



COLLEGE OF RINDGE
STUDENT HANDBOOK

2017-2018

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INTRODUCTION

Franklin Pierce University is an academic community dedicated to intellectual, moral, the personal growth, and the well-being of its members. We come together with a common purpose, united by a commitment to the optimal development of our individual and collective talents and abilities. Our tasks, in one respect, have a seemingly selfish aspect, since we focus so much of our energy on our individual minds, on our own individual lives. The pursuit of personal excellence, however, though sometimes lonely, should not be thought of as selfish. The life of a university is a shared life, and the richest experience is possible only when we see ourselves not just as individuals, but as contributing, responsible members of the larger community... and that is what a good university must be.

There can be no sense of community without shared beliefs about what is valuable, what is enriching, and what is good. Franklin Pierce University believes that our greatest responsibility is to take full advantage of our time here together. Our years at Franklin Pierce University provide a rare, invaluable opportunity for the kind of personal growth that Western culture has always revered as the highest good: the freedom and responsibility to do one's best. The chance to make our lives better through determined, conscious effort is what Franklin Pierce University is committed to achieving.

This student handbook is a piece of this effort to help students achieve these goals. It is a partial guide to the life of the University. To new students, it provides an introduction to co-curricular realities and expectations. It is not a mere list of "Thou-shalt-nots." It is a formal statement reaffirming the University's commitment to mutual respect, trust, and integrity as precious values in and of themselves. This document has emerged through our history as a way to create the best environment in which to most effectively pursue the fundamental goals of our university community. This document is not intended to be exhaustive. Students must also refer to the University Webpage, Student Code of Conduct and other University publications in order to be informed about University policy and expectations.

The 2017-2018 College at Rindge Student Handbook contains information on policies and opportunities. We encourage and challenge you to seek out new areas of interest and get involved in activities that will make the university experience more rewarding in the years ahead. Education and learning are opportunities for personal growth and academic achievement. We expect you to identify concerns about the quality of life on campus and to participate with faculty and staff in achieving high standards of learning and growing in this beautiful setting. Maintaining a healthy campus environment requires a balance between individual rights and responsibilities and those shared experiences that contribute to the common good and give rise to establishing the university community.

SECTION ONE: STUDENT HONOR CODE

On March 23, 1999, the Franklin Pierce University Student Senate passed, by overwhelming majority, a resolution calling for the implementation of a University honor code. This code was approved in the April 26, 1999 session of the Student Government Association (SGA).

The goal of this Honor Code is to establish a set of principles to help define and guide responsible membership in this community.

Franklin Pierce University recognizes its highest goal to be the development of intellect and character. That which sets Franklin Pierce University apart from others is that we demand that community members make contributions far larger than they could have hoped when they arrived.

As a member of this community, **ALL matriculated students must affirm the following commitments:**

I agree to read, understand and abide by standards of behavior outlined in the Student Code of Conduct and The Student Handbook.

Both the Student Code of Conduct and the Student Handbook can be found at our website *franklinpierce.edu*. These important documents outline rules and policies that establish norms for the community. It is every member's responsibility to follow these standards, but also to enforce them with others.

I will respect myself, other students, faculty and staff.

What makes this community so special is the richness and diversity that every individual brings. Understanding and appreciating individual difference is one of the most powerful learning experiences. Thus we commit to understand one another, to respect one another and care for others.

I will respect the University.

We are proud of past contributions people have made for the Franklin Pierce of today. We understand that sacrifices have been made so that we may enjoy this campus. The natural beauty of the region is also spectacular. We agree to improve the environment, whether it is the buildings and facilities or the natural environment.

I agree to be involved in the life of the University.

A vibrant learning environment is one in which students, faculty and staff are involved in all aspects of University life. Generally, students attend University to learn and develop as individuals. At Franklin Pierce University, we emphasize not only the formal classroom learning, but also learning that occurs outside the classroom through clubs, activities and leadership opportunities. It is everyone's responsibility to be involved in shaping themselves and the University.

I am responsible for my own learning and development.

As learners, we commit our energy to becoming the best that we can be. We understand our obligation to others and ourselves. We can advance ourselves through hard work, high standards and service.

I agree to abide by the highest standards of academic integrity.

We will neither engage in nor tolerate acts of academic dishonesty; including but not limited to: plagiarism, cheating, and soliciting academic work from others to present as our own. Furthermore, it is acknowledged that failure to disclose such violations by others is itself a violation.

In joining Franklin Pierce, I commit myself to these principles and accept responsibility bestowed upon me to develop and enhance a culture of respect and responsibility.

SECTION TWO – ALL CAMPUS POLICIES

INCIDENTS OF HATRED: POLICY STATEMENT

Franklin Pierce University values the great diversity of its people and recognizes that a threat against any portion of our community is a threat against our entire community, as well as our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community.

An incident of hatred is an act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, or gender. Incidents of hatred include, but are not limited to, graffiti, distribution of hate material in public places, posting of hate material that may or may not result in property damage, and the display of offensive material on one's own property.

It is the policy of Franklin Pierce University to ensure that the rights and safety of all community members are protected. This includes the right of all community members to live without fear of attack by or threat from an individual or group due to hatred or prejudice. When any act motivated by hatred or prejudice occurs, the University will ensure that it is dealt with on a priority basis and use every necessary resource to rapidly and decisively identify the suspects and bring them to justice. The judicial system will view incidents of hatred as a serious violation of our Student Code of Conduct, and judicial outcomes may include any sanctions indicated in the Student Code of Conduct, including expulsion. Students suspected of perpetrating an incident of hatred will normally be charged with "Verbal Abuse," and/or "Disorderly Conduct or Disruptive Behavior," in accordance with the Student Code of Conduct. Incidents should be reported to a staff member in Residential Life (ext. 4176), or the Department of Campus Safety (ext. 4210).

MEDICAL AMNESTY/GOOD SAMARITAN POLICY

In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for one's self or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or other drugs. This policy shall extend to another student seeking help for the intoxicated student.

In order to qualify for medical amnesty, the student must seek and obtain medical attention at the time of the incident. Amnesty will apply to medical emergencies involving alcohol or other drugs but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances.

Request for amnesty must be done by the student involved and inquiries should be directed to the Assistant Dean of Student Affairs. Medical Amnesty and Good Samaritan policy conditions and stipulations are to be determined on a case by case basis by the Office of Community Standards and Student Conduct. Determination as to whether a student qualifies will be made during or prior to a student conduct hearing.

MOTOR VEHICLE POLICIES

All motor vehicles that are operated on campus must be operated in compliance with the laws of the State of New Hampshire and Franklin Pierce regulations. All vehicles are required to be registered with the Department of Campus Safety upon entering the campus.

Privately owned snowmobiles/dirt bikes are not allowed on campus. The individual in whose name a vehicle is registered with the university will be responsible for all parking and moving violations involving the vehicle. It is the responsibility of the registrant to remove decals from vehicles which are sold or traded or when student status at the University is terminated. Failure to register a motor vehicle will result in a citation per offense and/or towing at the owner's expense. A full copy of the motor vehicle regulations is available at the Department of Campus Safety and on the web.

Parking and operating vehicles on university property is a privilege and is done so at the owner's risk. The Director of Campus Safety may suspend this privilege for unsafe operation or violation of the State of New Hampshire or Franklin Pierce motor vehicle regulations.

The university assumes no responsibility for loss or damage to any vehicle or personal property on campus. Please park in designated student parking. White lines designate student parking spaces. Yellow lines indicate staff and faculty

parking. If you park in areas designated for staff, you are subject to fines and/or towing. Students are financially responsible for any motor vehicle violations committed by their guests.

PARKING FINES

Fire Lane/Restricted Area	\$100.00
Handicapped Parking	\$100.00
Blocking Fire Hydrant	\$100.00
Towed Vehicle	\$100.00
Hindering Snow Removal	\$100.00
Failure to Display/Unregistered (University)	\$50.00
Unauthorized Use of/Forged Permit	\$50.00
Unsafe Operation	\$50.00
Wrong Way	\$50.00
Blocking Traffic/Roadway/Dumpster	\$50.00
Driving/Parking on Sidewalk/Lawn/Crosswalk	\$25.00
Unauthorized Parking	\$25.00
Not a Parking Space	\$25.00
Expired or Unregistered Vehicle (State)	\$25.00
Booted Vehicle	\$25.00
Other	\$25.00

VEHICLE REGISTRATION/ PARKING DECALS

Parking Permit Application Instructions

1. Navigate to *eraven.franklinpierce.edu*
2. Click on Campus Web
3. Login to Campus Web
4. Click on the Campus Life Tab on the top menu bar
5. Click on Parking Permits on the left menu list
6. Click on Parking Permit Application
7. Complete Form
8. Submit

After you submit your application, the Department of Campus Safety will review the application and assign you a permit number. Once a number has been assigned your parking permit will be placed in your on-campus post office box within 48 hours.

CONFISCATED PROPERTY

Confiscated property/items may be removed by the Department of Campus Safety or Residential Life. If a prohibited item is found it will not be returned if it presents a Health and Safety risk to the community. A confiscated item slip will be left in your residence if any items are removed. Experience Directors will maintain a list of all items confiscated. It is possible that if the nature of the confiscated item violates a university policy that the student may face judicial action.

