially withdraw from the college or an individual course by the end of the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have eight (8) calendar days from the designated start of the alternative semester to withdraw for a full refund. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund.

Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes, but is not limited to, comprehensive student services fee.
All Federal Title IV funds (i.e. PELL, SEOG, Perkins Loan) are prorated and refunded according to the rules and regulations mandated by the U.S. Department of Education.

The deadline for a full refund for workshops offered through the System’s Divisions of Community Education or Offices of Workforce Development will be set by the respective offices. Requests for refunds may be made in person, in writing, or by phone.

In extenuating circumstances, the President (or designee) is authorized to offer alternative consideration in the form of tuition credit or waiver to students on a case-by-case basis. Tuition credit on a student account must be used within one calendar year from the date of authorization.

In accordance with Federal regulations, refunds for an amount less than $1.00 ($.99 or less) will be forfeited.

**SENIOR CITIZEN DISCOUNT POLICY**

Residents of New Hampshire who are 65 years of age and older may register for any credit course offered in the System at half price tuition under the following criteria:

1. Course prerequisites shall apply.
2. Official proof-of-age and NH residency documentation shall accompany the registration form.
3. Space needs shall first be met for applicants whose tuition fees are guaranteed by self-pay, scholarship or work-study.
4. The course shall have paid enrollment to meet costs.
5. All ancillary costs and charges (i.e. books, supplies, academic instruction fee, registration fee etc.) are paid by the individual.
6. Registrations for courses under this provision will only be accepted two (2) days prior to the start of classes.
7. The college offering the course may, at its discretion, cancel the course.
8. The college offering the course shall be the sole determining agent as to whether or not space is available.
9. No discount for workshops or other non-credit courses.

**SEXUAL HARASSMENT POLICY STATEMENT**

It is the policy of the Community College System of NH that all members of the CCSNH should be able to work and study in an environment that is free of sexual discrimination and sexual harassment. Sexual advances, requests for sexual favors, non-verbal, verbal, and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, educational, or living environment.
Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action/Equity Committee in the school or college. At any time, a student may contact the Affirmative Action/Equity Committee Chair for counseling and advice.

**SMOKING POLICY STATEMENT**
The College has adopted a “no smoking” policy. This means that there is to be no smoking around the periphery of the building, in parking lots, or on College grounds. However, smoking will be permitted within vehicles. *It is requested that smokers please extinguish cigarettes within vehicles and not extinguish, discard, or leave cigarette butts on college paved areas, including driving and parking lots, or sidewalk/walkway areas*

**STUDENT EXPRESSION / COMMUNICATION POLICY STATEMENT**
Student publications must establish and maintain an atmosphere of free and responsible discussion.

1. Each student publication shall be authorized by the administration and shall have an advisor whose role is to assist students.

2. Student publications shall be free of censorship, but editors and managers shall avoid articles, words, or phrases of indecency, libel, undocumented allegations, attack on personal integrity, and the techniques of harassment and innuendo. Violation of this code will be handled under the institution’s disciplinary rules.

3. Institutions which publish and finance student publications shall make clear on the editorial page that the opinions expressed are not necessarily those of the institution or student body.

**STUDENT HAZING POLICY STATEMENT**

1. Purpose and Scope
   - As institutions within the Community College System of N.H., the CCSNH Colleges hereby recognize the dangers inherent in student hazing, condemns the practice, and place students and staff on notice that hazing must be treated as a criminal offense and reported to the police, and will subject those who participate in it to college disciplinary procedures as well.

2. Definitions
   - For the purpose of this policy, the following terms shall have the meanings ascribed to them below:
     a. Hazing means any act directed toward any full-time or part-time student, or any coercion or intimidation of a student to act, participate in, or submit to any act which is likely or would be reasonably perceived as likely to cause physical or psychological injury to any person and is a condition of initiation, admission, or continued membership in the college, or any fraternity, sorority, club, or other college or college-affiliated or sanctioned organization.

3. Prohibitions and Obligations
- Hazing is a Class B misdemeanor in the State's Criminal Code, for any person who knowingly submits, and any person who has direct knowledge of it and fails to report it to the school authorities and the police.
  a. It is also a Class B misdemeanor for the college or any fraternity, sorority, club or other college-affiliated organization to knowingly or negligently fail to take reasonable measures within the scope of its authority to prevent it, or fails to report it to the police. Express or implied consent of the victim is not a defense to the crime of hazing.
  b. No college student, official, or employee shall participate in hazing.
  c. No college student, official, or employee shall knowingly submit to hazing without reporting it as soon as practicable to the Vice President of Student Affairs, Campus Security/Safety and to the police.
  d. Any college student, official, or employee having direct knowledge of hazing occurring in connection with the college or any college-affiliated organization shall forthwith report it to the Vice President of Students/Campus Police and to the police.
  e. Any college official, or employee present at the scene of any hazing shall take all reasonable steps within the scope of his/her authority, and any college student, official or employee present at the scene of any hazing shall report it to the Vice-President of Students/Campus Police and to the police, without delay.
  f. Anyone in the college community who has knowledge or reasonably suspects that an act of hazing will occur shall forthwith report it to the college authorities and to the police.
  g. Copies of this policy shall be made a part of the official student handbook and the college personnel policies, and posted conspicuously on college bulletin boards at various locations on campus.

**Unattended Children on Campus Policy**

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

In addition, children who are not registered for classes are not permitted in classrooms and/or laboratories, even if the parent/guardian is registered in the class. Parents/guardians are advised that students under the age of 16 who are enrolled in a class are not the responsibility of college employees, other than during designated class time or while doing class related activities on the campus.
If a child is left unattended the college will attempt to locate the parent/guardian and return the unattended child. If the parent/guardian cannot be located, the college will contact local law enforcement or the State Division for Children, Youth and Families. The only exceptions to the above policy are prearranged tours, field trips, and college coordinated or sponsored programs for children.

**USE OF SOCIAL MEDIA AND BLOGGING POLICY**

All staff, faculty, students, or departments that wish to use social media sites and or blogs for college related business must request permission using the Social Media Page Approval Form. All completed forms must be submitted to IT. Additionally all staff, faculty, students, or departments must adhere to the Social Media Procedures and Best Practices stated in the Student Handbook.

1. **Approved Sites:**
   - Currently the college will consider approval of pages or blogs on the following sites:
     - Facebook.com
     - twitter.com
     - youtube.com
     - myspace.com
     - Blogger.com
     - wordpress.com

   - If you wish to submit a site other than the ones above for consideration please submit your request in writing to the Academic and Student Policy Committee.

2. **Content:**
   - Contributors to the Great Bay Community College pages will follow the established employee and student procedures. The College and the Creative Services Coordinator will periodically review pages to ensure College policies are followed and that pages are being produced in accordance with the best interests of the College. If sites or pages are deemed to not be in the best interest of the College the site or page may be removed.

3. **Use of Logo:**
   - The logo must be requested from the Creative Services Coordinator (CSD) for the intended use. No portion of logo is permitted to be altered; colors and fonts must remain as in original file sent from CSD. Logo will not be placed on a background that impairs readability of the mark. Preferred color background is white. Additional art or logos may not be attached to the logo. **The College logo is not permitted to be used on any personal social media sites.**

4. **Use of Photos:**
   - Due to FERPA policies no photos are permitted to be placed on a College sponsored page or site without prior approval from the Creative Services Coordinator. Photos of the college must be provided by CSD whenever possible. CSD and Public Information Officer reserve the right to remove photos, video images that misrepresent the college or are not of acceptable quality. Whenever possible, a watermark should be added or images should be posted at 72 dpi and approximately 800x600 resolution to protect the college’s intellectual property.

5. **Inappropriate postings:**
• Postings including any of the following may be edited or deleted:
  a. Strong profanity and any other offensive language
  b. Posts abusing other students and or faculty or staff.
  c. Posts with racist, sexist, or other discriminatory content
  d. Any other posts that GBCC considers to be offensive or inappropriate
  e. "Spam" posts or advertisement.

• Students, Faculty or Staff may report any inappropriate posts to the VPEM&SS. Any actions or postings that are in violation of the Student Handbook could result in disciplinary action taken against the student.

6. Basic guidelines:
• Those who participate in or maintain a social media site on behalf of the college will clearly state his/her role and goals. Supervisors will empower participants to respond directly to users and determine when approval is needed.

• Some online communities can be volatile, tempting users to behave in ways they otherwise wouldn’t. College representatives must remain above the fray.

• Any questions about whether it is appropriate to write about certain kinds of material must be directed to the site manager and or supervisor.

• Because the technology that drives Web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in the management and implementation of the page or for any other reason that supports the College’s priorities for the page.

<table>
<thead>
<tr>
<th>Procedures for Student Clubs and Organizations Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content/Use:</strong> Determined by student officers</td>
</tr>
<tr>
<td><strong>Page Maintained By:</strong> Student Officers</td>
</tr>
<tr>
<td><strong>Approved usage of sites include:</strong></td>
</tr>
<tr>
<td>To achieve By-Laws/Constitution</td>
</tr>
<tr>
<td>To achieve Goals/Strategic Plan</td>
</tr>
<tr>
<td>National or Regional organization affiliation</td>
</tr>
<tr>
<td><strong>Administration /Oversight:</strong> Advisors and Director of Student Life</td>
</tr>
<tr>
<td><strong>Things for Monitoring/Filtering:</strong></td>
</tr>
<tr>
<td>Accuracy/currency</td>
</tr>
<tr>
<td>Timeliness</td>
</tr>
<tr>
<td>Appropriateness</td>
</tr>
<tr>
<td>Consensual Relations</td>
</tr>
<tr>
<td>Logos &amp; Pictures</td>
</tr>
</tbody>
</table>

**Approval Process**
1) Submit Social Media Page approval form and submit it to the Director of Student Life with the following:
   a) Include a description of the intended site's connection to Student Organizations Constitution or By-Laws, the clubs goals or strategic plan, national or regional organization affiliation.
   b) Identify the prospective audience
2) Director of Student Life will submit the request to the Creative Services Coordinator for approval.

