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# Student Handbook 2008-2009

This *Student Handbook* supersedes all previous publications. The information contained herein is current as of the time of publication (August 2008). The College reserves the right to make changes of any nature regarding the information contained in the Handbook and will give such notice as it deems to be reasonable and practical.



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## **Statement of Mission**

Chester College of New England is a private, non-sectarian institution of higher education that offers the Bachelor of Arts Degree. The College offers programs in the creative and professional arts informed by a strong commitment to the traditional values of the liberal arts and the fine arts. The College grants the Bachelor of Arts degree in Fine Arts, Creative and Professional Writing, Integrated Design, Photography and Media Arts, and Interdisciplinary Arts.

Chester College of New England embraces the idea that the liberal arts are essential to lifelong education, as well as being the foundation of all creative and professional endeavors. All degree candidates must satisfactorily complete a liberal arts core curriculum distributed among the humanities, natural sciences, and social sciences.

### ***The College advances this mission by:***

*Seeking to attract students who value the academic breath and challenge of the liberal arts while immersing themselves in the creative and professional arts.*

*Maintaining a low faculty-to-student ratio and a professionally accomplished and experienced teaching faculty to provide each student with personalized instruction and guidance, as well as academic and professional support.*

*Supporting students in their pursuit of advanced study and/or careers in their areas of specialization upon completion of degree requirements or professional certification.*

*Making its curriculum available to full-time resident and commuting students, as well as to those students who desire to continue their education on a part-time basis as either degree or non-degree candidates.*

## **Statement of Objectives**

In order to realize its mission, Chester College of New England sets forth the following objectives:

- To require a core curriculum in the liberal arts that ensures the integrity of its programs and the general education of its students
- To maintain an academic environment that supports the creative, intellectual and pragmatic endeavors of students and faculty
- To accommodate a variety of learning styles predicated on individual needs
- To provide an intellectual, theoretical and practical foundation in the liberal arts upon which the College can build and refine programs in the creative and professional arts that meet the needs of students and the mission of the College
- To participate in and contribute to students' visual and verbal literacy in a manner that supports and encourages their growth as citizens, learners and professionals
- To foster a student's interest in intellectual growth and lifelong learning

## **Vision Statement**

Chester College of New England is a baccalaureate degree-granting College that provides a foundation in the liberal arts and the fine arts, complemented by majors in the professional arts. The major programs of study encompass Fine Arts, Creative and Professional Writing, Graphic Design, Photography and Media Arts, and Interdisciplinary Arts. The College's programs are complementary; students specialize in one area, but also gain experience and knowledge in the intersections among the academic majors.

The College selects students based upon academic credentials and portfolio. As students undergo coursework, the College makes every effort to integrate classes in the liberal arts, fine arts, and professional arts with opportunities to learn from and interact with faculty who are working professionals. The College's resources prepare students to enter their chosen professional field with the appropriate knowledge, skills, experience, and preparation to succeed.

The low faculty-to-student ratio, writer-in-residence and visiting artist programs, and a robust program of guest lectures, exhibitions, readings, workshops, internships, conferences, and relationships with professional associations complement and strengthen the College's offerings. The aim is to provide all students with the education, knowledge, skills, and experiences to become thoughtful citizens as well as successful professionals.

## **College History and Its Setting**

Chester College of New England was founded as White Pines College in 1965 by the late Dr. Faith Preston. In 1966, the Lane Building was purchased with 45 acres to house the College and allow for growth. The Lane Building was remodeled not only with funds donated by generous supporters but with a lot of work and Yankee ingenuity. The doors opened in 1967 with five classrooms, administrative offices, a library with 4,000 books, a snack bar, and a bookstore. The 10 students, five men and five women, lived in the homes of local residents. The first class was graduated in 1969.

The Powers Building was renovated, and opened in 1969 to provide more classroom space for the growing enrollment. The female students and administrative offices had moved into the Hadik House, on loan to the College rent-free.

In 1971, the construction of Adams Hall, a student residence, was completed. In the same year the College purchased 35 additional acres, including an historic house that was remodeled to house students and is presently known as Nutting Hall. The barn behind Nutting Hall was renovated in 1975 and named Dalrymple Center after Philip and Mildred Dalrymple, former members of the Board of Trustees. The first floor of Dalrymple now houses the current Student Center.

Douglas Hall, a pre-Revolutionary War home, was acquired in 1976 to serve as an additional residence. The following year a \$10,000 photography facility in the attached barn opened to house the new degree program in Professional Photography.

The multi-functional Wadleigh Library was completed in the summer of 1986. It is named for Dr. Winthrop Wadleigh, a member of the Board of Trustees and the husband of Dr. Faith Preston. In addition to the standard library resources, the library houses several collections providing students and the residents of Chester with a valuable resource for information. It also houses three MacIntosh Computer Labs, the Olson Student Success Center, the Wardrop Fine Book Room, and a conference area.

In 1999, the College received a gift from an anonymous donor to renovate the Douglas Photo Barn. Generous grants from foundations supported several capital purchases for the photography program.

A new residence hall that houses 102 students was completed in May of 2002. The wooden two-story building, which is located behind Adams Hall, was designed to blend with the local architecture. Adams Hall was then converted into faculty offices.

In 1998, the Mission of the College was revised to offer professional arts programs informed by a strong commitment to the liberal arts and the fine arts. Four Bachelor of Arts programs were developed. In 1999, the College received authorization to become a four-year baccalaureate degree-granting institution.

In addition to the new Art Education program that was added to the curriculum in the fall of 2002, a Bachelor of Arts program in Interdisciplinary Studies was included in the spring of 2004.

## Accreditation

Chester College of New England is a non-profit, co-educational institution. Its Articles of Agreement are on file at the State Capitol in Concord, New Hampshire. The College is approved to award the Bachelor of Arts degree by the Postsecondary Education Commission of the State of New Hampshire.

Chester College of New England is accredited to award the Bachelor of Arts degree by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education, 209 Burlington Road, Bedford, MA 01730, 781-271-0022. The New England Association of Schools and Colleges accredits schools and colleges throughout the six New England states. Accreditation by this regional association indicates that the College has been carefully evaluated and found to meet standards agreed upon by qualified educators.

In addition to its Baccalaureate degree programs, the College also offers for-credit and non-credit courses through summer and continuing education courses. Chester College of New England stresses excellence in teaching and in learning. Likewise, the College supports the efforts of secondary school officials and governing boards to have their schools achieve regional accredited status, thus providing admission.

## Students Rights and Responsibilities

All students at Chester College of New England are considered to be **responsible** adults. Therefore, they have responsibility to:

- Know and complete the necessary academic requirements before their degree is granted. These requirements include, but are not limited to, requirements concerning curricula, courses, majors, minors, and academic progress.
- Know and meet all deadlines.
- Remain informed on all current College policies and procedures as published in the *Student Handbook* and *College Catalog* including changes that may be implemented during the year.
- Follow all current College policies, procedures, and regulations. These can be found in various forms in the *Student Handbook* and the *College Catalog*.
- Read all notices and official letters from the College.
- Obey all local, state, and federal laws and conform to the College's standards of conduct.

### Students have a right to:

- Freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, age, handicaps, or physical challenges.
- Accurate information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements.
- Fair and impartial treatment in cases of general discipline, academic discipline, and academic evaluation.
- Freely exercise their full rights as citizens.

## Academic Calendar

### FALL SEMESTER 2008

August 14	Residence Life Team Arrives
August 14-22	Residence Life Team Training
August 23	New Students Arrive – New Student Orientation @ 9:00 AM
August 24	Upperclassmen Arrive after 1:00 PM
August 25	New Students Meet with Faculty Advisors
August 26	Classes Begin 9:00 AM
September 1	Labor Day – College Closed
September 2	<u>Monday classes will meet on Tuesday for this week only</u>
September 9	End of Add/Drop Period
October 13	Columbus Day – College Closed
October 20-24	Mid-term Examinations
November 6	Registration for the 2009 Spring Semester
November 25	Thanksgiving Holiday Begins & Residences Close @ 10:00 PM
November 27	Thanksgiving Day – College Closed
November 30	Thanksgiving Holiday ends – Residences Open @ 1:00 PM
December 1	Classes Resume @ 9:00 AM
December 5	Classes End
December 8-12	Final Examinations
December 13	Residences Close @ 10:00 AM
December 15	Last Grades due by Noon
December 25	Christmas Day – College Closed
January 1, 2009	New Year's Day – College Closed

### SPRING SEMESTER 2009

January 15	Residence Life Team Arrives
January 15-17	Residence Life Team Training
January 18	Residences Open for all Residents & New Student Check-in @ 11:00 AM
January 19	Martin Luther King Jr. Day – College Closed
January 20	New Students Meet with Faculty Advisors; Final Registration at 1:00 PM
January 21	Classes Begin 9:00 A.M.
February 4	End of Add/Drop Period
February 16	President's Day – College Closed
March 2-6	Mid-term Examinations
March 13	Spring Break Begins - Residences Close @ 6:00 PM
March 14-21	Spring Break
March 22	Residences Open @ 1:00 PM
March 23	Classes Resume @ 9:00 AM
March 26	Registration for the 2009 Fall Semester
April 10	Founder's Day – College Closed
May 6	Classes End
May 7-13	Final Examinations
May 14	Residences Close @ 10:00 AM – Last Grades due by Noon
May 16	Commencement @ 10:00 AM
May 25	Memorial Day – College Closed

# Academics

## Academic Policies and Procedures

### Academic Integrity and Honesty

Students must present work that is entirely their own. Students who present work as their own, but which is the property of others, or which has been prepared by someone other than the enrolled student, shall receive a zero. Academic dishonesty is unauthorized collaboration, plagiarism, and cheating. Students guilty of such acts are subject to severe disciplinary action, which may include suspension or dismissal. The Dean of the College notifies students in writing of alleged academic dishonesty.

### Academic Integrity Policy

Scholars at every level must truthfully represent their findings; that is, they must not tamper with the truth as they see it and they must not offer as their own what others discovered or wrote. Academic work is evaluated on the assumptions that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Specific terms related to academic dishonesty are broadly defined below:

**Cheating:** Using, or attempting to use, unauthorized materials, information, or study aids in any academic work submitted for credit.

**Fabrication:** Deliberately falsifying or inventing any information or citation in academic work.

**Facilitating Academic Dishonesty:** Knowingly helping, or attempting to help, another to violate the College's policy on academic dishonesty.

**Plagiarism:** Submitting academic work for credit that includes material copied or paraphrased from published or unpublished works, or from the electronic media, without documentation.

Of these four terms, plagiarism is the most problematic because it is not always fully understood. Nearly all College students attempt to be honest, but some do not appreciate the extent to which plagiarism is theft, not of ideas, which are in a sense the property of everyone, but of the credit for originating these ideas. Plagiarism is also fraud-intentional deception in order to obtain what does not rightfully belong to one -- since students who plagiarize attempt to get from the instructor an unearned grade and from the College an unearned degree. Plagiarism is an affront to the entire student body. Plagiarism, finally, is impersonation, since every piece of written work presents an image of its author. Therefore, plagiarism is particularly damaging to the plagiarist; for just as impersonators may get lost among assumed roles, plagiarists will almost certainly have a false understanding of themselves and of the education they are getting. "Theft," "fraud," and "impersonation" are harsh words, but they accurately represent the moral status of plagiarism and the severe attitude toward it that prevails.

Sources must be cited for quotations, borrowed ideas, information, or organization of material. It is the student's responsibility to understand what constitutes plagiarism, and to ensure that the source of all borrowed material is properly cited.

### **Penalties for Academic Dishonesty**

The penalties for academic dishonesty are severe. When academic dishonesty in any form is detected, the instructor refers the matter to the Dean of the College. The instructor may dismiss the student from a course with the grade of "F" or may recommend that the student be expelled from the College by the Dean of the College.

Students found guilty of collaboration or plagiarism will receive a grade of "F" for the work submitted. If a student is found guilty of collaboration or plagiarism again in the same course, the student will receive a grade of "F" in the course and be dismissed from the course, regardless of the grade point average earned from other work in the course.

Students found guilty of cheating on tests will receive a grade of "F" for the test. Students found guilty of cheating on final examinations will receive a grade of "F" in the course, regardless of the grade point average earned for other work in the course.

### **Satisfactory Academic Progress**

Full-time students must meet both qualitative (G.P.A.) and quantitative (Completion Rate) requirements to be considered in good academic standing and making satisfactory academic progress towards a degree.

#### **Minimum Grade Point Average (Qualitative Requirement)**

Students must maintain a grade point average of a 2.0 in any given enrollment period to remain in good academic standing and make progress toward a degree.

A student may be placed on probation or suspension regardless of his/her cumulative grade point average if s/he receives a 1.0 or less for any given enrollment period, or if s/he is not showing a good faith effort toward earning a degree.

#### **Credit Hour Completion Rate (Quantitative Requirement)**

Full-time students are required to complete 12 credit hours each enrollment period. Students who are attending at a less than full-time status for an enrollment period will be subject to a completion rate of 67%. This means that students who are enrolled less than full-time must complete 67% of the credit hours s/he attempts in an enrollment period. Students must maintain this completion rate to remain in good academic standing and make progress toward a degree.

Credits transferred from another College are counted as attempted hours. Credit hours are completed for courses in which a student receives a grade D-/.7 or better. Repeated classes do not count toward hours completed, but do count toward attempted hours.

The maximum amount of time that a full-time student has to complete a degree program is 150% of the published length of the program; therefore, students who are enrolled in a four-year degree program have six years and/or 180 credit hours to complete the requirements for a degree.

Academic standing and satisfactory academic progress are assessed at the end of each enrollment period. A student who fails to meet the GPA or Completion Rate criterion at the point of assessment will be subject to the following academic sanctions.

## **Academic Sanctions**

### **Academic Probation**

A student who is not making satisfactory academic progress or is not in good academic standing will be placed on academic probation for his/her next period of enrollment, excluding open enrollment periods - summer or interim periods. Financial Aid recipients should contact the Financial Aid Office for details on how academic probation may affect their Financial Aid eligibility.

A student who does not improve his/her grade point average and/or completion rate by the end of a probationary period will be subject to suspension.

### **Academic Suspension**

A student who does not succeed in improving his/her grade point average and/or completion rate by the end of his/her first probationary period will be placed on academic suspension. Students suspended from the College must vacate on-campus housing and may not attend classes during the suspension period. Financial Aid recipients should contact the Financial Aid Office for details on how academic suspension may affect their Financial Aid eligibility.

All students returning after a suspension are placed on academic probation and will have one period of enrollment to achieve good academic standing and make satisfactory academic progress. Students who fail to do so will be dismissed from the College.

### **Dismissal**

A student will be dismissed from the College if s/he fails to make satisfactory academic progress and/or achieve good academic standing by the end of his/her second period of academic probation.

### **Appeals Process**

Students may appeal academic standing and progress decisions by submitting a formal letter to the Dean of the College within two weeks of the date on the notification of probation, suspension, and/or dismissal. Appeals will be processed within two weeks and the student will be notified by the Dean of the College of the decision rendered.

Students who wish to appeal the decision of the Dean of the College may do so by requesting, in writing, a formal hearing with the President of the College. Requests for a formal hearing must be submitted within two weeks of receiving the results of the appeal from the Dean of the College. The formal hearing with the President of the College will be scheduled within two weeks. The student will be notified by the President of the College of the results of the formal hearing. The decision of the President is final.

### **College Scholarships**

Eligibility for scholarships awarded by the College is jeopardized when a student fails to maintain good academic standing. These scholarships may also have other, higher requirements, for cumulative grade point average. Students will be informed if their academic performance is placing them at risk of losing College scholarships.

## **Declaring a Major and Changing Academic Programs**

Students who are admitted to the College must declare a major in a specific discipline within their first semester. Courses are selected under the direction, and with the approval, of the student's academic advisor in the major's department. Students wishing to change a major field of study must do so by filing a Change of Major Form with the Registrar. The completed form requires the signatures of both the current academic advisor and the new academic advisor, and it must be submitted to the Registrar before the change becomes effective. Until the Registrar has officially recorded this change, the student remains assigned to the original major and to an advisor in that discipline.

### **Declaring a Second Major**

Students who intend to declare and enroll in a second major must notify the Registrar and obtain an academic advisor for both majors. The initial program in which the student is enrolled will be considered the primary degree program, and advising for completion of this program will take precedence.

### **Enrolling for a Second Degree**

Students wishing to enroll for a second B.A. degree must complete the major requirements for the second degree and must complete a minimum of 30 credits towards the second degree while at Chester College of New England. It is important that you check with your academic advisor for complete details.

## **Academic Advising**

The College assigns each student a faculty advisor who assists the student with course selection, career preparation, and related academic matters. The student will have an advisor for his or her entire program of study, and the signature of the advisor, the Dean of the College, or the Registrar is required to approve the enrollment or withdrawal of any student in a course. Although it is typical for the student to have the same advisor for the duration of his or her academic program, the advisor may change, depending on the student's needs, major, and department organization.

## **Class Attendance Policy**

Students are required to attend all meetings of the classes in the courses for which they have registered and are required to fulfill all obligations indicated by the instructor and published in the syllabus. Students should notify the instructor in advance of any anticipated necessary absences.

Students with more than three unexcused absences risk being administratively withdrawn from the course and receiving a withdrawn fail (WF). If a student wishes to appeal this action, he/she must provide a doctor's note or any other valid information. Although absence from class is not usually the only reason a student fails a course, students should be aware that their participation in class impacts the instructor's ability to assess their achievement and progress in mastering the course material.

Each student is assigned an academic advisor. Students are encouraged to seek out their advisor for academic related issues. Students needing academic support are urged to make use of the Olson Student Success Center and to contact the Dean of Students.

### **Jury Duty**

If a student is assigned to jury duty while taking classes and cannot get an exemption, the student must contact the site of the jury duty and ask them to contact the Registrar for proof of enrollment in classes. If the courts will not let the student out of the responsibility or will not allow a switch to a summer jury duty, the student needs to speak with the Dean in order to be excused from classes.

## **Grading Policies**

### **Grades/GPA**

Each letter grade has a numerical equivalent, called a quality point. Quality points are used in the computation of grade point averages (G.P.A.)

<b>Grades are reported as</b>	<b>Grade Points Per Credit Hour</b>
A = 94-100	4.0
A- = 90-93	3.7
B+ = 87-89	3.3
B = 83-86	3.0
B- = 80-82	2.7
C+ = 77-79	2.3
C = 73-76	2.0
C- = 70-72	1.7
D+ = 67-69	1.3
D = 63-66	1.0
D- = 60-62	0.7
F = Below 60	0.0 - no credit, included in calculation of G.P.A.
W = Withdraw	no credit, not computed in the G.P.A.
NC = Not for Credit	not for credit, not computed in the G.P.A.
I = Incomplete	a temporary grade, not computed in the G.P.A.
P = Passing	credit for completion, not computed in the G.P.A.
NP = Not Passing	no credit, must repeat if required, not computed in the G.P.A.

Courses dropped after the add/drop date will appear on the student's record as a grade of "W." Students cannot withdraw from a course after the fourth week of the semester without a doctor's note and permission from the Dean of the College.

Students who fail to complete course requirements because of extraordinary circumstances (e.g., accident, extended illness) may receive an incomplete "I" if, in the opinion of the instructor, or the Dean of the College, the excuse is valid and verified. Extenuating circumstances notwithstanding, students must present the completed work within 30 days after the end of the course. Students failing to complete work after 30 days will receive the letter grade deemed appropriate by the instructor.

### **Pass/Fail**

Generally, Chester College of New England does not teach courses on a pass/fail basis. Students seeking credit on this basis must have the written consent of the Dean of the College before the work is to begin. The pass/fail option, once selected and approved, is irrevocable.

## **Examinations and Quizzes**

Unannounced quizzes may occur in a course. The wise college student is always prepared.

Assessment of student progress is determined, in part, by examinations. Make-up examinations are not permitted unless a student can produce a document that verifies extenuating circumstances.