WEAPONS POLICY

It is a violation of university policy to possess any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual. Possession or use of firearms, other weapons, or explosives, is not permitted on any campus location. Violation of this policy is considered a serious offense and may lead to immediate separation from the university. Examples of weapons or explosives includes, but is not limited to: fireworks, handguns, rifles, pellet guns, BB guns, paintball guns, box cutters, tasers, swords, bow and arrow, martial arts weapons, brass knuckles, including non-culinary knives with a blade greater than three(3) inches, sling shots, pellets, bullets, ammunition, etc. The University does not store such weapons or explosives nor may they be stored in vehicles, apartments, or any other place on campus.

NON-SMOKING LAW

The "Indoor Smoking Act" enacted by the New Hampshire Legislature, became effective for all public buildings and institutions in January 1991, and then for private institutions and workplaces, such as Franklin Pierce University, on July 1, 1993.

To comply with this law, all university buildings are designated as nonsmoking, including all offices and restrooms. The only exceptions will be student resident facilities where the Assistant Dean of Student Affairs may designate some effectively segregated smoking areas. There is no smoking in any common area within the residence facilities; this includes all hallways, restrooms, stairwells, etc.

All residential housing is smoke free, this includes but is not limited to cigarettes, hookahs, and electronic smoking devices (vaping devices).

This legislation includes a complaint procedure for the benefit of nonsmokers who feel their health and well-being are being endangered by involuntary exposure to ETS (Environmental Tobacco Smoke), or passive smoke. The resulting investigation of such a complaint, where if a person is found to have been smoking in a place where smoking is prohibited, will result in that person being declared guilty of a civil violation and subject to a fine of not less than \$50.

Complaints should be directed to the Department of Campus Safety, where they will be investigated. The resulting report will be forwarded to Assistant Dean of Student Affairs for adjudication. Faculty-staff violations are forwarded to the Office of Human Resources.

“Smoking Zone Policy.” This policy prohibits smoking within twenty five (25) feet of any building doorway. The goal of this policy is to ensure a smoke free zone surrounding all entrance ways to buildings.

DEBTS, DAMAGE AND FINES

Students are responsible for damage to university property and the false activation of a fire alarm. Any charge resulting from damage to, theft of university property or false activation of fire alarms will be billed to the responsible student’s account. When this person cannot be identified, the charge may be assessed to all students residing on the particular hallway, floor or building. Damage charges are determined on a semester by semester basis and are reflected on the student(s) account accordingly. Students charged with damaging property may also be referred to the University Judicial System and may be subject to arrest with local law enforcement agencies.

The university does not cover damage to or theft of students’ personal property. As such, students are encouraged to ensure that their parents’ homeowner policy will cover such events or they should obtain renter’s insurance. The university provides literature about a renter’s policy that can be purchased to protect against damage and theft to personal property. Information can be obtained through the Residential Life Department.

Returned checks from purchases made in the Bookstore or anywhere on campus will result in a service charge (in addition to the amount of the check). This charge will be assessed for each return of each check (i.e. a check returned, re-deposited, and returned again will be charged two service charges).

Returned checks will automatically be re-deposited and no additional checks will be accepted for three weeks following the date of redeposit. The return of a second check will result in the loss of on-campus check purchasing privileges for the remainder of the academic year.

FUND RAISING

The University officer of Institutional Advancement is responsible for the solicitation and recording of all gifts to Franklin Pierce University. The University’s fund raising policy states that no solicitation of funds or merchandise either off-campus or by outside organizations on-campus, may be undertaken by any department, student organization, or individual representing Franklin Pierce University without prior written approval from the Advancement Office. Any

solicitation of any kind during Alumni Homecoming or Family Day also requires the approval of the Office of Advancement.

Student organizations interested in on-campus fund-raisers should get approval from the Assistant Director of Student Involvement. Solicitation of gifts, prizes, etc. from local merchants requires the approval of the Office of Advancement.

When a recognized club or organization does receive the appropriate approval, as stipulated on the solicitation form, they must agree to exchange, replace or refund an item purchased that is faulty or that is unsatisfactory to the buyer. A reasonable amount of time for exchange (refund should be established, normally between one and two weeks after receipt of goods). Any dispute or discrepancy between solicitor and customer should be settled at the lowest possible level, with the club. If the problem cannot be resolved at this level, the Assistant Dean of Student Involvement becomes the final arbitrator/mediator.

HEALTH POLICIES

Franklin Pierce University requires each student to have a completed Health Assessment Form on file in the Health Center. Included in the Health Assessment Form are a health history, physical examination report, and immunization records. In accordance with the New Hampshire Division of Public Health Services, the University requires proof of immunity to measles, mumps, rubella, tuberculosis, tetanus and meningitis. Guidelines for immunity standards follow recommendations from the Center for Disease Control, Atlanta, GA. Students wishing an exemption from the immunization requirement on religious grounds must make a written request to the Director of Health Services. Any student who does not comply with the above may be excluded from class attendance, class registration, residential living, and co-curricular activities until such information is provided.

FIRE SAFETY AND FIRE REGULATIONS

As a community, we are concerned about the health and safety of all members. Persons pulling false alarms, tamper with fire equipment, including extinguishers, bells, and detectors, engage in a serious infringement on the rights of others. As such, tampering with any life-safety equipment is considered a separation level offense through the judicial process. Students accused of tampering with fire safety equipment are subject to arrest as well.

False alarms can create injury to persons attempting to evacuate a building. Tampered or missing equipment may not be available in a life-threatening situation requiring immediate response. Students living in areas where a false alarm occurs will be assessed the following fines and be subject to possible disciplinary action.

Fire alarms will be billed to residents in accordance with the damage and vandalism policy. Because these are costs associated with false alarms, and billed to the University by the town fire department as dictated by ordinance, costs are billed back to residents accordingly. If the individual responsible for the false alarm can be determined, he/she will be billed, but if this cannot be determined, the building or area will be billed.

Students who are found responsible for covering a smoke detector will be sanctioned the following;

- 1st Offense: will result in a \$100 Fine and Conduct Probation for the semester
- 2nd Offense: will result in a \$200 Fine and Deferred Residence Hall Suspension
- 3rd Offense: will result in University Residence Hall Suspension

In instances where a student violates fire safety regulations, Rindge Fire Department and Rindge Police Department have the authority to summons that student to court for a Misdemeanor Charge of "Disorderly Conduct." They also have the authority to charge students with a Felony Charge of "Tampering with Life Safety Equipment."

Resident students are required to practice prudent and sensible fire safety measures. Do not over-load electrical outlets. The hanging of tapestries, flags, blankets, etc. on the ceilings is prohibited. Limit clutter and excessive amounts of combustibles. Open flame devices, candles, oil or kerosene lamps, burners and incense are similarly prohibited. Fire doors in hallways and stairwells may not be blocked open at any time. Private gatherings must be limited as stated in social gathering policy due to fire safety regulations. A window is both an additional exit for the resident and an egress for fire personnel in case of emergency, therefore, under no circumstances should the windows be blocked. Fans may be used but the screens should not be removed at any time.

ADMINISTRATIVE WITHDRAWAL

The Vice President for Student Affairs, or their designee in consultation with other student services staff, may require withdrawal for medical or emotional reasons when a student exhibits behavior which is dangerous to self or others and/or disruptive to the normal activities of the University. Students will be informed of the recommendation to withdraw, and ordinarily parents or guardian will be asked to participate in the process. If the student does not choose to file a voluntary withdrawal for medical reasons, action under disciplinary procedures may be initiated. Conditions for readmission will be specified in writing, and the Center for Counseling & Outreach Education or Health Services staff will review conditions and make recommendations to the VP for Student Affairs or their designee prior to a student's readmission to the University.

Students may also be Administratively Withdrawn for not participating in processes including but not limited to: registration, housing selection, timely payment of bills, and completion of health forms. Individuals in this circumstance will receive written communication from the University regarding the withdrawal.

DRUG-FREE SCHOOLS AND COMMUNITY ACT

As a member of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, Franklin Pierce University has adopted and implemented a drug abuse prevention program. This program is directed to all students and employees and includes:

- A. **Policy** - Annual notice of standards of conduct prohibiting unlawful possession, use, and distribution of illicit drugs and alcohol on university property and at university functions.
- B. **Enforcement** - Sanctions which will be imposed by the University and applicable legal sanctions under local, state, and federal law.
- C. **Prevention and Education** - Programs on the health risks associated with the use of drugs and the abuse of alcohol will be held throughout the academic year. Information on Drug Free schools can be found on eRaven at franklinpierce.edu/studentlife/drugfree.html.
- D. **Referral services and outreach** - Programs on alcohol and drugs are coordinated through the Center for Outreach Education.

ALCOHOL AND DRUGS

Possession and use of non-prescribed drugs is incompatible with the educational process and inconsistent with the purposes of the university community. The possession of drug paraphernalia is prohibited on campus, and the sale of drugs will result in separation from the University. Franklin Pierce prohibits alcoholic beverages in all public areas of the campus, including lounges and corridors of residence halls and outdoor areas unless special permission is received, from the Vice President for Student Affairs or his/her designee, for a particular function. All first and second year living areas (New Hampshire, Mt. Washington, Granite, Monadnock, Edgewood, Cheshire, and any residence designated by the Director of Residential life as Wellness Housing) are designated as alcohol free.

