Welcome to Daniel Webster College!

Our student handbook is designed to provide you with information that will be helpful to you while you are a student at Daniel Webster College. We strongly believe that when our students become actively engaged in campus life – as members and leaders of student clubs, as student athletes, as community volunteers, as tutors, and as active participants and audiences – they get the most out of their college experience. Student involvement in campus life can make your time at DWC memorable, rewarding, and can help prepare you to reach your academic and professional goals during and after college.

The DWC Mission Statement is as follows:
Daniel Webster College educates purposeful men and women for entry, advancement and advanced studies, in professional fields through programs which emphasize the integration of theory and practice through interactive teaching and learning in professional and liberal studies.

Consistent with our mission, DWC encourages students to take responsibility for their own actions, and through this philosophy offers guidance, support, and opportunities for students to grow in respect for themselves and others.

DWC offers many opportunities for student experience outside the classroom, including programs offered by the Student Affairs division.

I trust you will find this handbook helpful and hope that you will drop by to say hello, introduce yourself, find out about DWC activities, seek assistance, or sign up for a co-curricular event. We hope that you will seek to become a contributing member of the Daniel Webster College community.

Please feel free to contact any member of the staff personally if you have any questions or concerns that we can assist you with during your educational experience at DWC.

Best wishes for an exciting year!
Susan Elsass
Dean of Students
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A Guide to Abbreviations & Acronyms Used in the Student Handbook

DWC Daniel Webster College
DWH Daniel Webster Hall
ERC Eaton-Richmond Center
L Veteran’s Memorial Library

Please note that there may be additions or changes to policies after the Handbook is published and during the Academic Year. Students will be notified of these changes and will be able to access the updates on the Daniel Webster College webpage at www.dwc.edu.
OVERVIEW OF SERVICES AND RESOURCES

To contact the offices listed below dial area code 603 if calling from outside of New Hampshire

The Student Handbook contains information regarding many of the resources and services available to students. An overview of these areas is provided below. Students should consider the Student Affairs Office, located in the College Center, as a key point of contact for questions and concerns related to their experience at the College. The Student Affairs Office staff will provide students with guidance about the appropriate offices and administrators from whom to seek assistance for both academic and co-curricular concerns.

ACADEMIC RESOURCES

The College has a number of academic support services and resources for students including a Writing/Academic Skills Center and Math/Science Center, as well as tutoring and academic accommodations. Information on these services is listed below. General questions about academic resources should be directed to the Office of Academic Affairs.

Students with Disabilities

Daniel Webster College is committed to compliance with Section 504 of the Rehabilitation Act of 1973 and its regulations. The school does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities.

In accordance with the Americans with Disabilities Act, any student who has a documented physical, learning, or emotional disability* will be provided with reasonable accommodations designed to meet his or her needs. Before any such assistance can occur, it is the responsibility of the student to see that documentation is on file with the ADA Coordinator and that a Reasonable Accommodation Plan has been developed. Once this is in place, the student may request that a copy of the plan be sent to all or some of his/her instructors so that they may provide the agreed upon accommodations. The ADA Coordinator is Dr. Kathy Hipp, Associate Dean of Arts and Sciences.

*Documentation cannot be more than three years old.

Mathematics/Science Support Center (MSSC)

The Mathematics/Science Support Center offers tutoring on a walk-in basis for all DWC students enrolled in any mathematics, physics, or science course. The MSSC can assist you whether you are plagued by math anxiety, have previously failed a course, or would just like to improve your understanding - and your grade. The open door policy guarantees no tests, no criticism, and no appointment required. The MSSC is open Monday through Friday. A complete list of hours is posted on the door of the MSSC and on the DWC website. The MSSC is under the direction of Professor Robert A. Rock, rock@dwc.edu, and is staffed by full-time day students.

Writing and Academic Skills Center (WASC)

The Writing and Academic Skills Center provides writing support to students in any course, as well as assistance to students who face challenges with academic skills, such as time management, note-taking, studying, and test anxiety.

Walk-in writing tutoring is available nearly every day, and hours are posted on the door of the Writing and Academic Skills Center (WASC). Students are encouraged to visit the WASC for assistance in writing at any stage of the process – from idea generation and research to organization, revision, and proofreading. Tutoring is also available by appointment. Peer Writing Center tutors represent a variety of majors and are familiar with various writing formats and professor expectations.

Students who are struggling academically in one or more courses are encouraged to consult with a tutor about academic skills. Tutors can help students develop strategies for overcoming test anxiety, managing their time to complete assignments, and improving content retention. Academic skills tutoring can be scheduled on a regular basis to ensure consistent support for student success.

Athletics

Daniel Webster College believes that physical, intellectual and emotional fitness is integral to the educational process and that participation in college athletics enables a person to become more well-rounded and capable. The Department of Athletics is proud of its long-standing commitment to students and continues to help students strive towards the highest standards of excellence, on and off the field of play.