Final examinations, generally written tests, are administered according to a schedule established by the Registrar. The rules regarding missing a final examination are the same as those pertaining to missing an in-class examination. Any student who is scheduled for more than three final examinations in one day, or who has a conflict of examination times, is entitled to request instructors, or the Registrar, to reschedule the extra or conflicting examinations. This request must be made before the examination period begins.

## **Deadlines**

Students are responsible for all deadlines published in the *College Catalog*, and in the College calendar.

## **Dean's List**

The Dean's List recognizes superior academic achievement at the end of each semester. Full-time students (12 or more credit hours) attaining a semester grade point average of 3.5 or higher are notified in writing by the Dean of the College and placed on the list, which is published in the local newspapers and on campus. Honors graduates must earn a 3.7 or above.

## **Matriculation**

All students pursuing a Bachelor of Arts degree must complete a formal matriculation review, as outlined in the *College Catalog*. Matriculation must be completed in the student's fourth semester (60 credits). Transfer students with 60 credits will complete matriculation in their second semester.

## **Graduation Requirements**

Chester College of New England grants the Bachelor of Arts (B.A.) degree in five majors: Fine Arts, Integrated Design, Photography and Media Arts, Creative and Professional Writing, and Interdisciplinary Studies.

To qualify for the Bachelor of Arts degree, students must fulfill the following requirements:

1. Successfully complete 120 semester hours of coursework. A minimum of 30 credits, as well as half of the credits in the major and any College requirements, must be completed at Chester College of New England.
2. Successfully complete the courses in the core curriculum.
3. Successfully complete each course in the major with a grade of C-/1.7 or better.
4. Successfully complete the courses in the major with a grade point average of 2.0. At least half of the courses in the major must be completed at Chester College of New England.
5. Successfully complete a formal matriculation review.
6. Have a minimum cumulative grade point average of C/2.0.
7. Meet all financial obligations and requirements.

## **Deadlines to Apply for Graduation**

Students intending to graduate must complete and submit to the Registrar, an “Intent to Graduate Form” by the deadlines indicated below.

December Completion.....	September 1st
May Completion.....	December 1st
August Completion.....	July 1st

## **College Writing Requirement**

All students who graduate from Chester College of New England must satisfactorily complete the College Writing Requirement within their required English Composition & Rhetoric class by writing an essay, on one of several specified subjects. Students must receive a grade of “C” or better in this course to pass the College Writing Requirement. In cases where a student receives a grade below a “C” a student may complete the College Writing Requirement by writing an essay, under examination conditions, on one of several specified subjects. A committee of faculty readers will grade the written essay. Students must receive a passing grade in this requirement in order to graduate from Chester College of New England. Students who are transferring in their English Composition & Rhetoric class are considered to have satisfactorily completed the College Writing Requirement if their grade was a “B” or better.

## **Registration, Transcripts and Transfer Credits**

### **Registration Process**

All students are expected to register for courses during the times indicated on the College calendar. Newly enrolled students must register for courses during the open registration period. All students must have advisor approval prior to registration. Students who intend to register for more than 18 credit hours per semester must have written approval of the Dean of the College.

### **Adding and Dropping Classes**

In order to add or change a course, a student must complete an Add/Drop form. The form is first signed by the instructor and academic advisor and then submitted to the Registrar. Course changes are permitted during the first week of the semester.

Students should be advised that faculty members may administratively withdraw a student from their course at any time if that student fails to attend, impedes the progress of the rest of the class, or is otherwise failing the course.

### **Repeating Courses**

Any course in which a student receives a grade below “C” may be repeated. The higher course grade will figure in the total cumulative average. While the lower course grade will not be computed in the cumulative average, it will continue to appear on the student’s transcript.

### **Enrollment Status Identification**

Students are identified as full-time, three-quarter time, half-time, or less-than-half time based on the number of credits s/he registers to take for each enrollment period.

Full-time status	Students enrolled for 12 or more credit hours
Three-quarter-time status	Students enrolled for 9 or more credit hours
One-half-time status	Students enrolled for 6 or more credit hours
Less than one-half-time status	Students enrolled for 1-5 credit hours

## **Class Standing**

A student has achieved a certain class standing at the earned semester hour intervals listed below:

Freshman	0 - 29 credit hours
Sophomore	30-59 credit hours
Junior	60-89 credit hours
Senior	90 + credit hours

## **Transcripts and Transfer Credits**

The Office of the Registrar issues academic transcripts. There is a charge of \$5.00 for each transcript. Transcripts are not released unless all financial obligations to the College have been met. Transcripts from Chester College of New England will include all courses taken here. Any courses transferred from other Colleges will appear as credits. Course titles and grades received from other Colleges will not appear on the transcript.

If a student attends another College other than Chester College of New England, and wishes those credits to apply toward Chester College of New England graduation credits, the student must submit an official transcript from the other accredited institution. It is important to check with the Registrar to make sure that coursework will be transferable.

## **CLEP Testing**

A student may earn College credit by taking CLEP examinations to demonstrate knowledge acquired outside the classroom. Examinations are available in general, as well as specific, subject areas. Chester College of New England accepts up to 30 credits earned through CLEP for the Bachelor of Arts degrees. Additional CLEP credits for the Bachelor of Arts degree must be approved on a course-by-course basis by the Dean of the College. Credits earned through these examinations may not duplicate course credits in the same subject areas.

There is a limit of 24 credit hours that may be applied to any degree requirements earned by examination through CLEP or institutional examination. Students may contact the Registrar for area testing locations and further information.

## **Chester College of New England Computer Use Policy**

### **Purpose**

This policy provides guidelines for the appropriate use of computer services at Chester College of New England. Its purpose is to protect the integrity of information systems, networks, computer equipment, and peripherals to assure that online resources are accessible and secure for all members of the college community.

### **Computer Use Rules**

- Computers will not be used for any activity that violates federal, state, or local laws, or to access illegal materials.
- Respect the rights and needs of other members of the college community when using computers and network resources. Any activity that damages equipment or facilities, or that hinders normal operations of computers or networks is prohibited.
- While the college respects the user's right to privacy and confidentiality regarding the use of online resources, understand that almost any information may, in principle, be read or copied. In some instances, the college reserves the right to examine computer files or equipment and may be compelled by law or policy to examine personal information maintained on the college's computing facilities.
- Users will respect the privacy of other users.
- Users will follow copyright laws and licensing agreements.
- In accessing campus computers, for example public workstations in the Wadleigh Library, priority is given to students, faculty, and staff of Chester College of New England. The college reserves the right to limit or forbid access to any college computers by non-college users.
- Library Internet Use: Since access to public computers in the library is limited, academic needs must take precedence. Other uses, such as non-academic web browsing, participation in chat rooms, game-playing, electronic mail, and other activities which are not related to instruction or research, may be limited or prohibited in the library. Students who need to use computers for assignments take precedence.
- Misuse of College computing resources may result in the suspension or loss of the privilege to use them.

## **Olson Student Success Center**

### **Academic Support and Career Counseling**

The Olson Student Success Center, located in the Wadleigh Library, is intended to help students succeed not only academically, but also in their personal lives while on campus, and in their decisions about future career paths. The Center provides a wide range of services to help students achieve this broadly defined ideal of success. In the academic arena, students can take advantage of tutors to help them address minor difficulties before they become major performance problems.

Career counseling services are available at the Center. Through self-assessment exercises, students explore their personal strengths, talents, and interests as they begin to think about entering the working world. This awareness is enhanced by occupational research guidance, decision-making skills, employment contacts and other career planning workshops and opportunities.

One of the best ways to develop a true understanding of a particular profession is to experience it, and students are encouraged to participate in the College's internship program. Students who meet the criteria established by the faculty for internship placement earn credit by working within local businesses, creative agencies and non-profit organizations. Working in conjunction with an assigned faculty advisor, students learn how to research and locate appropriate internship sites and activities, then apply for and secure opportunities of interest to them. The faculty advisor meets with and evaluates the student's progress at regular intervals throughout the internship.

Internships may run for 120 or 240 hours, with the student earning three to six credits. Students participating in off-campus internships are required to attend professional development meetings to ensure that they are demonstrating appropriate professional knowledge, skills, values, philosophy and behavior. Since these are traits that future employers will evaluate, the Student Success Center seeks to instill within its students the importance of professional skills, attitude and conduct as early as possible. Our goal throughout this process is to ensure that students are capable of applying classroom lessons to solving professional problems within their chosen fields. Chester College is a member of the New Hampshire Forum on Higher Education, a consortium of businesses and educational institutions. The Forum has a newly created website, designed to make it easier for interested students to identify appropriate internship opportunities. For more information, visit [www.nhinterns.net](http://www.nhinterns.net).

The Center provides listings of full- and part-time employment opportunities that are sent to the College describing positions throughout the region. Workshops that teach interviewing techniques, resume-writing, networking skills and job-seeking skills are other valuable resources. The Olson Student Success Center is enhanced by the career resources collection of the Wadleigh Library that includes information on graduate and professional schools, grants, awards and fellowships.

# Student Life

## College Code of Conduct

In an effort to provide all students with the best environment in which to live and grow, Chester College of New England has adopted certain codes of conduct, which are expected of all students. Students who violate College regulations are held accountable for their actions. Students who are in the presence of another student(s) who is breaking a College rule or regulation, are considered knowingly present and equally as responsible as the student in violation of the rule. All students are responsible for whatever happens within their living space. Students are required to adhere to the following policies both on and off campus while enrolled at Chester College of New England. It is the responsibility of the Director of Student Affairs and the residence life staff to enforce the Code of Conduct. The Director of Student Affairs imposes the appropriate sanctions for any violation of these regulations.

The following areas are specific examples for which a student is subject to sanctions: It is important to note that the following is not intended to be all-inclusive. The list is presented to offer guidelines as to proper conduct as a student at Chester College of New England.

- Dishonesty, such as knowingly furnishing false information to the College or an official of the College, forgery, misrepresentation to anyone outside of the College, and any misuse of College documents, records or identification.
- Theft or damage to College property or to a member of the College community or College visitor, theft of services (e.g., misuse of telephone or internet services.)
- Unauthorized entry or use of College facilities.
- Disruption of teaching, the administration of the College, disciplinary procedures, tours or other College activities including those open to the public.
- Disruption of College personnel or facilities in any way that creates the potential of a College financial hardship or impacts the overall business of the institution.
- Verbal abuse or harassment of, or threat to harm, any person on College-owned or College-controlled property or at College sponsored events off campus. Physical abuse or injury, or conduct, which physically threatens or endangers the health, welfare or safety of any person associated with the College, including guests of the College.
- Unauthorized use of the College name in any manner or misrepresentation by any student as an individual or as a member of a College organization.
- Disorderly conduct, which includes but is not limited to, the following: lewd or obscene conduct or expression on or off campus.
- Failure to comply with any College official.
- Hazing in any form.

- Actions which are in violation of the College's policies on Sexual Harassment or Sexual Assault, or the College's policy on Alcohol and Drugs, or the laws set forth by the State of New Hampshire and the United States.
- Exhibiting behavior that poses a threat to oneself, others, or to the stability and continuance of normal College functions
- Tampering with or damaging any of the College's safety equipment (e.g., fire alarms, exit lights or signs, fire extinguishers or emergency exit doors,) or any actions that jeopardize the safety of others.
- The possession, use or storage of any weapon, firearm, pellet gun, B-B gun, paint ball gun or incendiary device (including fireworks) on the College campus or at College sponsored events.
- Misuse or damage to any College owned device associated with the phone system, vehicles, computer hardware, software, library materials, media equipment, and buildings.
- Conduct determined to be contrary and/or debilitating to the Codes of Conduct set forth by the College (including posts on websites or any other public forum).
- Presenting false information in any form to College officials, faculty members, students or the general public, including, but not limited to, an intent to misrepresent one's position as a member of the College community and/or soliciting members of the College community in an effort to defraud, deceive, and/or receive preferential treatment resulting in personal gain.
- Bearing false witness against a member of the College community, and/or making slanderous statements about a student, staff member, administrator, faculty member, or any other official of the College.

## **College Sanctions**

The following sanctions may be imposed upon a student who violates one or more of the Codes of Conduct. A student may face one or more of the following sanctions and no student is immune from state or local law while on College property and thus, in some cases, may be subject to actions in civil and criminal courts as well as College sanctions.

### **Warning**

Depending on the seriousness of the violations, students may receive either a verbal or a written warning regarding any violation of the Code of Conduct policy. All verbal warnings are documented and become part of the student's file. Copies of written warnings also become part of the student's file.

### **Parent/Guardian Notification**

The parents/guardian of any dependent student who violates civil or criminal laws, including drug and alcohol laws, or who is suspended from the College for such violations, will be notified by the Director of Student Affairs of the violation and the sanctions imposed.

### **Community Service Hours**

Students violating the Code of Conduct can be assigned community service hours for the violation. The Director of Student Affairs assigns these hours. Failure to complete the service hours may result in additional sanctions, such as a monetary fine being imposed.

### **Monetary Fine/Restitution**

Students may be required to pay a fine or make restitution for violations of the Code of Conduct policy. All fines and restitutions must be made before a student is allowed to take final exams. Students who fail to make restitution are subject to any of the following additional sanctions: additional fines, suspension or expulsion from the College. The Director of Student Affairs determines the amount of the fine and communicates the information to the appropriate parties. Payment of fines should be made directly to the Business Office.

### **Educational Programming**

Students may be required to attend a class, workshop or seminar relating to the violation of the Code of Conduct policy (e.g., Substance Abuse Education.) Students are responsible for the cost of any such class or seminar. The Director of Student Affairs will notify the students when and where the educational programming will be completed. Students who fail to complete the educational programming when required are subject to further sanctions.

### **Housing Probation/Suspension**

Resident students who violate the Code of Conduct policy may be placed on housing probation or have their on-campus housing privileges suspended. The Director of Student Affairs will determine the length of the housing probation/suspension. The length of the housing probation/suspension can range from one semester to the entire length of enrollment at the College. Students placed on housing probation who violate the Code of Conduct a second time will automatically lose their on-campus housing privileges and will not be allowed in the immediate vicinity of the residences and the lower parking lot. Students whose housing privileges have been revoked are not entitled to any refund of room and board or any other fees payable for the period of suspension.

### **Suspension**

Students who violate the Code of Conduct policy may be suspended from the College. The Director of Student Affairs, in consultation with the Dean of Students and Dean of the College, will determine if this sanction will be imposed and will notify the student in writing. This notification will become part of the student's file.

Suspended students must vacate the College and remain off campus for the entire length of the suspension. Suspended students may not attend classes or participate in social events during the time of the suspension. Suspended students are not entitled to any refund of tuition, room and board, or any other fees due or payable for the period of the suspension.

### **Interim Suspension**

Students who exhibit emotional or psychological problems, who have become disruptive to student life, or who pose a danger to themselves, or to others, may be asked to leave the campus for a period of time. The Dean of the College, in consultation with the Director of Student Affairs will decide the length of time. Before the student applies for readmission, a qualified mental health professional and/or physician must send a statement of the student's improved physical and emotional fitness to College authorities. Students placed on interim suspension are not entitled to any refund of tuition, room and board, or any other fees due or payable for the period of the suspension.

### **Dismissal**

Students who violate the Code of Conduct may be dismissed from the College, the most severe sanction the College can impose upon a student. This sanction is used when a student has shown blatant disregard for the College and the policies set forth by the College.

Dismissed students are considered expelled from the College; they may not attend classes, or College-sponsored social events on or off campus. They also are barred from being on the College's private property for any reason.

Dismissed students are not entitled to any refund of tuition, room and board, or any other fees due or payable for the period of the suspension.

The Dean of the College, in consultation with the Director of Student Affairs and the Dean of Students, will decide if this sanction will be imposed. Students who are dismissed from the College may not apply for re-admission without the approval of the Dean of the College and the Director of Student Affairs.

## **Appeals Process**

Appeals related to violations of the Code of Conduct policy must be submitted in writing within two weeks of receiving the written notification of the imposed sanction. Appeals must be sent to the attention of the Director of Student Affairs. Appeals related to violations of the Code of Conduct policy will be considered on a case-by-case basis and additional documentation may be required. All appeals of this nature will be considered by the Director of Student Affairs. Students will be notified of the decision in writing within a reasonable amount of time, not to exceed 10 days. Students whose housing privileges have been suspended may not reside on campus while their appeal is being considered.

Students who wish to appeal the decision of the Director of Student Affairs may do so by requesting, in writing, a hearing with the Dean of the College. Requests for a hearing must be submitted within two weeks of receiving the initial appeal decision. The hearing will be scheduled within a reasonable amount of time, not to exceed 10 days. The student will be notified by the Dean of the College of the results of the hearing.

Students who wish to appeal the decision of the Dean of the College may do so by requesting, in writing, a formal hearing with the President of the College. Requests for a formal hearing must be submitted within two weeks of receiving the results of their hearing with the Dean of the College. The formal hearing with the President of the College will be scheduled within a reasonable amount of time, not to exceed 10 days. The student will be notified by the President of the College of the results of the formal hearing. The decision of the President is final.

Copies of correspondence relating to a violation of the Code of Conduct and the appeal process will become part of the student's file.

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## **Campus Services & Facilities**

### **Computer Centers**

There are currently four computer centers/labs on the Chester College of New England campus. The Wadleigh Library computer center, with PCs, is open to all students for Internet research, e-mail, papers, and graphic design/digital imaging homework. The Graphic Design and Digital Imaging Lab, also located in the Wadleigh Library, is equipped with Macintosh computers, and is used by the Integrated Design and the Photography and Media Arts Departments for introductory and intermediate classes. The advanced Macintosh computers in the Digital Photography Lab, located in the Douglas Photo Barn, handle the digital photo requirements of the Photography and Media Arts Department. All of the Chester College of New England computer centers are connected via a local area network and provide high-speed Internet access.

### **College Bookstore**

The College Bookstore is a useful student resource. It is located in the Powers Building. Art and photography supplies, along with College gift items, candy and snacks can be purchased at this facility. The store stocks the supplies needed for most courses, as well as some unusual or specialty items. The Bookstore is open five days a week during posted hours. Credit cards, checks, cash, and student bookstore cards are accepted.

### **Dalrymple Student Center**

Located on the first floor of the Dalrymple Hall, the Dalrymple Student Center is open to all students as a lounge and activities center. The Student Center has a fitness area, pool table, ping pong & poker table, dart board, board games, soda machine, a TV and DVD player for students to enjoy. The Student Center hosts several campus student activities and events throughout the year.

### **Dining Commons**

The Dining Commons is located in the Powers Building and provides meals for both resident and commuting students, as well as faculty, staff, and campus visitors. Breakfast, lunch and dinner are served seven days a week during the academic year. Hours of operation are posted in the Dining Commons. Commuters may either purchase group meal tickets or purchase their meals one at a time. The small size of the student body at Chester College of New England enables the Dining Commons to offer delicious meals that cater to a variety of tastes and dietary preferences. As the main dining facility on campus, students, faculty and staff often dine together sharing discussions about class projects, current events, and weekend activities.

### **On-Campus Mail and Local Mail Service**

The Chester Post Office is located on the opposite side of the street from Douglas Hall. College mail is brought to the Lane Building for distribution five days a week. Each student has a campus mailbox. The College communicates by mail to all students about upcoming events, deadlines, and pertinent student information. It is the responsibility of each student to check their mailbox several times a week or whenever they are on campus. Students may leave stamped outgoing mail at the reception desk or in Preston Hall's outgoing mailbox.

### **Student ID Card**

All students will receive their ID cards during New Student Orientation. Students should report a lost ID to the Director of Student Affairs. Replacements cards are \$10.00 and must be paid for before a new card is issued. A receipt will be given by the Business Office and the Receptionist will issue a new card. Students will be required to use their ID cards when checking out library

books and for use in the cafeteria, therefore, students should carry their ID cards with them at all times. If an ID card breaks or can no longer scan, students can bring their ID to the Receptionist for a free replacement. A fine of \$10.00 is imposed for improper use of an ID card, which includes giving the ID card to another student or guest to use.