Common sources of alcohol are prohibited by the University. Common source is defined as a large amount of alcohol present which is in excess, or beyond a reasonable amount, for the number of people present who are 21 years of age or older. Common sources include, but are not limited to, kegs, beer balls, and around the world parties. This regulation is due to the University's recognition that too often common sources of alcohol contribute to irresponsible consumption and associated negative behaviors. Further, parties where money is collected or tickets are sold are prohibited. Any alcohol paraphernalia, such as, funnels, taps, kegs, etc. are prohibited and will be confiscated. These items will not be returned to students.

Alcohol and Other Drugs Concerns Committee meets regularly to review these and other related regulations. An Alcohol and Other Drugs Committee recommends to the Vice President for Student Affairs the appropriate campus policies and programs.

The University has adopted the following guidelines:

1. The University has the responsibility to exercise prudent control over the use of alcohol on and off-campus at university-sponsored events.
2. Food and non-alcoholic beverages of sufficient quantity must be available whenever alcoholic beverages are served at events on or off-campus.
3. Individuals and/or sponsors of activities, events, or parties where alcohol is served are responsible for clean-up and damage.
4. No alcoholic beverages are permitted in or out-of-doors, except in the Raven's Nest and designated special living options. Special permission must be obtained for special functions in other locations (on or off-campus) from the appropriate member of the Senior Staff.
5. Incident reports from the Department of Campus Safety indicate if the incident is alcohol-related and are reported to the Assistant Dean of Student Affairs.
6. In promoting university events, alcoholic beverages may not be mentioned in advertising material.
7. Specific alcohol policies can be found in the College at Rindge Student Code of Conduct.

NEW HAMPSHIRE STATE LAWS

As a member of the Franklin Pierce University community, students reside in the state of New Hampshire, and therefore are responsible for knowing and abiding by all the state laws. State law forbids the possession of alcoholic beverages as a minor.

No licensed sales agent, nor any other person, shall sell or give away or cause or permit or procure to be sold, delivered or given away any liquor or alcoholic beverages to a person under the age of 21 years, to an habitual drunkard, to an insane person, to a person under the influence of liquor, or to any other person to whom any court, selectman of a town, chief of police, overseer of public welfare or the commission shall prohibit sale.

New Hampshire law states that individuals over 21 are subject to prosecution if they sell or give alcoholic beverages to a minor. A driver under the age of 21 with a Blood Alcohol Content (BAC) of 0.02 or more may be charged with DWI.

The Town of Rindge, New Hampshire has an ordinance that prohibits open alcohol containers in public areas. This includes all exterior spaces on the Franklin Pierce University campus.

SERVICE AND EMOTIONAL SUPPORT ANIMAL

In accordance with Housing and Urban Development (HUD) and the Fair Housing Acts students requesting an emotional support animal in residence must request an accommodation through Residential Life. In accordance with American with Disabilities Act (ADA) students who wish to have a service animal in residence must notify Residential Life of a need for an accommodation for a service animal. For more information please refer to the Director of Residential Life or the Coordinator for Student Accessibility Services.

PET POLICY

Pets are not allowed in any university building or on university premises. All pets, with the exception of fish kept in an aquarium no larger than twenty-five gallons, are prohibited from university residence. Violations of this policy will result in confiscation of the pet as well as potential suspension from on-campus housing.

E-MAIL

Franklin Pierce e-mail is the university's official method of communication. E-mail provides faculty, staff and students with an efficient and economical means of communicating among themselves, parents, home and others. Students are required to access their Franklin Pierce e-mail daily for up-to-date community information and individual communications.

IDENTIFICATION AND DIRECTORY INFORMATION

Every registered student is required to possess an official university identification card issued by the Department Campus Safety and to produce it upon request by university officials. The ID is required to check materials from the library, eat in the dining commons (for students on the meal plan) and use athletic facilities. Identification must also be presented to a Campus Safety Officer or other University official, upon his/her request in accordance with the Student Code of Conduct. Franklin Pierce ID cards are issued and/or validated at registration each semester and replacements can be obtained throughout the year at the Campus Safety Office (a fee will be applied to the student's university account).

University officials include all university employees; faculty, staff. Failure to do so may result in treatment as a non- student. Upon withdrawal from the University, the ID card must be returned.

The University requires an accurate local address and telephone number for each student as part of registration for each semester. The Residential Life Office must receive this information prior to the end of the add-drop period.

CAMERAS

Franklin Pierce University is committed to enhancing safety and security by integrating the best practices that include the utilization of a security and safety camera systems. The surveillance of public areas is intended to deter crime and assist in protecting the safety of the students, faculty, staff, and visitors to the campus along with the property of the University. This practice addresses the University safety and security needs while respecting and preserving individual privacy.

A variety of surveillance cameras around campus which will be fed into Campus Safety. While these cameras record activity in the areas in which they have been placed, as a general practice, they may not be monitored in "real time." They are intended to deter illegal and inappropriate behavior, and will be used to investigate violations of the law or policy. These cameras will not view private living areas, such as restrooms but instead have been and will continue to be located in high traffic and high utilization public spaces.

COMPLIANCE WITH OFFICIAL REQUESTS

Students are required to respond in a timely manner to reasonable requests from any university office or official. Notification may be requested verbally, in writing, campus e-mail, or by the Voice Mail phone system. Failure to do so may result in judicial proceedings for "failure to comply" with the request of a university official. Students are responsible for checking their voice mail, e-mail, and post office box on a daily basis. E-mail is the preferred method of University communication.

HAZING

Hazing is a violation of New Hampshire law and University policy. Any student violating this policy will be subject to disciplinary action and will be reported to law enforcement authorities. In addition, when this policy is violated, action may be taken against all participants. Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of campus organizations at the University. Hazing is defined as any act (occurring on or off campus) that is likely to be perceived by a reasonable person as: Physically, emotionally or psychologically humiliating or abusive or that endangers the health or safety of an individual or select group of individuals as part of the process of gaining entrance or acceptance into an established group, team or organization.

DRONES

The use of drones in or around University residence halls is prohibited.

SECTION THREE – RESIDENTIAL POLICIES

As a residential university, full-time students typically reside on-campus in university owned or operated housing. First year students who are full-time status are required to live in University owned or operated housing. Upper-class students (SO, JR, or SR) are housed according to a room selection, but are not guaranteed housing. Students who wish to reside off-campus must request approval from the Residential Life Office in advance of signing any lease or making any commitments to live off campus. Approval is not guaranteed.

If an individual is registered as a part-time student, enrolled in less than twelve credit hours during the semester, that student is not eligible to reside in university owned or operated housing unless they first gain permission from the Director of Residential Life. Second semester seniors who register for the number of credits necessary for graduation requirements will be permitted to reside in university housing even though this may be less than twelve credits hours. This residency requirement does not apply to students residing on campus over the summer.

ROOM CHANGES

Students may not change rooms within the first two weeks of the semester. During the first two weeks of the semester the University puts a “freeze” on any room change activity in order to account for all residents and open rooms. Students may make room changes after the “freeze”. All changes must be approved by the Department of Residential Life prior to any physical move taking place. There will be no refunds for any portion of the room charges, nor will there be additional charges added to the student’s statement after the first two weeks. Once a student checks into a residence hall, the student may not change status from a resident student to a commuter student. Any exception to this rule must have the approval of the Vice President of Student Affairs. Any refund will follow the schedule prescribed under “Withdrawal for Regular Terms.”

MEAL PLAN CHANGES

All freshmen are required to be on one of the University’s all access meal plan, regardless of where they reside on campus. Freshmen commuter students are exempt from this requirement, but may opt to participate in any one of the University’s meal plan options by enrolling in the Residential Life office. Sophomores living in traditional residence halls have the option of the all access or 15 meal plan; junior or seniors living in Lakeview, Sawmill, Northwoods or Mountain View may elect one of the other plans or no meal plan. Any upper-class (non-freshman) student living in standard residences (Granite, Mount Washington, New Hampshire, Cheshire, Monadnock or Edgewood) must elect one of the meal plans available to them. Any changes to meal plan options must be made before the Add/Drop Period ends and this must be done in

the office of Residential Life. Any exceptions (e.g., documented medical issue that necessitates being off the meal plan) must be approved by the Director of Residential Life before the end of the Add/Drop Period.

TELEPHONES IN STUDENT RESIDENCES

Franklin Pierce University provides local dial tone to each residence hall room and each bedroom of the special living options upon request. Each student and their roommate need to provide one analog telephone per room for making and receiving calls, and access to 911. Long distance calls can be made by using a calling card, either pre-paid or billed, purchased by the student or parent.

From off campus, people can either dial (603) 899-4100 or call (603) 899-4000 and the campus operator will connect them to your room, provided you have requested telephone service and have provided an analog telephone.

TTY Service: The University provides TTY service for the hard of hearing, located on the first floor of the library and available for student use. The telephone number is 603-899-1125. Faxes can be sent and received 24 hours a day from the Campus Safety building.

CABLE TELEVISION SYSTEM

The University Cable Television provides service to all campus residences. Students may bring a television from home and receive Franklin Pierce Cable programming in their residence hall rooms. RG6 quality cables are required and may be brought from home or are available for purchase at the University Bookstore. The television you bring to campus, must have QAM tuning capability. Most HD or digital TVs sold after 2006 have an internal digital QAM tuner.