The College believes that athletic competition provides opportunities for personal growth that can transcend intellectual, social, cultural, ethnic, and economic barriers. These opportunities are available through intercollegiate athletics, intramural competition and wellness programs.
DWC is a member of the National Collegiate Athletic Association (NCAA), Division III, Eastern College Athletic Conference (ECAC), and New England Collegiate Conference (NECC). The College subscribes and adheres to the academic and athletic requirements of these affiliations. The DWC athletic program focuses on the “athlete” as “student,” keeping in mind the overriding importance of the academic enterprise. The Mario Vagge Gymnasium houses a multipurpose raised wood floor that includes the varsity basketball and volleyball courts, as well as a weight/exercise room. The varsity soccer, field hockey, baseball, and softball fields are located on the campus grounds and student athletes have the opportunity to participate in the following sports during the academic year:

**FALL**
- Men: Cross-Country, Golf, Soccer
- Women: Cross-Country, Field Hockey, Soccer, Volleyball

**WINTER**
- Men: Basketball, Ice Hockey, Volleyball, Wrestling
- Women: Basketball, Ice Hockey

**SPRING**
- Men: Baseball, Lacrosse, Volleyball
- Women: Lacrosse, Softball

**BOOKSTORE (FOLLETT)**

The Bookstore has all course materials you'll need for class, including student-priced software and new and used textbooks. Renting new or used textbooks can save up to 75% off the cost of new books. Digital is also an option and about 50% of our titles are offered in this format. Additionally, the bookstore creates instructor specific text, condensing or packaging books to save the student money. The Bookstore provides a selection of insignia wear including T-shirts, sweatshirts, sweatpants, polo’s, caps and gifts. Snacks are also available including breakfast and lunch items, chips, candy, coffee, soda, and bottled water.

All course materials and a variety of merchandise, like supplies for your room, are available to order through the bookstore website at www.dwcshop.com. Order your books early online, and have them ready for pick up for the start of class. The store accepts Visa, MasterCard, American Express, Discover, PayPal, JBC, and Union pay as well as cash, gift cards, checks, and textbook vouchers.

**CAMPUS MAIL**

At the beginning of each academic year, new resident students are issued a mailbox with a secured combination. Returning residents keep their mailbox for the duration of their residence on-campus. Incoming mail is sorted once daily, Monday through Friday and distributed into student mailboxes mid-afternoon. There is no mail service on Saturday and Sunday or on specified DWC holidays. Oversized parcels that cannot fit in a campus mailbox are to be signed for within 24 hours of arrival in the Mailroom Office. Incoming mail may be generated from the United States Postal Service (USPS), Federal Express (FedEx), or United Parcel Service (UPS). Other parcel carriers make deliveries to the College as well. The mailroom has the capability of sending USPS outgoing mail, such as first class letters, priority mail and certified mail. FedEx or UPS may be sent with a prepaid label affixed to the parcel.

**CAMPUS SAFETY**

Campus Safety Phone for EMERGENCIES AND EVENING HOURS: **603-315-0471**

911 for local authorities

The Daniel Webster College Department of Campus Safety is dedicated to working with the campus community to achieve excellence in public safety services and to promote a safe, tranquil environment that is conducive to the educational objectives and student life on campus.

The Campus Safety Department is a full time 24-hour-a-day service to the community. All students, faculty, staff and visitors are expected to report unusual or suspicious incidents to Campus Safety, conducive with efforts to promote a safe campus environment.

The department will immediately dispatch an officer to evaluate and investigate the situation. If necessary, the appropriate college or external authorities will be contacted.

In immediate emergency situations the campus has an emergency alert system, which is both siren and voice directional to alert students. A “blast email” and text messaging service through Blackboard Connect also notifies students, staff and faculty on campus of any pending emergency condition. The emergency texting service will be used by Campus Safety to notify students, staff and faculty on the cell number that they provide when registering for classes or upon employment at DWC. It is important that an immediate contact number is used for this purpose. It is also important for students to notify the Registrar, or in the case of an employee, to notify Campus Safety or IT on any cell number change your tenure at DWC.

Emergency information is also provided for students in online media, handouts, and workshops. Emergency call boxes are strategically located around campus to contact Campus Safety in an emergency.
The Campus Safety Department maintains an active relationship with the Nashua Police and Fire Departments.

All matters brought to the attention of the Campus Safety Department are investigated to determine the appropriate action and victims of crime are given the opportunity and support to report the incident to the Nashua Police Department. The Department of Campus Safety operates on three elements of support to our campus community: education, prevention and response.

**CAREER SERVICES**

On-campus and online students are encouraged to make use of the expertise of the Career Services team early on and throughout their college years. While at DWC, students have opportunities to gain knowledge and skills that can be used in the workplace. Career Services can help students prepare to transition from college into the workplace (and from job to job over the course of their lifetime). To this end, Career Services offers the following services:

- Classroom presentations and workshops
- Resume, references, and cover letter development assistance
- Identifying internship opportunities related to field of study
- Assisting in exploration of career options and job industries
- Assistance with job search strategies
- Mock interviews and interview skills development
- Networking and relationship building with employers
- Understanding and navigating the application process
- Providing electronic and printed career-related materials

Students who are seeking **internships or employment** may take advantage of the department’s employer information and job posting site, [www.DWCareers.com](http://www.DWCareers.com). Students are encouraged to browse through these materials as well as the books on career development housed in the college library.

**COUNSELING SERVICES (ACI Specialty Benefits)**

Students have access to counseling services through the SOAR Student Assistance Program from ACI Specialty Benefits 24 hours a day, 7 days a week. SOAR provides students with confidential counseling services as well as a wide range of other services and resources for students and families.

**DINING SERVICES (SODEXO)**

It is a campus policy that all students living in residence halls have a meal plan. The resident meal plan includes unlimited meals per day for the card holder (including late night), 3 guest meals per semester, and $75 of flex dollars to use how the card holder chooses. Townhouse residents can opt-in to this meal plan by contacting the Student Affairs Office by the end of the second week of the semester. Townhouse residents can also purchase a commuter meal plan to meet their dining needs.

Students may use their meals at any time during the week as many times a day as they like. With a meal plan you can enjoy our all-you-can-eat concept in the Campus Dining Hall. Food prepared and served in the facility must be consumed while dining at Campus Dining. The only exception to this is any hand held item (i.e. cookie, ice cream or fruit) being consumed as the student leaves the facility.