3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

<table>
<thead>
<tr>
<th>Procedures for Classroom Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content/Use:</strong> Determined by students or per assignment parameters</td>
</tr>
<tr>
<td><strong>Page Maintained By:</strong> Students per assignment parameters</td>
</tr>
<tr>
<td><strong>Approved usage of sites include:</strong> To achieve Course Objectives To achieve Assignment parameters and outcomes To achieve Grade expectations</td>
</tr>
<tr>
<td><strong>Administration /Oversight:</strong> Department Head (or specific designee)</td>
</tr>
<tr>
<td><strong>Monitoring/Filtering:</strong> Accuracy/currency Timeliness Appropriateness to specific outcomes Consensual Relations related to faculty-student interaction Logos Pictures</td>
</tr>
</tbody>
</table>

**Expectations:**

1) Student participation will be relevant to the course objectives.
2) Student participation will be in accordance with the grading requirements.
3) Student participation will be in accordance with the student Code of Conduct and the Information Technology Acceptable Use Policy of the college

**Approval Process**

1) Submit Social Media Page approval form and submit it to the VPAA with the following:
   a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NEASC standards.
   b) Explain how you are currently using Blackboard to achieve your goals. **
   c) Identify the prospective audience

**Classes should be utilizing the full Blackboard options prior to requesting a social media page or blog.**
d) Specify the plan for updating the site with timely and accurate information

e) Describe the plan for assessment (does site meet intended purpose).

2) VPAA will submit the request to the Creative Services Coordinator for approval.

3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

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**Procedures for CAPS, FYE, Library, Advising Use**

**Content/Use:** The Department

**Page Maintained By:** The Department

**Approved usage of sites include:**
- To achieve College & department Strategic Plans
- To achieve Department Vision & Mission
- To achieve Department Function
- To achieve Department Objectives
- To achieve Core Attributes
- To achieve 21st Century workplace skills
- To achieve Accreditation Standards

**Administration /Oversight:** Department Head (or specific designee)

**Monitoring/Filtering:**
- Accuracy/currency
- Timeliness
- Appropriateness to specific outcomes
- Consensual Relations related to faculty-student interaction
- Logos & Pictures

**Approval Process**

1) Submit Social Media Page approval form and submit it to the AVPAS with the following;
   a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NEASC standards.
   b) Identify the prospective audience
   c) Specify the plan for updating the site with timely and accurate information
   d) Describe the plan for assessment (does site meet intended purpose).

2) AVPAS will submit the request to the Creative Services Coordinator for approval.
3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.

### Procedures for Academic Program / Academic Department Use

<table>
<thead>
<tr>
<th>Content/Use:</th>
<th>Determined by program or department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Maintained By:</td>
<td>Department personnel</td>
</tr>
</tbody>
</table>
| Approved usage of sites include:  | To achieve College & department Strategic Plans  
|                                   | To achieve Department Vision & Mission  
|                                   | To achieve Department Function  
|                                   | To achieve Department Objectives  
|                                   | To achieve Core Attributes  
|                                   | To achieve 21st Century workplace skills  
|                                   | To achieve Accreditation Standards  |
| Administration/Oversight:         | Department Head (or specific designee) |
| Monitoring/Filtering:             | Accuracy/currency  
|                                   | Timeliness  
|                                   | Appropriateness  
|                                   | Consensual Relations related to faculty-student interaction  
|                                   | Logos  
|                                   | Pictures  |

#### Approval Process

1) Submit Social Media Page approval form and submit it to the VPAA with the following;
   a) Include a description of the intended site's connection to department mission and objectives, core attributes, 21st century workplace skills, strategic plan, program review or NEASC standards.
   b) Identify the prospective audience
   c) Specify the plan for updating the site with timely and accurate information
   d) Describe the plan for assessment (does site meet intended purpose).
2) VPAA will submit the request to the Creative Services Coordinator for approval.
3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.
Procedures for One Stop, Student Life, Safety, Bookstore, Food Service, IT, BTC, Marketing, Creative Services, Business Office, President’s Office Use

Content/Use: Determined by the Department

Page Maintained By: The Department

Approved usage of sites include:
- To achieve College & department Strategic Plans
- To achieve Department Vision & Mission
- To achieve Accreditation Standards

Administration /Oversight: Department Head (or specific designee)

Monitoring/Filtering:
- Accuracy/currency
- Timeliness
- Appropriateness
- Consensual Relations
- Logos
- Pictures

Approval Process

1) Submit Social Media Page approval form and submit it to the VPSS&EM with the following;
   a) Include a description of the intended site’s connection to department vision and mission, College and Department strategic plans, accreditation standards.
   b) Identify the prospective audience
   c) Specify the plan for updating the site with timely and accurate information
   d) Describe the plan for assessment (does site meet intended purpose).

2) VPSS&EM will submit the request to the Creative Services Coordinator for approval.

3) IT will develop usernames, passwords, and training for all approved sites. Departments will receive their sites after they attend a mandatory training.
**Social Media / Blogging Best Practices**

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting.

**Be transparent.** Be honest about your identity. If you are a faculty, staff or student leader we encourage you to set up an account to specifically conduct College business. This will allow for complete transparency. If you are authorized by your supervisor to represent Great Bay Community College in social media, say so. If you choose to post about Great Bay Community College on your personal time, please identify yourself as a Great Bay Community College student, faculty or staff member. Never hide your identity.

A good resource about transparency in online communities is the Blog Council’s “Disclosure Best Practices Toolkit” at [http://blogcouncil.org/disclosure/](http://blogcouncil.org/disclosure/).

**Be accurate.** Make sure that you have all the facts before you post. It’s better to verify information with a source first than to have to post a correction or retraction later. References to college information should always cite college website as providing the most accurate and updated information. Cite and link to your sources whenever possible; after all, that’s how you build community.

**Be respectful.** You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

**Be a valued member.** If you join a social network like a Facebook group or comment on someone’s blog, make sure you are contributing valuable insights. Don’t post information about topics like Great Bay Community College events or a book you’ve authored unless you are sure it will be of interest to readers. Self-promoting behavior is viewed negatively and can lead to you being banned from Web sites or groups.

**Think before you post.** There’s no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed.

**Maintain confidentiality.** Do not post confidential or proprietary information about Great Bay Community College, its students, its alumni or your fellow employees. Use good ethical judgment and follow college policies and federal requirements, such as FERPA.

If you discuss a situation involving individuals on a social media site, be sure that they cannot be identified. As a guideline, don’t post anything that you would not present at a conference.

**Respect college time and property.** As stated in the Acceptable Use Policy, College computers and your work time are to be used for college-related business. It’s appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should maintain your personal sites on your own time using non-Great Bay Community College computers.
**USE OF COLLEGE FACILITIES**

Whenever possible, and at the discretion of the college President, facilities may be made available for appropriate use by State agencies and institutions, educational groups and by responsible community, regional or State organizations.

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

1. Facilities must be used with due discretion and care.
2. There must be no interference with the educational schedule or undue demands made on college personnel.
3. One member of the using group is to be designated and authorized to act as the person of primary group responsibility.
4. Although classroom facilities may be made available free of charge, the using group must be responsible for meeting the following fees:
   a. Meals and room rent - meal charges and room rent shall be established by the President of the college with the approval of the Finance and Audit Committee and the Board of Trustees.
   b. Staff time - when staff (faculty, clerical, custodial) time is required over and above the normal day's activities, charges shall be in accordance with the policies and procedures of the New Hampshire Division of Personnel.
   c. The cost of police protection when deemed necessary.
   d. Any damage arising out of the usage when due to carelessness, neglect, or other unusual acts.
   e. Any special services required or arising as a result of the usage.
5. The college President will have the authority to accept or reject requests for usage of the facilities.
SECTION VI
STUDENT JUDICIAL SYSTEM
The goals of the colleges’ judicial system are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relevant rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Provide learning experiences for students who participate in the operation of the judicial system.

- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

The mission of the colleges’ judicial systems shall be educational in emphasis. Its purpose is to foster self-discipline and self-direction in the student. Discipline, if it is to be educational, depends upon the involvement of the entire campus. As such, it is properly the concern of the student body, the faculty, the staff, and the administration.

In the administration of discipline, however, it is imperative that a proper balance exist between concern for the individual involved in an infraction and concern for the college community. In doing so, one recognizes that the good of the college community normally takes precedence.

**Student Code of Conduct**

The colleges’ jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises or inside or outside of the classroom. Any student found to have violated this Student Code of Conduct, including but not limited to the following examples of misconduct, is subject to the disciplinary sanctions outlined in this document:

A. Examples of Misconduct: Rules and Regulations:

1. Violation of published college policies, rules, or regulations;
2. Acts of dishonesty including but not limited to the following:
   a. **Cheating**, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other
academic material belonging to a member of the colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);

b. Plagiarism, is the intentional or unintentional failure to immediately, accurately, and completely cite and document the source of any language, ideas, summaries, hypotheses, conclusions, interpretations, speculations, graphs, charts, pictures, etc., or other material not entirely your own. This includes failure to cite work of your own that you have used previously;

c. Furnishing false information to any college official, faculty/staff member;

d. Forgery, alteration, or misuse of any college document, record, or instrument of identification;

e. Tampering with the election process or financial management of any college recognized student organization;

3. Disruption or obstruction of any authorized college activity or of any authorized non-college activity; or unauthorized occupancy of any college facility;

4. Physical abuse that threatens or endangers the health, well-being, or safety of any member or guest of the CCSNH community;

5. Verbal abuse directed at any member or guest of the CCSNH community;

6. Threats of harm or injury, either stated or implied, addressed directly to any member or guest of the CCSNH community or posted in an electronic medium so as to leave no doubt as to the intended target;

7. Acts of intimidation or coercion, whether stated or implied;

8. Acts of sexual assault or rape;

9. Acts of harassment or stalking directed toward any member or guest of the CCSNH community;

10. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property;

11. Bullying; “Bullying” means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at a member or guest of the college community which: (1) Physically harms a person or damages the person’s property; (2) Causes emotional distress to the person; (3) Interferes with a student’s educational opportunities; (4) Creates a hostile educational environment; or (5) Substantially disrupts the orderly operation of the college. b. “Bullying” shall include actions motivated by an imbalance of power based on an individual’s actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the individual’s association with another person and based on the other person’s characteristics, behaviors, or beliefs.