Look for 'digital video broadcast (DVB)', 'DTV tuner', 'digital cable tuner'. On your TV remote control, a dot (.) or dash (-) on the remote is normally used during the tuning process. If the TV remote has a dot or dash, the TV probably has an internal digital QAM tuner. Check your manual for scanning or manual channel instructions.

PROHIBITED ITEMS FOR GRANITE, NEW HAMPSHIRE, MT. WASHINGTON, EDGEWOOD, AND MONADNOCK HALLS

The following appliances and other items are prohibited in all traditional residences. These items are responsible for actual fires in college and university housing units throughout the United States.

Hot Plates	Oil Lamps	Sparklers
Smoke Bombs	Chemicals	Space Heaters
Smoke Machines	Immersion Coils	Fireworks
Candles (This includes for religious purposes)	Refrigerators Larger than 3 Cubic Feet	Microwaves not provided by Microfridge
Electrical wiring that is homemade or modified creating a shock or fire hazard.	All flammable & combustible liquids. Includes art supplies such as thinners	Hoverboards and Gasoline-powered items motorcycles, mopeds, or their components.
Devices with open flames	Electric Toaster Ovens	Halogen Lamps
Incense and Burners	Air Conditioners	Electric Skillets or Pans
Electric Woks	Rice Cookers	George Forman Grills
Propane Grills or Tanks	Toasters	Ceiling Fans
Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker. Nothing Combustible attached to ceilings.	Extension cords longer than six (6) feet. Ext cords must be in plain view, may not be run under rugs, doors or secured to building or furniture.	Any decorative lighting that is hung from the ceiling or is in contact with any combustible materials tapestry, posters, and pictures.

Cooking is not allowed in residence halls or suite rooms, or in any other room except the kitchen.

The following electrical appliances are permitted in residence halls provided their use does not disturb other occupants and do not constitute a fire hazard: television sets, radios, stereos, electric razors, hot pots, clocks, hair dryers, irons, lamps, fans and small (3 cubic feet or less) compact refrigerators. Make sure all appliances are marked Underwriters Laboratories (UL) inspected. All extension cords must be equipped with an over current surge protection device in them such as a circuit breaker.

PROHIBITED ITEMS FOR MT. VIEW, NORTHWOODS, CHESHIRE, LAKEVIEW, AND SAWMILLS

The following appliances and other items are prohibited in all non-traditional residences. These items are responsible for actual fires in college and university housing units throughout the United States.

Hot Plates	Oil Lamps	Sparklers
Smoke Bombs	Air Conditioners	Space Heaters
Smoke Machines	Immersion Coils	Fireworks
Candles (This includes for religious purposes)	Refrigerators over 3 Cubic Feet	Propane Grills and Tanks
Incense and Burners	Chemicals	Halogen Lamps
Devices with open flames	Ceiling Fans	
Any decorative lighting that is hung from the ceiling or is in contact with any combustible materials tapestry, posters, and pictures.	Extension cords longer than six (6) feet. Cords must be in plain view, may not be run under rugs, doors or secured to building or furniture.	Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker. Nothing Combustible attached to ceilings.
Electrical wiring that is homemade or modified creating a shock or fire hazard.	Hoverboards and Gasoline-powered items motorcycles, mopeds, or their components.	All flammable & combustible liquids. Includes art supplies such as thinners

The following appliances ARE APPROVED for use in the KITCHEN AREA ONLY of Cheshire, Mt. View, Northwoods, Lakeview and Sawmill residence Halls. Approval is granted only if the appliance is Underwriters Lab (UL) listed and the unit is properly connected to the wall outlet:

Microwaves not provided by Microfridge	Electric Toaster Ovens	Forman Grills
Toasters	Electric Skillets / Electric Frying Pans	Rice Cookers
Electric Woks		

Cooking is not allowed in any rooms except the kitchen. Decorative lighting may not be hung in such a way as to touch combustible materials such as, but not limited to: posters, mattresses, clothes, etc. No items may be hung from sprinkler heads, sprinkler system pipes, smoke sensors, ceiling or any metal fixtures.

Any Fire Company officer and/or a member(s) of the Department of Campus Safety may conduct periodic fire and safety inspections of rooms with a member of the Residence Life staff. Sanctions for violations of fire safety regulations are dealt with in accordance with the College at Rindge Student Code of Conduct. Outside fires of any kind are prohibited without first obtaining a fire permit from the Department of Campus Safety. A fire permit must be requested a minimum of 24 hours in advance.

Charcoal grills may be used but no closer than 20 feet from any building or structure. Coals must be properly extinguished after grilling. Propane or gas grills are prohibited.

The following electrical appliances are permitted in residence halls provided their use does not disturb other occupants and do not constitute a fire hazard: television sets, radios, stereos, electric razors, hot pots, clocks, hair dryers, irons, lamps, fans and small (3 cubic feet or less) compact refrigerators. Make sure all appliances are marked Underwriters Laboratories (UL) inspected. All extension cords must be equipped with an over current surge protection device in them such as a circuit breaker.

COURTESY AND QUIET HOURS

At all times, residents must be courteous and respect the wishes of their fellow residential peers with regards to noise levels. Noise, regardless of the time of day, should not disrupt hallmates, classes in residential areas or any university sponsored activity.

Quiet Hours are in effect in all residential areas:

Sundays – Thursday: 10 p.m. – 8 a.m.

Friday & Saturday: 1 a.m. – 8 a.m.

FURNITURE POLICY

The university supplies bedroom and common area furniture respective to your residence that meets the fire deterrent standards set forth in the California Code that further insures your safety. Personal furniture is allowed if it meets all fire safety criteria, and is approved by Residential Life. If you do decide to bring personal furniture, please understand that if it is not removed at the end of the academic year, you and your roommates will incur a removal charge. All of your University issued furniture must remain inside your residence and must not be found in areas that present a fire hazard.

HEALTH AND SAFETY INSPECTIONS

Residential Life in conjunction with the Facilities Department coordinates at least six room health and safety inspections throughout the academic year. These

inspections ensure that fire safety along with maintenance and damage concerns are addressed and that rooms are maintained in the condition they are found in at the beginning of the year. Residents are held responsible for any damage or policy violation within their room or respective common area (i.e. hallway, stairwell, bathroom, kitchen, study lounge, etc.). Students who demonstrate that they are unable or unwilling to reside in a safe, clean, undamaged residence will be suspended from the residence halls or moved to another on-campus residential location.

STUDENT GUEST POLICY

Resident students may entertain guest(s) in their residences. These guest(s) may be Franklin Pierce students living in University facilities, Franklin Pierce students living off campus, or non-students. This privilege requires the approval of the host's roommate(s). Further, the exercise of this privilege requires that the rights of one's roommate(s) take priority over the privilege of having a guest.

A resident student may not have an overnight guest, non-student or off-campus student, for more than two (2) nights in any given seven day period. An overnight guest may not stay more than two nights in a given seven day period. When a guest is not a current FPU student, she/he must obtain a guest pass from the Department of Campus Safety. It is the host's responsibility to inform the guest of the necessity of obtaining the pass. The guest must stay with the student who is sponsoring them, have the pass on them at all times and must present the pass to any University official when requested.

An off-campus student is permitted to visit the campus while classes are in session and if she/or decides to stay overnight in a residence hall then she/he must be sponsored by a residential student and sleep in their respective residence.

The student host is responsible for seeing that his or her guest(s) observes University rules and regulations while on campus. Hosts will be held financially responsible for damages done by guests and may face disciplinary action for failure to control the behavior of guests, including possible termination of residence privileges.

Guests without proper identification and/or 17 years old will need the consent of the Experience Director of their area or the on duty Residential life Professional Staff Member to be allowed to register and remain on campus. Minors who are 16 years of age or younger, unless a relative of a resident, may not stay overnight.

SUMMER HOUSING

Certain services typically offered during the academic year may not be provided during the summer sessions. Examples are Health Services, the Center for Counseling & Outreach, Transportation, Activities, and at select times Food

Services, students should inquire about what services would be available before registering for any on-campus summer study or work.

ROOM ENTRY POLICY

Franklin Pierce University recognizes the privacy rights of its students, but wants to indicate clearly that any university official has the authority and the obligation to enter any student room where she/he believes a violation of university policy is occurring, has occurred, or if the health and safety of the occupant is called into question. Resident students can expect staff response when noise, partying activity, offensive odors including smoking, and violation of fire regulations extend beyond the privacy of the room. Consequences of violations are stated in the sanctions guidelines of the College at Rindge Student Code of Conduct. In addition, the University will periodically inspect student rooms for 1) health and safety and 2) for maintenance issues. These inspections are scheduled through Residential Life.

EMERGENCY EXIT DOORS

Individuals who prop open the doors and/or allow others into the Residence Hall (who are not allowed to be there) will be held accountable under the Student Conduct process. All other exit doors in a Residential facilities will be used for emergencies only. If a student exits a building through an emergency exit door, an alarm will sound. The doors are clearly marked.