### **Parking Permit**

All motor vehicles used at the College must be registered at the Reception Desk. Numbered parking permits will be issued to students at a cost of \$35 per school year. Unregistered vehicles are subject to being ticketed and/or towed.

### **Student Paychecks**

In order to receive a paycheck, each student must bring the following items to the Director of the Business Office. Failure to bring these items will result in pay being delayed.

Driver's License, State ID card, US Military Card, or ID card issued by Federal, State, or Local government agency.

### **AND**

U.S. Social Security Card, Birth Certificate, or U.S. Citizen ID Card.

Paychecks will be issued the 15th of each month. Your timesheet will be due to your supervisor before the last Friday of the month. All timesheets must have a supervisor's signature.

### **Wadleigh Library**

The Wadleigh Library houses the college's permanent collection of books, periodicals, and audiovisuals. We own approximately 29,000 books, 1500 items in our media library, and 100 print periodical titles. In addition to our in-house collections, our students have access to the libraries of members of the New Hampshire College and University Council, which includes every four-year college in the state. We offer the service of interlibrary loans for any materials not available via our consortium.

The library also houses three MAC computer labs and the largest lecture hall on campus. We offer both MAC and Personal Computers for research and assignments, as well as a variety of black and white and color printers. Librarians routinely offer instruction to classes and to individuals in the use of library materials and technology.

# **Campus Policies and Procedures**

## **General Campus Policies**

### **Policy on Student Work**

Chester College of New England reserves the right to use any and all student materials, which have been submitted to fulfill class assignments in College publications. These student materials may be regarded as the property of the College.

### **Fundraising/Soliciting**

Chester College of New England allows no solicitors, including students, to sell anything or any service without the written consent of the President of the College. The President must approve any items for sale using the College name, logo, seal, etc. No purchases are to be made or shipments received without the signature of the Director of Student Affairs. Any class association, or group associated with Chester College of New England may establish an account with the Business Office to serve as a depository of funds collected and paid out by that group.

### **Scheduling Events**

Scheduling of all events, outside of the normal class day, by any person or organization, must be cleared with the Director of Student Affairs and the Office of College Advancement. Most events are posted on campus bulletin boards, on the College website and often through announcements in the campus mailboxes. The scheduling of events is on a first-come first-serve basis.

### **Use of College Name, Logo, Seal**

Students, either individually or collectively, shall not, without the written consent of the President of the College, use the College name in any activity outside the regular business of the institution. Failure to comply is considered by the College to be a serious infraction of College rules.

### **Copyright Policy**

The Copyright Act 17 USC (United States Congress) covers any tangible medium in which a work is expressed, whether or not the work has been published or registered, and whether or not some other state or federal law purports to condition rights in the work. The exclusive rights of copyright ownership are to reproduce the copyrighted work, prepare derivative works, to distribute copies of the work, and to perform or display the copyrighted work publicly. The copyright policy is on file in the Wadleigh Library.

### **Payment Policy**

Account balances must be paid by August 1<sup>st</sup> for the fall semester and by January 1<sup>st</sup> for the spring semester. Students who intend to use Financial Aid funds to pay all, or a portion, of their account balance must have all final paperwork completed, and submitted to the Financial Aid Office prior to this deadline. Students may apply for and receive Financial Aid after this deadline.

Students whose account balances are not paid within the above deadlines may have their privileges revoked. These privileges may consist of, but are not limited to, housing and pre-registered classes. Students with exceptional circumstances who are unable to meet this deadline must make arrangements with the Business Office so that a satisfactory payment arrangement may be implemented.

There will be a \$20 non-sufficient fee charge for all checks returned to the Business Office.

## Wadleigh Library Loan Periods & Fines

### Loan Periods and Renewals

Circulating books:	28 days
Audiovisuals:	14 days
Reserves:	3 hours

Items may be renewed once; library staff may make exceptions to this policy based on demand for materials by other users. Renewals may be made in person or via phone.

### Over Dues and Lost or Damaged Items

An overdue notice will be sent to the borrower for any items not returned by the due date. The procedures for “outstanding” over dues are as follows:

- After two overdue notices, a warning letter will be sent to the borrower, indicating that he/she must return the items or be responsible for replacement costs.
- This letter will list the books or audiovisuals borrowed and the amount owed per item.
- All borrowing privileges will be suspended at this point and will not be reinstated until the materials are returned or paid for.
- There is a general replacement fee of \$50.00 per item, which includes processing and cataloging fees.
- If there has been no response from the borrower, a final notice will be sent from the Business Office indicating the amount owed to the college for the missing items. This amount will be attached to the student’s account.
- Questions regarding this policy or replacement fees should be directed to the Director of Library Services.

### Internet Use

**Priorities for Computer Use:** Since access to public computers in the library is limited, academic needs must take precedence. Other uses, such as non-academic web browsing, participation in chat rooms, game-playing, and other activities which are not related to instruction or research, are prohibited.

**Legal/Ethical Issues:** In addition, all users must act responsibly and use the facilities in an ethical, professional and legal manner. Computers will not be used for any activity that violates federal, state, or local laws, or to access illegal materials. This means that users agree to abide by the college’s campus-wide *Computer Use Policy*, which is posted in the library near all computers and on page 23 of this Handbook.

**Atmosphere:** The library is the primary facility on campus dedicated to research. There are classes continually being held in the library. We ask that you respect your fellow students and faculty and keep unnecessary noise and conversation to a minimum.

## **Campus Safety Policies**

### **Traffic and Parking**

All motor vehicles used at the College must be registered at the Reception Desk. Students must purchase a parking sticker and park their vehicle in designated areas during normal business hours (8:30AM-4:30PM). A Campus Map identifying those areas is provided when the parking sticker is purchased. Any vehicle parked in a restricted or reserved parking area will be:

First offense:	Notified of the Violation
Second offense:	Fined \$15.00
Third offense:	Fined \$30.00

Vehicles registered at the College must be registered with the Department of Motor Vehicles in the State in which their owner resides. All persons parking on campus will accept financial responsibility in case of damage caused by their vehicles. Any parking violations, with the exception of handicapped parking violations, will be made against the person that the vehicle is registered to, regardless of who is operating the vehicle at the time of the violation.

Handicapped parking is specifically designated for those who are issued a permit by a State. Anyone who does not have a handicapped plate, sticker or tag, and who parks in a handicapped parking space, will be issued a \$50.00 parking ticket, payable to the Business Office for the first offense, and will be towed thereafter.

### **Residence Halls**

Students may not park their vehicles in front of Preston or Adams Hall, or on the drive way to Preston or Adams Hall. Anyone found parking in front of the Halls who is not handicapped will be ticketed on the first offense, and subsequently towed.

### **Campus Speed Limit**

The maximum allowed speed on campus is 10 miles per hour.

### **Fire Lanes**

Fire lanes and driveways are for emergency and staff use only. Vehicles parked in fire lanes will be ticketed and/or towed.

### **Destruction or Theft of Campus Safety Equipment or Signage**

Any member of the College community who removes, defaces or destroys any campus safety equipment will face a financial sanction of at least \$200. Campus safety equipment includes, but is not limited to, parking/traffic or emergency exit signs, fire extinguishers and fire extinguisher boxes, smoke detectors and other fire safety devices or equipment.

### **Snow Removal**

Prior to, or following snowstorms, owners of vehicles parked on campus should be on the alert in order to move their vehicles for snow removal operations. Students parked in Preston Lot may be asked to move their vehicle to allow for complete snow removal. Cars blocking snow removal efforts may be fined and/or towed.

## **Loss of Parking Privileges**

The following violations can result in a person losing all parking privileges for the academic year:

- Three or more violations.
- Reckless driving that poses a threat to the safety of those on campus or to the driver him/herself.
- A combination of parking violations and reckless driving that jeopardizes the safety of the College community.

Any person who is in serious jeopardy of losing the privilege to operate a motor vehicle on campus will first receive written notification. The notification will state what the violations are and that the next violation will result in that person losing the privilege to operate a motor vehicle on campus. Once a person has been notified, they must remove their vehicle by the date specified, no later than one week. If the vehicle is then found on College property after the specified date, the vehicle will be towed at the owner's expense and the owner will be subject to further sanctions.

## **Storm Information**

The College closes only if the weather is determined to be severe. Whenever possible, the decision to cancel classes will be made before 7:00 a.m. College cancellation will be announced on the radio and television stations between 5:30 a.m. -6:00 a.m. if closed for the day or delayed opening; by 11:00 a.m. for classes that begin at 1:00 or later; and 3:00 p.m. – 4:00 p.m. for evening classes. An announcement will be made on radio station WBZ (1030 AM) and WOKQ (97.5 FM) Manchester, Channel 9 (WMUR) and Channel 4 (WBZ). If you are in doubt about the matter, call the College's main number, (887-4401) before you leave the house to hear the automated storm message.

## **Campus Vehicle Policy**

Student Affairs offers many activities, some of which are off campus. The college van will be used to transport no more than eight students to these off campus activity sites. If more than eight students would like to attend the activity, students may follow in their personal vehicles. The college will take no responsibility for student's personal vehicles or the actions of the students in these vehicles on these trips, and may or may not pay for tickets, meals, mileage, and tolls. The Student Activity Coordinator and the Director of Student Affairs reserves the right to limit the number of participants to eight and to decide whether or not certain aspects of the activity will be funded for additional participants.

## **Campus Shuttle Procedures**

The college van is a resource that many offices and departments utilize for field trips and other off campus activities. If a student wishes to reserve the college van for personal use, which may include but is not limited to, a ride to/from the airport, bus station or train station, the student will be charged \$0.485 per mile. Personal requests must be submitted in writing to the Office of Student Affairs at least two weeks prior to the date of the request. The Director of Student Affairs has the right to approve or deny personal van requests.

## **Campus Security Policy**

Chester College of New England publishes and distributes an annual security report by October 1st of each year. Our campus policies, procedures, and facilities for students and others to use when reporting criminal actions and emergencies on campus are stated below:

### **(1) Reporting Criminal Actions and Other Emergencies on Campus**

Any criminal action, actual or potential, or other emergency should be reported immediately to a member of the residential staff (Director of Student Affairs, Resident Directors, or Resident Assistants,) College Maintenance personnel, the Chester Police Department, or to other College personnel as necessary. A campus incident report should be completed and filed with the Director of Student Affairs within twenty-four hours of the incident, or as soon as the immediate danger or emergency has subsided. Incident report forms may be obtained from the Director of Student Affairs and Resident Directors. The completed incident report will be retained and used by the College Safety Committee, which is responsible for gathering and reporting federally required campus crime statistics.

Minor offenses will be handled in-house. The *Student Handbook* states the College rules and describes the disciplinary actions to be taken for infractions of those rules.

### **(2) Security on Campus**

The College's Maintenance Department maintains College buildings and grounds with concern for safety and security of students, faculty, and staff of the College. Repairs are addressed in order of priority, with attention given to potential health, safety, and security hazards, including broken windows and locks. Potential safety hazards should be reported to the Director of Student Affairs or any member of the residential staff.

Campus buildings and Route 121 from Douglas Hall to Dalrymple Center are well lit in an effort to provide safe movement between College buildings. Buildings are secured with exterior and interior locks and are open to faculty, staff, and students during regularly scheduled classes and events. The general public has access to the College Bookstore during the posted hours and to College buildings during special community. These functions are generally limited to one specific location such as the Wadleigh Conference Area, or the Powers Conference Room.

The security of the residences is a cooperative effort and the collective responsibility of all residents. Students are expected to exercise discretion and caution in permitting their guests into the residences and must adhere to College residence policies.

Resident Directors live on campus and supervise the security of their residences. Public telephones are located in the residence hall, the student center, the dining commons, Wadleigh Library, and the Photo Barn.

### **(3) Campus Law Enforcement**

The College encourages students, faculty, and staff to take prudent measures to ensure their own safety. Any criminal activity or emergency should be reported to the Chester Police Department at 887-3229 or to an appropriate member of the College community. The College abides by the laws of the State of New Hampshire. The authority to arrest lies with the local and state law-enforcement officers. The Director of Student Affairs, Resident Directors, Resident Assistants, College Maintenance personnel and other College personnel have the authority to enforce College rules and to report illegal actions.

#### **(4) Information**

The College holds orientation and residence hall meetings to inform students about campus security policies and procedures. Employees are briefed at personnel meetings and by their supervisors. The *Student Handbook* and the *Annual Security Report* are distributed to all students and employees. Each contains campus security policies in full or summarized form. Statistical information regarding campus criminal activity is distributed to all current students and employees no later than October 1 each year, and is available upon request to prospective students and employees.

#### **(5) Programs**

Crime prevention education is provided during College orientation and in residence hall meetings. Workshops to address particular subjects can be arranged with outside professionals such as the Chester Police Department or the New Hampshire State Police. Publications on drug and alcohol prevention are available in the College library and with the Director of Student Affairs. Information on rape and date rape are available from the College Director of Student Affairs.

#### **(6) Statistics**

The College maintains statistical information on the following criminal offenses reported to local police agencies and to any official of the College who has significant responsibility for student and campus activities:

- i) murder
- ii) rape or sex offenses, forcible or non-forcible
- iii) robbery
- iv) aggravated assault
- v) burglary
- vi) motor-vehicle
- vii) liquor & drug law violations
- viii) arson

#### **(7) Off-Campus Security**

Students, faculty, and staff are expected to abide by the same rules off campus as on campus, as well as at any College-sponsored event. Crimes and incidents occurring off campus should be reported to the proper authority and an incident report should be filed with the College within twenty-four hours of the crime or incident.

#### **(8) Arrest Statistics**

The College records and maintains statistics concerning the number of arrests for the following crimes occurring on campus:

- i. Liquor law violations
- ii. Drug abuse violations
- iii. Weapons possession

The College also maintains statistics of the above offenses that manifest evidence of prejudice based upon race, religion, sexual orientation, or ethnicity.

The statistics are printed and inserted into the campus security pamphlet that is distributed to all students and employees no later than October 1<sup>st</sup> each year.

## **Emergency Contingency Plan**

An **Emergency** can be declared by the President of the College, or by a member of the College Staff acting on behalf of the President of the College.

An **Emergency** can be declared:

- In the event of an extended power failure when students are in residence. An “extended power failure” shall be a power failure that has lasted or is expected to last over four hours.
- In the event that a water, septic or heating system in a residence hall is determined to be in failure.
- In the event that a residence hall is damaged or destroyed by fire, water or other natural event.
- If the Office of Student Affairs should declare a health emergency.

In preparation for these stated emergencies, the procedures outlined below will be followed:

- The Maintenance staff will secure a water supply for the College Community.
- All students and employees will be made aware of this emergency plan.
- The Town of Chester will be contacted annually by the Office of Student Affairs to assure that temporary emergency shelter can be provided.
- The Town of Chester Police Department will be provided with a copy of this plan and all revisions to this plan.

The following steps should be followed:

### **In the case of an extended power failure:**

1. During the day, (8am-4pm) the Dean of the College will determine if classes should be suspended.
2. During the evening, (5:30pm-7:30am) the Director of Student Affairs will determine if the residence halls should be closed. If the residence halls are closed, housing will be provided in Powers and the Emergency Shelter if heat is necessary, and Dalrymple Hall and the Wadleigh Library if heat is not necessary.
3. Freezers and refrigerators will not be opened during this period unless done so by the Food Service Staff. Preserving food is a priority and dry food should be used first.
4. Water, set aside in anticipation, should be used for drinking, septic use and cooking.
5. Students will provide their own bedding should the need arise to stay in another building overnight.

### **In the event of an emergency involving a water, septic system or heating system failure:**

1. In the case of water loss, the reserved water supply will be made available to each residence hall. The water is to be used for drinking and the septic system first.
2. If the septic system fails, the residents should be directed to use facilities in other buildings. If the system is expected to be in failure for an extended length of time, a portable facility will be procured and made available.
3. If a heating system fails, the students will be moved to an available space on campus. If the system is to be out for an extended length of time, then the students will be allowed to move only necessary personal belongings to the available space.

4. If there is no space available, the Town of Chester will be contacted to implement the emergency shelter agreement.

**In the event of a fire:**

- Implement the Town of Chester Emergency Shelter Procedure.
- If a residence is closed by the Office of Student Affairs for a public health concern for an extended length of time, the Emergency Shelter Plan will be implemented.
- If a situation arises that means evacuation of the entire campus to the Emergency Shelter, the Chester Police will be notified and requested to make sure that no one is on the campus grounds. If necessary, they will be assisted by campus personnel who have additional duties as security for the College.

Revised 8/2008

## **Drug & Alcohol Abuse Policy**

The following pages describe the policy of Chester College of New England concerning the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students or employees on College property or as part of any College-sponsored activity.

Chester College of New England complies with local, State and Federal laws concerning the unlawful possession, use, or distribution of drugs and alcohol by employees of Chester College of New England on institutional property or at institutional related/sponsored events.

This policy statement addresses the Drug-Free School and Communities Act of 1989:

### **The Act**

As a condition of receiving federal aid, the Drug-Free Schools and Communities Act of 1989 requires a College to certify that it has implemented a drug and alcohol awareness program for students and employees. The Act amended the Higher Education Act of 1965.

### **Purpose**

The Act is intended to combat substance abuse on campus through prevention, rehabilitation, and punishment. The Act establishes broad standards to allow academic freedom in promulgating programs.

### **Institutions Affected**

The Act affects all Colleges that receive funds or any other form of financial assistance under any federal program, including student financial aid.

### **Individuals Affected**

All students and employees of affected institutions are included in the Act. "Student" means anyone taking one or more classes for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. Also included are students and employees in the College's academic programs in a foreign country and off-campus in the United States.

### **Effective Date**

The Act took effect October 1, 1990. Certifications of compliance were due April 1, 1991.

# Chester College of New England Policy on Drug & Alcohol Abuse

## Contents

- I. Chester College of New England Standards of Conduct
- II. Legal Sanctions
- III. Health
- IV. Available Counseling Services

### I. Chester College of New England Standards of Conduct

The College adheres to and supports the laws of the land and the State of New Hampshire regarding the unlawful use of alcohol, drugs, and narcotics. Prescribed drugs are allowed on campus for the explicit use of the person for whom the prescription was issued. Under no circumstances are students permitted to procure, possess, or use any illegal drug, narcotic, or alcoholic beverage on College property or at any College-sponsored event. A student doing so is subject to immediate dismissal.

#### Institutional Sanctions

##### Alcohol

Because of the law enacted by the State of New Hampshire, and in light of the fact that a majority of the students who attend Chester College of New England do not reach the age of 21 before graduation, the Board of Trustees has declared that Chester College of New England shall be a “dry” campus. No alcoholic beverages of any kind will be allowed on campus.

The following rules for offenders were advocated by the Student Government Association and established by the college’s administration:

**First Offense:** Any student in possession of alcohol, found consuming alcohol, and/or any student who exhibits the symptoms consistent with an individual under the influence of alcohol while on Chester College of New England property will be faced with a minimum \$100 fine or 30 hours of community service, and one week of suspension. Resident students who violate the college’s alcohol policy may also be placed on housing probation or have their on-campus housing privileges suspended. The student will also jeopardize any Title IV funding and most certainly any institutional funding they may receive. Failure to complete these sanctions will result in further penalties.

**Second Offense:** The student will be expelled from the College and banned from College property.

Any student who is found to be supplying a student with alcohol will face an immediate suspension.

Any student who is in the presence of another student who is breaking a College rule or regulation is considered knowingly present and as equally responsible as the student in violation.

A formal appeal of any action taken must be presented in writing to the Director of Student Affairs within 48 hours of the decision.

## Drugs

Chester College of New England supports the Federal and State laws prohibiting the use, possession or sale of controlled drugs. The College will not interfere with the legal prosecution of anyone who is apprehended using, possessing, or supplying illegal drugs. Drug violations may be either misdemeanor or felony offenses.