The meal plan is contracted by residential students for one academic year. Additional funds to a student’s flex dollars can be added at any time throughout the semester.

Three meal times are offered through the line each day Monday thru Friday. Brunch and dinner are served on Saturday and Sunday and on days that there are no classes scheduled. Daniel Webster College will not be liable for missed meals or for failure to provide meals due to unforeseen or unavoidable circumstances.

There are various meal options for commuter students while on-campus. All students are welcome to dine in the Dining Hall. For information on menus, hours, costs and more, please visit the Dining Services website at [dwdining.com](http://dwdining.com). Information about the Commuter Meal Plan is also available on the website. The Aerie, located in the library, is available for quick meals on the go or even just to sit and enjoy a meal from home.

The cardholder is the only person permitted to use the ID card to swipe into the Dining Hall. Students falsely presenting an ID to gain access to the Food Service, “sneaking in,” loaning their card to others to permit them access to the dining facility, or otherwise fraudulently participating in the Food Service will be subject to the Student Conduct Review Board for disciplinary action. Failure to comply with all rules and regulations may result in cancellation of the agreement with loss of any refund, and the addition of college}
disciplinary action.

**FACILITIES**

DW Hall room 228, 577-6535

Facilities is responsible for the upkeep of all college buildings. Members of the Facilities staff have a regular rotation for cleaning residence halls, as well as office and classroom locations. Residents can report repairs needed to their room or common area to their Resident Assistant (RA) or the Student Affairs Office in the College Center during regular College business hours (M-F 8:00 a.m.-5:00 p.m.), either in person, by phone (603-577-6580) or email at sdo@dwc.edu. Repairs that require immediate attention after these hours, at night and on the weekends should contact Campus Safety (603-315-0471).

**FINANCIAL SERVICES**

DW Hall room 213, 577-6590

The Financial Services Office counsels students and parents regarding opportunities for financial assistance while students are attending the College. The Financial Services staff is able to assist students and parents in understanding and completing all the necessary paperwork to apply for financial assistance. This office is also a resource for finding out about outside scholarship opportunities. The Financial Services office provides information regarding the application process, scholarship and grant opportunities, and student loans. Additionally, the Financial Services staff is responsible for managing all student charges and receipts. The office maintains and provides detailed information regarding all student financial activity. Students who have questions regarding their account should contact Student Financial Services or visit the department’s web site.

**HEALTH SERVICES (Dartmouth-Hitchcock)**

TH9, 577-6587

Dartmouth-Hitchcock is the on-site provider for health and medical services at the College. Dartmouth-Hitchcock is open 4 hours a day Monday-Friday in Townhouse 9 by walk in or appointment. Students are still able to access medical services outside of the health center hours of operation at Dartmouth-Hitchcock Urgent Care at 2300 Southwood Drive in Nashua, (603) 577-4000. Campus Safety and the Student Affairs Office are able to assist in transportation needs.

Most services performed at the Health Center are offered at no charge to the students, with the exception of lab specimens which can be done at Dartmouth-Hitchcock at 2300 Southwood Drive. Any fees that are accrued will be charged to the student’s insurance and are otherwise his or her responsibility.

**INFORMATION TECHNOLOGY SERVICES**

1st Floor ERC, 577-6522

Information and Technology Services (ITS) are available Monday through Friday throughout the academic year – please check the ITS website [http://studentportal.dwc.edu/its](http://studentportal.dwc.edu/its) or stop by the Help Desk for hours. The department manages the technology needs for the entire campus. Student workers and lab technicians (lab techs), support the College’s computer labs. There are several computer labs available for open and classroom use. The following services are available to students who are connected to the College network.

- DWCNET Account
- An E-mail Account
- Print Services on Public Printers
- Web Page Publishing Access
- Internet Access
- Library Information Services Online Public Catalog, and Database Access
- SOAR (Student Online Access to Records)

A DWCNET account gives students disk space on the College’s server. Students can access this account from anywhere on campus and they can access their email and web page account from anywhere in the world that has Internet access. Students can store important files such as term papers here. For more information contact the Help Desk located in the ERC, or call extension 6522. College e-mail is the official medium of communication, which means the College will use its e-mail system to transmit official information about students’ relationship with the College (for example: registration information, weather-related closures, or changes in requirements). For this reason, students are expected to check their College e-mail account on a regular basis, whether or not they use other e-mail accounts for other purposes.

All users must abide by the Computer and Electronic Information and Copyright Infringement Policy printed in this Handbook on page 24.

**LIBRARY**

Library, 577-6559

Veteran’s Memorial Library hours are posted on the Virtual Library Website [https://studentportal.dwc.edu/library](https://studentportal.dwc.edu/library), on the library’s recorded phone message, at the building entrance, and at the circulation desk. Hours vary during examination periods, holidays, and summer sessions. They are also posted online and on flyers throughout campus. Self-service printing, copying, scanning, and faxing
services are available at no charge. Computer workstations, as well as a wireless network, are available throughout the building.

The second floor of the library building houses the print and media collections. It is a quiet study area with single and group tables and chairs, and comfortable chairs for reading, as well as two individual/group study rooms, each with a workstation, and a small computer lab containing seven workstations.

The library Website https://studentportal.dwc.edu/library (accessible with a DWC network login and password) provides online access to the library’s print, media and considerable electronic resources (books, reference materials and periodical databases). Subject-based research guides and library instruction tutorials can also be found at the site. If a needed resource is not available at DWC, the collections are supplemented by interlibrary loan and document delivery services from other libraries worldwide. In addition to the print and online resources, the library also maintains an extensive collection of popular feature films and paperback books.

Headsets are available at the circulation desk for in-library use. Materials reserved by a professor for use in a specific course are available for short-term loan at the circulation desk.