SOCIAL GATHERING POLICY

Students that reside in Northwoods, Mountainview, Lakeview or Sawmills have the privilege to host a Social Gathering. All students and apartments/townhouses interested in registering a social gathering must complete the Social Gathering workshop and register accordingly. For regulations and the registration form please go to the Residential Life website or the Office of Residential Life.

SECTION FOUR - SEXUAL MISCONDUCT POLICY

I. INTRODUCTION

Franklin Pierce University is committed to creating a community free from violence. Sexual assault, sexual harassment, domestic violence, dating violence and stalking as defined by State and Federal laws, will not be tolerated at Franklin Pierce University.

The University recognizes the necessity of a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity, and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender,

sexual orientation, or disability. The University is committed to addressing all concerns relating to incidents of sexual misconduct.

All members of the Franklin Pierce community share a responsibility for upholding this policy as we strive to attain our goal of creating a violence-free community.

II. STATEMENT OF POLICY

Franklin Pierce University prohibits sexual misconduct in all forms. Sexual Misconduct includes all forms of sexual harassment, sexual violence, sexual discrimination, domestic violence, dating violence, and stalking. This policy applies to all students and third parties regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation, or disability.

Sexual Harassment - This includes any unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's performance in the classroom, and creates an intimidating, hostile, or offensive environment in which to live and learn.

Sexual Violence - Any non-consensual sexual intercourse, non-consensual sexual contact and sexual exploitation:

- Non-consensual sexual intercourse includes, but is not limited to, penetration of bodily orifice (vagina, anus, or mouth) by an object or body part, or attempts to commit the same, without effective consent.
- Non-consensual sexual contact includes, but is not limited to, physical contact or direct physical contact of the clothing covering a body part in a sexual nature (i.e., touching breast, buttocks, or pubic area) of anyone without his or her effective consent. In addition, any disrobing or other exposure to another without effective consent also constitutes non-consensual sexual contact.
- Sexual exploitation occurs when one person takes advantage of another without his or her consent for his/her own benefit, or to the benefit of anyone other than the person being exploited (examples might include: non-consensual video, photography, audio-taping, or other mediums such as the Internet; peeping or voyeurism).

Sexual Discrimination - Any behavior that is discriminatory or abusive towards the opposite sex.

Domestic Violence - Any asserted violent misdemeanor and felony offenses committed by the student's current and former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under the domestic or family law.

Dating Violence - A learned pattern of behavior used by one person to assert power and maintain control over another person in the context of an intimate relationship.

Stalking - A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or other's safety, or to suffer emotional distress.

Retaliation - In cases of Sexual Misconduct any form of retaliation is prohibited. The Federal civil rights laws make it unlawful to retaliate against an individual for the purpose of interfering with any protected right or privilege. This means that it is both unlawful and a violation of FPU policy and its Student Code of Conduct to take any adverse action against any person for their reporting of either a formal or informal complaint or in any way participating in the investigation or resolution of a complaint. Retaliation includes any act which would intimidate, threaten, coerce or in any way discriminate against an individual because of their complaint or their participation in the complaint process.

III. STATEMENT ON CONSENT

For the purpose of Franklin Pierce University's policy and judicial procedures, consent is defined as the act of willingly agreeing to engage in specific sexual behavior. Silence or non-communication is not to be interpreted as consent and a person in a state of diminished judgment cannot consent. Consent requires that a person is able to freely choose between two options: yes and no. A person is incapable of giving consent if he/she is asleep, unconscious or otherwise unable to communicate. No one who has been threatened or coerced or drugged can consent. A person may be unable to give consent when he/she is under the influence of alcohol and/or drugs or is mentally handicapped. A current or prior sexual or dating relationship does not constitute consent. A person can withdraw consent at any time during the course of a sexual encounter. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another. Pursuing sexual contact in any form whatsoever with an unwilling or non-consenting partner is sexual assault. How exactly we know when the person we're with is consenting to, or refusing a sexual advance can be at times difficult to discern; nevertheless the entire responsibility for correct discernment is upon the person making the advance.

IV. OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

Immediate Assistance

- Campus Safety (603) 899-4210 or Emergency (603) 899-5555
- Residential Life (603) 899-4176 (after hours calls Campus Safety Dispatch at (603) 899-4210)
- Franklin Pierce Health Center (603) 899-4130 (after hours call Campus Safety Dispatch for EMTs at (603) 899-4210)
- Franklin Pierce Women's Crisis Center (603) 899-4130 (after hours call

Campus Safety Dispatch at (603) 899-4210)

- Monadnock Community Hospital (603) 924-7191
- Monadnock Center for Violence Prevention (MCVP) (888) 511-6287
- Rindge Police Department 603-899-5009. If no answer call (603) 355-2000 or 911 for Emergency.

Sexual Assault Resource Team

There is a group of staff members charged with monitoring all sexual misconduct cases to ensure that students receive the assistance they seek (i.e., medical attention, counseling services, advocacy support, referrals, judicial intervention, etc.). The team is comprised of the following staff:

- Roberta Dellhime, Director of Human Resources and Title IX Coordinator
- Dawn Broussard, Associate Director of Human Resources and Deputy Title IX Coordinator
- Dr. Jim Earle, Vice President for Student Affairs and Title IX Coordinator for Student Concerns
- Jill Bassett, Assistant Dean of Student Affairs
- Kat Dougherty, Director of Residential Life
- Robert Koch, Director of Counseling and Outreach
- Dr. Trish Moore, Director of the Women's Crisis Center
- Nicole Newell, Counselor
- Lee Potter, Director of Health Services
- Maureen Sturgis, Director of Campus Safety

Options:

Students have the right to:

- Report their complaint to the Rindge Police Department
- Report the incident to University officials through Campus Safety, Residential Life or other Responsible Employees
- Report the incident anonymously as a third party
- Speak confidentially about an incident to a professional or licensed counselor or pastoral counselor at the university or off campus (e.g. Monadnock Center for Violence Prevention)
- Seek medical attention on campus through Health Services or EMTs or off campus at the local community hospital
- Have evidence collected by the Rindge Police Department or local community hospital

University officials can assist complainants in seeking this assistance.

On-Going Assistance:

Support and on-going assistance can be provided by the University's Counseling and Outreach Center or by the Monadnock Center for Violence Prevention.

Accommodations as Interim Measures:

The University can provide the following measures to ensure a student's or community safety and well-being:

- Interim Suspension
- No Contact Orders
- Modify class schedule
- Alternative housing arrangements
- Making other academic accommodations such as: absences, assignments, and grades
- Safety planning

V. REPORTING AND CONFIDENTIALITY

The Franklin Pierce Community understands that all parties involved in the report of a violation of the sexual misconduct policy experience significant distress, whether they be the complainant, the respondent, or another individual associated with the report. All parties involved are expected to be treated with respect and dignity and the community will provide a safe place where the individuals may receive appropriate personal support.

The University encourages complainants to talk to someone about what happened—students can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a student's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called "privileged communication."
- Other employees may talk to a student in confidence and generally only report to the University that an incident occurred without revealing any personal identifying information. Disclosure to these employees will not trigger a University investigation into an incident against the student's wishes.
- Lastly, some employees are required to report all the details of an incident (including identities of both the complainant and the respondent) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to remedy the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them—so they can make informed choices about where to turn should they become a complainant of sexual misconduct. The University encourages complainants to talk to someone in one or more of these groups.

A. REPORTING OPTIONS

Privileged and Confidential Communication

- Professional and Pastoral Counselors

Professional and/or licensed counselors and pastoral counselors who provide mental-health counseling to members of the University community (and including those who work in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator (Campus Safety or any other office) without a complainant's permission. Following is the contact information for these individuals:

On-Campus

- Robert Koch, Director of Counseling and Outreach Center Outreach/ Counseling Center -Lower Level of Granite Hall (603) 899-1029
- Trish Moore, Coordinator of Women's Crisis Center Outreach/ Counseling Center-Lower Level of Granite Hall (603) 899-4044
- Nicole Newell, Counselor Outreach/Counseling Center-Lower Level of Granite Hall (603) 899-4135

Off-Campus

- Monadnock Center for Violence Prevention (603) 352-3782 / (888) 511-6287
- Planned Parenthood Keene, NH (603) 352-6898
- Monadnock Community Hospital (603) 924-7191 (Emergency 911)
- National Sexual Assault Hotline (800) 656-HOPE (4673)

- Non-professional Counselors and Advocates

Individuals who work or volunteer in the on-campus Health and Counseling/ Outreach Center—including front desk staff, can generally talk to a complainant without revealing any personal identifying information about an incident to the University. A complainant can seek assistance and support from these individuals without triggering a University investigation that could reveal the student's identity or that the student has disclosed the incident.

While maintaining a complainant's confidentiality, these individuals or their office will report the nature, date, time and general location of an incident to the Title IX Coordinator (or Campus Safety). This limited report—helps keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off the campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the complainant to ensure that no personally identifying details are shared with the Title IX Coordinator.

Following is contact information for these non-professional counselors and advocates:

- Lee Potter, Director of Health Services
Health Center – Lower Level of Granite Hall (603) 899-4132
- Ellen Ostreicher, Medical Director
Health Center – Lower Level of Granite Hall (603) 899-4136
- Barbara Domingue, Administrative Assistant
Health and Counseling/Outreach Center – Lower
Level Granite Hall (603) 899-4136
- All University Faculty and Staff not listed as Responsible Employees

- Responsible Employees (Institutional complaint)

A “responsible employee” is a University employee who has the authority to address sexual misconduct violations, who has the duty to report incidents of sexual misconduct or who a student could reasonable believe has the authority or duty to report.