12. Hazing, defined in NH RSA 631:7 as “any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1)
Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;” and for the purposes of this document includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

13. Failure to comply with directions of college officials, campus security personnel, or public law enforcement officers acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;

14. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises;

15. Violation of federal, state, or local law on college premises or at college sponsored or supervised activities;

16. Use, possession, sale, or distribution of narcotic or other controlled substances or purported controlled substances except as expressly permitted by law;

17. Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, except as expressly permitted by the law and college regulations;

18. Possession of firearms, explosives, other weapons, or dangerous chemicals on college premises (including in vehicles) except as authorized by the college for instructional, maintenance, or law enforcement purposes;

19. Participation in a campus demonstration that disrupts the normal operations of the institution and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;

20. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.

21. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the colleges.

22. Theft or other abuse of technological resources, including but not limited to:
   a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
   b. Unauthorized transfer of electronic files or copyrighted software programs;
   c. Unauthorized use of another individual’s identification and password;
   d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
   e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
f. Use of technological resources to receive, browse, store or view obscene or pornographic materials for other than college-approved research;

g. Use of technological resources for criminal activity;

h. Use of technological resources to interfere with normal operation of the college computing system.

23. Abuse of the Judicial System, including but not limited to:

a. Failure to obey the summons of a judicial body or college official;

b. Falsification, distortion, or misrepresentation of information before a judicial body;

c. Disruption or interference with the orderly conduct of a judicial proceeding;

d. Attempting to discourage an individual's proper participation in or use of the judicial system;

e. Attempting to influence the impartiality of a member of a judicial body through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;

f. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;

g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;

h. Influencing or attempting to influence another person to commit an abuse of the judicial system.


B. Violation of Civil/Criminal Law and Colleges' Code of Conduct

1. If a student is charged with a violation of the Student Code that also constitutes a violation of a felony statute, that violation shall be reported to the Civil authorities.

2. If a student is charged with a violation of the Student Code that also constitutes a violation of a misdemeanor or lesser offense statute, that violation may be reported to the Civil authorities.

3. Disciplinary proceedings may be instituted against a student charged with violation of a felony, misdemeanor, or lesser offense statute that is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

4. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code of Conduct, however, the college may advise off-campus authorities of the existence of the Student Code of Conduct and of the internal handling of such matters within the college community. The college and
members of the college community will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

**STUDENT DISCIPLINE – ACADEMIC AFFAIRS**

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student’s involvement in academic activity is the responsibility of the Office of Academic Affairs, it is essential that the Office of Student Affairs be apprised of complaints and dispositions brought forward through the academic disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student’s suspension or dismissal need to be handled jointly by the VPAA and VPSA at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSA, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Academic Affairs will oversee the adjudication of those disciplinary complaints and actions directly associated with a student’s participation in academic activities (e.g., complaints and actions related to completion of course assignments/assessments, continued course enrollment, continued program matriculation, behaviors that interfere with the instructional process, etc.).

Additionally, the Leadership Team of the college will appoint an Academic Standards/Standing Committee Judicial Advisor from among the faculty/staff ranks for a renewable two-year term to hear appeals pursuant to sections E and F below. In addition, the Leadership Team of the college will appoint an Academic Judicial Advisor who will be a faculty member and whose role is defined in C,2 below.

A. Academic Affairs Sanctions

The Vice President of Academic Affairs authorizes faculty, to issue sanctions numbered 1-4 below for violations of the Student Code of Conduct related to the instructional process. Incidents leading to sanctions listed in numbers 5-9 will be investigated and sanctions issued, where appropriate, by the Vice President of Academic Affairs or his/her designee.

Note: A student’s failure to meet academic progress (cumulative GPA) standards is managed separately from violations of the Student Code of Conduct. Consult the college catalog or the Academic Affairs Office for more information about acceptable academic progress.

1. WARNING - a notice in writing to the student that the student is violating or has violated academic regulations;

2. TEMPORARY EXPULSION FROM CLASS – an immediate expulsion from a class for a designated period of time, usually one class, for behavior detrimental to or disruptive of instruction;

3. PERMANENT EXPULSION FROM CLASS – through administration of an AF grade, permanent expulsion from a class for consistent or blatant behavior detrimental to or disruptive of the instructional process;
4. **AWARDING OF PUNITIVE GRADE** – awarding of a punitive grade on an assignment or in a course for any violation of the Student Code of Conduct, including Cheating or Plagiarism (see also Section II for specific examples and definitions);

5. **SUSPENSION FROM A DEPARTMENT/PROGRAM** – suspension from an academic department/program for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to program at conclusion of suspension period; conditions for readmission will be specified;

6. **DISMISSAL FROM A DEPARTMENT/PROGRAM** – permanent dismissal from an academic department/program for consistent or blatant behavior detrimental to or disruptive of the instructional process

7. **COLLEGE SUSPENSION** – suspension from a college for a designated period of time for consistent or blatant behavior detrimental to or disruptive of the instructional process. Student may re-apply to the college at conclusion of suspension period; conditions for readmission will be specified; Student may not re-apply to program;

8. **COLLEGE DISMISSAL/EXPULSION** - permanent separation from all CCSNH colleges for consistent or blatant behavior detrimental to or disruptive of the instructional process.

9. **OTHER SANCTIONS** – imposed in addition to or in lieu of the above sanctions to address the specific circumstances of the violations at issue; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Academic Affairs and the consent of any persons, other than the student, whose participation is required for the completion of the sanction(s).

**B. Academic Affairs – Disciplinary Proceedings**

1. **Membership of Academic Standards/Standing Committee**
   a. The voting membership of the Academic Standards/Standing Committee will be appointed annually by the Leadership Team of the college.

2. **Charges**
   a. Any person who witnesses a violation of the Student Code of Conduct related to academic activity may bring a complaint forward to a faculty member or the VPAA.
   b. Depending on the nature of the charge, the matter may be disposed of either by the faculty member him/herself or by the VPAA, as prescribed in III, A, 1-9. In either case, written documentation of the charge and its disposition must be provided to the Office of Academic Affairs.

**C. Academic Affairs - Appeals**

1. A student may appeal the issuance of a punitive grade in accordance with the Grade Appeal/Grade Change Policy as published in the college catalog. The punitive grade remains in effect during the appeal process, and the student is barred from
participating in any other academic activities dependent upon the assignment or course in question as long as the sanction is in effect.

2. A student may appeal other disciplinary actions which result in a suspension or dismissal by filing a written appeal with the Academic Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:
   a. the original investigation/hearing was not conducted fairly and in conformity with prescribed procedures (see Sections III and IV above);
   b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

3. The Academic Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing. If, in the opinion of the Academic Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands. If, in the opinion of the Academic Judicial Advisor, the case does warrant appeal, the Academic Judicial Advisor has two options:
   a. Immediately forward the appeal to the Academic Standing/Standards Committee for consideration;
   b. Meet with the party who issued the original disciplinary action to discuss a possible modification or removal of the action, as appropriate. If a decision to modify or remove is not reached, the appeal will be forwarded immediately to the Academic Standing/Standards Committee for consideration.

4. All appeals will be concluded within five (5) class days unless in the opinion of the Academic Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

5. The Academic Standards/Standing Committee may;
   a. uphold the sanctions;
   b. overturn the sanctions; or 3) modify the sanctions imposed by the original (or any previous) judicial body. The Vice President of Academic Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

D. Academic Affairs – Appeal Hearings
   1. A simple majority of voting members (including the Chair) must be present to conduct a hearing;
   2. During the summer or vacations, a meeting may be called and members will be selected as follows:
      a. Regular members will serve, or
b. In the event regular voting members cannot be reached or are not available, members may consist of:

(1) Selected members of steering committees or volunteers;

(2) Should this fail, the Vice President of Academic Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.

3. If the charges have been brought by a member of the Academic Standards/Standing Committee or the Vice President of Academic Affairs, he/she shall recuse him/herself from the Committee’s deliberations and voting.

4. Hearings shall be conducted by the Academic Standards/Standing Committee according to the following guidelines:

a. Hearings normally shall be conducted in private.

b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Academic Standards/Standing Committee.

c. In hearings involving more than one accused student, the chairperson of the Academic Standards/Standing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case, however, and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Academic Standards/Standing Committee.

e. The complainant, the accused, and the judicial body shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Academic Standards/Standing Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Academic Standards/Standing Committee.

f. All procedural questions are subject to final decision by the chairperson of the Academic Standards/Standing Committee.

g. After the hearing, the Academic Standards/Standing Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

h. The Academic Standards/Standing Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.

i. The Academic Standards/Standing Committee will recommend sanctions and will issue a report of its findings and recommendations regarding
sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.

j. The Vice President of Academic Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.

5. There shall be a single record of all hearings before the Academic Standards/Standing Committee. The record shall be the property of the college and shall be maintained by the Judicial Advisor. Parties directly involved in the hearing may view this record upon making a written request to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Academic Standards/Standing Committee. In all cases, the evidence in support of the charges shall be presented and considered.