Materials may be borrowed with a student ID card. Students may renew most materials in person, online (via the Library Website) or by calling 577-6559. There are no overdue fees for materials, but students may be charged a replacement fee for materials, after receiving one or more overdue notices.

To maximize research efforts, professional reference staff is available at the library, by phone at 577-6559 or email librarian@dwc.edu for advice and assistance.

For more details about library collections, services, and policies, please consult library staff or the Virtual Library Website at https://studentportal.dwc.edu/library.

The ground floor of the library building also serves as a student center. This area includes the student mailboxes, a game room with pool table and a large screen TV, the Student Leadership office, and sufficient space for students to gather in small groups or to work independently. The ground floor is also home to The Aerie, where students can purchase snacks. Questions or concerns about these resources should be brought to the attention of the Student Affairs staff in the College Center at 577-6580.

REGISTRAR  
DWH 214, 577-6510
The registrar keeps and maintains academic records, permanent files, grades and transcripts for each student. Examples of records in a student file may include registration forms, course add/drop/withdrawal forms, college withdrawal paperwork, grade change forms, major/minor change forms, internships, official transcripts from other colleges, general request forms, FERPA forms, and the application for degree. Students must obtain the appropriate forms to make changes at the registrar’s office.

The registrar’s office also performs the final degree audit once the graduation petition is filed with the office. This tool will verify completion of all requirements for graduation and posts the degree to the student’s record. The registrar’s office also completes enrollment verifications upon student request.

The Registrar also evaluates transcripts to determine transfer credits earned. New students must submit an official transcript to have their course work from other institutions evaluated; current students should submit a request for approval to take courses at another college to ensure transferability prior to enrolling. In order to receive credit for a course taken elsewhere, students must earn a “C” or better as recorded on an official transcript from the other institution, and transfer credit does not affect the DWC grade point average. Academic Standing, such as honors and academic deficiencies, are determined by this office based upon catalogue regulations and the student’s record. The certifying official for Veterans Benefits is located in the Financial Services Office.

Students Online Access to Records (SOAR) is considered a student’s official academic record. Many important records are accessible on SOAR, such as unofficial transcript, degree requirement audit, semester course offerings, student’s semester schedule, final exam schedule, and grade records. Students must register for classes using SOAR. Student email at dwc.edu is considered the official medium of communication and should be checked routinely. Many academic notices are sent through email and/or home address.
Directory Information
Changes to student information (e.g., name, address, phone number) must be made through the registrar’s office. According to the Family Education and Privacy Act (FERPA), the registrar maintains and may release directory information about each student unless the student has a written restriction on file. More information regarding FERPA is contained on page 27 in this Handbook.

SERVICE MEMBER NOTICE OF SERVICE
AND INTENT TO RETURN
DWH 214, 577- 6510
Please contact the Registrar’s office for information.

STUDENT AFFAIRS
College Center, 577- 6580
Staff in the Student Affairs Office serves as advocates and resources to the College community, oversee commuter services, housing, residential education, student involvement, leadership, new student programs, and student conduct. In addition, this office is involved in retention initiatives, assessment of programs and services offered, and future planning for student needs and interests.

Commuter Services
Student Affairs is committed to helping commuter students become active participants in campus life at DWC. We strive to provide resources and programming to meet their needs. Commuter students can contact the Student Affairs Office at 577-6580 or sdo@dwc.edu with any questions regarding the services provided for commuter students, or for general questions. Some of the services that are available for commuter students include:

Commuter Collegium is a space in Gates Hall for commuters to store their lunch, study and relax. The Gates Lounge provides a full kitchen, restroom facilities, vending machines, study tables, lounge chairs, and television. There are also quiet study rooms available on the first floor of Gates Hall.

Commuter Overnight Accommodations further supports commuter students with their academic achievement, campus involvement, and safety in times of inclement weather. Two rooms in Gates Hall, across from the staff apartment, are designated for commuters who need to stay the occasional night.

Commuter Council is a group of students who aim to address any concerns and proactively work to make changes on campus. The DWC Council works directly with the Student Affairs Office to ensure open lines of communication with commuter students. The Council also provides a venue where commuter students can come together to discuss the issues and challenges they may face. These groups collaborate to develop methods of communication and programming, to encourage commuter student engagement.

Public Transportation
DWC has an agreement with the Nashua City Bus Company allowing members of the DWC community to ride for free by showing their DWC ID.

New Student Programs
New Student Orientation
A comprehensive New Student Orientation Program is scheduled each fall for first year and transfer students. The orientation program provides opportunities for students to become more familiar with the College’s resources and to establish connections with other members of the DWC community. The program includes academic information, DWC resources and social activities. An orientation program is also offered each January for students matriculating in the Spring Semester. New Students will spend time with a select group of current students selected as orientation leaders who will guide them through this transition.

Student Advisory
Incoming first-year students participate in Student Advisory, a course designed to continue support throughout the students’ transition to college by introducing them to the people, resources, and services available at DWC. The course is facilitated by a variety of staff and faculty members. Topics include emotional intelligence, critical thinking, time management, and academic success skills, and others. Students actively participate in developing skills that can help in their academically, including all aspects of communication. The course is required for all first-year students, as well as some transfer students.

Living Learning Community (LLC)
The Living Learning Community (LLC) brings together new and returning students who share an interest in meeting new friends while also becoming actively involved in the community through service or leadership. Students in the LLC live together in Tamposi Hall and participate in community service opportunities in the local community and attend leadership development workshops on
Housing and Residential Education
The Housing and Residential Education program exists to develop and cultivate a community of students who can enhance the academic experience. The overarching goals are (a) to emphasize student responsibility, and (b) to develop student understanding of how individual actions impact campus culture. Our program provides safe, secure, and engaging housing for on-campus students. Any first or second year student whose permanent address is more than 30 miles from Daniel Webster College is required to live in the residence halls.