Chester College of New England students, employees, and their guests are responsible for informing themselves of State and Federal laws on drug use.

Controlled drugs are defined by law as those having stimulant, depressant or hallucinogenic effects upon the higher functions of the central nervous system and having potential for abuse or for physiological and psychological dependence or both. Controlled drugs are classified as: amphetamine, barbiturate, cannabis (marijuana), cocaine, morphine-type, hallucinogenic, and other stimulant and depressant drugs, excluding alcohol, nicotine, and caffeine.

The following are illegal activities involving controlled drugs. They also violate College policy.

**Sale Transaction:** Exchange, gift, offer of, prescription, administration, and dispensation (except as authorized by Federal law).

**Manufacture:** Compound, mix, cultivate, grow, or process the production or preparation of controlled drugs.

**Possession:** Knowingly have under control; knowingly control any premises or vehicle where a controlled drug is illegally kept or deposited; aiding, assisting or abetting a person, knowing that such a person is illegally in possession of a controlled drug.

**Possession of Drug Paraphernalia:** Knowingly control any premises or vehicle where drug paraphernalia is kept or deposited.

The College has a zero tolerance level when it comes to drugs. Any student found engaging in or in the presence of someone engaging in illegal activities involving controlled drugs (as listed above) is subject to:

- a. Expulsion and/or
- b. Possible referral to the proper authorities for prosecution.

Any student who is found to be supplying a student with drugs will face an immediate suspension from the College and will be banned from College Property.

## **II. Legal Sanctions -- Criminal Codes of the State of New Hampshire**

The College does not condone violations of law. The following is a summary of the law of the State of New Hampshire on the use of alcoholic beverages.

### **1. Prohibited Sales**

No person shall sell or give away or cause or permit or procure to be sold, delivered or given away any liquor or beverages to a person under the age of 21 years.

### **2. Person Misrepresenting Age**

A person who falsely represents his age for the purpose of procuring liquor or beverages and who procures such liquor or beverages shall be guilty of a misdemeanor.

### **3. Person Under 21**

No person under the age of 21 years shall be allowed in those areas where liquor or beverages are being served unless accompanied by their parents or legal guardian.

### **4. Identification Cards**

Any person who attains the age of 21 years, or anyone whose age would be questioned as to being under the age of 21 years, who desires to purchase alcoholic beverages may apply for an identification card to the town clerk where he resides, or is temporarily located, on a form to be provided by the liquor commission.

### **5. Possess in Motor Vehicles**

Any person under the age of 21 years, operating a motor vehicle upon the public highway, except when accompanied by a parent or guardian, and having liquor or beverage in any form in container, open or unopened, in a any part of the vehicle, may have his license suspended or his right to operate denied for three (3) months.

## **Acts Prohibited**

1. No person may manufacture, possess, have under his control, sell, purchase, prescribe, administer, or transport or possess with intent to sell, dispense, or compound any illegal drug, or any preparation containing a controlled drug, except as authorized by law.
2. Any person who conspires with another person to violate the law is guilty of the additional crime of conspiracy, which can be punished as a felony (prison.)

## **Sentences and Limitations**

1. A person convicted of a crime may be sentenced to imprisonment, probation, conditional or unconditional discharge, or a fine.
2. If a sentence of imprisonment is imposed, the court shall fix the maximum thereof which is not to exceed:
  - (a) Fifteen years for a class A felony
  - (b) Seven years for a class B felony
  - (c) One year for a misdemeanor
3. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The amount of fine can range from \$500 for a "violation" to \$2000 for a felony.

## **Penalties**

1. Any person who, except as authorized under RSA 318-B,
  - (d) manufactures, sells, prescribes, dispenses, compounds, transports, or possesses with intent to sell dispense, offers or gives or administers to another person any:
    - (1) Illegal drug shall be guilty of a class A felony if a natural person, or guilty of a felony if any other person.
    - (2) Illegal drug other than narcotic drug shall be guilty of a class A felony if a natural person, or guilty of a felony if any other person.
  - (b) Possesses or has under his control, any quantity of any:
    - (1) Illegal drug shall for a first offense, if a natural person, be guilty of a class B felony, and any other person shall be guilty of a class A felony if a natural person, or shall be guilty of a felony if any other person.
    - (2) Illegal drug other than a narcotic drug shall be guilty of a misdemeanor if a natural person, or guilty of a felony if any other person. For each subsequent offense, he shall be guilty of a class B felony, and any other person shall be guilty of a felony.
2. A person shall be guilty of a misdemeanor who:
  - (a) Controls any premises or vehicle where he knows an illegal drug is illegally kept or deposited;
  - (b) Aids, assists, or abets a person in his presence in the perpetration of a crime punishable under subparagraph I(b) or (c), knowing that such person is illegally in possession of an illegal drug;
  - (c) Manufactures with the intent to deliver, delivers, or possesses with the intent to deliver any drug when such drug is knowingly manufactured, delivered, or possessed for one or more of the uses set forth in RSA 318-B:2, II; or
  - (d) Places an advertisement in violation of RSA 318-B: 2, III.

Criminal Code  
New Hampshire

## **III. Health Risks Associated with the Use of Illegal Drugs and the Abuse of Alcohol**

- (1) Users of illegal drugs and alcohol face a multitude of health problems in varying forms as follows:
  - a. Increased risk of lung cancer, bronchitis, and emphysema.
  - b. Depression of the immune system that helps to fight disease.
  - c. Depression of brain reaction, impairment of visual tracking, destruction of self-esteem, and emotional maturity.
  - d. Increase in heart rate, often leading to cardiac arrhythmia, high blood pressure, and eventually serious cardiac disease.
  - e. For men, decrease in sperm count and mobility; in women, irregular or absent menstrual cycles. Drugs travel through the placenta and have caused complications during pregnancy and in the newborn resulting in multiple birth defects.
  - f. Lack of appetite, vomiting, and diarrhea.
  - g. Anxiety, muscle twitching, and spasms.
- (1) Toxic reactions can cause brain seizures, heart attacks, and cardio-respiratory collapse, resulting in death.
- (2) Alcohol abuse has the same effect as drugs on the Central Nervous

System: Poor vision, loss of coordination, memory loss, loss of sensations, mental and physical disturbances resulting in brain damage. In the body tissues excessive alcohol impairs and eventually destroys the liver's functions.

- (3) It is irritating to the digestive track, causing irritations to the mouth, esophagus, stomach, pancreas, and may cause cell damage to the intestines. This may result in malnutrition and/or cancer.

#### **IV. Counseling Policy**

At this time, Chester College of New England does not have a formal drug and/or alcohol treatment program available at the College. Alcoholics Anonymous, Narcotics Anonymous and other supportive networks are recommended as they have proven to be effective treatment modalities.

Since neither alcohol nor drugs are permitted on the Chester College of New England campus, the policy requires the College to exclude habitual offenders from the College community.

## **Chester College of New England Policy on Sexual Harassment**

Chester College of New England respects the dignity of all members of its community and will not tolerate verbal or physical behavior, which endangers or seriously demeans College community members. Such behavior includes sexual harassment.

### **Definitions of Sexual Harassment**

Sexual harassment is:

1. Creating a sexually embarrassing, intimidating, hostile or offensive working or educational environment.
2. Harassing on the basis of a known sexual health condition or preference.
3. Subjecting a person to unwanted sexual attention.
4. Attempting to force an unwilling person into a sexual relationship.
5. Punishing a refusal to comply with requests for sexual attention.

Harassment may encompass a variety of behaviors, threats, humiliation, coercion, intimidation, and economic or academic pressure.

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

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic evaluation;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting such an individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment.

Sexual harassment is an issue of campus-wide concern. Faculty members and others in positions of authority over students must be sensitive to behavior which might endanger a student's trust. The abuse of such authority or trust injures not only the individual student, but also the educational integrity of the College as a whole. Respectful behavior must be evident in relationships among administrators, faculty, and staff to set a tone for the College. Students are expected to affirm this tone in their relationships with other students, administration, faculty, and staff.

Chester College of New England is responsible for defining and describing sexual harassment; bringing the issue to the attention of the College community; providing guidelines for behavior and answers to questions; making widely accessible the procedures for dealing with injurious behavior; and, as far as it has the power, resolving injustices.

A procedure whereby any member of the Chester College of New England community who is sexually harassed by another community member can voice a complaint, receive a sympathetic hearing, and gain redress, is necessary and proper. Since cases involving sexual harassment are often complicated by disagreements over emotional and/or physical damage, individual intent, or compliance, no single procedure can be perfect for every situation. General guidelines, however, follow. These reflect Chester College of New England's concern for individual worth, both of the aggrieved and the accused.

Because of the seriousness of this offense, the College has designed a formalized procedure to protect all individuals concerned.

## **Education**

The College believes that many incidences of sexual harassment arise because of lack of sensitivity on the part of the accused, and that training in this area can be expected to result in the prevention of such incidents of sexual harassment. Therefore, all members of the College Community are required to attend a Sexual Harassment Sensitivity Training Workshop provided by the College.

## **Procedures for Reporting and Resolving Sexual Harassment**

### **I. COMPLAINT**

Complaints of sexual harassment should be reported in writing to one of the members of the Sexual Harassment Review Panel. This panel consists of a number of administration, faculty, and staff members who have agreed to serve and who have completed the required sexual harassment sensitivity training.

At present, the panel consists of:

Dean of the College  
Director of Student Affairs  
Human Resources Manager  
Director of Library Services  
Elected Faculty Member (two-year term)  
Elected Staff Member (two-year term)

### **II. INFORMAL PROCEDURE**

The panel member who receives a report of sexual harassment will first attempt to resolve the matter informally if all concerned find this acceptable.

1. If the alleged offense is strictly verbal and it is the first such complaint against the accused, the panel member may choose to discuss the matter with the accused. An incident report will be completed and signed by both the panel member and the complainant. A copy will be given to the accused and another placed in the personnel file if the action is against a member of the faculty or staff. If the action is against a student, a copy will be given to the accused and placed in a file kept by the Director of Student Affairs. The other members of the panel will be informed.
2. If the alleged offense is strictly verbal and it is a repeat offense, or if any physical harassment has been involved, the review panel will convene to discuss how to proceed. They may decide upon a formal review process if a more severe sanction is required.

### **III. FORMAL PROCEDURE**

If a formal review process is deemed necessary, both complainant and accused will provide to the review panel within seven (7) calendar days of the original complaint, a written description of the incident or incidents at issue, including names of witnesses.

Both complainant and accused will be given a written notice of:

- A. The charge
- B. Time and place of the hearing
- C. Names of witness(es) to appear
- D. The right to appeal

- If a faculty or staff member believes they have been sexually harassed, they should bring their written complaint to either the Dean of the College or the Director of Human Resources.
- If a student feels that she/he has been, or is being, subjected to sexual harassment, she/he should bring her/his written complaint to one of the following individuals depending upon who is involved:
  - A. A student complaint against another student should be reported to any one of the Residence Life Staff members and/or to the Director of Student Affairs.
  - B. A student complaint against a student who is acting as a supervisor should be brought to the Director of Student Affairs.
  - C. A student complaint against a faculty member should be brought to the Dean of the College or the Director of Student Affairs.
  - D. A student complaint against a member of the College staff or administration should be brought to the Director of Human Resources or the Director of Student Affairs.

Prior to the hearing, all parties will be given the right to inspect any written documentation to be presented. Written documents will be kept confidential by all parties involved.

All parties will be permitted to present their cases including witnesses and relevant documentation.

There will be written findings of fact, and the decision of the panel will be given in writing to all parties within ten (10) calendar days following the conclusion of the hearing.

#### **IV. RESOLUTION**

Upon completion of the formal grievance process, when a resolution has been made, the panel will recommend a sanction: letter of reprimand, notice of suspension from work or class, termination, or an alternative action commensurate with the panel's findings.

If allegations cannot be confirmed, no reference will be entered in the personnel or academic file of the accused person. If the allegations are confirmed, at the discretion of the panel, a Record of Action may be placed in the personnel or student file/s. The College will retain records of all hearings.

#### **V. APPEAL**

Either party may appeal within five (5) days of the date of the decision made by the panel. The panel's decision is presented to the President of the College. Such an appeal must specify in writing the reason for the appeal. At that time, the President will decide whether to hear the appeal. The President reserves the right to convene an "appeal" panel for further review and possible action.

Should the complainant desire to file a complaint with the EEOC (Equal Employment Opportunity Commission), that action, by federal law, must be taken by the complainant within 180 days of the alleged incident.

## **Chester College of New England Policy on Sexual Assault**

### **New Hampshire Law:**

Chapter 632-A of the New Hampshire Revised Statutes Annotated establishes three categories of sexual assault and related offenses. (Please keep in mind that the following is a partial review of the statutes covering sexual assault and related crimes in New Hampshire. It is intended only for purposes of information and guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.)

1. Aggravated Felonious Sexual Assault (a Class A felony punishable by up to 15 years in prison), includes engaging in "sexual penetration" of another, in pertinent part, under any of the following circumstances:

- through application of physical force, violence or superior physical strength;
- when the victim is physically helpless to resist;
- when the victim is less than 13, or when the victim indicates by speech or conduct that consent is not freely given to performance of the sexual act, or there is a pattern of sexual assault with a victim under the age of 16;
- when the actor coerces the victim to submit by threatened use of physical violence or physical strength and the victim believes the actor has the ability to execute these threats;
- when the actor coerces the victim by threatening to retaliate;
- when the victim submits under circumstances involving false imprisonment, kidnapping or extortion;
- when the actor, without prior knowledge or consent of the victim administers or has knowledge of another administering to the victim any intoxicating substance which mentally incapacitates the victim;
- when the actor provides therapy, medical treatment or examination of the victim in the course of a therapeutic relationship under certain circumstances. See, NH RSA 632-A:2.

2. Felonious Sexual Assault (a Class B felony punishable by up to 7 years imprisonment), includes, in part, "sexual contact", (intentional sexual touching, reasonably construed as being for purposes of arousal or gratification) when the accused:

- causes serious personal injury to the victim;
- engages in sexual penetration with the person between the ages of 13 and 16;
- engages in sexual contact with a person under the age of 13;
- engages in sexual contact with a person when the actor is in a position of authority over the person and uses that authority to coerce the victim. See, NH RSA 632-A:3.

3. Sexual Assault (a Class A misdemeanor punishable by a fine and up to one year imprisonment), includes, in part, "sexual contact" with a person 13 years of age or older under the circumstances described regarding aggravated felonious sexual assault, and/or engages in sexual penetration with a person between the ages of 13 and 16 where the age difference between the actor and the other person is three years or less. See, NH RSA 623-A:4.

The campus sexual assault policy below follows the format published in the Federal Register of Friday, 4/29/94. More information on this topic can be found in Chester College of New

England's *Annual Security Report*, updated and published yearly in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990.

- i) The Office of Student Affairs makes available to all students literature that educates individuals as to what constitutes rape or date rape. Sexual assault is also discussed in residence meetings to educate students as to how best prevent assault, and what to do in the event of sexual assault.
- ii) In the event of assault, the student's health is of utmost importance. The student should seek medical attention as the first priority. This entails going to the nearest emergency room as soon as possible. The student or a campus official should contact local authorities. An incident report should be completed as soon as the situation has stabilized.
- iii) The student is encouraged to notify the proper law enforcement authorities immediately after an assault. College officials will assist the student in notifying the authorities should the student require or request assistance.
- iv) While the College does not provide full-time counseling services, it does encourage victims of sexual offenses to seek the aid of advocacy programs and/or mental health counseling, depending on the individual need.
- v) The safety and well-being of the student is of utmost importance. The College is responsive to the needs of our students and every reasonable effort is made to ensure appropriate academic and living situations for victims of sexual assault.
- vi) The College respects the dignity of all members of the College community and does not tolerate any behavior that endangers or demeans any member of the community. A sexual offense is a serious violation of human dignity. Offenders are subject to fair and just disciplinary actions.
  - a) The accuser and the accused are given equal opportunity to have others present during a disciplinary proceeding.
  - b) Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought about alleging a sexual offense.
- vii) Sanctions may be imposed following a final determination of an institutional disciplinary proceeding regarding rape, date rape, or other forcible or non-forcible sexual offense. Disciplinary action may result in suspension or expulsion.
- viii) The College distributes the Campus Security Report to all currently enrolled students and all employees no later than October 1<sup>st</sup> each year. Further, its availability is made known to all prospective students and to all prospective employees. Upon request, they will be given a summary of its contents and the opportunity to receive a complete copy of the request.
- ix) The College complies with this policy for any and all locations in which it operates.
- x) The College complies, maintains, and submits all statistical information in compliance with the Campus Security Act and the Student Assistance General Regulations.
- xi) The College shall, in a timely manner that will aid in the prevention of similar crimes, report to the campus community crimes that are:
  - a) described in paragraph (6) of this policy;
  - b) reported to campus security authorities as identified under the College's statement of current campus policies pursuant to paragraph (1) of this policy or local police agencies; and
  - c) considered by the College to be a threat to students and employees.

## Hate Crimes Policy & Procedure

Hate crimes in any form are unacceptable and are considered in violation of the College Code of Conduct. Hate crimes include, but are not limited to, verbal and/or physical abuse of person or persons because of their gender, sexual orientation, racial, ethnic or religious background. Those accused of hate crimes will receive a hearing conducted by the Dean of the College who will conduct an investigation of the alleged incident(s) and issue sanctions, if appropriate, up to and including dismissal from the College. Appeals of the Dean's action can be made to the President of the College, following the standard guidelines for filing an appeal as described in the *Student Handbook*.

The victim of a hate crime is encouraged to notify the proper law enforcement authorities immediately after the occurrence of the crime. College officials will assist the student in notifying the authorities should the student require or request assistance. College officials may exercise their discretion in notifying law enforcement authorities regardless of whether or not the student does so.

Once the occurrence of a hate crime has been confirmed, College officials will take steps to notify the campus community in a timely manner in order to prevent further incidences of similar behavior. College officials will take all other reasonable steps to insure the safety of all members of the campus community.

Reviewed 8/2007

## Campus Health Policies

### Accidents or Illness

The College does not provide health services beyond first aid kits, which are in every building on campus. These kits remain stocked throughout the year and are available to all faculty, staff and students. If students have questions regarding their health, they can call **Elliot-On-Call at (603) 663-4567**. A nurse is available 24 hours a day to answer general health questions. In the case of a non-emergency, transportation to Parkland Medical Center or the Elliot Hospital can be provided.

### In case of an accident or illness:

- Report illness or accident to a Residence Director and/or the Director of Student Affairs.
- Accidents **must** be reported on appropriate forms supplied by the Director of Student Affairs. Copies must be filed with the Business Office and other appropriate offices. If students are unable to report a specific accident themselves, a person at the scene should contact the Residence Director or the Director of Student Affairs and give the student's name and a brief description of the problem.
- Students who are in need of an ambulance go to Parkland Medical Center Emergency Room in Derry, NH, or the Elliot Hospital Emergency Room in Manchester, NH for emergency care. Ambulances are called whenever a student's well-being is in question.
- The cost of the ambulance service is the responsibility of the student. All expenses incurred by the student for doctor and hospital visits are the student's own responsibility - to be paid by the student at the time service is rendered or by the student's own private health insurance.

### **Campus Smoking Policy**

All buildings on the Chester College of New England campus are non-smoking. Anyone who violates this policy is subject to one or more of the sanctions already listed in the College Code of Conduct Policy. There are disposal receptacles outside of all buildings for those individuals who choose to smoke. Smoking is not permitted within 25 feet of any building's entrance.