7. The Academic Standards/Standing Committee’s decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.

8. The decision of the Academic Standing/Standards Committee is final and is not subject to further appeal.

**STUDENT DISCIPLINE – STUDENT AFFAIRS**

Student discipline is a joint responsibility of the Offices of Academic Affairs and Student Affairs. Therefore, while disciplinary action related to the student’s involvement in non-academic activity is the responsibility of the Office of Student Affairs, it is essential that the Office of Academic Affairs be apprised of complaints and dispositions brought forward through the academic disciplinary process to ensure complete fairness in final adjudications.

Serious complaints that may result in a student’s suspension or dismissal need to be handled jointly by the VPAA and VPSA at the outset, especially in those cases where it may not be clear whether the matter should be adjudicated through the Student Affairs or Academic Affairs disciplinary process. It is the joint responsibility of the VPAA and VPSA, and other parties they deem appropriate, to determine the appropriate disciplinary path.

The Vice President of Student Affairs will oversee the adjudication of those disciplinary complaints and actions directly associated with a student’s participation in non-academic activities. Note that there may be circumstances under which a student’s inappropriate behavior leads to recommended sanctions in both the academic and non academic arenas.

Additionally, the Leadership Team of the college will appoint an Student Judicial Advisor from among the faculty/staff ranks for a renewable two-year term to to monitor and maintain records of the various judicial bodies and proceedings; to advise judicial bodies and students/individuals on appropriate or alternative course of actions; to review requests for judicial appeals (See Section IV.C below); and to ensure consistency in the application of sanctions.

A. Student Affairs Sanctions
Violations of the Student Code of Conduct related to non-academic activities are overseen by the Vice President of Student Affairs, who may appoint a designee to investigate individual complaints; non academic complaints may be referred to the Judicial Committee for resolution. Every attempt will be made to resolve complaints informally before sanctions are issued.

The Vice President of Student Affairs authorizes designated members of his/her staff, following consultation with a designated representative of Student Affairs, to investigate incidents and issue sanctions, for numbers 1-6 below.

Incidents leading to sanctions listed in numbers 7-10 will be issued by the Vice President of Student Affairs (or his/her designee). In some instances, a case may be referred to the Judicial Committee for disposition.

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;

2. **PROBATION** – a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations.

3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, Persona Non Grata);

4. **FINES** – previously established and published fines may be imposed;

5. **RESTITUTION** – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;

6. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions on readmission will be specified;

7. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;

8. **COLLEGE SUSPENSION** – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions on readmission will be specified;

9. **COLLEGE DISMISSAL/EXPULSION** - permanent separation from all CCSNH colleges.

10. **OTHER SANCTIONS** – imposed in addition to or in lieu of the above sanctions to address the specific circumstances of the violations at issue; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college counselor. Such sanctions require the approval of the Vice President of Student Affairs and the
consent of any persons, other than the student, whose participation is required for
the completion of the sanction(s).

11. INTERIM SANCTIONS – in certain circumstances, the President or Vice Presidents of
the college, or a designee, may impose a sanction prior to the hearing before a
judicial body. Interim sanctions may be imposed only to;

a. To ensure the safety and well being of members of the college community
or preservation of college property;

b. To ensure the student’s own physical or emotional safety and well being;

c. To ensure the normal operations of the college.

Notification of the imposition of Interim Sanctions must be communicated to the
Judicial Advisor as soon as practical, as well as to the appropriate Vice President (if
the Vice President did not originate the imposition of sanctions).

B. Student Affairs – Disciplinary Proceedings

1. Any person who witnesses a violation of the Student Code of Conduct may bring a
charge forward to the authorized designated staff member.
   a. The voting membership of the Academic Standards/Standing Committee
      will be appointed annually by the Leadership Team of the college.

2. Charges brought against a student must be in writing. Incident report forms may be
obtained from the Academic or Student Affairs Offices, as well as from the Judicial
Advisor. In addition, forms may be made available through Campus Security or on
the college web site at the discretion of the college. Information in the charge
should include but not be limited to the following:
   a. Reporting person’s name, address, phone, and student identification
      number (contact and ID number shall not be released to the accused
      without written permission of the person reporting the incident);

   b. Date, time, and location of incident;

   c. Person(s) involved in the incident;

   d. Victim(s) or damages involved in the incident;

   e. Complete narrative description of the incident;

   f. Names of witnesses to the incident;

   g. Any other information deemed appropriate.
Copies of the form should be submitted to the Judicial Advisor and to the Vice President of Academic or Student Affairs (or designee), as appropriate.

3. The Vice President of Student Affairs (or designee), will investigate and hear all complaints and may;
   a. Dispose of the complaint as unfounded;
   b. Mediate an informal resolution;
   c. Issue (or authorize to be issues) sanctions as described in Section III above.

A time shall be set for an initial hearing between the accused and the authorized investigating individual, not less than one (1) nor more than five (5) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs (or designee).

C. Student Affairs - Appeals
   1. A student may appeal a disciplinary action by filing a written appeal with the Student Judicial Advisor within five (5) class days of being informed of the sanction being applied. The imposed sanction remains in effect during the appeal process. The written appeal should indicate the grounds for reversing the sanction. Grounds for appeal include:
      a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
      b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

   2. The Student Judicial Advisor has three (3) class days from the receipt of the appeal to make a decision on the validity of the appeal and to inform the student in writing.

   If, in the opinion of the Judicial Advisor, the case does not warrant appeal, then the previous adjudication stands.

   If, in the opinion of the Judicial Advisor, the case does warrant appeal based on condition #1 above, the Judicial Advisor has two options:
      a. Immediately forward the appeal to the Student Judicial Committee for consideration;
      b. Meet with the party who issued the original disciplinary action to discuss a possible modification or removal of that action, as appropriate. If a decision to modify or remove is not reached, the appeal will be forwarded immediately to the Student Judicial Committee.

   3. All appeals will be concluded within five (5) class days unless in the opinion of
a. the Student Judicial Advisor extenuating circumstances (e.g., absence of key parties) require an extension.

4. An appeal may result in;
   a. upholding the sanctions;
   b. overturning the sanctions;
   c. modifying the sanctions imposed originally.

5. The Vice President of Student Affairs will provide notification of the outcome of the appeal in writing within three (3) class days of the decision to the grievant, the accused, and administrative offices on a need-to-know basis.

6. The decision of the Student Judicial Committee is final and is not subject to further appeal.

D. Student Affairs – Membership of the Judicial Committee

1. A chairperson and an alternate chairperson who will be appointed by the Institute/College President or his/her designee.

2. A total of eight (8) voting members, elected as follows:
   a. Four (4) will be faculty or staff elected by faculty/staff at large.
   b. Four (4) will be students elected by the Student Senate. If the institution has residence halls, two of the students will be from the residence halls.

3. A total of five (5) alternate voting members will be elected as follows:
   a. Two (2) faculty elected at large.
   b. Three (3) students elected, one (1) from the residence halls (if applicable) and two (2) commuter students elected from the Student Senate.

4. The advisor will be the Student Judicial Advisor who will be appointed by the Vice President of Student Services.

5. During the summer or vacations, a meeting may be called and members will be selected as follows:
   a. A minimum of four (4) members will be present.
   b. Regular appointed or elected members will serve.
   c. In the event regular voting members cannot be reached or are not available, members may consist of:
      (1) Selected members of steering committees or volunteers;
(2) Should this fail, the Vice President of Student Services will attempt to appoint members in such a manner as to reflect the original representation of the committee.

E. Student Affairs – Hearings of the Judicial Committee

1. A minimum of five (5) members (including the Chair) will be present to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Vice President of Student Affairs pursuant to the methodology set forth in paragraph 2 b below.

2. During the summer or vacations, a meeting may be called and members will be selected as follows:
   a. Regular members will serve;
   b. In the event regular voting members cannot be reached or are not available, members may consist of:
      (1) Selected members of steering committees or volunteers;
      (2) Should this fail, the Vice President of Student Affairs will attempt to appoint members in such a manner as to reflect the original representation of the committee.

3. If the charges have been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee’s deliberations and voting.

4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission to the hearing of any person not directly involved with the proceedings, shall be at the discretion of the chairperson of the Judicial Committee.
   c. In hearings involving more than one accused student, the chairperson of the Judicial Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
   d. The complainant and the accused have the right to be assisted by any advocate they choose from among the college community. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The complainant and/or the accused are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.
e. The complainant, the accused and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. Questioning of the complainant, the accused, and witnesses will be conducted by the Judicial Committee.

f. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.

g. After the hearing, the Judicial Committee shall determine (by majority vote) whether the student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.

h. The Judicial Committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.

i. The Judicial Committee will recommend sanctions and will issue a report of its findings and recommendations regarding sanctions to the Judicial Advisor and the Vice President of Academic Affairs within three (3) class days of the completion of its hearings on the matter.

j. The Vice President of Student Affairs will provide written notification of findings and sanctions to the grievant, the accused, and administrative offices on a need-to-know basis. The original will be given to the Judicial Advisor for the permanent judicial record.

5. There shall be a single record (e.g., written, audiotape, etc.) of all hearings before the Judicial Committee. The record shall be the property of the college, and may be reviewed by a written request, to the Judicial Advisor.

6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.

7. The Judicial Committee’s decision will be based on evidence that would lead a reasonable person to believe that it was more likely than not that the student committed the alleged offense.
**STUDENT RIGHTS**

A. Students in the Classroom

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

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

Information about student views, beliefs, and political associations which instructors, advisors and counselors learn in their course of work should be considered confidential. Student ability and character may be provided under appropriate circumstances.

B. Student Freedom Off-Campus

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

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

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

C. Freedom of Association

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

D. Freedom of Inquiry and Expression

Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. At the same time, it should be made
clear that in their public expressions or demonstrations students or student organizations speak only for themselves.