When a student tells a responsible employee about an incident of sexual misconduct, the student has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly, fairly, and impartially.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the student and that the University will need to determine what happened—including the names of the complainant and respondent (s), any witnesses, and any other relevant facts, including date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the student has already reported it to law enforcement.

The following employees (or categories of employees) are the University’s responsible employees:

- Maureen Sturgis, Director of Campus Safety (603-899-4165)
- Jill Bassett, Assistant Dean of Student Affairs (603-899-4178)
- All Campus Safety Officers/Dispatch (603-899-4210)
- Kat Dougherty, Director of Residential Life (603-899-4167)
- All Experience Directors (603-899-4176)
- All Community Assistants (603-899-4176)

- Dr. Jim Earle, Vice President for Student Affairs (603-899-4162)
- Roberta Dellhime, Director of Human Resources (603-899-4075)
- Dawn Broussard, Assistant Director of Human Resources (603-899-4079)

Before a student reveals any information to a responsible employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to maintain confidentiality, the responsible employee must direct the student to confidential resources.

If the student wants to tell the responsible employee but also maintain confidentiality, the employee should tell the student that the University will consider the request, but cannot guarantee that the University will be able to honor such request. In reporting the details of the incident to the Title IX Coordinator, the employee will inform the student that the complainant requests confidentiality.

Responsible employees will not pressure a student to request confidentiality, but will honor and support the student's wishes, including for the University to fully investigate an incident. By the same token, responsible employees will not pressure a student to make a full report if the student is not ready.

- Law Enforcement (Criminal Complaint)

All complainants have the option to notify the local law enforcement of an incident of sexual misconduct. The University will provide assistance to the student in making this notification if the student chooses to do so.

- Third-Party or Anonymous Reporting

Understanding that a student or third-party may not want to report an incident of sexual misconduct to law enforcement, the University, or a privileged counselor/advocate, they may choose instead to report the incident of sexual misconduct anonymously. This report would include information about the incident but would not include any names or identifying information without the consent of the student. No follow-up or investigation will be conducted without the consent of the student. The incident will be reported in the University's annual statistical reporting. To complete a third party report form please work through Maureen Sturgis, Director of Campus Safety (603-899-4165).

B. REQUESTING CONFIDENTIALITY FROM THE UNIVERSITY

If the student discloses an incident to a responsible employee but wishes to maintain confidentiality or request that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the University honors the request for confidentiality, a complainant must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent(s) may be limited.

Although rare, there are times when the University may not be able to honor the complainant's request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual misconduct:

Dr. Jim Earle, Vice President for Student Affairs and Title IX Coordinator for Student Concerns (603-899-4162)

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, the Vice President for Student Affairs/ Title IX Coordinator for Student Concerns will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of sexual or other violence such as:
 - ◆ Whether there have been other sexual violence complaints about the same respondent;
 - ◆ Whether the respondent has a history of arrests or records from prior school indicating a history of violence;
 - ◆ Whether the respondent threatens further sexual or other violence against the complainant or others;
 - ◆ Whether the sexual violence was committed by multiple respondents;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the complainant is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual violence;
- Whether the complainant's report reveals a pattern of perpetration at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary actions. If none of these factors is present, the University will likely respect the complainant's request for confidentiality.

If the University determines that it cannot maintain a complainant's confidentiality, the University will inform the complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The University will remain ever mindful of the complainant's well-being and will take ongoing steps to create a safety plan. Retaliation against the complainant, whether by students or University employees, will not be tolerated. The University will also:

- Assist the complainant in accessing other available advocacy; or academic support; or counseling, disability, health or mental health services; or legal assistance;
- Provide other security and support, which could include issuing no-contact orders, helping arrange a change of living or working arrangements, or course schedules or adjustments for assignment or tests within reason; and
- Inform the complainant of the right to report a crime to local law enforcement—and provide the complainant with assistance if the student wishes to do so.

The University may not require a complainant to participate in any investigation or disciplinary proceedings.

Because the University is under a continuing obligation to address the issue of sexual misconduct campus wide, reports of sexual misconduct (including non-identifying reports) will also prompt the University to consider broader remedial action—such as increased monitoring; supervision or security at location where the reported sexual misconduct occurred; increasing education and prevention efforts, included to targeted population groups; conducting climate assessment surveys; and /or revisiting its policies and practices.

C. MISCELLANEOUS

- Public Awareness Events
 - ◆ Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, classroom settings (papers, articles, presentations, discussions, etc.) protests, “survivor speak out,” or other forums in which students disclose incidents of sexual misconduct are not considered notices to the University of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the University will provide information about student’s Title IX rights at these events if these disclosures are anticipated or planned.
 - ◆ Although the University encourages students to talk to someone, the University provides anonymous reporting options. The anonymous reporting form informs the complainant that any identifiable information provided may serve as notice to the University for the purpose of triggering an investigation.

- ◆ Off-Campus counselors and advocates will also generally maintain confidentiality and not share information with the University unless the complainant requests the disclosure and signs a consent or waiver form.

Following is contact information for off-campus resources:

Monadnock Center for Violence Prevention (888-511-6287)
Monadnock Community Hospital (603-924-7994)

VI. STATEMENT OF RIGHTS

It is the goal of Franklin Pierce University to ensure that students have access to needed resources, services and information.

Normally, the University assures all students the following:

- To be treated with respect by College officials.
- To decide to take action against the respondent. This decision shall rest solely with the complainant. There may be circumstances, however, depending on the status of the respondent and the seriousness of the offense, in which the University must take action to protect the complainant or other members of the University community.
- To be notified in writing of available spiritual and personal counseling, mental health, medical or student services, complainant advocates, both on campus and in the community, as well as information about evidence collection.
- To receive notification in writing of options for and available assistance in changing academic, transportation and living situations after an alleged incident of sexual misconduct, if so requested and if such changes are reasonably available (no charges or investigation, campus or criminal, need occur before this option is available).
- To be notified in writing of option to notify law enforcement, and be provided assistance by campus authorities in notifying law enforcement if you choose.
- To be notified in writing of your right to request a no-contact order.
- To be notified in writing of your option to report the incident to the University.
- To have an advisor present at any meeting (i.e., meeting, interview, or judicial hearing).
- To be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct in writing (complainant and respondent will be notified simultaneously).
- To not have irrelevant prior sexual history admitted in judicial hearing.
- To elect not to have reports of sexual misconduct resolved through the informal resolution.

- To be free from any behavior that may be construed by the University to be intimidating, harassing or retaliatory in nature.
- To have reports of sexual misconduct responded to in accordance with community standards and judicial procedures for students.
- To have the same rights as the respondent in the judicial hearing, including but not limited to, the right to an advisor from within or external to the University community and the right to bring witnesses.
- To appeal the finding and sanction of the judicial hearing in accordance with the standards for appeal established in the Student Code of Conduct.

For more information see Article IV in the Student Code of Conduct: Judicial System and Process.

VII. REPORTING PROCEDURES

A. Reporting an Incident of Sexual Misconduct

1. If you have a complaint of a sexual misconduct at Franklin Pierce, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Franklin Pierce Campus Safety Department strongly advocates that a complainant of sexual misconduct report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Sexual misconduct should be reported directly to a Campus Safety officer and/or to a Residential Life representative. Filing a report with a Campus Safety officer will not obligate the complainant to prosecute, nor will it subject the complainant to scrutiny or judgmental opinions from officers.
2. Filing a Campus Safety report will:
 - ◆ ensure that a complainant of sexual misconduct receives the necessary medical treatment and tests, at no expense to the student;
 - ◆ provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a complainant of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
 - ◆ assure the complainant has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
3. When a sexual misconduct complainant contacts the Campus Safety Department, the Rindge Police will be notified only at the request of the complainant. A representative from the Office of Residential Life will be notified. The complainant of sexual misconduct may choose for the investigation to be pursued through the criminal justice system and/or/neither the University Judicial System. A University representative from the Campus Safety Department or the Office of Residential Life will guide the student through the available options, provide written

notification of such options, and support the student in their decision. Various counseling options are available from the University through the Student Health Center, the Counseling and Outreach Center, or The Women's Crisis Center (on campus). Counseling and support services outside the University system can be obtained through the Monadnock Center for Violence Prevention at 1-888-511-6287.

The University reserves the right to pursue investigations and judicial hearing in cases of sexual misconduct even when the reporting party chooses not to continue in the process.