Residents are expected to be enrolled in at least twelve (12) credits to remain eligible to reside in College housing. If a student falls below 12 credits, he/she will need to submit a written request to the Student Affairs Office for permission to stay in College housing. Any request must be submitted in writing and will be reviewed and approved by the Student Affairs Office staff. Permission may be granted on a space available basis, provided that tuition, room and board have been paid. Failure to attend classes on a regular basis, dropping below the required credit load, or failure to maintain Satisfactory Academic Progress may result in the termination of the student’s Residence Hall Occupancy Agreement.

Our residence program provides safe, secure, and engaging housing for traditional age students. As in any community, our residence halls operate under a specific set of behavioral guidelines. All policies, procedures, guidelines, and standards are listed in the Student Handbook and on the Residence Hall Occupancy Agreement. Violation of the community standards can be grounds for dismissal from the residence halls and/or the College community.

Currently enrolled students leaving the halls (either voluntarily or for disciplinary reasons) while their agreements are still in effect are subject to a seven hundred and fifty dollar ($750.00) termination fee. Residence Hall Occupancy Agreements go into effect upon receipt of a signed agreement.

A Community of Learners
The Daniel Webster College residence hall community is a safe and secure place. The Student Affairs Office promotes an atmosphere of mutual respect and cooperation, which allows, among other things, student input into community decision making. Community Standards and the Code of Student Conduct are in place to support a safe and engaging campus community. Students are expected to know, understand and comply with these standards and procedures in order to contribute to the maintenance of an academic environment. The Student Conduct Review Board exists to hear cases of students who violate the College’s Community Standards and Code of Conduct. This board is made up of students, faculty and staff who are selected and trained on DWC procedures. Refer to Appendix VI on page 56 for additional information on the Student Conduct Review Board Procedures.

The Professional Staff
The Dean of Students and Assistant Director of Student Life for Housing and Residential Education oversee the Housing and Residential Education Program. The staff members are responsible for 5 halls and the nearly 400 students within the residential community.

Resident Assistant Staff
A team of students, known as Resident Assistants (RAs), work toward the creation of an atmosphere conducive to academic studies, mutual respect and understanding, and a “home away from home” for resident students. Each student chosen to serve as a RA has undergone an extensive interview process as well as detailed training. Part of the role of an RA is to help students develop in personal and academic areas. RAs assist students by listening, holding students accountable for behavior, developing a sense of community, serving as a campus resource, and attending to student concerns. Students are encouraged to get to know their RAs and to engage in the living-learning experience through active participation.

Student Involvement and Leadership
The Assistant Director of Student Life for Student Involvement and Leadership provides guidance and direction to recognized and registered student organizations, particularly the Student Government and its sanctioned clubs and organizations, and the Student Activities Board (SAB). Student Affairs Office staff, in conjunction with SAB and organizations/clubs host a variety of special events and programs throughout the year. These include, but are not limited to the Student Activities Fair during Orientation, Fall Fest, Distinguished Service Awards Ceremony, and Block Party.

The program’s mission is two-fold: (a) to provide opportunities for students to integrate recreational, civic, and social experiences with their academic experience; and (b) to help students make thoughtful, responsible decisions that may affect their lives outside the classroom.
The Student Government
The Student Government is comprised of The Student Executive Board (SEB), The Student Representative Assembly (SRA), and the Clubs and Organizations Executive Council (COEC) which form the governing body for student life at Daniel Webster College.

The Student Executive Board
The Student Executive Board (SEB) is made up of three members: the Student Body President, Vice President and Web Master. Together, they oversee everything that falls under the Student Government. They work closely with the Student Affairs Office and the College president to ensure the voice of the students is heard.

The Student Representative Assembly
The SRA is made up of a group of representative students from all class years. The committees, which are composed of campus representatives, work toward improving campus and student life at DWC. As the largest voice for the student organizations, the SRA maintains an open line of communication between and among the administration, faculty, and students. It encourages student input regarding College policies, facilities improvements, and campus activities events. The SRA is always looking for new, energetic students and is eager to hear their voices.

Clubs and Organizations
Executive Board (COEC) Library 1st floor, studentunion@student.dwc.edu
The Clubs and Organizations Executive Board, which represents all student run clubs and organizations on campus, is composed of two Student Executive Board (SEB) members and a council of club representatives. All students are welcome to attend the COEC meetings. As the main voice for the student organizations, the COEC maintains an open line of communication between and among the administration, faculty, and students. COEC also has the responsibility of recognizing new clubs and organizations, and to fund recognized student organizations.

Clubs and Organizations Gates Hall, emails available upon request
Students are encouraged to either join existing organizations or propose new organizations, and to actively participate in planning and implementing a wide variety of activities and programs. In order to maintain accurate information on student organizations, all recognized student organizations must complete an Organization Registration form and file it with Student Affairs each semester. In addition, all clubs and organizations are required to have a faculty advisor who meets with them regularly.

An organization that fails to register for two consecutive semesters will be considered “inactive” and will lose all services extended through recognition, including Student Government funding. However, if an organization or group wishes to re-organize, it may apply for re-recognition through discussion with the staff and Student Government. A current list of recognized student organizations and their email addresses is available in the Student Affairs Office.

Student Activities Board Gates Hall, sab@student.dwc.edu
The Student Activities Board (SAB) is responsible for planning and implementing a wide variety of events for the DWC community. SAB members and leaders organize events including musical performers, movies, comedy nights, dinners, cultural events, off-campus outings, annual events, and novelty performers. SAB meets weekly and encourages interested students to be involved.