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

E. Student Participation in Institutional Government

The Student Government Association (SGA) represents all students on College Governance committees. All GBCC students can participate in the formulation and application of institutional policy affecting academic and student affairs by bringing their issues, concerns and suggestions to SGA.

F. Student Publications

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

G. Student Disciplinary Standards

1. Conduct - In developing responsible student conduct, disciplinary procedures play a role and the institutions have a responsibility to:
   a. Clarify, through publication, those standards of behavior which are considered essential to the educational objective and community life.
   b. Perform disciplinary proceedings only for violations of standards of conduct formulated or published.
   c. Formulate and communicate disciplinary procedures, including the student's right to appeal a decision.

2. Investigation of Student Conduct
   a. Search & Seizure

CCSNH regards the right of privacy as an essential freedom. Occupied premises, assigned lockers, privately owned automobiles or any other personal property owned or controlled by a student may not be searched without consent of the student except in the circumstances noted below. Before a search is conducted, school officials will have reasonable grounds to believe that the search will turn up evidence that the student has violated, or is violating, either the law or school rules. All searches will be reasonable and justified from their inception and reasonable in scope:
(1) Routine inspections, emergency repairs, and/or routine maintenance. Such activities do not normally include searches, but are for the purpose of inspection, maintenance and repair.

(2) Entries authorized in advance by the President or Vice President of Student Affairs (or designee) in writing based upon reasonable information that such entry is necessary for the purpose of detecting and removing items, including but not limited to, weapons or other contraband which violate a law or a school rule or pose a threat to the health and safety of students, faculty, staff or guests. The scope of any search conducted pursuant to this authorization shall extend no further than is necessary to secure and remove the item(s).

(3) Entries and searches authorized by law. Entries and searches conducted by duly and authorized law enforcement officials under circumstances authorized by law.

(4) Entry may be made to ensure the health and safety of occupants. Examples include, but are not limited to, fire or alarm evacuations, smell of smoke or burning items, and concern for non-responsive occupants.

(5) Appropriate staff may enter if there is a reasonable belief that evidence exists that a violation of a college policy is taking place. Efforts will be made to seek compliance from the residents of the space before this type of entry is made.

3. Status of Students Pending Action on Charges
Pending action on charges, the status of a student should not be altered, nor should the student's right to be present on the campus and to attend classes be suspended, except for reasons relating to his/her physical or emotional well-being, or for reasons relating to the safety and well-being of students, faculty, or institution property.
**STUDENT RIGHTS – GRIEVANCE PROCEDURES**

Any student who feels that his/her rights, as defined in V, A-G, have been violated may file a grievance following the procedure below. However, in the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, cognitive or physical disability, prior conviction of a crime, political beliefs, or sexual preference, the student should consult with the college’s Affirmative Action/Equity Officer first.

A. The student is encouraged to meet with the individual in quest, e.g., instructor, staff member, or student, to resolve the issue informally within one week from the time the student could reasonably have known of the grievance.

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

1. The Vice President of Academic Affairs for grievances related to the instructional process (see college catalog for separate process for Grade Change/Grade Appeal), or:

2. The Vice President of Student Affairs for grievances not related to the instructional process.

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

C. The Vice President of Academic Affairs (VPAA) or Student Affairs (VPSA), or designee, will meet with the individual alleged to have violated the student’s rights. The VPAA/VPSA, or designee, may attempt to resolve the issue informally again at this stage. If resolution is not possible and the VPAA/VPSA, or designee, feels the grievance has merit, the matter will be forwarded to the Judicial Committee or Academic Standards/Standing Committee respectively within two weeks of the receipt of the formal grievance. If the VPAA/VPSA, or designee, feels that the grievance does not have merit, the matter is considered resolved at that point. The Vice President of Academic Affairs/Student Affairs, or designee, will determine the appropriate course of action.

For grievances against students or other individuals not employed by the college, but working at the college (e.g. bookstore personnel, food service personnel) the VPAA/VPSA, or designee, will meet with the individual alleged to have violated the student’s rights and may attempt an informal resolution at this meeting. If an informal resolution is not possible at this meeting, and if the VPAA/VPSA, or designee, in consultation with the Judicial Advisor, feels the grievance has merit, the matter will be forwarded to the employee’s employer for resolution. If the VPAA/VPSA, or designee, in consultation with the Judicial Advisor, feels that the grievance does not have merit, the matter is considered resolved at that point.

D. If the grievance reaches the Judicial Committee or the Academic Standards/ Standing Committee, protocols as outlined in Section IV will be followed.
SECTION VII

CLERY REPORT

(CAMPUS CRIME STATISTICS)
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<td>Geography</td>
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<td>Crime Statistics</td>
<td>3-5</td>
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<td>Definitions</td>
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<td>Campus Security Authorities</td>
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<td>Statistics from Local Law Enforcement Agencies</td>
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<td>Daily Crime Log</td>
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<td>Emergency Operation Plan</td>
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2012 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Vice President of Enrollment Management and Student Services and the Director of Student Life using statistical and other information supplied by the Stratham Police Department, the Portsmouth Police Department, and the Office of Student Life.

Each fall, an e-mail notification is made to all enrolled students and employees. The e-mail provides the web site to access this report. Paper copies may be obtained by contacting the Office of Vice President of Enrollment Management and Student Services at (603)427-7604.

The Report is updated at least once each year, and the crime statistics are updated annually.

GEOGRAPHY

The Vice President of Enrollment Management maintains a list of all properties that Great Bay Community College owns, rents, or leases. Below is a list of properties for the 2011 calendar year.

- 320 Corporate Drive, Portsmouth, NH - Lease - Building and Property
- 360 Corporate Drive, Portsmouth, NH - Lease - Property

CRIME STATISTICS

The Director of Student Life compiles all crime statistics for the annual Clery Report. The preparation of crime statistics involves coordinating among GBCC Campus Safety Officers, Vice President of Enrollment Management, local police departments, and the Office of Student Life. This coordination also occurs in statistical gathering of data from Campus Security Authorities or those with “significant responsibilities for students and campus activities.” The Crime statistics are for the three previous calendar years. A list of definitions is provided below the report.

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Illegal Weapons Possession Violations Referred for Disciplinary Action

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Reported Hate Crimes

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<td>2012</td>
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Definitions
A list of definitions is included and provides basic information about each crime category.

- **Arson**—to unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.
- **Aggravated Assault** (Assault 1st & 2nd)—The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Simple Assault**—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Burglary**—the unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- **Criminal Mischief**—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.
- **Assault, Sexual**—any sexual act directed against another person, forcible and/or against that person’s will; or, where the victim is incapable of giving consent.
- **Dating/Domestic Violence**—“Abuse” means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim’s safety.
- **Murder and non-negligent Manslaughter**—The willful (non-negligent) killing of one human being by another.
- **Robbery**—The taking, or attempting to take, anything of value under confrontational
circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

- **Weapon Law Violations**—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

- **Disorderly Conduct**—any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

- **Liquor Law Violations**—the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

- **Trespass of Real Property**—to unlawfully enter land, a dwelling, or other real property.

- **Drug/Narcotic Violations**—the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

- **Larceny/Theft Offences**—the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

- **Motor Vehicle Theft**—the theft of a motor vehicle.

- **Hate Crime** - For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias for purposes or reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.

- **Sex Offenders** - The Clery Act provides special requirements relating to the registration and community notification for sex offenders who are enrolled in, work or volunteer at institutions of higher education. Information on New Hampshire sex offenders can be accessed on the web at http://www.egov.nh.gov/nsor/result.asp. Law enforcement information regarding registered sex offenders in the Pease Campus area may be obtained by calling the Portsmouth Police Department at (603)-427-1500.

- **On Campus** - Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

- **Residential Facilities** - “Dormitories or other residential facilities for students on campus” is a subset of the on-campus category.

- **A Non-campus Building or Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- **On Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**CAMPUS SECURITY AUTHORITIES**

The Vice President of Enrollment Management maintains a list of all Campus Security Authorities. A Campus Security Authority is any individual or individuals who have responsibility for campus security but
who do not constitute a campus police department or campus security department role. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Campus Security Authorities are:

<table>
<thead>
<tr>
<th>President Office</th>
<th>(603)427-7600</th>
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<tbody>
<tr>
<td>320 Corporate Drive</td>
<td>7600</td>
</tr>
<tr>
<td>Portsmouth, NH 03801</td>
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<tr>
<td>- President</td>
<td></td>
</tr>
<tr>
<td>- Chief Financial Officer</td>
<td></td>
</tr>
<tr>
<td>- Associate VP of Corporate and Community Education</td>
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<tr>
<td>Enrollment Management</td>
<td>(603)427-7604</td>
</tr>
<tr>
<td>320 Corporate Drive</td>
<td>7604</td>
</tr>
<tr>
<td>Portsmouth, NH 03801</td>
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</tr>
<tr>
<td>- Vice President</td>
<td></td>
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<tr>
<td>- Coordinator of Admissions</td>
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<tr>
<td>- Director of Financial Aid</td>
<td></td>
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<tr>
<td>Academic Affairs</td>
<td>(603)427-7633</td>
</tr>
<tr>
<td>320 Corporate Drive</td>
<td>7633</td>
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<tr>
<td>Portsmouth, NH 03801</td>
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<tr>
<td>- Vice President</td>
<td></td>
</tr>
<tr>
<td>- Associate Vice President</td>
<td></td>
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<tr>
<td>- Director of Library and Media Services</td>
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<tr>
<td>Student Life</td>
<td>(603)427-7644</td>
</tr>
<tr>
<td>320 Corporate Drive</td>
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<tr>
<td>Portsmouth, NH 03801</td>
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<tr>
<td>- Vice President</td>
<td></td>
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<tr>
<td>- Director of Student Life</td>
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<td>- Athletic Coaches</td>
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<tr>
<td>- Advisors for student clubs and organizations</td>
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STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Each year the Vice President of Enrollment Management requests crime statistics from law enforcement agencies in our geographic area. For the proposes of this report Great Bay Community College obtained has made a good-faith effort to obtain crime statistics with Portsmouth Police Department, the Rochester Police Department and the New Hampshire State Police.