B. Discipline Procedures for Sexual Misconduct

1. The complainant and respondent have the same rights during all phases of the campus judicial process.
2. The complainant has the right to pursue the University judicial process against the respondent student assailant through the Judicial Process, outlined in the Student Code of Conduct.
3. The University commits itself to providing judicial and disciplinary processes that are sensitive, supportive, expedient, fair, impartial, and respectful of the individual rights of all involved.
4. Administrative board hearings and procedures are utilized for incidents involving sexual misconduct. Both the complainant and respondent will receive written notification of hearing date and time.
5. Both the complainant and respondent have the right to bring witnesses to the hearing. These witnesses must have first-hand direct knowledge of the situation.
6. During the hearing, the complainant and respondent will be allowed to ask questions of each other. Questions are directed to the board and if the board feels the question is relevant the board will ask the question of the complainant and respondent. Hearings may be conducted in a number of ways to include all parties in the same room at once, two rooms connected via conference call, or in separate rooms with no audio connection.
7. Administrative board members receive annual training on the issues related to sexual misconduct and how to conduct a hearing process that protects the safety of the University community and promotes accountability.
8. Both the complainant and respondent have the right to be accompanied by a support person, from within the University community (i.e., Faculty, Staff or Student) or an external party (i.e., parent, spouse, attorney) through every phase of the process. This support person does not present any testimony at the hearing or during the investigation but is present to support and assist the complainant and respondent. The student must advise the hearing officer at least 48 hours in advance of the hearing if an external advisor is going to be present at hearing.

9. Judicial decisions are based on whether it is more likely than not that the respondent student violated the Student Code of Conduct.
10. Possible sanctions for students resulting from the University's judicial process range from formal reprimands (conduct probation) to separation from the University (suspension and expulsion).
11. Both the complainant and respondent shall be informed of the outcome of the campus disciplinary process.
12. Both the complainant and respondent have the right to appeal the decision based on one of three grounds: new evidence not available at time of hearing, undue bias of the hearing board, or capricious when compared to similar situations with similar judicial history. Appeals must be submitted to the Vice President for Student Affairs within 5 days of receipt of the decision. Generally, appeal decisions are made within 14 days of receipt of the appeal.
13. The University will not require any party to abide by a nondisclosure agreement in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the process.

For additional information on hearing procedures refer to the Student Code of Conduct.

C. Off-Campus Legal Options

In addition to the University's judicial process, the complainant has the right to pursue criminal prosecution and/or civil litigation. The Department of Campus Safety is available to provide assistance and information on criminal prosecution. The University is committed to providing full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the complainant so chooses. The complainant has the right to pursue all legal and disciplinary remedies and counseling services without academic penalty.

D. Guidelines for Immediate Care

The primary concern of the caregiver is the emotional well-being of the students involved. Circumstances and complainant needs vary greatly. This format is a guide, keeping in mind the needs of the complainant as the primary focus.

- The complainant should notify Campus Safety, Student Affairs (Residence Life), Health Services, Center for Outreach Education or Human Resources of the alleged assault.
- Immediate medical needs will be assessed. If emergency medical assistance is required; the caregiver may do either of the following; Call Dispatch at 899-4210 to notify the on-duty EMT, or request transportation to the emergency room.
- The caregiver will notify his/her immediate supervisor of the incident.
- The complainant will be informed of their right to report the incident to the Rindge Police Department. If the complainant wishes, Campus

Safety will assist in connecting them to Rindge Police Department.

- The caregiver will provide the following options to the complainant, while respecting his/her right to choose the type and extent of medical and psychological intervention:
 - ◆ Encourage the complainant to seek treatment at an emergency room for presence of sexually transmitted disease and/or pregnancy; evaluate and treat injuries; and collect evidence.
 - ◆ The complainant may choose to seek treatment at the Health Center in lieu of the emergency room; however they will not collect evidence.
 - ◆ Encourage the complainant to contact either the Counseling and Outreach Center at 899-4130 or the Monadnock Center for Violence Prevention at 352-3782.
 - ◆ The complainant may wish to have no medical or psychological evaluation.
- If the complainant chooses to be treated at the emergency room, s/he:
 - ◆ Should be advised not to smoke, eat or drink anything.
 - ◆ Should not shower, douche, brush teeth, rinse mouth or wash any other part of the body.
 - ◆ Should bring a change of clothes.
- The complainant should be advised not to wash clothes or bedding that may contain physical evidence.
- If the complainant and the respondent live in the same residence hall or share classes, the complainant will be given the option to relocate to another facility or class when such option is reasonably available, pending campus judicial action. The respondent may also be relocated.
- In cases where the University believes the respondent may present a danger to the complainant or the University community, the respondent may be subject to interim measures including but not limited to, an Interim Suspension from the University.

E. Statistical Reporting

The University will provide statistics of reported sexual assaults, domestic violence, dating violence, and stalking as required and defined by the Campus Security Act and the Student-Right-to-Know-Act. All personally identifying information will be removed from statistical reports.

F. Education, Counseling Services, and Timely Warnings

Franklin Pierce University Counseling and Outreach Center is a resource for students and provides education on sexual assault, domestic violence, dating violence, sexual harassment and stalking, advocacy services, information and referral, and campus-wide outreach services to complainants. The Counseling and Outreach Center provides information to students about sexual assault reporting options, available resources and assistance for the complainant,

and the student's rights. The Counseling and Outreach Center personnel are available to accompany complainants and provide support during hospital or medical exams, contact with law enforcement personnel, and during campus judicial hearings. The Counseling and Outreach Center insures complainant's confidentiality as per New Hampshire and federal laws. All University personnel should refer sexual assault complainant to Counseling and Outreach Center.

In addition to these services, the University educates the student community about sexual misconduct through comprehensive and intentional programming intended to end dating violence, domestic violence, sexual violence and stalking. To assist with this endeavor, all new students are required to participate in sexual misconduct awareness programs during orientation. The Campus Safety and Residential life Departments offers sexual misconduct education and information programs to University students periodically throughout the year. Literature on date rape education and risk reduction is available through the Office of Health Services and the Counseling and Outreach Center. In addition, the University has ongoing bystander campaigns, such as "See Something, Say Something," to help address sexual misconduct.

When the University, through a report from a University Official, becomes aware of an incident of sexual misconduct that occurred on or around campus, and there is a potential for bodily harm or danger to members of the University community or visitors, the Office of Campus Safety will issue a timely warning to the campus through the University e-mail system. While the University will provide enough information to safeguard the community, a student's name or other personally identifying information will not be disclosed.

VII. EMERGENCY PHONE NUMBERS

Franklin Pierce will assist complainants who seek support services (i.e., medical, counseling, or complainant assistance) as well as complainants who choose to seek criminal or civil prosecution. The University will not delay its investigation of a complaint if a complainant chooses to file criminal or civil complaint.

- Campus Safety or EMTs: From a campus phone dial 5555. From a cell or other phone dial (603) 899-5555
- Women's Crisis Center: From a campus phone dial 4130. From a cell or other phone dial (603) 899-4130
- Health Services: From a campus phone dial 4130. From a cell phone or other phone dial (603) 899-4130
- Rindge Police Emergency: Dial (603) 899-5009, or after business hours at (603) 899-2000
- Monadnock Center for Violence Prevention: Dial (603) 352-3782 or toll free at (888) 511-6287
- Monadnock Community Hospital: Dial (603) 924-7191

SECTION FIVE – STUDENT RECORDS AND DISCLOSURE

OPERATIVE CATALOG

The Franklin Pierce University Academic Catalog is a general document that provides information regarding policies, procedures, academic programs and related costs. Every effort has been made to assure accuracy at the time of printing. However, Franklin Pierce University, through the appropriate action of its Board of Trustees, the administration and faculty, reserves the right to make changes as educational and financial considerations may require. Any such changes may be implemented without prior notice, without obligation and unless specified, are effective when made. This Catalog should not be construed as constituting a contract between the University and any person. Students are subject to graduation/curriculum requirements in the Catalog which was in effect at the time of their matriculation. Typically, students may elect to fulfill the requirements in any subsequent Catalog, provided they were enrolled at the time the Catalog was published. The University reserves the right to make substitutions for courses which are no longer offered. In either case, the graduation requirements of the Catalog are to be considered in their entirety; students may not fulfill part of their requirements from one Catalog and another part from another Catalog. Administrative, academic and financial policies and requirements may change each year. These policies pertain to all students enrolled in the academic year in which each new Catalog is in effect.

STATEMENT OF STUDENT RESPONSIBILITY

The student is responsible for reading and adhering to academic policies and regulations in University publications, University documents and program materials. The student is also responsible for ensuring that their contact and biographical information is accurate. They should inform the registrar's office of any changes as soon as possible.

STUDENT RECORDS AND DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA - 20 USC § 1232G; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education. FERPA gives parents/legal guardians certain rights with respect to their children's educational records. These rights transfer to the student when s/he reaches the age of 18 or attends a postsecondary institution. Students to whom the rights have transferred are "eligible students" (Franklin Pierce University defines "attends a postsecondary institution" as the first day of classes of the student's start term; applicants who do not become students have no FERPA rights).

DEFINITION OF EDUCATION RECORDS, SCHOOL OFFICIAL AND LEGITIMATE EDUCATIONAL INTEREST

Educational records are defined as records, files, documents and other material which contains information directly related to a student. Educational records do not include personal files of faculty and staff, law enforcement records, or parent's financial records. Nothing in FERPA prohibits a University official from sharing information that is based on that official's personal knowledge or observation and that is not based on information contained in an educational record.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official generally has a "legitimate educational interest" if that official needs to review an educational record in order to fulfill his or her professional responsibilities as described in his/her job description.

1. Right to Inspect Educational Records

A student has the right to inspect and review his/her educational records within 45 days of the date the University receives a request for access. Requests must be made in writing and directed to the office in which the record is kept (see below: location of records). The University will make arrangements for access and notify the student of the time and place where the records may be inspected.