The Student Government and Student Activities Board work closely with the Student Affairs Office and Assistant Director of Student Life. Any student who are interested in proposing a club or looking to get involved are encouraged to do so and can contact the Student Affairs or email the student government for additional information.
COMMUNITY STANDARDS AND PROCEDURES

INTRODUCTION
The education of men and women is central to the mission of Daniel Webster College. The College upholds values and standards that support the College’s mission. Respect for community standards and fellow community members is essential to sustaining an environment that supports academic excellence and social responsibility. When a student is found responsible for a breach of community standards and this breach is a violation of an expectation and policy regarding the student’s involvement in a College activity, the advisor or supervisor of that activity may be notified.

The College reserves the right to modify or update the community standards at any time. Students are notified when such changes are made.

CODE OF STUDENT CONDUCT
Faculty, staff, administration, and students share a strong tradition of pride and commitment to personal excellence and community responsibility. Each individual contributes to the value of the College as a whole. DWC is committed to helping each student realize their full academic and personal potential.

Community requires a balance of personal freedom and respect for the rights of others. As in any group situation, rules are necessary to protect the community and to encourage the responsible exercise of personal freedom. DWC establishes expectations for student behavior through the community standards and Code of Student Conduct. The College community handles infractions of expectations through a Student Conduct Review Board process.

Please note that although many of these policies specify regulations within the residence halls, all of these policies are representative of our community standards, and are thus to be upheld throughout the College community.

This handbook is made available to all students, so they are made aware of the standards of conduct required of all DWC students. Students are expected, and have the responsibility to be aware of, and abide by, the policies, rules, regulations, and standards of conduct of the College and the potential consequences of inappropriate behavior as they are described in this student handbook, the College Catalog, and the housing agreement, and all other official College notices. Failure to understand, agree with, or be aware of the policies and procedures of the College does not relieve a student from the responsibility to follow them.

The College and its officials reserve the right to add, amend or remove, as necessary, or expedient changes to the policies of the College, and will inform students of any changes in policy through campus communication vehicles. Additionally, violation of College policies will be referred to local, state, or federal authorities if the College deems it appropriate. Students should be aware that the Campus Safety Office works closely with the Nashua Police Department. The College also reserves the authority to notify an individual’s parents or guardians of community standards violations.

Finally, it is important to specify that while these policies are intended to be living and evolving examples of the standards of the College, and that student input regarding reasonable and appropriate changes to or application of these policies is welcome, it is ultimately the right and responsibility of College officials to provide the student with the final interpretation of the appropriate application, enforcement, and alteration of these policies.

A. The following items comprise the CODE OF STUDENT CONDUCT:

ALCOHOL AND OTHER DRUGS
Daniel Webster College is committed to an environment free of alcohol and drug abuse. The College supports a combination of preventative alcohol and drug abuse programs and counseling services to achieve and maintain this environment. For complete Alcohol and Other Drug Use Policy and Procedures refer to Appendix V.

BEHAVIOR ADVERSE TO HEALTH AND SAFETY REGULATIONS
Students are not permitted to:

a. Tamper with fire safety equipment, including fire alarms and extinguishers, smoke detectors, and fire doors. Tampering with fire equipment/alarms is a violation of State Law and person(s) involved are subject to State Law RSA 644:3-c, which is a class B felony, and will be reported to the Office of the Fire Marshall in the City of Nashua for further investigation if necessary.

b. Access or use fire escapes in any campus building except for during an emergency.

c. Refuse to observe campus life or safety regulations or procedures.

d. Drive recklessly on or near campus.

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BEHAVIOR DISRUPTIVE TO ANOTHER

Students are not permitted to engage in:

- Assault, which includes pushing, shoving, punching or bumping into another individual
- Unauthorized touching of another individual
- Physical Restriction
- Coercion
- Physical Intimidation
- Verbal Intimidation, whether in person, by phone, email, voice messages, other communication devices, or electronic directories.
- Harassment, bullying, or cyberbullying, defined as unwelcome conduct which has the purpose or effect of unreasonably interfering with a person’s ability to work or learn, or to live within the residential environment, or which creates an intimidating or hostile environment for individuals or groups of students, faculty or staff
- Any deliberate action which causes or might cause injury to another person
- Behavior deemed dangerous to self or others
- Threatening language or behavior
- Discourteous and disrespectful use of words or language which could or would be hurtful or offensive, such as using vulgar language, playing loud music which contains language that people may consider offensive, and repeating jokes that are intended to make fun of a person or group

BEHAVIOR DISRUPTIVE TO THE PUBLIC ORDER

Students are not permitted to:

- Participate in, or encourage any effort to disrupt a class or other College function
- Create a public inconvenience, annoyance, or alarm
- Fight
- Create unreasonable noise
- Use skateboards, rollerblades, bicycles, etc. irresponsibly, recklessly, or when they would be disrupting specific events taking place on campus. Note: The use of these modes of transport is not allowed in any College building.
- Use inappropriate language in public areas

CLASSROOM BEHAVIOR

Students are not permitted to:

- Engage in behavior that, in the reasonable judgment of the instructor and/or College, interrupts, obstructs, or inhibits the teaching and learning process.
- Engage in disruptive behavior within the classroom including, but not limited to, intimidating shouting, inappropriate gestures, attending class under the influence of drugs or alcohol, unauthorized use of electronic devices, consistently coming to class late or leaving early, sleeping during class, threatening or harassing comments, bullying, profanity, incessantly whispering/talking in class, or similarly intrusive or disrespectful behavior.
- Use electronic devices, such as cell phones, PDAs, pagers, iPods, laptops, etc., during class time unless permitted by the course instructor.