DAILY CRIME LOG

Campus Safety prepares a daily crime log describing incidents reported to the College. Information contained in the log can be obtained by contacting the Vice President of Enrollment Management and Student Services or the Campus Safety Officer.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Vice President of Enrollment Management oversees the College’s Emergency Response and Evacuation Procedures. More information about specific procedures can be found at the end of this report.

TIMELY WARNINGS

The Vice President of Enrollment Management at Great Bay Community College is responsible for posting timely warnings for the College Community to notify members of the community about serious crimes 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. These crimes may be reported to the Campus Safety Officer, a Campus Security Authority, or to the Portsmouth Police Department.
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 Vice President of Enrollment Management and Student Services, 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.

**ANNUAL SECURITY REPORT POLICY STATEMENTS**

The Vice President of Enrollment Management maintains a list of updated to date policy statements for inclusion with the Annual Security Report. Below you will find a list of policy statements.

**Timely Warnings**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus crime GBCC issues timely warnings for the following incidents:

- Criminal Homicide
- Sex offenses
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Major incidents of arson
- Other crimes as determined necessary by the VPEMSS, or designee, in the absence of the VPEMSS

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

- The subject(s) apprehended and the threat of imminent danger to the GBCC community has been mitigated by the apprehension.
- If a report was not filed with GBCC in a manner that would allow the department to post a “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 GBCC 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:

- **GBCC Alerts**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at [http://www.greatbay.edu/?pg=alert](http://www.greatbay.edu/?pg=alert)
- **Directed Communications/Blast email**: GBCC email system alerting students, faculty, and staff.
- **Fliers**: posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website**: [www.greatbay.edu](http://www.greatbay.edu)
- Local area radio and television stations and print media.

A copy of the timely warning will be filed in the corresponding case file.

**Annual Disclosure of Crime Statistics**

By October 1st of each year the Vice President of Enrollment Management will email all faculty, staff, and students the Annual Clery Report. In addition to the email the report will be posted to the Great Bay Community College website by October 1.
Safety Alerts
The College may also issue “Safety Alerts,” when necessary, to apprise the GBCC community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the GBCC community can make informed decisions about personal safety.

Reporting of Crimes
All faculty, staff and students should immediately notify Campus Safety of any suspected criminal activity on campus. In the case of an emergency - All Emergency calls should be made to 911 - from all campus and off campus telephones. Regular business calls of a non-emergency nature can be made to the Campus Safety (603)765-2168 at any time. If you call Campus Safety, please provide the following information:
- Your name
- Location and description of the incident you are reporting.
- A description of any vehicles or suspects involved in the incident.

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Campus Safety immediately.

On Campus Reporting
When members of the College community receive a report of criminal activity on campus, they should immediately contact the Campus Safety. They may also contact a designated Campus Security Authority who will then consult with the Campus Safety Officer.

Off Campus Reporting
If the criminal activity takes place in an off-campus location that is rented or owned by the College, community members should contact the local Police Department with jurisdiction.

Policy for monitoring criminal activity off campus
When a GBCC student is involved in an off-campus offense, GBCC may assist with the investigation in cooperation with local, state, or federal law enforcement.

Anonymous Reporting
While the College has no general written policy in regards to confidential reporting that allows the victim or witness to remain anonymous, persons wishing to report something anonymously can fill out a form located at http://www.greatbay.edu/?pg=anon_report.

Cooperative Law Enforcement Functions
Great Bay Community College continually works in concert with local, county, state and federal law enforcement agencies.

Security of and Access to Campus Facilities
The College is open to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during normal business hours. Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The campus also has an extensive video surveillance system.
Buildings are patrolled and checked by Campus Safety staff, which is equipped with emergency telephone. Certain buildings are alarmed for the protection of contents and personnel, and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by local Police personnel.

**Crime Prevention Resources and Services, Educational Opportunities.**

Great Bay Community College provides direct service programs to the members of the College community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings
- Escort service
- Self-defense training
- Campus lighting checks and surveys, which are conducted annually
- Criminal incident evaluations and reports to the campus
- Alcohol assistance programs
- Sexual Harassment and Rape Prevention Programs

The key to preventing crime is awareness, which is best achieved through education. At GBCC, staff, Campus Safety, students and others help students take responsibility for their own safety.

The College is committed to education and outreach to all students as we increase awareness and seek to end all forms of sexual assault, sexual harassment, intimate partner abuse, and stalking. This commitment takes place throughout the academic year in regular programs presented on campus by various offices. Flyers and other methods of passive programming that include relevant safety tips are also passed out each year to members of the College community. In addition, Student Life coordinates events for Sexual Assault Awareness Month and Domestic Violence Month, sponsors Take Back the Night march and rally, and runs risk management/awareness campaigns.

**Campus Sex Crime Prevention Act and Duty to Report**

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state, must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at Great Bay Community College, the State of New Hampshire must promptly notify the College, the Portsmouth Police Department or the Rochester Police Department. Failure to register is considered a crime.

**Uniform Crime Reports**

The Great Bay Community College, through the Vice President of Enrollment Management and Student Services, maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation.

The Megan's Law information can be found at the following site: [http://www.egov.nh.gov/nsor/](http://www.egov.nh.gov/nsor/).

**Sexual Assault**

The national statistics for sexual assault indicate that rape is a problem on college campuses. According to a U.S. Department of Justice report, “Women ages 16 to 24 experience rape at rates four times higher
than the assault rate of all women, making the college (and high school) years the most vulnerable for women.” We believe that education is the most powerful weapon to combat this problem. Education includes a variety of approaches including safety awareness and crime prevention. We want to do all we can to reduce the likelihood of this crime taking place on campus and to encourage individuals to report incidents when they do occur. Our tradition of rape education and our consistent message of encouragement to report all crimes are having a positive impact. Students are better educated, more aware, and more willing to come forward.

The following suggestions are steps you may wish to take if you are sexually assaulted:

If you are a victim of sexual assault, you may choose to:

- Immediately report the assault to the police. Once you report the crime, the police are then obligated to begin an investigation;
- Seek medical attention. Emergency Departments throughout NH can examine and treat any injuries you may have received. Emergency rooms can also prescribe emergency antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy;
- Complete a Sexual Assault Forensic Examination Kit. This kit, provided by the NH Attorney General’s Office, collects evidence that could be helpful if you decide to report the assault to the police. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses to remain anonymous. If you are thinking about completing a kit, please note the following:
  - Victims may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 60 days. (Per NH Attorney General’s Protocol.)
  - Evidence diminishes over time. Anyone reporting a sexual assault to emergency department personnel should be offered the option of completing an evidence collection kit up to 5 days after the assault. However, time, washing, changing one’s clothes or “cleaning up” after the assault will all increase the likelihood that valuable evidence will be destroyed.
  - It’s important to bring a complete change of clothing if at all possible. Clothing worn at the time of the assault may contain evidence and will, in all likelihood, be taken as part of the kit.
- Receive testing for date rape drugs. If you believe that you may have been drugged as part of the assault, you can ask emergency department staff to test for the presence of drugs in your system. Because date rape drugs decompose quickly within your system, blood tests should be done within 48 hours of ingesting the substance. A urine test may contain evidence up to 72 hour after ingestion.
- Speak with a victim advocate from a rape crisis center. Victim advocates can provide support, advocacy, information, options and referrals. Advocates can accompany you to the hospital and court and provide ongoing support and assistance including academic interventions. Hospitals in N.H. are trained to immediately call an advocate from the local crisis center whenever someone seeks services for sexual assault. It is your choice whether or not to speak with her/him at that time.
- Receive follow-up testing and care for pregnancy and/or STD’s.
Sexual assault is a violation of the GBCC Code of Conduct, as well as a violation of state law. Great Bay Community College encourages its students to report all cases of sexual assault that occur on campus to Campus Safety ((603)765-2168). Reporting a violation does not require criminal prosecution as long as the police don’t have information on the identities of the victim and perpetrator.

**College Disciplinary Actions**
1. Individuals accused of sexual assault will be brought before the College’s Judicial Committee for a hearing on the charges.
2. The hearing will be conducted in accordance with established procedures as set forth in the “Policy Manual of Procedures for the Community College System of New Hampshire,” or appropriate policy or case law in effect.
3. As set forth in the above procedures, both the accuser and the accused are entitled to have others present during the judicial proceedings and their role will be in accordance with appropriate laws governing their presence as set by the law of the land. Lawyers are not allowed in any College Judicial proceedings.
4. Both the accuser and the accused will be informed of the outcome of the judicial proceedings for the alleged sexual assault.

**Sanctions**
Sanctions against those found guilty of sexual assault by the College’s judicial proceedings may face the following, singularly, or in combination:
1. Expulsion from the college permanently or for a specific period of time.
2. On-campus restrictions
3. Payment of medical bills
4. Personal letter of apology
5. Agreement to seek appropriate counseling.

**Drug and Alcohol**
Great Bay Community College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For many years, the College has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various GBCC publications. The Drug-Free Schools and Communities Act Amendments of 1989 require that the College, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the College of New Hampshire are notified of the following:

1) The unlawful possession, use, and distribution of illicit drugs and alcohol on the College campus or during College sponsored activities are prohibited.

2) Students and employees who are found to be 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 stated prohibition are subject to discipline in
accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from the College.

4) Faculty and staff employees who are found to be in violation of this stated prohibitions 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.