### **Contagious Disease Policy & Procedure**

To ensure a safe and healthy living community at Chester College of New England, the college requires that a student diagnosed with a contagious disease must immediately seek treatment at a local medical facility. If this disease can be spread through face-to-face contact with others, the student is a risk to the community and they are not allowed onto campus until the Office of Student Affairs receives a written note from their physician stating that the student is no longer a risk. If a student is diagnosed with a contagious disease that cannot be spread through face-to-face contact, the student may return to campus if they meet with the Director of Student Affairs and personally take proper personal hygiene and social distancing measures to ensure the disease will be contained. If this student does not act responsibly for their illness and puts other students and staff members at unnecessary risk, the student will be asked to leave campus until the Office of Student Affairs receives a doctor's note stating that it is safe for the student to return. If a student or staff member shows symptoms of a contagious disease, they are required to get tested for this disease at a local medical facility. If a student or staff member refuses to get tested, they may be dismissed from the college. The campus community will be notified by the Office of Student Affairs about all diagnosed diseases and preventative measures community members can take. The identity of infected students is confidential and will not be included on the notifications.

### **Pets on Campus**

For health and safety reasons, pets are not allowed in buildings or on the campus grounds.

### **Medical Records**

All full-time enrolled students must have a completed health form and immunization records on file with the Office of Student Affairs. Students who do not have a completed health form on record risk not being able to reside on-campus or attend classes.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information, used and disclosed by reason of attendance at Chester College of New England in any form, whether electronically, on paper, or orally, are kept properly confidential. HIPAA gives the student sufficient new rights to understand and control how medical information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, the college has prepared this explanation of how the institution is required to maintain the privacy of your health information and how the college may use and disclose student health information.

The college may use and disclose a student's medical records only for each of the following purposes: attendance & participation, treatment, transportation, and emergency notification.

Attendance & Participation: means review by the Director of Student Affairs of information and health records submitted in support of your application to attend Chester College of New England, reside on campus, and participate in all activities and experiences sponsored by the college, on- or off-campus.

Treatment: means coordinating or managing healthcare and related services by one or more care providers. An example of this would include treating a sprained ankle at an off-site facility.

Transportation: means removal from the campus or sponsored off-campus venue (with or without medical records) by ambulance, paramedics or other vehicle to hospital or other treatment facility.

Emergency Notification: means notification by phone to the person or household designated by the student, in the event of illness or injury.

Any other uses and disclosures will be made only with written authorization from the student. Students may revoke such authorization in writing and the college is required to honor and abide by that request, except to the extent that the college has already taken actions relying on the student's authorization.

Students have the following rights with respect to protected health information, which students can exercise by presenting a written request to the Director of Student Affairs:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by the student. The college is, however, not required to agree to a requested restriction.
- The right to reasonable requests to receive confidential communications of protected health information from the college by an alternative means or at alternative locations.
- The right to inspect and copy protected health information.
- The right to amend protected health information.
- The right to receive an accounting or disclosures of protected health information.
- The right to obtain a paper copy of this disclosure notice from the college on request.

This notice is effective as of August 1, 2008 and the college is required to abide by the terms of the Notice of Privacy Practices currently in effect. Chester College of New England reserves the right to change the terms of our Notice of Privacy Practices and make new notice provisions effective for all protected health information that the college maintains. The college will post and students may request a written copy of a revised Notice of Privacy Practices by contacting the Office of Student Affairs.

Revised 8/2008

# Residence Life

## Residence Life Rules and Regulations

Residences are privately owned and maintained by the College. They are not public buildings; therefore, occupancy and visiting are privileges extended, not a right. While the College values and respects the privacy of community members, it retains the right to access all College rooms, the right to determine which activities are permitted in College facilities, the right to proscribe inappropriate behavior, and the right to limit what residents may have in their rooms. If the Director of Student Affairs and Residence Directors have reasonable cause to suspect that a violation of the College Code of Conduct has or is taking place in a room, they have the right to search that room.

All students who wish to live on campus must sign a Room and Board Contract. Room, roommate, and single room assignments are made before the beginning of the academic year, or for those who enter mid-year, before the second semester. Requests for room changes or roommate changes are not accepted until two weeks have passed in the semester. Students may not change rooms or roommates without discussing the change with their Residence Director, who will consult with the Director of Student Affairs. The Director of Student Affairs makes the final decision. Occupants who, by their behavior, exhibit serious disregard for the condition of their room and the College's property may risk immediate forfeiture of the privilege of living on campus.

## Visitor and Overnight Guest Policy

### Visitors

A visitor is defined as someone who comes to the residence hall during day or evening hours to visit a resident student. Visitors could be defined as parents, family members, commuter students, friends, significant others, etc. The visitor's host (enrolled student) must sign-in and sign-out all visitors on the sign-in sheet in the lobby of the residences. Regardless of how long a visitor is present in the residence area, or if they are a resident from another hall, they are asked to sign in and out. This policy is for safety and security purposes and we appreciate everyone's compliance with this procedure.

### Overnight Guests and Guests Passes

An overnight guest is defined as a guest staying later than 11:00 p.m. on any given night or a guest that visits the residence halls from 11:00 p.m. through 7:00 a.m. the following day. All overnight guests must have a registered guest pass completed by their host at least twenty-four hours in advance. Unregistered guests present after 11:00 p.m. will be instructed to leave the residence area by the Residence Life team.

The Office of Student Affairs requires that all resident students who anticipate any overnight guests during the current semester file an "Intended Guest Request Form." This form will remain on file in the Residence Life Office for staff referral. This form will be made available to students during the first official Residence Hall meeting, or it may be obtained from Resident Directors at your request.

During the first two weeks of each semester there is an overnight guest freeze. No overnight guests are permitted to allow time for all students to acclimate to academic and student life. Daytime visitors are permitted during this overnight guest freeze, but must leave the residence area by 9:00 p.m. Any host, or visitor, not in compliance with these policies could lose all guest privileges for the entire semester with even the first violation.

The guest policy states that overnight guests are permitted on any night of the week. Each student (or indicated host) is only allowed five total overnight guest passes per month, and no more than two guest passes per night, per room. Overnight guests are limited to five guest passes per month as well, regardless of whom may have been the host. If applicable, permission must also be granted by the roommate of the host. Overnight Guest Passes must be completely filled out and submitted in person to a member of the Residence Life team no later than 24 hours in advance of the indicated arrival of the overnight guest. If the host misses the deadline to submit a guest pass or the pass is filled out incorrectly, the host may request an exception by made to the Resident Directors of the Director of Student Affairs. Chester College of New England reserves the right to deny such requests.

The College is not liable for actions or behaviors of overnight guests and personal safety and responsibility are that of the said host in sponsoring such overnight guest. It is the responsibility of the said host to escort her/his guest at all times and to be aware of the guest's whereabouts and actions at all times. All guests and visitors are also expected to adhere to all residence area policies as stated in this handbook (including quiet and courtesy hours), state and federal laws, and to residence staff requests while on campus.

Only overnight guests over the age of 18 are permitted in the residence area. If students have a sibling or family member who is not 18 years or older that they wish to have as an overnight guest, they must write a letter of request to the Director of Student Affairs asking for permission at least two weeks in advance. The College reserves the right to deny such requests. The College reserves the right, at any time, to revoke such overnight guest privileges to said host and/or indicated guest as deemed necessary. Chester College of New England is a private institution whose residence areas are privately owned. Any questions of these policies and procedures should be directed to the Resident Directors or the Director of Student Affairs.

## **Quiet Hours and Courtesy Hours**

### **Quiet Hours**

Quiet Hours are maintained in all residences according to the following schedule:

Sunday – Thursday: 11:00 p.m. to 9:00 a.m.

Friday and Saturday: 12:00 a.m. to 9:00 a.m.

**During examinations Quiet Hours are in effect 24 hours a day.**

### **Courtesy Hours**

All resident students must respect their neighbors and show courtesy 24 hours a day when it comes to noise, both emanating from their rooms and common areas. Music, television, shouting, playing of musical instruments or other noises that are considered to be at an unreasonable volume and are disturbing to residents are considered to be in violation of courtesy hours. Violation of this policy may result in a sanction.

### **Artwork in Common Areas**

Each residence has several common areas—areas that are available to and used by all residents. Such areas include bathrooms, kitchen spaces, studies and studios, TV lounges, laundry rooms, stairwells and hallways, and main entrances. Due to the nature of this institution, students may wish to display their artwork in these common areas for all residents, guests and visitors to view. Residents may hang their art on the condition that it is hung with poster putty and in an area that does not block signs, exits, outlets, rooms or hallways. Artwork that is hung with tape, tacks, nails, or any other substance that could cause damage to the area where it is placed will be removed. Also, due to the fact that all residents have the right to feel comfortable in their living communities and that the residence hall is not an art gallery, artwork placed in a common area that offends or makes a student or staff member uncomfortable will be removed. Residents are encouraged to bring any questions they have regarding this policy to their Resident Director.

### **Contraband**

Students must not bring contraband items into their room. Items that are not on the approved housing list are contraband. Contraband includes, but is not limited to, toasters, hot plates, pets, and other items not on the list. Before bringing in an item, check with Director of Student Affairs because contraband discovered in plain sight is immediately confiscated. Contraband discovered during an inspection is used as evidence in disciplinary action.

### **Cooking in Residences**

Students may not prepare food in their rooms. With the permission of the Residence Directors, students may use the kitchen in the common room.

### **Drug and Alcohol Abuse Policy**

Because of the law enacted by the State of New Hampshire, and in light of the fact that most of the students who attend Chester College of New England do not reach the age of 21 before graduation, the Board of Trustees has declared that Chester College of New England will be a “dry” campus. The College does not permit alcoholic beverages of any kind on campus. The College also maintains a zero tolerance level to the use of drugs.

### **Electrical Equipment**

Health and safety precautions warrant the following regulations:

- Extension cords must be grounded.
- Only small (maximum size 3.5 cubic feet) refrigerators are allowed in student rooms. Appliances such as, but not limited to: space heaters, power tools, heat guns, hot plates, toaster ovens, coffee makers, microwaves, and other small cooking devices, and halogen lamps are not allowed in student rooms. The College reserves the right to confiscate any item listed above or any item deemed inappropriate for residence.
- Electrical devices which overload/extend the normal capacity of outlets are prohibited. UL approved power strips with separate circuit breakers are allowed.

### **Fire Regulations**

Fire and safety regulations in a group living environment are stricter than in private homes. Residences are equipped with fire and safety equipment for use in emergency situations. Students must obey the following regulations:

- No more than 50 percent of the total wall area in any room may be covered with combustible materials. These include, but are not limited to: posters, flags, pictures, and tapestries.
- Covers on electrical outlets, lights and smoke detectors may not be used at any time.
- Combustible material may not be suspended from the ceilings.

- Students must not tamper with fire and safety equipment such as fire extinguishers, smoke detectors or alarms. Any student(s) or guest who tampers with any fire or safety equipment will face strong disciplinary action.
- Students are welcome to bring some of their own personal belongings into their rooms as long as the Residence Life team approves these items. Prohibited items are listed on page 53 of the *Student Handbook* and may not be brought into the Residence Halls at any time.
- The cost for needlessly activating a false alarm is a mandatory \$200.00 fine. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to the residents of the floor or area where the alarm was activated.
- Any student that takes an excessive amount of time to evacuate or does not evacuate the residence during a fire drill or alarm will be subject to a \$200.00 fine.
- Fire extinguishers are in the residences for emergency use only. Individual(s) who discharge an extinguisher needlessly will face disciplinary action and will be charged a fine related to the property damage, cost of clean-up, and recharging the affected extinguisher.
- Except in an emergency, students may not go on the roof or fire escapes of any building
- A fire drill will be conducted at least once in both residences each semester.
- If the Residence Life team finds a fire hazard in a room of residence, the occupants will be fined \$50 for each hazardous violation and must remedy the situation immediately. If the occupants fail to resolve the hazard(s), they will be subject to further penalties as described in the Code of Conduct and may lose their housing privileges.

### **Hall Meetings**

Each month the Residence Life team will call a hall meeting. Dates, times and locations of these meetings will be posted four to seven days in advance. All residents are expected to attend, as important community information will be discussed. Residents who cannot make these meetings must inform the Director of Student Affairs in writing no less than 24 hours before the scheduled meeting time and must check in with their Resident Assistant as soon as possible to get the missed information. Residents who do not attend a hall meeting without informing the Director of Student Affairs at least 24 hours in advance or at all risk losing guest passes or other residential privileges and receiving a \$50 fine.

### **Hazardous or Dangerous Weapons and Substances**

The College prohibits the possession, storage, or usage of hazardous or dangerous weapons or substances on campus. “Weapons” refers to, but is not limited to the following items: ammunition, explosives, firearms, fireworks, BB guns, pellet guns, paint ball guns, knives, or dangerous chemicals. In order to insure that proper decorum is preserved, the College retains the right to enter a student’s room if it is determined that such a material may be present. Strict penalties will be imposed if this regulation is violated.

### **Housing Probation**

Students who are on housing probation will lose on-campus housing privileges if a second violation of the Code of Conduct is committed. Housing probation can be for one term or for the entire length of enrollment at the College.

### **Housing Selection**

All resident students must pay a housing security deposit of \$200.00 by April 1st in order to secure a room for the following year. Housing will be given based by GPA and on a first come, first served basis. Students who would like to apply for a single room for the fall semester must submit the housing deposit and room preference sheet by March 1<sup>st</sup> in order to be considered.

After this deadline the candidates with the highest GPA will be selected to fill the available single rooms. Students who deposit after April 1<sup>st</sup> will be placed on a waiting list, and all new students will be housed before late deposited students will be considered.

### **Key Deposit**

There is a \$75.00 key deposit for keys issued to students. Residents who do not return their keys or lose their keys will forfeit part or all of the key deposit. If locks need to be replaced for whatever reason, the individual(s) will be charged for a new lock and key. Keep your keys with you at all times.

### **Pets**

For health and safety reasons, pets are not allowed in buildings or on the campus grounds. Students who violate this rule are fined \$25.00 and the pet will be removed immediately. Non-carnivorous fish housed in a 5-gallon tank or less are permitted.

### **Prohibited Items**

The following items are prohibited in the Residence Halls:

- Drug paraphernalia and alcohol
- Electrical appliances such as, but not limited to: space heaters, power tools, heat guns, hot plates, grills, toaster ovens, coffee makers, microwaves, and other small cooking devices
- Kerosene, oil, lava, sun and halogen lamps
- Flammable and/or combustible liquids and/or chemicals, including but not limited to: spray adhesive, spray paint, gasoline and paint thinner
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Candles and incense
- Water pipes (hookahs)
- Waterbeds and beds other than twin size, water chairs, and spas.
- Dart boards and darts
- Natural, cut trees, branches and/or greens (such as holiday trees, wreaths and garlands)
- Overloaded electrical receptacles and excessive strands of stringed lights (must not exceed three strands per room)
- Guns, knives, or other weapons including but not limited to: ammunition, explosives, firearms, fireworks, smoke bombs, sparklers, BB guns, pellet guns, paint ball guns, brass knuckles or dangerous chemicals.
- Animals or pets of any kind (except non-carnivorous fish in 5 gallon tanks or less).
- Satellite dishes mounted in any fashion to any interior or exterior area of a residence hall

NOTE: The preceding list is not all-inclusive; any item that is a threat to public safety may be removed. The College will continually monitor all areas through staff visits and unannounced inspections by College staff. Prohibited items found will be confiscated and not returned until the student leaves the residence. In addition to confiscation, violators may pay a monetary fine and may be subject to judicial action, including possible expulsion from the residence halls.

### **Projects Using Contraband or Prohibited Items**

At Chester College, students may be inspired to create different pieces of artwork that incorporate found objects. Students who choose to use empty alcohol containers, candles, gasoline containers or other flammable objects, or any other part of or whole item found on our prohibited item or contraband list in their art may do so at the discretion of their professor but may not store this project in the residences.

### **Room Inspections—Room Condition and Furniture Inventory Contract**

The College respects the student's rights of privacy; however, the College administration reserves the right to enter a student room when necessary for inspection or maintenance (to be done with discretion and only when necessary.) Room inspections will be done at least three times each semester to check for health and safety issues. Residence Directors and the Director of Student Affairs may request entrance at any time.

Students are responsible for the everyday cleaning of their rooms. Students are also responsible for keeping their rooms in good condition and must report any damages done to their room to a member of the Residence Life team. All resident students are required to sign a Room Condition and Furniture Inventory Contract, which notes the condition of their room. The same form is used when a student officially moves out of their room. During the year, the Residence Life team will make periodic room inspections to check the condition of the rooms against the original contract. The staff will look for damages, beyond reasonable wear. Any new damages that are deemed to be the responsibility of the student will be assessed and billed accordingly. If damages are found, the residents of the damaged room receive a fine, which is added to the student's accounts. Each resident must check out with a member of the Residence Life team before they leave the room permanently. If a student leaves without officially checking out their room, they will lose the ability to appeal any damages they receive bills for after they leave. If a student takes longer than the announced closing deadline to vacate or move out of the residence halls, they risk a \$50 fine, per hour.

Common areas are the responsibility of all who live in the residence; therefore, all students must bear the cost of the repairs. If a student is found to be the cause of college property defacement, \$100 plus the cost of the repairs will be charged to that student.

Students are not charged for the normal wear and tear of their rooms or common areas. The Director of Student Affairs has a complete list of damage or replacement costs. The list is available upon request.

### **Room Use During Vacation Periods**

Check the College calendar for dates and times when the College residences are to be open or closed. Students may not stay in any College building any point during vacations or breaks. Any exception to this policy must be discussed by the Director of Student Affairs and with the Residence Directors at a meeting at least two weeks prior to the date of the requested special permission.

### **Storage**

Storage space on campus is very limited. International students have priority. Any student needing to store personal property must meet with the Residence Directors and the Director of Student Affairs to obtain permission, if storage is available. The College is not responsible for stored items. Personal property left without arrangements for storage or past the storage time period become the property of the College.

### **Student ID Cards**

Students will receive their ID cards at Orientation and at Returning Student Check-In. Students should report a lost ID to the Director of Student Affairs. Students will be required to use their ID cards when checking out library books and for use in the cafeteria, therefore, students should carry their ID cards with them at all times. If students break their ID card or it no longer scans, they can bring the old card to the Office of Student Affairs and a new ID will be issued free of charge. A fine of \$10.00 is imposed for improper ID use or if identification cards are lost.

## **Student Activities and Organizations**

### **Student Activities**

While the college employs a Student Activities Coordinator to plan and implement on and off campus activities for students to take advantage of, the college also empowers students to plan their own activities as well. If a student would like to create their own college-sponsored event, they must do so with the coordination of the Student Activities Coordinator for scheduling and logistical purposes. The Director of Student Affairs may also approve funding for the activity to defray the cost of the program or supplies.

### **Student Organizations**

All student organizations, in order to be officially recognized by the College, must have an approved charter on record with the Office of Student Affairs. The purpose of chartering an organization is to identify student organizations on campus and to ensure that the purpose and programs of the organization are consistent with College policies.

An organization may apply to gain access to funds for their organization after a charter is approved. All applications must be in writing and must be made directly to the Director of Student Affairs. The submission and approval of a charter does not guarantee an organization will receive funding.

All chartered organizations must have a faculty or administrative staff advisor whose role is stated in the charter. New organizations must find an advisor within eight weeks of submitting their charter. Organizations whose advisor resigns, must contact and inform the Office of Student Affairs of the resignation and must find a new advisor within eight weeks of their advisor's resignation.

### **Student Government Association (SGA)**

Chester College of New England expects students to be responsible in all areas of their College living. Upon entering the College each student, full- or part-time, becomes a member of the Chester College of New England Student Government Association. This Association is charged with fostering and supporting various activities of the College, promoting responsible expression of student opinion, and enforcing such aspects of student life as may be delegated to the Student Government Association by the Director of Student Affairs.

It is the position of the Administration and the Board of Trustees to delegate latitude to the students in mediating matters that pertain to student life. The rule of governance is responsibility. Both the Administration and the Board of Trustees will support such actions of the Student Government Association that demonstrate mature judgment, thoughtfulness, and common sense. It will veto any action, which disrupts or interferes with the ongoing business of the College, studying and learning.