COMMERCIAL ACTIVITIES OR SOLICITING

Canvassing or soliciting within DWC facilities or on its grounds without written authorization from the Dean of Students is prohibited.

COMPUTER, ELECTRONIC INFORMATION, AND COPYRIGHT INFRINGEMENT POLICY

Students are not permitted to:

- Damage or alter records or programs, furnish false information, invade the privacy of another user by using files, programs, or data without permission.
- Engage in disruptive behavior, including: illegal duplication of copyrighted or licensed software, account passwords or keywords.

DANGEROUS CONDITIONS, WEAPONS, AND EXPLOSIVES

Students are not permitted to:

- Create a condition which unnecessarily endangers or threatens the safety or wellbeing of any person or group.
- Possess, display, use, or distribute a firearm or any other weapon or explosive on campus. A weapon is defined as an instrument of offensive or defensive combat or something to fight with, and is generally a device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include but is not limited to firearms, BB-guns, ammunition, bows, arrows, swords, rockets, sling shots, laser devices, stun guns, air guns, paint ball guns, personal knives (exceeding 2 inches), and
martial arts devices. These items will be confiscated and not returned. Other items could also be considered a weapon, based on the intent of the use.

c) Light or attempt to light a fire. Refer to the Fire Safety information on page 17 of this Handbook.

DRUGS
Drugs and drug paraphernalia is strictly prohibited. For complete Alcohol and Other Drug Use Policy and Procedures refer to Appendix V.

ELECTRONIC DIRECTORIES
Daniel Webster College does not encourage or endorse the use of social networking sites, such as Facebook or Twitter by students. However, access or use of such sites through the College network will be subject to the College’s “Computer and Electronic Information and Copyright Infringement Policy” on page 24. Students who make individual decisions to create a personal listing on a social networking site are encouraged to be responsible, to use caution, and to create a presence that projects a positive self-image for both themselves and the College. The College does not currently monitor directories such as Facebook and Twitter on a regular basis; however, the College reserves the right to act on any violations of law or College policy that are brought to the College’s attention. Anyone who places the safety of self or others in jeopardy by activity on electronic directories or websites may face student conduct review action, up to and including suspension or dismissal from the College.

FAILURE TO COMPLY
Students, Guests, and Visitors are not permitted to:

a) Fail to comply with the instructions of College personnel acting within the scope of their duties
b) Behave in a manner that is perceived to show insubordination and disrespect toward College officials acting within the scope of their duties
c) Fail to present valid College identification when requested to do so by College officials acting within the scope of their duties

FALSE INFORMATION
Students are not permitted to:

a) Provide false information in matters related to the Student Conduct Review Board process
b) Furnish information to the College with intent to deceive
c) Represent oneself as another person, with the intent to obtain benefit or to defraud another
d) Embezzle
e) Commit fraud
f) Falsify records and/or withhold relevant information
g) Mislead or intentionally lie to others for personal gain
h) Make false statements or provide false information, to, or withhold information from, a College official acting within the purview of his or her duties

GAMBLING
Illegal gambling anywhere on the College premises or at any official function sponsored or sanctioned by the College or any of its groups or organizations is prohibited. Note: Special student activities, such as “bingo,” or various drawings must be approved by the Dean of Students to ensure that local and state laws are enforced.

HAZING
The College prohibits hazing which is defined as “any act directed towards a student or any coercion or intimidation of a student to act or to participate in or submit to any act when:

a) Such act would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
b) Such act is a condition of initiation into, admission into, continued membership in or association with any organization.”

A person is guilty of a misdemeanor if they:

c) Knowingly participate in any student hazing; or
d) Being a student, knowingly submit to hazing and fail to report such hazing to law enforcement or educational institution authorities; or
e) Are present at or otherwise have direct knowledge of any student hazing and fail to report such hazing to law enforcement or educational institution authorities.

An educational institution or organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:

f) Knowingly permits or condones student hazing; or
g) Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
h) Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge. Furthermore, hazing is:
   i) “Any attempt to initiate or discipline fellow students by means of horseplay, practical jokes and tricks, often in the nature of humiliating or painful ordeals;
   j) Requiring student participation in any activity that is illegal or which is known to be contrary to an individual’s moral or religious beliefs;
   k) Requiring student participation in any activity that is contrary to the rules and/or regulations of the College.”

Daniel Webster College prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Action supporting freedom from the humility and danger of hazing is guaranteed to all students.

Hazing shall include but not be limited to the following examples:
A. Physical Hazing
   The College considers Physical Hazing that which is physically harmful or humiliating to the individual, including but not limited to the following:
   • Paddling, hitting, or physically abusing a student
   • Mandatory or forced nudity
   • The eating of spoiled/repulsive foods and/or non-food substances or anything the individual refuses to eat
   • Exposure to outside elements without proper dress
   • Exercise beyond the physical limits of the individual such as running over long distances, calisthenics, etc.
   • Forced consumption of alcohol or drugs
   • Branding
   • Bondage
   • Mandatory or forced performance of any illegal acts (those contrary to local, state or federal laws and ordinances) such as defacing public or private property, stealing, etc.
   • Excessive yelling or screaming
   • Permitting less than 6 hours of continuous sleep

B. Psychological Hazing
   The College considers Psychological Hazing that which compromises the personal dignity of an individual, causes personal embarrassment, causes the individual to be the object of malicious amusement or ridicule, or causes an individual psychological harm or emotional strain. Examples include, but are not limited to the following:
   • Wearing humiliating, unnatural, or binding attire on the outside of or underneath a student’s clothes
   • Verbal comments that would degrade and/or embarrass students
   • Involuntary servitude or personal errands
   • Derogatory references/remarks to a student regarding family and/or friends’ health or well-being

Since hazing is contradictory to an environment promoting academic freedom, human dignity, and the fullest possible development of the individual student, members of any organization engaging in or encouraging hazing activities, on or off campus, will be subject to student conduct review action, dissolution of their group, and possible dismissal from the College. It is also important to note that, per New Hampshire State law, all reports of hazing must be referred to local authorities (the Nashua Police Department).