**Federal Drug Laws**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

**A. Denial of Federal Benefits 21 U.S.C. 862**

A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal Drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

**B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853**

Any person convicted of a Federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

**C. Federal Drug Trafficking Penalties 21 U.S.C. 841**

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a College (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

**D. Federal Drug Possession Penalties**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum
fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000.

**New Hampshire State Laws**
The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:
(1) Have in your personal possession any alcoholic beverages
(2) Misrepresent your age for purpose of obtaining alcoholic beverages
(3) Drive in a car having alcoholic beverages except when accompanied by a parent, guardian, or spouse 21 years of age

Penalty: fine and/or time in jail.

It is illegal for anyone to:
(1) Sell, give away or procure alcoholic beverage to a person under 21 years of age or individual who is intoxicated
(2) Charge for alcoholic beverages without a license
(3) Manufacture, sell, possess or use a falsified ID
(4) To lend a driver’s license to be used for unlawful purpose.

Penalty: fine and/or jail sentences.

<table>
<thead>
<tr>
<th>Substance</th>
<th>Amount</th>
<th>Penalty – First Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>1 kg or more</td>
<td>Prison: not less than 10 years, Not more than life. Fine: up to $4 million.</td>
</tr>
<tr>
<td>Cocaine</td>
<td>5 kg or more</td>
<td></td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>50 gm or more</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>100 gm or more</td>
<td></td>
</tr>
<tr>
<td>PCP</td>
<td>100 gm or more</td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>10 gm or more</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>1000 kg or more</td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>100-999 gm</td>
<td>Prison: not less than 5 years, Not more than 40 years. Fine: up to $2 million.</td>
</tr>
<tr>
<td>Cocaine</td>
<td>500-4,999 gm</td>
<td></td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5-49 gm</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10-99 gm</td>
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</tr>
<tr>
<td>PCP</td>
<td>10-99 gm</td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>1-10 gm</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>100-1000</td>
<td></td>
</tr>
<tr>
<td>Drug</td>
<td>Amount</td>
<td>Penalty: up to 5 years. Fine: up to $250,000</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>-------------------------------------------</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Any amount</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Any amount</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-100 kg</td>
<td>Prison: up to 20 years. Fine: up to $1 million</td>
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<tr>
<td>Hashish</td>
<td>10-100 kg</td>
<td></td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1-100 kg</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg</td>
<td>Prison: up to 5 years. Fine: up to $250,000</td>
</tr>
<tr>
<td>Hashish</td>
<td>Less than 10 kg</td>
<td></td>
</tr>
<tr>
<td>Hash Oil</td>
<td>Less than 1 kg</td>
<td></td>
</tr>
</tbody>
</table>

(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)
You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

Unlawful Possession
Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation and will be fined a minimum of $250. Any second and/or subsequent offenses will be fined at least $500.

A penalty assessment fee of 17% will be added to the above fines.

If you are under the age of 21 and are found guilty of illegal possession of alcohol you will be given a probationary driver’s license until 21 years of age. Any subsequent alcohol violations will result in suspension of driver’s license.

It is a violation for a minor not only to possess alcohol, but also to be intoxicated or have a BAC level of .02 or more (internal possession of alcohol). Penalty: Fine/may suspend driver’s license or privilege to drive.

GBCC Policy on Drug-Free Workplace
GBCC as an employer strives to maintain a workplace free from illegal use of controlled substances. 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. The College recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting The Employee Assistance Plan, appointments: 1-800-628-2417, 24 hour Crisis Intervention: 1-800-424-1749, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee’s job and will not be noted in
any personnel record. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the College must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

**Description of Health Risks**

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

**Drugs and the Body**

**Narcotics (Heroin):**
- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

**Depressants (Barbiturates, Tranquilizers):**
- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

**Stimulants (Cocaine, Methamphetamine):**
- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

**Hallucinogens (LSD, PCP, Mushrooms):**
- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior

**Cannabis (Marijuana, Hashish):**
- Increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increased risk of lung cancer, weakened immune system, and affects reproductive system

**Alcohol and the Body**
- Impairment of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the
drug, cause nausea, sweating, severe headaches and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in user’s children

**Assistance Services**
The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol. Recognizing its responsibility to be concerned with the total wellbeing of its students, the college provides referral service to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need. Below are resources for substance abuse and treatment centers.

- Alcohol AA Treatment Center (24 hour help line) 1-800-711-6402
- National Clearinghouse for Alcohol and Drug Information 1-800-729-6686
- Portsmouth Hospital Behavioral Health Services (Treatment Center) 603-436-0600
- Seacoast Mental Health 603-772-2710

**EMERGENCY NOTIFICATION**
Great Bay Community College policies guide emergency response and evacuation procedures, including the use of the College Emergency Notification System. These policies and procedures require the College to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- **GBCC Alerts**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at [http://www.greatbay.edu/?pg=alert](http://www.greatbay.edu/?pg=alert)
- **Directed Communications/Blast email**: GBCC email system alerting students, faculty, and staff.
- **Fliers**: posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website**: [www.greatbay.edu](http://www.greatbay.edu)
- Local area radio and television stations and print media.
EMERGENCY OPERATIONS PLAN

This Emergency Operations Plan is part of a systematic planning effort on the part of Great Bay Community College to provide for the care and the well-being of the students, faculty and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in this plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, skills and procedures that are followed on a day-to-day basis.

Much of the information that is needed to implement a plan like this one should be treated as sensitive and not for public release. Some of the guidelines and checklists within this plan should be disseminated to faculty and staff and maintained on the Great Bay Community College web site. The exact locations of shelters and rallying points, the routes to be taken during an evacuation, the location of an Emergency Operations Center, the centralized collection and release of information and decision-making and the means of communication may be useful information to potential terrorists or other criminals. Additionally, items of personal information about key personnel or persons with special needs must be available. For this reason, only part of the plan is subject to public scrutiny.

The plan itself is organized into two distinct parts; the “Basic Plan” and a series of checklists and resource listings. The basic plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. Details of emergency operations are located in the annexes and checklists which make them sensitive and not considered to be public documents. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

This plan is prepared in cooperation with the local Emergency Management Agencies. This plan is applicable to all faculty, staff, and students, as well as outside contractors and other guests in the school at the time of an emergency. Maintenance and implementation of the plan is the responsibility of the Safety Committee, college administration, and appointed agents.
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Annex X. Floor/Building Emergency Leaders
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Basic Plan

1. PURPOSE
   a. To provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
   b. To establish procedures for alerting the administrators and staff.
   c. To define the roles and responsibilities of the Great Bay Community College officials and staff.
   d. To assure coordination and cooperation with municipal and county government and emergency services.
2. SITUATION AND ASSUMPTIONS

Great Bay Community College is located at 320 Corporate Drive, Portsmouth, NH and has a normal student population of approximately 2500 and 100 faculty/staff. The campus is comprised of one school building and one maintenance building. Primary assistance during emergencies will be dispatched through the 9-1-1.

a. The school is subject to the following natural disasters and emergencies:

i. **Natural Disasters:**
   e.g. Blizzard, flood, tornado, hurricane, flood, ice storms, severe thunderstorms, and hail storms

ii. **Technological Disasters:**
   e.g. HAZMAT spill, nuclear power plant emergency, air craft disasters, power outage, downed wires, breach of computer security, and virus vulnerabilities.

iii. **Human-Caused Emergencies or Disasters:**
   e.g. Deliberately release of biological hazards, school violence, bomb threats, and outbreak of contagious medical/health issues.

3. CONCEPT OF OPERATIONS

a. Direction and Control:

i. An Emergency Operation Center will be established from where this incident control (IC) will be exercised. The college President or Emergency Operation Commander will merge into a unified command with municipal emergency services when they arrive on site. In the absence of the President, the Emergency Operation Commander.

ii. In the Emergency Operation Center Post, the Emergency Operation Commander will gather the Emergency Management Team (EMT) to assist in managing the incident.

iii. The Emergency Leader(s) of each building/floor will exercise control over immediate emergency actions in his/her area.

iv. In an emergency, school officials will continue only those functions necessary. All personnel and resources will be focused on providing for the safety and well-being of students and faculty/staff.

b. Assistance to Emergency Services: In compliance with the State of New Hampshire Emergency Management Services Codes and applicable laws;

i. Great Bay Community College shall make available a representative to municipal, county and state officials for emergency planning and exercise purposes and actual service as care facilities in the event of an emergency.

c. Accountability of Students and Faculty/Staff:

i. **School policies regarding the accountability of students and faculty/staff will be addressed in the school emergency management plan.**

ii. **In case of an evacuation evacuees will be directed from the building to pre-designated evacuation areas.** Attendance will be taken at the evacuation
area and promptly relayed to the administration located at the EOC.

iii. Emergency Leaders will contact the Emergency Operation Commander at the first opportunity to be accounted for.

iv. Special Needs Populations: Each school/campus will identify staff and students with special needs (language, physical and other) and designate individuals to assist and support them during emergencies.