# **Chester College of New England**

## **Constitution of the Student Government Association**

### **Preamble**

We, the students of Chester College of New England, in order to establish good working relationships among the administration, faculty, and students, provide a means of responsible free expression for the student body, encourage student participation in the operation of the College, and develop leadership within the student body, do ordain and establish this constitution for the Student Government Association of Chester College of New England.

### **Article I**

#### **Name**

The name of this organization shall be the Student Government Association of Chester College of New England, hereinafter referred to as the SGA. The Student Senate shall be the executive and administrative agency of the SGA.

### **Article II**

#### **Purpose**

Section A. The purposes of the Student Government Association are:

1. To act as the official representative body for the students at Chester College of New England.
2. To serve as the coordinating body between the students and the College staff, administration and faculty and to make recommendations on behalf of the student body to the College administration and/or faculty and staff, as set forth in the By-Laws, article V, section A.
3. To strengthen the role of students in the participation of College governance.
4. To enact and enforce any laws pertaining to areas of student affairs delegated to the SGA by the administration and faculty.
5. To promote constructive activities and programs to serve the students in such a capacity as to further their interests and well-being.

### **Article III**

#### **Membership**

Section A. Membership is open to all students who have paid their semester services fee.

Section B. Duties of members:

1. Attend meetings of the SGA.
2. Participate in the deliberations of the SGA and actively voice opinions at the meetings.
3. Serve as members on committees when appointed by the President of the Student Senate.
4. Carry out the purposes set forth in this constitution.

### **Article IV**

#### **Student Senate**

Section A. The Student Senate shall consist of:

1. The Executive Board: President, Vice-President, Secretary and Treasurer.
2. Class Representatives: Senior, Junior, Sophomore, and Freshman
3. Two Commuter Representatives

Section B. The manner of election of the members of the Student Senate and their qualifications for nominations shall be set forth in the By-Laws.

### **Article V**

#### **Petition**

The members of the Student Government Association shall have the rights of petition, initiative, referendum, and recall, the manner of which shall be set forth in the SGA By-Laws. Petitions shall be presented to the Student Senate for review and consideration.

## **Article VI**

### **Meetings**

Section A. The SGA shall meet at least once a week with the minutes of the meeting posted within forty-eight hours.

Section B. In all meetings of the Student Senate or the SGA, there shall be no voting by proxy.

Section C. In all the meetings of the Student Senate, presence of a majority of the respective members shall constitute a quorum.

Section D. The President of the Student Senate is empowered to convene the members of the Student Senate of the SGA should an emergency arise that cannot be delayed until the next regularly scheduled meeting.

## **Article VII**

### **Amendments**

Section A. Amendments to the constitution shall be introduced to the Student Senate in writing. They then shall be open for discussion at a general SGA meeting and may be amended by the affirmative vote of the student body with the provisions that at least thirty-five percent of the total number of the SGA shall have voted.

Section B. Amendments to this constitution may be made by two-thirds vote of the Student Senate, or by the procedure of initiative as set forth in the SGA By-Laws.

## **By-Laws of the Constitution**

### **Article I**

#### **Elections**

Section A. Student Senate

1. All members of the SGA shall be eligible to participate in all referendums, petitions, initiatives, recalls, and elections; and any such member shall be eligible to be a candidate for the office of the Student Senate provided that he or she meets the qualifications as set forth in Article I, Section B of the By-Laws.
2. All nominations for the candidacy of the officers and representatives of the Student Senate shall be conducted at a general SGA meeting at the beginning of September.
3. Elections shall be held one week after the respective nominations with votes being cast by secret ballot. The Director of Student Affairs shall count the votes.
4. In the case of a tie vote for any office, re-balloting shall take place as soon as possible.
5. No one person may hold more than one office in the Senate.

Section B. Qualifications of Officers and Senators

1. Members of the SGA shall fill the offices of President, Vice-President, Treasurer, and Secretary.
2. All nominees must have and maintain, upon election, a minimum cumulative 2.5 GPA.
3. All members of the Student Senate who have two unexcused absences at Student Senate or SGA meetings in one semester are automatically dropped. The Executive Board of the Student Senate will determine an excused absence.
4. If a Student Senate officer is removed or vacates his/her position, the opening will be announced and the remaining Student Senate officers will conduct an election and vote for a candidate to fill the vacancy.

### **Article II**

#### **Duties of the Student Senate Officers**

Section A. The President of the Student Senate shall:

1. Preside at all meetings of the Student Senate and Student Government Association.
2. Act as spokesperson for the Student Senate to the administration.

3. Call all Student Senate and Student Government Association meetings.
4. Conduct all elections within the Student Government Association.
5. Serve as the student member of various administrative and faculty committees.
6. Work closely with the Student Senate advisor and meet with the advisor at least once a week.
7. Attend College Council meetings when invited by the President of the college.
8. Meet individually with each member of the Student Senate.

Section B. The Vice-President of the Student Senate shall:

1. Preside at all meetings in the absence of the President.
2. Serve as social chairman for his or her term.
3. Accompany the Student Senate President to College Council meetings when invited by the President of the college.
4. Be involved and work with the student Residence Life team and coordinate activities and initiatives.
5. Create a motivational discussion mid-semester with the aid of the treasurer, secretary, and advisor.

Section C. The Secretary of the Student Senate shall:

1. Keep a record of all meetings.
2. Take minutes of all meetings, make the minutes available to the student body, and file one copy of the minutes in the office of the Director of Student Affairs.
3. Handle all correspondences directed to the Student Senate.
4. Create a motivational discussion mid-semester with the aid of the vice-president, treasurer, and advisor.

Section D. The Treasurer of the Student Senate shall:

1. Keep a record of and account for all monies collected.
2. Account for the disbursement of all monies.
3. Provide financial reports to the Student Senate and the SGA meetings when necessary.
4. Create a motivational discussion mid-semester with the aid of the vice-president, secretary, and advisor.

### **Article III**

#### **Powers and Duties of the Student Senate**

Section A. The Student Senate shall consider and act upon such matters brought before it by members of the faculty, staff and members of the President's Cabinet.

Section B. It shall be the duty of the Student Senate to investigate petitions.

Section C. The Student Senate shall appoint the Chairman of all committees.

Section D. The Student Senate shall have the power to carry out the purposes of this Constitution and those powers as set forth in Article II of the Constitution.

Section E. The Student Senate shall create, coordinate and execute at least two activities each semester.

### **Article IV**

#### **Meetings**

Section A. The SGA shall meet at least once a week with a time to be scheduled in the master course schedule. The Student Senate shall meet periodically, with special closed meetings being called by the Student Senate President. Whenever practical, the Student Senate President shall give twenty-four hours notice of a closed meeting.

Section B. Members of the SGA may attend the regular meetings of the Student Senate. However, members may not participate in the meetings unless recognized by the Student Senate President; members may not vote; and on a supporting two-thirds vote, the President shall order the meeting place to be cleared of all but Senate members.

## **Article V**

### **Petition, Referendum, Initiative, and Recall**

#### Section A. Petition

A petition, when it has been endorsed by at least ten percent of the Student Senate, shall take precedence over all new business. The petition, if approved by the Student Senate, shall be presented to the SGA President.

#### Section B. Referendum

The Student Senate shall be empowered to submit issues to the vote of the SGA, whenever the Student Senate so wishes.

#### Section C. Initiative

A formal petition, when it has been endorsed by at least thirty-five percent of the SGA and submitted to the secretary for the Student Senate, shall require the Student Senate to act upon the endorsed proposal.

#### Section D. Recall

A petition of recall, when it has been endorsed by thirty-five percent or more of the SGA and submitted to the Secretary of the Student Senate, shall be treated as an initiative petition.

# **Chester College of New England**

## **Constitution of the Residence Hall Council**

### **Preamble**

We, all residential students of Chester College of New England, in order to provide residential students with the best resident hall communities possible, establish effective ties between residence life staff members (both professional and paraprofessional), and to encourage student leadership and participation in the campus community, do ordain and establish this constitution for the Residence Hall Council of Chester College of New England.

### **Article I**

#### **Name**

The name of this organization shall be the Residence Hall Council of Chester College of New England, hereinafter referred to as the RHC. The RHC Executive Board shall be the executive and administrative agency of the RHC.

### **Article II**

#### **Purpose**

1. To act as the non-authoritative and democratic voice for the residential students in both Adams Hall and Preston Hall at Chester College of New England.
2. To serve as the designated liaison between residential students and the Residence Life Team as well as the College Administration.
3. To strengthen Chester College of New England's overall residential community.
4. To promote constructive activities, programs and purchases to serve the students in such a capacity as to further their interests, well-being and community ties.
5. To develop and enforce, in collaboration with the Residence Life Team, Common Area Expectations.

### **Article III**

#### **Membership**

- A. Membership is open to all residential students of both Adams and Preston Halls.
- B. Duties of the members shall include:
  1. Attend meetings of the RHC
  2. Participate in the deliberations of the RHC and actively voice options at the meetings.
  3. Serve as members of committees when appointed.
  4. Carry out the purposes set forth in this constitution.
  5. Communicate needs and wants of the RHC to its members so that the RHC best serves the residential community.

### **Article IV**

#### **Executive Board**

- A. The Executive Board shall consist of: President, Vice President, Secretary, Treasurer, Two Social Chairs, and a Historian.
- B. Election proceedings and Executive Board qualifications shall be set forth in the By-Laws.

### **Article V**

#### **Meetings**

- A. The RHC shall meet at least once a week with the minutes of the meeting posted within forty-eight hours.
- B. Meetings will require at least five members of the Executive Board to constitute quorum.

- C. A forum, open to all members (all residential students), will take place during the monthly hall meetings organized by the Residence Life Team. If voting is required on topics discussed during forum will occur at the next RHC meeting after all three hall meetings have occurred.
- D. A short meeting will occur previous to monthly hall meetings organized by the Residence Life Team do determine any topics of forum to bring to the general membership body.
- E. The President of the RHC is empowered to convene an emergency Executive Board meeting should the need rise before the next scheduled meeting.

## **Article VI**

### **Amendments**

- A. Amendments shall be introduced to the RHC in writing and may be voted upon after discussion during a previously scheduled meeting.
- B. Amendments shall be passed by a two-thirds vote of all present members with present quorum of the Executive Board.

## **Article VII.**

### **Initial Ratification**

- A. Vote
  - 1. This Constitution shall be ratified by a 2/3 majority of the voting members of RHC in attendance at the time of the vote.

## **By-Laws of the Constitution**

### **Article I**

#### **Elections**

- A. Executive Board
  - 1. All members are eligible to participate in all meetings and any such member shall be eligible to be a candidate for an office of the Executive Board provided they meet the qualifications found in Section B.
  - 2. All nominations for the candidacy of the Executive Board shall be made at the first meeting of the RHC after the first all hall meeting organized by the Residence Life Team. This meeting will take place by or on September 1<sup>st</sup>.
  - 3. The President and Vice President are required to campaign as a team. The President/Vice President team must have representation from both buildings.
  - 4. Elections shall be held one week after the nomination meeting, with the votes being cast by secret ballot. The RHC advisor shall count the votes.
  - 5. In the case of a tie vote for any office, re-balloting shall take place as soon as possible.
  - 6. No one person may hold more than one office on the board unless the RHC budget is denied. In this case the position of Secretary and Treasurer shall be combined and occupied by one individual. This will be determined prior to nominations.
- B. Qualifications for the Officers of the Executive Board
  - 1. All nominees must have and maintain, upon election, good academic standing and may not be on academic probation.
  - 2. All Executive Board Officers of the RHC who have more than four unexcused absences from meetings in one semester are automatically dropped. The Executive Board shall determine an excused absence.
  - 3. If an Executive Board Officer is removed or leaves their position, the opening will be announced and filled by a vote from the remaining officers to fill the vacancy.

## **Article II**

### **Duties of the Executive Board**

- A. The President of the RHC shall:
  - 1. Preside at all RHC and Executive Board meetings.
  - 2. Serve as the designated liaison between the RHC and the Residence Life Team.
  - 3. Address issues at All Hall Meetings, if not at some point to co-lead All Hall Meetings with the Residence Life Team
  - 4. Conduct all elections within the RHC.
  - 5. Meet weekly with the RHC advisor.
- B. The Vice President of the RHC shall:
  - 1. Preside at all RHC and Executive Board meetings in the absence of the President
  - 2. Serve as the chair of all actions developed by the Hall Council unless otherwise decided.
- C. The Secretary of the RHC shall:
  - 1. Keep a record of all meetings.
  - 2. Take minutes of all meetings.
  - 3. Make meeting minutes available to the residential student body, other board members and the RHC advisor.
  - 4. Provide a two-week summary of events and meetings to the Student Activities Coordinator to be included in the "Toilet Paper".
  - 5. Handle all correspondences of the RHC.
- D. The Treasurer of the RHC shall:
  - 1. Keep a record of all monies collected.
  - 2. Account for the disbursement of all monies.
  - 3. Provide financial reports to the RHC when necessary.
- E. The Social Chairs of the RHC shall:
  - 1. Be responsible for all advertizing and signage deemed necessary by the RHC.
  - 2. Alert all residential student body members of meetings at least 24 hours in advance of the meeting.
  - 3. Work with the Vice President on committees.
- F. The Historian of the RHC shall:
  - 1. Pictorially document RHC and other Residence Life events
  - 2. Produce an annual of some sort (slide show, year book, etc.)
  - 3. Work with the Vice President on committees.

# **Chester College of New England**

## **Constitution of the Campus Activities Board**

### **Preamble & History**

In July 2008, the Office of Student Affairs was given spending authority over the student activities fee with the charge to use these monies to provide the Chester College of New England community with diverse social, cultural, educational extra-curricular experiences. To this end, the Campus Activities Board was established by the Office of Student Affairs to provide students with an opportunity to be a part of the activity planning and implementation process.

### **Article I.**

#### **Name**

- A. The name of this organization shall be the Campus Activities Board (hereafter referred to as CAB).

### **Article II.**

#### **Purpose**

##### A. General Purpose

1. To provide a cohesive yet diverse schedule of programming to the Chester College of New England community;
2. To represent the interests of students of Chester College of New England by communicating to the proper administrators the students' views on programming;
3. To support the programming endeavors of the Residence Life team and other recognized student clubs and organizations.

##### B. Usage

##### 1. Budget Approval

- i. A budget of general expenditures will be prepared each year, based on the year's expenditures, for the following year.
- ii. This budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote before any expenditures may be made referencing it.
- iii. Changes to an approved budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote.

##### 2. Expenditures from an approved budget are automatic and take place at the discretion of the CAB Executive Board and Student Activities Coordinator.

##### 3. Organizational Funding

- i. Organizational Funding is available only to recognized clubs and organizations that are in good standing with the Office of Student Affairs and Student Activities.
- ii. Organizational Funding is explicitly limited to funding of events open to all Chester College of New England students and, if granted, cannot be used for the acquisition of office equipment, organizational expenses, recovery from debt, or other expenses not pertinent to the single event for which funding is granted.
- iii. Requests for Organizational Funding must be submitted according to the conditions and specifications established by the Treasurer, with the approval of the executive board, at the beginning of each fiscal year.
- iv. The maximum amount granted to any organization cannot exceed ½ of the total budgeted deficit the organization will incur as a result of holding the event.
- v. Allocated monies can not be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of political candidates and/or campaigns. Allocated monies

cannot be expended for any activity contrary to the College policy, rules, or procedures and/or applicable state and federal law.

### **Article III.**

#### **Membership & Voting**

- A. Membership
  - 1. Any Undergraduate at Chester College of New England who has paid a Student Activities fee for the current academic year is eligible to become a member of CAB
  - 2. To qualify as a member one must attend at least one-half of the meetings within each semester.
  - 3. To obtain membership privileges, one must also contribute ideas and opinions at meetings, help in distribution of advertising, and help with and attend at least one major event and two minor events per semester.
- B. Voting
  - 1. Voting on any issue is official when a meeting is in session and a majority of elected officers are present.
  - 2. Each CAB member is entitled to one vote on each issue, with the exception of the Chair or acting Chair, who only may vote in the event of a tie.
  - 3. Passage of motions shall be by one open vote and require a simple majority of those present and voting unless otherwise required.

### **Article IV.**

#### **Meetings**

- A. Meetings shall occur twice a month at a time seen fit by the members of the Executive Board;
- B. Shall be called in session and organized by the Chair;
- C. Shall conduct general CAB business.
- D. One more than half the voting members of CAB shall constitute quorum.

### **Article V.**

#### **Officers & Elections**

- A. The Executive Board shall consist of: Chair, Vice-Chair, Two Event Chairs, Secretary, and Treasurer.
- B. Election proceedings and Executive Board qualifications shall be set forth in the By-Laws.

### **Article VI.**

#### **Amendments**

- A. Procedure
  - 1. Any amendment to the CAB Constitution must be proposed in writing.
  - 2. A vote on any proposed amendment must be tabled for two weeks from its introduction.
  - 3. Proposed amendments must be approved by a 2/3 majority of voting members in time of the vote.

### **Article VII.**

#### **Initial Ratification**

- A. Vote
  - 1. This Constitution shall be ratified by a 2/3 majority of the voting members of CAB in attendance at the time of the vote.

# By-laws of the Constitution

## Article I.

### Officers & Duties

#### A. Officers

1. The Executive Board members are:
  - a. Chair
  - b. Vice-Chair
  - c. Event Chair (2)
  - d. Secretary
  - e. Treasurer
2. Each Executive Board member is elected for one year.

#### B. Officer's Duties

1. Chair
  - a. Shall call in session and organize each CAB meeting;
  - b. Shall ensure each officer fulfills their constitutional obligations;
  - c. Shall serve as official representative to the community;
  - d. Shall ensure a review of the CAB constitution each spring;
  - e. Shall approve all official correspondence;
  - f. Shall prepare agendas for all meetings;
  - g. Shall stay in regular communication and meet once a week with the Student Activities Coordinator.
2. Vice-Chair
  - a. In the absence of the Chair, shall assume the duties of Chair as stated in Section B.1;
  - b. Shall aid and assist the Chair;
  - c. Shall collect and file historical records of all CAB activities;
  - d. Shall organize appreciation efforts for those who have contributed to CAB;
3. Event Chair (2)
  - a. Shall coordinate at least one major CAB event per semester;
  - b. Shall be responsible for professional assembly and distribution of advertising for CAB events including posting of fliers, chalking, design of table tents, and on-campus displays;
  - c. Shall collect and implement creative ideas for the promotion of CAB events;
  - d. Shall evaluate all CAB-sponsored events.
4. Secretary
  - a. Shall be responsible for taking, typing, distributing, and filing the minutes of all CAB meetings within 72 hours of the meeting's adjournment;
  - b. Shall maintain an accurate and current membership list, directory, and meeting and event attendance record;
  - c. Shall maintain an accurate and current list of those members with voting rights;
  - d. Shall be responsible for enforcing rules regarding voting rights;
5. Treasurer
  - a. Shall maintain the CAB general account;
  - b. Shall make monthly reports on general spending of weekly activities;
  - c. Shall receive final financial reports for all major CAB events;

- d. Shall act as liaison between CAB and recognized student clubs and organizations seeking organizational funding;
  - e. Shall ensure that all necessary funding documents are processed (i.e. College purchase requests, reimbursements, and mileage);
  - f. Shall present an estimated operational budget at the beginning of every fall semester;
  - g. Shall inform the executive board of all account activities;
  - h. Shall monitor all financial aspects of CAB sponsored events.
6. General Membership
- a. Shall support recruitment of new members;
  - b. Shall attend the majority of CAB-sponsored events;
  - c. Shall work together to coordinate and implement successful CAB-sponsored events;
  - d. Shall promote the organization to the community.