Location of Records - Franklin Pierce University collects and maintains student's information for both statistical reporting and operation of the University. The information is retained electronically and/or on paper records kept in the following offices: Registrar, Center for Academic Excellence, Student Financial Services, Student Affairs, Health Center, Institutional Advancement, Counseling and Outreach Center and Campus Safety.

2. Amending a Record

Students may ask the University to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The student should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed. If the University decides not to amend the record as requested by

the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Appeals are directed in writing to the Vice President or Dean with jurisdiction for the area where the record is maintained. A decision will be returned within twenty business days of receipt of the appeal. The decision by the Vice President/Dean will be final. The student, however, does have the right to insert his/her own statement into the record. Grades, opinions or substantive decisions are not amendable.

3. Release of Information

Students have the right to provide written consent before the University discloses personally identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent. The student has the option to complete a Release of Student Information form to grant access to parents or others to his/her academic and/or financial data. Release of Student Information forms must be returned to the Registrar's office. Release forms expire upon departure from the University.

The following exceptions exist under which the University is permitted (but not required) to disclose personally identifiable information from educational records without prior consent:

- Disclosure to school officials with legitimate educational interests
- Directory information (as outlined below, in next section)
- To another school in which a student seeks or intends to enroll or is enrolled
- To Federal, State, and local authorities conducting an audit, evaluation or enforcement of educational programs
- In connection with Financial Aid
- To organizations conducting research on behalf of the University
- To accrediting organizations
- To parents of a dependent student
- To comply with a judicial order or subpoena
- In health or safety emergency
- Results of a disciplinary hearing to an alleged victim (or next of kin) of a crime of violence
- Disclosure to parent of student under 21 if the University determines that the student has committed a violation of drug or alcohol policies or rules.

DIRECTORY INFORMATION

Directory information includes the following: The student's name, campus/home address, telephone number, major field of study, dates of attendance, enrollment status (i.e., class, undergraduate or graduate, full or part-time), degrees, honors, and awards received (i.e., Dean's List), the most recent prior educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Any student

who does not want such information released, may write to the Registrar's Office requesting a directory block on their record. Students must submit this notice by the end of the add/drop period for which s/he is registered. This notice remains in effect until revoked by the student.

4. Complaints

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of FERPA. The address is:

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

**FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use*

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and student records systems.

COMMUNICATIONS WITH STUDENT AND PARENTS

Written communications from the University are sent directly to the students, unless otherwise stipulated (i.e. code of conduct). Students account statements are available on CampusWeb. Student grades are obtained on CampusWeb after the grading period has closed. Every student is assigned a mailbox, email, and voicemail (upon request) and is required to check them daily.

INFORMATION REQUESTED

The University gathers information in a variety of areas. Explanation of some of these may be helpful. Citizenship must be indicated as we are bound by federal law to provide information certification for citizenship for citizens of the United States and foreign countries. Dependent/Independent status is determined by whether or not a student's parents have claimed them as dependent on their federal tax return in compliance with Internal Revenue Service regulations. This is a provision of FERPA and the University will consider all students dependent unless otherwise documented.

Veterans or dependents of veterans eligible for the various programs of educational assistance must indicate their status and submit certain documents to the Registrar's office. It is most important that this process be completed promptly as no benefits can be certified until documentation is complete.

The Alumni and Parent Relations Office gathers information and maintains a file on student's parents for contact with them for important events such as Family Day and distribution of various University publications, including Parents Newsletter and Pierce Magazine. In addition, this file is used to enlist parent's support in a number of University activities.

Photographs are taken at university programs and activities, and may be used at the University's discretion in publications.

EMAIL AND ELECTRONIC SIGNATURES

The University maintains email accounts for all students and therefore, does not save student's personal email accounts. The University uses the Franklin Pierce email account as an official means of communication with students. University staff, faculty and departments will communicate to students directly through Franklin Pierce email and in many instances will consider this email correspondence as the student's signature. Faculty may communicate to an entire class of students in the same email and may expect students to reply in kind. Students are responsible for maintaining their University email account so that it is open for new mail and are expected to read their University email daily and respond appropriately. If students choose to forward their University email to another email provider, they are still responsible for receiving all University communications.

SECTION SIX – GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA AND NOTICE OF NON DISCRIMINATION

GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA

It is the policy of Franklin Pierce University to comply with Section 504 Regulations of the Rehabilitation Act of 1973, The Americans with Disabilities Act (as Amended), and other applicable state regulations. Accordingly, any member of the University community who believes that there has been a violation of the regulations is encouraged to discuss the matter with the Coordinator of Compliance for Student Matters (see notice of nondiscrimination), or other persons identified by the Coordinator of Compliance for Student Matters, in order to resolve the matter in a prompt and equitable manner. If such discussions do not resolve the matter, the individual may then initiate a grievance by taking the steps outlined below:

1. It is the intention of this policy to address and remedy complaints at the lowest administrative level possible. However, as this policy outlines, grievances can be pursued up to a presidential committee. As such, community members who feel as though they have been discriminated against on the basis of disability should consider that their grievance is being made to the President of the University.
2. In the case of a grievance, the individual should discuss his/her objection with the person responsible for the office or department where the objection was originally raised. The Coordinator of Compliance for Student Matters can be of assistance in referring the individual to the appropriate person and office. The address and telephone number for the Coordinator of Compliance for Student Matters is listed below, under #4.
3. If not satisfied, the individual should discuss their objection(s) with the senior staff member under whose jurisdiction the department falls. The Coordinator of Compliance for Student Matters can help the individual in identifying who the senior staff member is.
4. If the grievance is not satisfactorily resolved, the individual should write a letter appealing the grievance, requesting a formal hearing with the President's Advisory Committee on Student Disability and Accessibility Services. The request must be filed with the Coordinator of Compliance for Student Matters in the Student Affairs Office, Granite Hall (Telephone: 603-899-4162).
5. Upon receipt of the written request for a formal hearing, an Ad Hoc committee of the President's Advisory Committee will hold a hearing within four (4) calendar weeks. The chair of the Committee will hear the grievance with two other members of the full Committee. The two other members shall be selected by the chair. The senior staff member, under whose jurisdiction the matter falls, will be invited to the hearing. The Ad

Hoc Committee must allow a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, by any party, as deemed appropriate by the Ad Hoc Committee. The Ad Hoc Committee must render a decision in writing to the grieving individual, as well as University personnel affected by the decision, within two weeks of the conclusion of the hearing.

NOTICE OF NON DISCRIMINATION

Franklin Pierce University, in recognition of its obligation under Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1984, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the Age Discrimination Act (ADEA), has established the following policy on non-discrimination: Franklin Pierce University does not discriminate on the basis of sex (including sexual harassment and sexual violence in accordance with Title IX which requires that the University not discriminate in this manner), race, color, religion, age, disability, national or ethnic origin, sexual orientation, marital status or other legally protected classification in hiring, promotion and terms and conditions of employment and/or administration of educational policies, admissions policies, scholarship or loan programs, athletic and other University administered programs and activities.

Pursuant to Title IX, the following persons have been designated Compliance Coordinators to handle all inquiries regarding non-discrimination policies (including section 504/ADA):

Ms. Roberta Dellhime

Senior Compliance Coordinator
Director of Human Resources
DiGregorio Hall, Second Floor
(603) 899-4077
dellhimer@franklinpierce.edu

Ms. Dawn Broussard

Coordinator of Compliance for Faculty, Staff, and Vendor Matters
Associate Director of Human Resources
DiGregorio Hall, First Floor
(603) 899-4079
broussardd@franklinpierce.edu

Dr. James Earle

Coordinator of Compliance for Student Matters
Vice President for Student Affairs
Health Services and Counseling and Outreach Office
(603) 899-4162
earlejp@franklinpierce.edu

In addition, for inquiries regarding the application of non-discrimination policies, people may also wish to contact:

United States Equal Employment Opportunity Commission

Boston Area Office
475 JFK federal Bldg.-Government Center
Boston, MA 02203-0506
Tel: (617) 565-3200
Fax: (617) 565-3196

Office for Civil Rights

US Department of Education
Boston Office
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
FAX: (617) 289-0150; TDD: (800) 877-8339
OCR.Boston@ed.gov

PROCESSING OF COMPLAINTS/RESOLUTION

Upon receipt of a complaint of discrimination or other information which causes concern about possible discrimination, the University will promptly look into the situation and conduct an investigation as may be reasonable, and it will seek to address the matter promptly and take appropriate disciplinary and/or remedial action(s) if warranted. The University will conduct investigations discretely. Franklin Pierce University does not tolerate retaliation against persons who report incidents of discrimination (including sexual harassment or sexual violence, or other unlawful harassment), or against those who participate in investigations of discrimination. Any person who believes that they have been subject of retaliation should report the matter to one of the University's three Compliance Coordinators.

Title VI, VII, IX, ADEA, ADA/504 compliance coordinators shall coordinate University compliance with the above referenced complaints including identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If it is determined that the Compliance Coordinator dealing with a specific case has a conflict of interest or is directly involved in a complaint, then the President of the University shall be called upon to assign another faculty or staff member to act as Interim Compliance Coordinator to handle the complaint.



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