4. EMERGENCY PLAN ACTIVATION

a. This Emergency Management Plan shall be activated under the following circumstances
   i. When civil authorities declare a State of Emergency that affects the College, either local, citywide, regional, statewide or national
   ii. When the Chancellor or designee declares a College or System-wide emergency.
   iii. When the President or Emergency Operation Commander declares a College Emergency. When an incident, potential or actual, seriously disrupts the overall operation of the College or threatens the health or safety of members of the College community

b. In the case of a perceived College-level emergency the Security personnel or front desk should be notified. The Security personnel must notify the President of the College or his or her successive designees in the order that appears below. The President or Emergency Operation Commander reached will declare if a College-level state of emergency exists and activation of the Plan is in order. If the College declares a state of emergency, the first designee reached activates the communication tree. The first designee reached is responsible for maintaining a log of whom on the Emergency Management Team has been reached and who has not been reached. All members of the Emergency Management Team if reached must report back to the designee within one half hour of activation of the tree.

c. Successive Designees for Determination of College Emergency:
   President of the College
   Vice President of Enrollment Management & Student Services
   Vice President of Academic Affairs
   Assoc. Vice President Corporate & Community Education
   Associate Vice President of Academic Services
   Chief Financial Officer
   Director of Facilities Services
   Other Officers of the College

5. ADMINISTRATION AND LOGISTICS

a. Administration
   i. Parents and student will be informed of the provisions of this plan through the campus student handbook.
   ii. Memoranda of understanding or mutual aid agreements will be developed with state and local governments, other schools, private organizations and other support providers during non-emergency time.
b. Logistics
   i. Should a campus’ resources prove to be inadequate; the Chancellor will task
      other campuses for assistance.
   ii. Additional requirements and shortfalls will be reported to the State and
      local/county emergency management agency.

6. **AUTHORITY AND REFERENCES**
   a. Authority of the Board of Trustees Source. Article V , 2007, 361:2, eff. July 17,
      2007. (RSA 188-F:6)

      i. The president, who shall report to the chancellor, shall be the chief
         executive officer of his or her college, and shall have the authority for and
         be responsible for the general administration and supervision of all
         operations of that college, and shall have such other duties as the board of
         trustees may determine.

   b. Section: BOT 700 – Student Affairs Date Approved: December 20, 2007 Effective
      Date: January 1, 2008

      i. 761 It is the policy of the CCSNH Board of Trustees to ensure, as much as
          possible, the health, safety, and protection of its students, faculty and staff
          and others who may come on to the campuses. To this end, the Board
          charges the colleges and the CCSNH System office with creating policies
          to address health and security issues in a proactive rather than reactive
          manner.

      ii. 762 The Presidents shall establish such institutional policies and
          procedures applicable to the respective institution to protect the health
          and safety of students and ensure that their institutions are reasonably
          safe and secure. Institutional responsibilities shall
          include maintaining a communication plan to provide student with
          college-related information; promoting safety awareness and encouraging the
          reporting of observed hazards or risks; complying with the USDOE Crime
          Awareness and Campus Security Act of 1990 (The Jeanne Clery Act); and
          complying with the Family Educational and Rights Privacy Act (FERPA)
          regarding the maintenance and disclosure of student records.

   a. References

      i. The State of New Hampshire Emergency Operations Plan (EOP),
      ii. State of New Hampshire Department of Education, School Emergency
          Planning Guidance
      iii. Department of Homeland Security “Hazard Vulnerability Analysis
      iv. The County of Rockingham Emergency Operations Plan
      v. US Department of Homeland Security Protective Measures Infrastructure
         Category: Higher Education Institutions, September 13, 2006
      vi. Power and Utilities companies within the state of New Hampshire.
      vii. Developing and Maintaining State, Territorial, Tribal, and Local Government
           Emergency plans.
      viii. Helpful Hints for School Emergency Management
iii. **TRAINING AND EXERCISES**
   a. Training
   i. Annual training sessions shall be conducted on the GBCC Emergency Operations Plan (EOP), duties and related procedures.
   ii. Fire safety and CPR/first aid training shall be conducted for all representatives of the First Aid CPR volunteers, Emergency Leaders and members of the Safety Committee. (training may be open to others)
   b. Exercises and Disaster Drills: GBCC will participate in the following:
      i. County/National Weather Service (NWS) sponsored exercises: at least one disaster type drill annually.
      ii. Evacuation drills at least each term.

iv. **PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION**
   a. The campus president and Safety and Physical Plant Governance Committee have responsibility for the development and execution of campus emergency plans.
   b. The NH Department of Education has responsibility for oversight of campus/school planning.
   c. Presidents/administrators will coordinate the development and maintenance of the Emergency Operations Plan for their campuses. The plan will be reviewed annually and updated as needed.
   d. Basic distribution of the Emergency Management Plan is one copy (except as noted) to:
      i. CCSNH
      ii. Each campus President
      iii. Each campus Security Coordinator
      iv. City Of Portsmouth Fire Department
      v. City Of Portsmouth Police Department
      vi. Each building covered by the plan
      vii. Any Labor organizations
      viii. Emergency Management Team and the designated Administrators on Duty
      ix. Blackboard or other intranet site
      x. One hard copy in Library for faculty and staff

v. **ORGANIZATION AND RESPONSIBILITIES**
   a. CCSNH Chancellor will:
      i. Determine a course of action to be taken during a widespread emergency affecting multiple campuses and coordinate the CCSNH response to the emergency.
ii. Ensure each campus is responsible for annual review and updating of this plan, applicable doctrine, procedures and checklists in order to maintain the plan in a current and usable state.

iii. Ensure each campus designates responsibility for the plan in their respective plans

iv. Ensure effective communication within the System and serve as the single conduit for communication to agencies outside the CCSNH.

v. Work through the public information office and local mass media to ensure that information concerning any event/incident is available to families and the general public.

vi. Act as liaison between state emergency services and the affected campus.

vii. Keep the CCSNH Board members / lawmakers apprised of the emergency.

b. Campus President will:

i. Ensure the campus emergency operations plan is updated annually.

ii. Ensure an emergency program drill or exercise is conducted at least once per term.

iii. Ensure responsibility for the emergency management plan is designated in the local plan.

iv. Respond to the Emergency Operation Center and act as the Emergency Operation Commander until the arrival of emergency services.

v. Act as liaison between outside emergency services and the campus.

vi. Keep the campus staff and CCSNH system office apprised of the emergency.

vii. Prepare news release of the status of the incident for use by public information office and local mass media to ensure that information concerning any event/incident is available to families and the general public.

c. Safety and Physical Plant Governance Committee:

i. Review campus plan and update annually.

ii. Provide assistance in developing plans, programs, drills, and exercise related to the emergency management plan.

iii. Provide oversight and guidance to each Emergency Leader in relation to the emergency management program.

iv. Facilitate coordination with the state emergency management program.

v. Assist in developing Memoranda of Understanding and Mutual Aid agreements at campus and CCSNH level.

vi. The Safety and Physical Plant Governance Committee will identify volunteers charged to carry out the duties and responsibilities of the Emergency Leader and will provide contact information for Emergency Leaders to the Emergency Management Team as changes occur. Alternate emergency leaders shall also be appointed.

vii. Locations of first aid kits and AED are listed on the phone list and on the college website under Emergency information.

d. Chief Financial Officer will:

i. Review and assist in keeping plans and checklists current.

ii. Maintain records of overtime and emergency expenditures.

iii. Procure emergency supplies and equipment, as needed.

iv. Ensure purchase, maintenance and monitoring of the campus NOAA Weather Alert Radio.
e. Facility Maintenance
   i. Facility Maintenance coordinates response for emergencies involving hazardous materials, such as fire or explosion, chemical, biological, or radiological incidents. They serve as communication interface with city hazardous materials teams and the Fire Department on such incidents. Facility Maintenance is on call 24 hrs a day, 7 days a week, 365 days a year.

f. Emergency Management Team
   i. The Emergency Management Team is comprised of members of Great Bay Community College administration and selected leaders. This team is the decision-making and policy-setting body during a crisis. Decisions regarding canceling classes, campus evacuation, sending faculty and staff home, communications, etc. Are the purview of this group.

g. Public information and communications
   i. The principal media contact and campus spokesperson is the public information officer. This person’s responsibility is to
      1. Provide public relations and crisis communications counsel and principles to institutional decision making; and
      2. To share information and communicate effectively with campus constituents, the media and external bodies in order to help ensure the health and safety of students, faculty, staff, and related publics.

h. Security
   i. Campus security coordinates general site security and control site access. The security officer provides a liaison with local Police Departments and Fire Departments.

i. Maintenance Facilities Personnel
   i. Maintenance Facility Personnel are expected to respond by providing for the safety of the campus’s facilities for its occupants, and for protecting the structural integrity of the facilities. Functionally, this means protecting building occupants from hazardous conditions by identifying and managing appropriately the causes of those hazards, such as operating or shutting down building systems.

j. Emergency Leaders
   i. The Emergency Leader of each building/floor will exercise control over immediate emergency actions in his/her area.
   ii. The Emergency Leaders shall support the Emergency Operations Plan at all times.
   iii. In the event of an emergency, the Emergency Leaders shall follow prescribed procedures and shall direct response, enforce procedures, and take charge of occupants and visitors in his/her assigned area(s).
   iv. Maintain a kit of items necessary during an evacuation (employee and handicapped persons lists, telephone contact lists, etc.)
   v. The area of responsibility for Emergency Leaders should follow locally defined boundaries such as floors, floors within wings, or clearly delineated department areas.
   vi. Emergency Leaders’ area of responsibility should be contiguous, i.e., not interrupted by another Emergency Leader’s area of responsibility.
   vii. Emergency Leaders’ area of responsibility should not be based solely on office or department of assignment, unless that office or department occupies a logically defined boundary.
viii. Emergency Leaders’ area of responsibility should not span multiple floors due to the difficulty of traveling between floors for emergency management purposes during an emergency.

k. Information Technology
   i. Computing services and telecommunications
   ii. Computing services is responsible for telephone and voicemail service, email and network services, and cable TV during an emergency.

l. Emergency Operation Commander
   i. Emergency Operation Commander acts as a liaison with the medical community.
   ii. Keep themselves up to date with the emergency plan and appendixes of the plan.

m. Student affairs
   i. Student affairs are responsible to attend to the broad-based support needs of students and parents. This includes the provision of all non-academic needs such as shelter, food, physical and mental health care, transportation, and other needs as dictated by circumstance.

n. History of Document

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<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tr>
<td>CCSNH System</td>
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<td>Safety and Physical Plant Governance Committee</td>
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