## **Article II.**

### **Elections**

- A. Nominations for the Executive Board positions shall take place during the first full week of classes in September.
- B. Nominees shall fulfill Article III Section A.1.
- C. Each candidate shall have the opportunity to state their ideas and qualifications for the office which they seek.
- D. Elections shall be overseen by the Director of Student Affairs and/or Student Activities Coordinator.
- E. Voting shall take place during the lunch hour and shall be closed ballot.
- F. Each student meeting Article III Section A.1. shall have one vote.
- G. The winner of an election shall be the candidate with the greatest number of votes.
- H. No person may be nominated on the day of elections.
- I. The term of Office:
  - a. Begins the day after the election results are announced;
  - b. Shall last until the end of the academic school year.

## **Article III.**

### **Removal from Office**

- A. An Executive Officer of CAB may be removed from office for the following reasons:
  - 1. Failure to fulfill the basic requirements of Article III, Section A;
  - 2. Conflict of interest with another recognized student club or organization;
  - 3. Failure to carry out that officer's duties.
  - 4. Failure to maintain a cumulative GPA of 2.0 or higher.
  - 5. An officer's removal shall be determined by the Student Activities Coordinator and the Director of Student Affairs.
- B. Replacement
  - a. In the event of resignation, graduation, or dismissal, the Executive Board is responsible for nominating new officers at the next scheduled CAB meeting.
  - b. Replacement elections must satisfy Article II, Sections A through I.

# Financial Aid

## Important Dates for Financial Aid

January 1st	Free Application for Federal Student Aid (FAFSA) may be submitted for the upcoming academic year.
March 15th	Chester College of New England priority deadline for Federal Financial Aid applications. Priority is given to applications <u>received</u> by the federal processor by this date.
May 1st	Fall Applicants: Recommended date to submit application for admission to the College to be considered for the Chester College of New England merit scholarship program.
May 1st	Priority deadline for State Need-based Aid programs (NH, MA, ME, NY). Please refer to the Free Application for Federal Student Aid (FAFSA) or <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> for more information.
Last Day to Add/Drop Classes	This date is published in the <i>College Catalog</i> . This is the date after which the Financial Aid Office verifies enrollment status and aid eligibility.

## What Is Financial Aid?

Financial Aid is any form of financial assistance that a student receives to help defray the cost of his/her education. Assistance is often received through grants, scholarships, and loans. These are provided through Federal and State agencies, private agencies, and through institutional programs.

Financial Aid is divided into two categories: Need-based and Merit-based. Need-based aid is awarded to students/families that have financial need. Financial need is defined later on as the difference between the Cost of Attendance and the Estimated Family Contribution. Need-based aid often comes in the form of grants and low-interest loans. Grants, like scholarships, do not have to be repaid. However, loans must be repaid. Merit-based assistance is awarded based on a student's accomplishments, academic or otherwise and often comes in the form of grants and scholarships.

## Types of Aid Available

### Federal Financial Aid

With regard to Need-based aid, Chester College of New England participates in all Title IV Federal Financial Aid programs except the Federal Perkins Loan program. The programs include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant
- Federal Stafford Loan
- Federal Parent PLUS Loan
- Federal College work-study program.

Below are brief descriptions of the Title IV programs listed above:

### Federal Pell Grant

The Pell Grant is a Need-based grant offered by the Federal Government. Eligibility is governed by federal regulations and is determined by a standard formula created by the U.S. Department of Education. The amount of a Pell Grant award is also based on student enrollment status (full-time, ¾-time, and ½-time.) Students who have already earned a four-year degree are not eligible for a Federal Pell Grant award.

### Federal Supplemental Educational Opportunity Grant (SEOG)

SEOG funds are awarded to students with the greatest financial need. Students who have already earned a four-year degree are not eligible for a Federal SEOG award.

### Federal Academic Competitiveness Grant (ACG)

The ACG is awarded to first and second year students who have high financial need and have completed a rigorous high school curriculum. Second year students must maintain a 3.0 GPA.

### Federal Stafford Loan Program

The Federal Stafford Loan is a government guaranteed loan. Students may be eligible for a Subsidized or Unsubsidized Stafford Loan based on their financial need and enrollment status. All Stafford Loans are deferrable while the student is in school and enrolled at least half time. Funds received through this program must be repaid.

### Federal Parent PLUS Loan Program

This is a government guaranteed loan program for parents of undergraduate dependent students. Parents may borrow up to the Cost of Attendance less all other Financial Aid received and the

interest rate on this type of loan is typically lower than the interest rate for private education loans. This loan is not a need-based form of financial aid and can, therefore, be used to help finance a family's estimated family contribution and/or any unmet financial need.

### **Federal College Work-Study Program**

This program allows students with great financial need to earn money to help them pursue their studies. Funds from this program are awarded to students who are eligible for Title IV aid and who have financial need. The advantage of this program is that the money students earn is not counted as a financial resource when applying for future financial aid. Money earned through this program does not have to be repaid.

Students with an accepted Federal Work-Study Award should consult the job opportunities binders that are located in the lobby of the Lane building and the main desk of the Wadleigh Library. Please remember that a Federal Work-Study Award does not guarantee that you will find a job on campus or that you will earn your full award. Students should refer to the Work-Study Program Guide for further information about working on-campus.

### **State Financial Aid**

While a student may receive State grants while in attendance at Chester College of New England, eligibility for these funds is determined by the State. Students interested in applying for a State grant must submit a FAFSA by the deadline listed on the FAFSA for their State of residence.

### **Chester College of New England Scholarship Program**

Chester College of New England is pleased to offer incoming and returning students various scholarship opportunities. Scholarships are awarded on the basis of a student's academic or artistic merits.

### **Other Sources of Aid**

All students should actively seek and apply for other sources of financial aid. There are many community, private, corporate, and public organizations that offer scholarship or aid programs. Information should be available through high school guidance counselors, public libraries, employers, or online.

The following is a list of some online resources available for more information regarding financial aid.

#### General Financial Aid Information

[www.mapping-your-future.org](http://www.mapping-your-future.org)  
[www.finaid.org](http://www.finaid.org)  
[www.Collegeboard.com](http://www.Collegeboard.com)

#### Scholarship Search Resources

[www.fastweb.com](http://www.fastweb.com)  
[www.Collegeboard.com](http://www.Collegeboard.com)  
[www.finaid.org](http://www.finaid.org)  
[www.mapping-your-future.org](http://www.mapping-your-future.org)  
[www.nhcf.org](http://www.nhcf.org)  
[www.nh93.org](http://www.nh93.org)

## **How to Apply for Financial Aid**

### **Federal and State Aid**

Students interested in applying for Federal (Title IV) financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is also the application for most State Grant Programs. The FAFSA is available online by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The FAFSA can be submitted anytime after January 1st of the year of enrollment and may be submitted throughout the academic year. However, applications received by the federal processor by March 15th will be given priority consideration. Students must apply each year for Federal financial aid funds (FAFSA).

If you plan to complete the FAFSA online, you may also sign the application online. The FAFSA can be signed using a PIN number. The PIN serves as an identifier to let students and parents access personal information in various U.S. Department of Education systems. This number should not be given to anyone! For more information, or to apply for a PIN, visit [www.pin.ed.gov](http://www.pin.ed.gov).

Please remember that your parents will most likely be required to complete and sign the FAFSA. Only if you are considered an independent student will your parents not be required to complete the FAFSA. To qualify as an independent student, please refer to the FAFSA or talk to the financial aid office for eligibility requirements.

### **Chester College of New England Scholarship Program**

Students interested in applying for the Chester College of New England Merit Scholarships must submit a portfolio of original work to the Admissions Committee with their application for admission. Applications are available in the spring for all other scholarships listed.

## **Who Is Eligible for Federal Financial Aid?**

To be eligible for Title IV Federal financial aid funds, such as the Pell Grant and Stafford Loan programs, a student must meet the following requirements:

- Be a U.S. Citizen, or eligible non-Citizen with a valid Social Security Number;
- Have a high school diploma or GED;
- Register (or have registered) with Selective Service if the student is a male between the ages of 18 and 25;
- Not be in default on a federal student loan and not owe money on a federal student grant;
- Enroll in an eligible program as a regular degree-seeking student;
- Be enrolled at least half-time (6 credit hours);
- Make satisfactory progress toward his/her degree.

For more information regarding Selective Service, you can visit their website at [www.sss.gov](http://www.sss.gov). Information regarding student loans can be found at [www.nslds.ed.gov](http://www.nslds.ed.gov).

## **Verification**

Verification is the process by which a student's FAFSA is checked for accuracy. If a student is selected for verification, they must provide all necessary documentation and complete the verification process before federal financial aid funds can be disbursed to the student's account. A student who does not complete the verification process will be considered ineligible to receive federal financial aid funds until his/her application is verified. It is the policy of the Financial Aid Department at Chester College of New England to verify all applications randomly selected by the Department of Education for admitted and returning students.

The following elements must be verified:

- Household size (number of persons in household);
- Number of household members enrolled in a post-secondary institution at least half-time;
- Adjusted Gross Income (AGI), or income earned from work if AGI has not been calculated;
- U.S. Income Tax paid for the previous year;
- Certain untaxed income and benefits for the previous year including, but not limited to, Social Security benefits, child support received, untaxed payments to the IRS, foreign income, and earned income credit.

## **How Financial Aid Is Awarded**

Chester College of New England awards financial aid based on financial need, which is defined as the difference between the Cost of Attendance and the Estimated Family Contribution.

**Students with the greatest need and students whose applications were received by the March 15th deadline are given first priority.** While Federal Financial Aid funds through the Federal Supplemental Educational Opportunity Grant (SEOG) and Federal College Work-Study programs are limited, the Financial Aid Office makes every attempt to meet the financial needs of its students. Because this is not always possible, students are encouraged to meet all published deadlines to maximize their financial aid award.

The Admissions Office will notify students awarded a Chester College of New England Scholarship in writing of the amount and terms of their scholarship. These scholarships should appear on a Financial Aid Award Letter automatically. However, if a student is awarded a scholarship and it does not appear on his/her Financial Aid Award Letter, he/she should contact the Financial Aid Office, immediately.

It is important to remember that your financial aid awards may vary from school to school and that the Financial Aid Office, not your Estimated Family Contribution, will tell you how much aid you are eligible to receive. Students and parents are encouraged to contact the Financial Aid Office with any questions regarding how aid is awarded.

### **Cost of Attendance**

Cost of attendance includes all the expenses a student is likely to incur while in attendance at Chester College of New England. It includes tuition and fees, room and board, books and supplies, travel expenses, and related miscellaneous expenses. However, a student may receive up to the Cost of Attendance in Financial Aid. Please visit the Financial Aid section of the College's website at [www.chestercollege.edu](http://www.chestercollege.edu) for a full listing of all the billable and non-billable expenses that make up the Cost of Attendance.

### **Appeals Process**

All appeals related to a Financial Aid issue must be submitted in writing and addressed to the Director of Financial Aid. For appeals related to a specific issue, please refer to the following descriptions:

#### **Dependency Status**

Appeals to change a student's dependency status must be received in writing and addressed to the Director of Financial Aid. The Director considers appeals on a case-by-case basis. Appeals will only be considered in unusual cases and will be based on documentation provided by the student. The decision is based on the judgment of the Director of Financial Aid and the decision is final. It cannot be appealed to the U.S. Department of Education.

#### **Financial Aid Awards**

Appeals for financial aid in cases of extenuating circumstances must be received in writing and should be addressed to the Director of Financial Aid. The Director considers appeals on a case-by-case basis. A conditional approval may be given in cases where additional documentation must be provided. Examples of extenuating circumstances include, but are not limited to, loss of employment and large medical expenses/debts.

If an appeal is approved, an adjustment may be made to the Cost of Attendance or the information used to recalculate an Estimated Family Contribution. The decision of the Director of Financial Aid is final and cannot be appealed to the U.S. Department of Education.

### **Satisfactory Academic Progress**

Appeals may be submitted in writing for students who are determined to be on financial aid probation or ineligible for financial aid for a failure to meet satisfactory academic progress guidelines due to extenuating or special circumstances. Appeals of this nature should be directed to the Director of Financial Aid. The Director considers appeals on a case-by-case basis. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. All appeal decisions are final.

Please note that appeals to reverse an academic sanction must be submitted separately. Appeals submitted to the Director of Financial Aid will only address a student's financial aid eligibility.

### **Students' Rights and Responsibilities Regarding Financial Aid**

All students at Chester College of New England are considered to be responsible adults. Students who are recipients of Federal and/or State Financial Aid Funds have certain rights and responsibilities.

#### **Students have a right to:**

- Know what Financial Aid Programs are available;
- Know Financial Aid application deadlines and priority dates;
- Know what the cost of attendance is and the College's refund policy;
- Be treated equitably in the determination of Financial Aid eligibility;
- Know how eligibility is determined;
- Request an explanation of aid that is awarded;
- Accept or reject some or all of the Financial Aid offered;
- Know how the College determines satisfactory academic progress;
- Appeal results determined by the Office of Financial Aid;
- Have all personal information kept confidential according to the Family Educational Rights and Privacy Act of 1974 (FERPA) and
- Request a review of Financial Aid eligibility based on special circumstances.

#### **Students have a responsibility to:**

- Read all Financial Aid information provided (including instructions on forms);
- Read and understand their rights and responsibilities as a borrower and Financial Aid recipient;
- Return all requests and forms promptly;
- Meet appropriate deadlines and priority dates;
- Complete forms accurately and correctly;
- Notify the Financial Aid Office of changes in enrollment, graduation date, and address;
- Notify the Financial Aid Office of changes in resources such as scholarships not awarded by the College, veterans' benefits, etc.;
- Use Financial Aid funds toward education-related expenses;
- Maintain Satisfactory Academic Progress as noted in the *Student Handbook* and *College Catalog*;
- Understand the College's refund policy and
- Reapply for Financial Aid each year.

**Borrowers through any of the Federal Loan programs have certain rights and responsibilities. Some important ones are detailed below.**

### **Borrowers are responsible for:**

- Repaying all student loans received. When a student signs a promissory note, he/she is agreeing to repay the loan. The promissory note is a legally binding document that states a student must repay the loan even if he/she:
  - Does not complete his/her education;
  - Does not get a job after completing the program and
  - Is not satisfied with or does not receive the education for which he/she paid.
- Making payments at the end of the grace period. Not repaying a loan on time or according to the terms of the promissory note can cause a loan to default. Students in default on a student loan face very serious consequences that can impact eligibility for further Federal Student Aid and affect credit rating.
- Making payments on student loans even if no bill or repayment notice is received. Billing statements are sent as a convenience. Full payment is expected as established by the repayment plan. Partial payment does not fulfill the obligation;
- Making payments until notice is received that a deferment or forbearance has been granted;
- Receiving entrance counseling before the first disbursement of any loan is received;
- Receiving exit counseling before leaving school;
- Notifying each lender of permanent and current address changes and corrections to school records regarding name, Social Security Number, and driver's license number (if applicable;)
- Understanding that defaulting on a student loan can result in:
  - Loss of eligibility for federal and state financial aid programs;
  - Damaged credit rating;
  - Legal action to enforce repayment;
  - Wage garnishment;
  - Loss of state and federal income tax refunds;
  - Referral of the loan account to a collection agency;
  - Liability for additional interest charges, late charges, collection charges, and court and attorney fees;
  - Loss of deferment rights and monthly payment options and
  - Professional license suspension.

### **Borrowers have a right to:**

- Receive information regarding:
  - The full amount of the loan and total amount of debt;
  - The interest rate and total interest charges on the loan;
  - The name of the lender or agency holding the loan, where to send payments, and where to write or call with questions;
  - The date repayment begins (based on anticipated graduation date recorded on the promissory note);
  - A complete list of charges to be paid and how they are collected. Ex. Loan fees;
  - The yearly and total amount a student is eligible to borrow;
  - The maximum and minimum repayment period and amount;
  - Repayment, deferment, and forbearance options available;
  - Average anticipated monthly payments;
  - Explanation of default and its consequences;
  - Explanation of consolidation and refinancing options and
  - A statement that the loan can be prepaid at any time without penalty.
- Receive written notification from the school whenever a student's account is credited with funds from a Stafford Loan or PLUS Loan. This notification must be sent no earlier than 30 days before, and no later than 30 days after the school credits the account.
- Cancel all or a portion of the loan by informing the school within 14 days after the date the school sends notification, or by the first day of the payment period, whichever is later. If funds were received by check, they may be refused by returning the check.

## **Chester College of New England Work-Study Program**

The Work-Study Program at Chester College of New England gives students the opportunity to gain meaningful work experience, and earn money toward their education expenses. The earnings from working on campus, unlike scholarships, are paid directly to the student. This affords the student the opportunity to develop valuable money management skills.

The Work-Study Program offers part-time employment to students with demonstrated financial need. Students interested in working on-campus should first consult our Student Jobs Binder located in the reception area of the Lane Building to find out which jobs are open. Once a student finds a job of interest, s/he can apply by contacting the hiring supervisor. Each student planning to work on-campus will be required to provide his/her supervisor with a Work Authorization Form before they begin working.

Chester College of New England offers a variety of part-time jobs on-campus each academic year. A sample of the departments that hire students include: Library, Admissions, the Olson Student Success Center, and more. Questions about the Work-Study Program can be addressed at the Financial Aid Office at 1-800-974-6372 or 603-887-7404. Email inquiries can be sent to: [financialaid@chestercollege.edu](mailto:financialaid@chestercollege.edu)

### **Benefits of Working On-Campus**

- The opportunity to interact with fellow students and have fun!
- Earn extra spending money!
- Work in a convenient location – on campus!
- Enjoy the friendly environment!
- Build a work schedule around your class schedules!
- Schedule your work hours while you are on campus, saving driving time and gas money!

### **Federal Work-Study**

Federal Work-Study is an employment program funded by both Chester College of New England and the federal government. Students who participate in this program are awarded funds as a part of their financial aid package. Therefore, students must apply for federal financial aid each year to remain eligible to continue working under this program. Students can apply for financial aid by completing the FAFSA (Federal Application for Student Aid); our federal school code is **004733**.

**The main advantage of a Federal Work-Study Award is that the money earned is not counted as a financial resource when applying for financial aid.** However, money earned through the Federal Work-Study Program is taxable and a Federal Work-Study Award does not guarantee a job, nor does it guarantee a student will earn the amount awarded. Money earned through the Federal Work-Study Program is not applied directly to the tuition bill, but is used at the student's discretion to cover education-related costs. A Federal Work-Study Award authorizes a maximum earnings limit for the academic year. It is each student's responsibility to work enough hours to reach the earnings limit and to budget money wisely throughout the year to meet educational expenses. Unearned funds from an award are forfeited and do not carry forward. The Financial Aid Office reserves the right to reallocate unearned Federal Work-Study funds to eligible students at the end of each semester.

To be eligible for the Federal Work-Study Program a student must:

- Complete a FAFSA for the academic year in which he/she wishes to work before the March 15<sup>th</sup> priority deadline;
- Have demonstrated financial need and
- Be enrolled full-time.

## **Chester College of New England Work-Study Program Guide**

### **Why Work On-Campus?**

On-campus work-study allows students to earn money toward the cost of their education while gaining valuable knowledge and skills. The College hopes that students will find their employment experiences to be both enjoyable and educational.

**Job Postings:** Current on-campus work-study opportunities will be posted in the Student Jobs Binder located in the reception area of the Lane Building.

**Interviews:** Students may be required to interview for each position that they wish to apply for. The hiring supervisor should be contacted to find out how formal or informal the interview may be.

**Work Authorization:** All students must provide their supervisor with a Work Authorization Form that has been **signed by a Financial Aid Representative** once they have been hired. Work Authorizations can be picked up at the Financial Aid Office. A Work Authorization Form must be obtained for each job a student takes. Students are not limited in the number of positions they accept. Supervisors must then complete this form and return it to the Financial Aid Office.

**Schedules:** Each supervisor understands that student workers are here to learn and that schoolwork is the first priority. We recommend that each student bring a copy of his/her class schedule when determining what hours he/she is able to work. Once hired students are expected to work the hours agreed upon, just as with any other job. We also recommend each student discuss with his/her supervisor the expectation of performance and attendance during test periods.

**Work Hours:** All students participating in the Work-Study Program are limited to working 24 hours per week. If a student has more than one job, the total number of hours worked per week for both jobs may not exceed 24. The majority of students work an average of 5-10 hours per week.

**Community Service:** Only students with a Federal Work-Study Award who are eligible to receive a Federal Work-Study Award, have the opportunity to work in a community-service-related job. The hours worked will be paid at a rate of \$6.75/hour. Students will need to coordinate their community service work hours with the Financial Aid Office.

**Evaluations:** Supervisors must conduct a review of each student's performance each semester. This review may be used by other departments to make hiring decisions. Each supervisor should advise his or her student workers when their performance will be reviewed, by whom, and to what degree of formality.

**Pay Checks:** Paychecks will be issued once all of the following have been completed and received:

<b>COMPLETED BY...</b>	<b>ITEM</b>	<b>DUE TO...</b>
<i>Student</i>	W-4 & I-9 Work Authorization Form Signed Student Responsibilities Signed Timesheet	Business Office Supervisor Financial Aid Office Supervisor
<i>Supervisor</i>	Work Authorization Form Timesheet signed by student	Financial Aid Office Financial Aid Office

**Paychecks are issued on the 15th of each month.**

Most work-study jobs are paid at a rate of \$6.75/hour. If the hourly wage is different, the hiring supervisor will notify you.

**In order to be paid on time, it is your responsibility to give your supervisor your timesheet before the last Friday of the month. Late timesheets will guarantee that your paycheck will be delayed for a full month.**

**Customer Service:** Be aware that while working under the Work-Study Program, a student becomes a representative of the College. Remember that every person encountered while at work, whether that person is a member of the student body, faculty, or staff, he/she is a customer of that department.

**Business Use:** Students should keep social or personal visits or telephone calls to a minimum during their scheduled work hours. All office equipment (telephones, computers, etc.) is reserved for business purposes. Unauthorized use may be grounds for termination.

**Drug-Free Workplace:** Chester College of New England observes a drug-free workplace policy.

**Confidentiality:** Chester College of New England observes Federal confidentiality guidelines. Certain jobs on campus require students to deal with confidential family or personal information. Student workers should be aware of the College's confidentiality policy and any specific policy for the individual department regarding the release of confidential information.

**Use It Or Lose It:** Students who participate in the Federal Work-Study Program must find employment by two weeks prior to the end of the semester. If the student has not found employment by then, the student's award for the academic year may be reduced or reallocated. Students whose awards for the year are affected by this policy will be notified in writing by the Financial Aid Office.

The Use-It-or-Lose-It Policy allows Federal Work-Study funds to be more effectively tracked and redistributed. If a student wishes to appeal for an increase or reinstatement in a Federal Work-Study Award, he/she needs to contact the Financial Aid Office.

Students who are not granted an increase or reinstatement of a Federal Work-Study Award will automatically be shifted to the Institutional Work-Study Program. A student's ability to continue working on-campus will not be affected by a change from Federal to Institutional Work-Study.

**Leaving A Position:** Students leaving a position should notify their supervisor at least two weeks in advance. Students that leave a position will need a new Work Authorization Form if they wish to take another job on campus or return to their previous job.

**Job Standards:** Each student worker is required to maintain standards of appropriate behavior and job performance. One written warning can be received each semester. However, a failure to improve or another incident concerning conduct that would result in a second warning will result in termination from a position. Students who are terminated twice will be removed from the work-study program. The Financial Aid Office will be copied on each warning received and each termination.

Breaches of confidentiality, unprofessional representation of Chester College of New England, theft on the job, insubordination, falsification of timesheets, or forging a supervisor's signature are cause for immediate termination of your employment. No warnings will be issued.

A student may lose his/her Federal Work-Study Awards if he/she:

- Reaches his/her award limit for the year;
- Drops below full-time enrollment;
- Fails to meet the GPA requirements for federal financial aid and/or
- Fails to meet the eligibility requirements for Title IV aid.

A student will be terminated from the Work-Study Program, federal or institutional, if he/she drops below full-time enrollment.

#### **Non-Discrimination Policy**

**In accordance with Federal and State laws and regulations, Chester College of New England does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, sex, veteran status, sexual orientation, or the presence of handicaps or disabilities.**

## Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. Chester College of New England informs students of their rights under FERPA via the *Student Handbook* which is published annually. The rights afforded to students under FERPA are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, Dean of the College, or head of the academic department [or appropriate official] written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff;); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent;); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. This includes a person or student serving on an official committee (i.e., disciplinary/grievance, scholarship.) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

## DEFINITIONS

### **The Family Educational Rights and Privacy Act of 1974**

Also known as the Buckley Amendment, this act is designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

### **Education Records**

All records which contain information directly related to a student; and are maintained by the College or person acting for the College. This includes information or data recorded in any medium including, but not limited to, handwriting, print, tapes, film, e-mail, microfilm, and microfiche. Any information which makes student personally identifiable, such as an ID number or home address, is also considered an educational record.

The term Education Records does not include:

- Records kept in the sole possession of the maker of the records, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record. These records are not to be revealed in a meeting where minutes are being taken or with a secretary for the purpose of typing them or to organize private files.
- Records maintained solely for law enforcement purposes by College law enforcement units.
- Employment records that are made and maintained in the normal course of business; relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose.
- Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment. These include records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional capacity.
- Records containing information about an individual, which is created after s/he is no longer a student at the College (i.e., alumni records.)
- Admissions records for a student who does not officially attend the program of admission. If the student attended a course at the College, but never officially attended as a degree candidate in the program of admission, then the student has FERPA rights with respect to that course but does not have rights with respect to the admissions credentials for that program.

### **Eligible Student**

A student who has attained the age of 18 or has attended an institution of higher education is an eligible student. If a student is a minor (e.g., under the age of eighteen) or a dependent, the parents or legal guardians are afforded the rights. On the other hand, **the rights primarily reside with the student, regardless of age, once he or she is admitted or enrolls at an institution of higher education.**

**Student**

Any individual who is, or has been, in attendance at Chester College of New England and regarding whom the College maintains education records. This includes any individual who is officially registered or has been officially registered and in attendance at the College. A person who has applied for admission to, but has never been in attendance at the College (such as various departments, schools, or degree programs which may comprise the College,) is not considered a student to which an application for admission has been made.

**Parent**

Includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

**Eligible Parent**

Parents of dependent students may examine their dependent's education records without the student's consent, which is not the case with parents of independent students. Student dependency is defined by Section 152 of the Internal Revenue Code of 1986. Chester College of New England requires that parents of dependent students certify and provide proof that the student is their dependent in accordance with this Act.

**Attendance**

Includes, but is not limited to, attendance in person and by correspondence, and the period during which a person is working under a work-study program. It does not apply to applicants for admission nor does it apply to persons who have been admitted to the College, but who have not officially registered or been in attendance.

**Directory Information**

Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to: student's name, local/residence hall address, local/residence hall telephone number, program of study (major), class standing/classification, dates of attendance, enrollment status (full time or part-time registration,) degree's received, honors and awards received, participation in officially recognized activities, and most recent previous school attended. **The College may disclose without the consent of the student directory information unless the student has officially restricted release of this information.**

Directory information **cannot** include:

- Student identification numbers
- Social security numbers
- Ethnicity/race/nationality
- Gender

**Disclosure**

To permit access to, release, transfer or allow any other type of communication of personally identifiable information contained in education records to any party by any means; including oral, written or electronic communication.

**Personally Identifiable Information**

Information that includes the name of the student, the student's parent, or other family member; the address of the student or student's family; a personal identifier, such as the student's identification number or social security number; or a list of personal characteristics that would make the student's identity easily traceable.

## **School Official**

Defined from institution to institution in its annual notification, a school official may be:

- a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff)
- a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent)
- a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks or
- a person or student serving on an official committee (i.e. disciplinary/grievance, scholarship.)

## **Legitimate Educational Interests**

Legitimate educational interest means that the information or records requested are relevant and necessary to the accomplishment of some task or determination; and the task or determination is an employment responsibility for the inquirer's determination; and the task or determination is consistent with the purpose(s) for which the record, information, or data are maintained.

## **Law Enforcement Unit/Official**

"Law enforcement unit" means any individual, office, department, division, or other component of an educational agency or institution, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by that agency or institution to:

- Enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any local, State, or Federal law against any individual or organization other than the agency or institution itself or
- Maintain the physical security and safety of the agency or institution.

A component of an educational agency or institution does not lose its status as a "law enforcement unit" if it also performs other, non-law enforcement functions for the agency or institution, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against the student.

## **Law Enforcement Records**

Records of law enforcement mean those records, files, documents, and other materials that are created by a law enforcement unit; are created for a law enforcement purpose; and are maintained by the law enforcement unit.

Records of law enforcement do not mean records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the College other than the law enforcement unit; records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the College.

Nothing in the Act prohibits the College from contacting its law enforcement unit, orally or in writing, for the purpose of asking that unit to investigate a possible violation of, or to enforce, any local, State, or Federal law.

Education records, and personally identifiable information contained in educational records, do not lose their status as education records and remain subject to the Act, including the disclosure provisions, while in possession of the law enforcement unit.

The Act neither requires nor prohibits the disclosure by the College of its law enforcement unit records.

**Definitions that apply to the nonconsensual disclosure of records by the College in connection with disciplinary proceedings concerning crimes of violence or non-forcible sex offenses are as follows:**

***"Alleged perpetrator of a crime of violence"*** is a student who is alleged to have committed acts that would, if proven, constitute any of the following offenses or attempts to commit the following offenses:

- Arson
- Assault offenses
- Burglary
- Criminal homicide - manslaughter by negligence
- Criminal homicide - murder and non-negligent manslaughter
- Destruction/damage/vandalism of property
- Kidnapping/abduction
- Robbery
- Forcible sex offenses.

***"Alleged perpetrator of a non-forcible sex offense"*** means a student who is alleged to have committed acts that, if proven, would constitute statutory rape or incest.

***"Final results"*** means a decision or determination, made by an honor court or council, committee, commission, or other entity authorized to resolve disciplinary matters within the College. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

***"Sanction imposed"*** means a description of the disciplinary action taken by the College, the date of its imposition, and its duration.

***"Violation committed"*** means College's rules or code sections that were violated and any essential findings supporting the College's conclusion that the violation was committed.

## **Access to Student Education Records By Students and Eligible Parents**

Eligible students and parents have the right to inspect and review all of the student's education records as defined by the Act, except for those records described in the denial of access section of this policy.

If an eligible student or parent wishes to obtain access to a portion of the education records (other than a transcript), s/he must complete the College's Request for Access to Student Records Form and the student must complete an Authorization for Release of Information Form. These forms are located in each office where student educational records are held: the Registrar's Office, the Dean of the College, the Financial Aid Office, the Admissions Office, the Office of Student Affairs, and the Business Office.

To access an educational record, please follow these guidelines:

- Read the College's FERPA policy.
- Submit the Request for Access to Student Records Form to the appropriate record keeper and the student must submit an Authorization for Release of Information Form to the appropriate record keeper. The student and/or authorized person will be required to provide photo identification before access is provided. Parents of eligible students must demonstrate they are an eligible parent before access is provided.
- The record keeper obtains the requested records and reviews the eligibility of those records for access.
- In accordance with the guidelines of the Act, the College has a maximum of forty-five days to complete a response.
- The record keeper schedules an appointment with the student or authorized person for review of the records. The College reserves the right to schedule appointments for review of educational records at the mutual convenience of the student/parent and the reviewing office. The review of records is to take place on the Chester College of New England campus; requests for exception to this practice will be reviewed and decided by the President of the College.
- The record review takes place at the appropriate office. The record keeper completes the bottom section of the Request for Access to Student Record form and keeps it as documentation of their review. This form and the student's signed Authorization for Release of Information Form become part of the student's record.
- Student records may not, under any circumstance, be removed from the Administrative Offices of the College. The College will provide copies of educational records, other than transcripts, to the student for a charge of \$1.00 per page, except for the following situations where the College reserves the right not to provide copies:
  - a. The student/parent lives within commuting distance of the College.
  - b. The student has an unpaid financial obligation to the College.

The College does not charge a fee for the search, processing, or review of education records.

In the event the student/parent is logistically unable to inspect and/or review the requested education record(s,) the College will make appropriate arrangements with the student/parent.

### **Transcripts**

Students must request transcripts in writing and submit the request to the Registrar's Office. Graduating students will receive one unofficial and one official, sealed transcript upon graduation. Transcript requests may not be honored if the student has an unpaid financial obligation to the College.

### **Denial of Access and Limitations on the Right to Inspect Records by Students and Parents of Dependent Students**

The College **does not** have to permit a student/parent to inspect and review education records that:

- contain information on more than one student. (The requesting student may inspect, review or be informed of only the specific information about his or her records.)
- contain the financial records of his or her parents (students only.)
- contain confidential letters and statements of recommendation regarding admission, application for employment, or receipt of an honor or honorary recognition (if the student has **waived** his or her right to inspect and review those letters and statements).

**Note:** These items can be temporarily removed from the student's file to accommodate a review.

Chester College of New England does not require students to sign a waiver as a condition for admission to or receipt of a service/benefit from the College. A student may waive his/her right to confidential statements if the waiver is made in writing and signed by the student. If a student has waived his or her rights to confidential statements, the College will give the student, on request, the names of the individuals who provided the letters and statements of recommendation; and use the letters and statements of recommendation only for the purpose for which they were intended. A waiver may be revoked with respect to any actions occurring after the revocation and must be revoked in writing.

Record keepers at Chester College of New England are expected to consult with the Dean of the College prior to denying access to an education record.

## **Disclosure of Education Records**

### **Directory Information**

The College may disclose data designated as directory information without prior consent. Directory information is defined as information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to: student's name, local/residence hall address, local/residence hall telephone number, program of study (major), class standing/classification, dates of attendance, enrollment status (full-time or part-time registration), degree's received, honors and awards received, participation in officially recognized activities, and most recent previous school attended. Students have a right to refuse designation of any or all of their information as directory information. However, students must notify the College in writing prior to the start of classes of their refusal to have any or all of their directory information listed.

### **Access & Disclosure of Education Records by Parents**

As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).) Chester College of New England does require parents of "eligible students" to provide proof that the student, whose education record(s) they are requesting, is a dependent for tax purposes. However, the College regards the primary rights under the Act as residing with the student and may still require the student to sign an Authorization for Release of Information Form.

### **Access & Disclosure of Education Records by Parties Other Than the Student or Parent (With the Consent of the Student)**

The College will obtain a signed and dated written consent from a student before it discloses personally identifiable information from a student's education records, except as authorized by law. This consent will specify the records to be disclosed, the purpose of the disclosure, and the parties to whom the disclosure is made.

### **Access & Disclosure of Education Records and Information Without Prior Consent of the Student**

All educational records are maintained by the College in confidence. However, the Act allows for disclosure of records without prior consent of the student under certain circumstances. The agencies, institutions, entities, and individuals who may receive or inspect education records without prior consent are as follows:

1. Chester College of New England officials or their agents who have a legitimate educational interest in student records or data. This includes a person or persons employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff.) A College official is a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks; a person or student serving on an official committee (i.e. disciplinary/grievance, scholarship.)

2. Officials of another institution where a student seeks to enroll or is enrolled.

3. Authorized representatives of institutions from which a student has received financial aid or with which a student has applied for financial aid are entitled to access if needed to determine eligibility for, the amount of, or the conditions for aid, or to enforce terms or conditions of such aid. Financial aid means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

4. Authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary; or State and local educational authorities.

5. Federal, state, local, and independent organizations engaged in studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer student aid programs, administer predictive tests, or improve education. Information is disclosed only when the organization confirms the studies are conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and that the information is destroyed when no longer needed for the purposes for which the study was conducted. Disclosure of information and records to these organizations must be coordinated through the Registrar's Office and approved by the Dean of the College.

6. Accrediting organizations may access information and education records to carry out their accrediting functions.

7. Information is provided if it is to comply with a judicial order or lawfully issued subpoena. The College will attempt to notify the parent or eligible student of the order or subpoena in advance, so that the parent or eligible student may seek protective action, unless the subpoena prohibits such notification. If the College initiates legal action against a parent or student, the College may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the College to proceed with the legal action as plaintiff. If a parent or eligible student initiates legal action against the College, the College may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the educational agency or institution to defend itself.

8. Appropriate parties in the case of an emergency if knowledge of the information is deemed to be necessary to protect the health or safety of the student or other individuals.

9. Parent(s) of a student who is not an eligible student or to the student.

10. Victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense may receive information only regarding the final results of the disciplinary proceeding conducted by the College with respect to that alleged crime or offense. The College may disclose the final results of the disciplinary proceeding, regardless of whether the College concluded a violation was committed. The College will not disclose the final results of the disciplinary proceeding unless it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. The College will not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.

11. The College has the discretion to disclose to a parent of a student information regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to that use or possession; and the student is under the age of 21 at the time of the disclosure to the parent.

The College will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student except in situations described under items 1, 9, 10, 11 and requests where written consent by the student is provided, the information requested is directory information, or when it is prohibited by a court order, Federal grand jury, or law enforcement subpoena.

Records of each request will be maintained with the educational records of the student as long as the records are maintained. Each request or disclosure will include: the parties who have requested or received personally identifiable information from the educational records; and the legitimate interests the parties had in requesting or obtaining the information.

### **Re-disclosure of Information**

Chester College of New England, when disclosing information from educational records to parties not listed below, informs the receiving party that the information may not be further disclosed without the prior consent of the parent or eligible student and that the information provided may only be used for the purposes which the disclosure was made.

#### ***Instances which do not require restriction on re-disclosure include:***

- when the information is disclosed to an eligible student, or a parent of an ineligible student;
- when the receiving party (re)discloses information on behalf of the College;
- when the information is considered directory information and/or
- when the information is required by a court order or subpoena

### **Amending Educational Records By Student**

If an eligible parent or student believes the educational record(s) relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the College to amend the record. The College shall decide whether to amend the record as requested within a reasonable time after receiving the request. If the College decides not to amend the record as requested, it shall inform the eligible parent or student of its decision and of his or her right to a hearing.

### **Process for Amending Education Records**

- Submit an Amendment Form to the appropriate record keeper.
- The record keeper will then collect all information related to the case and forward it to the Dean of the College, who may request additional information from the student if necessary.
- The Dean of the College with the recommendation of the record keeper shall decide whether or not to amend the record.
- The Dean will notify the student in writing of the decision.
- The decision will be issued within a reasonable amount of time and not more than forty-five days from the date the Amendment Form was received.

### **Hearings Related to the Amendment of Education Records**

If the parent or student disagrees with the decision regarding the amending of the education record, he or she may request a hearing. All requests for a hearing must be submitted in writing and sent to the Dean of the College. Upon receipt, the Dean will forward the request to a College official who does not have a direct interest in the outcome of the hearing - that individual will be considered the designated hearing officer and will have the responsibility of conducting the hearing.

The hearing will be held within a reasonable time after the request for the hearing is received (not to exceed thirty days), unless the parties agree to a continuance. The College will give the parent

or eligible student notice of the date, time, and place, reasonably in advance of the hearing. The hearing may be closed in whole or in part upon the request of the student.

During the hearing, the College shall give the parent or student a full and fair opportunity to present evidence relevant to the challenge to the content of the education record. The parent or student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney. The individual conducting the hearing will receive all relevant evidence and testimony and after the conclusion of the hearing, will make a decision within fifteen business days. The decision will be based solely upon the evidence provided, will include a summary of evidence, reason for the decision, and will be provided to both parties in writing.

If it is determined that the education record should be amended, the hearing officer shall inform the President of the College of the amendment and the record shall be amended accordingly.

If it is determined that the education record should not be amended, the student or parent shall be informed their right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision. This letter of disagreement shall be placed with the contested part of the education record for as long as the record is maintained and will be disclosed whenever the record to which the statement relates is disclosed.