SEXUAL VIOLENCE, MISCONDUCT, AND HARASSMENT
Students are not permitted to engage in:
   a) Acts of sexual violence or intimidation, including what is known as date/acquaintance rape
   b) Any and all forms of Harassment, specifically in reference to sex, gender, and sexual orientation.
   c) Any form of sexual misconduct, as outlined on page 38 of this handbook. For complete Sexual Misconduct Policy and Procedures refer to Appendix IV.

SMOKING
All Daniel Webster College buildings, entrances, and porches including the residence halls, are completely smoke-free and tobacco-free. Therefore, smokers, including those using electronic cigarettes or vaporizers, and chewing tobacco users may not be within 50 feet of any building while smoking or using tobacco products. Smokers and chewing tobacco users are expected to dispose of their cigarette butts and tobacco trash appropriately while on Daniel Webster College grounds. Drug paraphernalia, such as hookahs even if used with legal tobacco, is strictly prohibited. For complete Alcohol and Other Drug Use Policy and Procedures refer to Appendix V.
THEFT, WILLFUL PROPERTY DAMAGE AND UNAUTHORIZED ENTRY

Students are not permitted to:

- Engage in the theft of money, services or property. **Note:** Campus Safety maintains “lost and found,” so anyone who finds an item on campus is expected to contact the Campus Safety Office and give the item(s) to the officer on duty.
- Deface, damage, destroy, or otherwise misuse property not one’s own.
- Engage in the unauthorized use or possession of keys to any College room or facility.
- Forcibly enter into any College room or facility or restricted areas, including roofs.
- Steal, sequester or deface library materials. **Note:** A monetary fine will be imposed automatically for such action; and further actions may also be taken.
- Engage in any and all forms of identity theft.
- Enter into any College room, facility, or personal property without permission.

SPECIAL NOTES REGARDING COMMUNITY STANDARDS

Reporting

All victims of any violation of the code of conduct, as well as bystanders, members, and visitors of the Daniel Webster College community are encouraged to report the incident(s) to the Daniel Webster College Campus Safety Department. Reports may be submitted in person or by phone. To contact the Campus Safety Department, please call 603-315-0471. Students, Faculty, Staff, and visitors, also have the right and support to report the incident to the Nashua Police Department by contacting 911 for an emergency, or 603-594-3500, for non-urgent matters. For the reporting procedures in sexual misconduct violations, please refer to Appendix IV.

Off-Campus Conduct

The College reserves the right to regulate conduct which affects its interests as an academic community. Ordinarily, off-campus violations will not be pursued unless such violations are deemed to adversely affect the safety and security of the campus, campus property or individual members of the College community, or if such violations occur at a College-sponsored activity, or the offense calls into serious question the offender’s continued membership in this community.

Student Athletes

Student athletes’ conduct is subject to NCAA rules and regulations in addition to Daniel Webster College’s community standards. Student athletes are expected to know and abide by the NCAA rules and regulations. For more information, see the Student-Athlete Handbook, which is Appendix IX of this handbook.

Violations of Federal, State, and Local Laws

The College cannot and does not condone violations of law. Therefore federal, state, and local laws operate in full force on campus. If a student chooses to violate the law, Student Conduct Review Board proceedings may be initiated against the offenders. Such action by the College is independent of, and may proceed in parallel with, civil or criminal action.

Breaches or Violations of Community Standards

When there is an alleged breach or violation of Daniel Webster College’s Community Standards, including the Code of Student Conduct, the alleged breach or violation is subject to student conduct review action. The Student Conduct Procedures can be found in Appendix VI on page 56 of this handbook, and may also be obtained as a free-standing document from the Student Affairs Office.

HOUSING AND RESIDENTIAL POLICIES AND PROCEDURES

In addition to the standards listed above, students who reside in College housing are expected to follow policies and procedures specific to the Housing and Residential Education program. The success of a residential community depends upon mutual respect and shared responsibility from all residents. Residents need to be concerned for the safety, rights and property of others. All residents are expected to abide by residential guidelines and procedures, which are subject to change at the discretion of the Student Affairs Office staff.

Commuter students are expected to adhere to the policies and procedures when visiting the campus housing and resident students are responsible for ensuring that any guests follow the policies and procedures as well.

Failure to abide by these guidelines will subject the individual to student conduct review action, up to and including dismissal from housing and, in serious cases, dismissal from the College.

Air Filters/Purifiers

Students may use freestanding and self-contained air filters/purifiers designed for residential use. Any air filter/purifier that requires any duct work is not permitted.
Alcohol
For complete Alcohol and Other Drug Use Policy and Procedures refer to Appendix V.

Appliances
Appliances with an open burner, such as a hot plate or George Foreman-style grill, are a potential fire hazard and are not allowed in student rooms. However, students are permitted to use coffee-makers, popcorn poppers, and hot-pots. Students may bring a microwave no larger than 1.0 cubic feet and refrigerators no larger than 4.0 cubic feet. Refrigerators, microwaves, and other major appliances must be directly plugged into the wall outlet. Air Conditioners are not permitted.

Bicycles
Bicycles must be stored in one of the rooms reserved for storing bikes, or on designated bike racks throughout the campus. Bicycles are not to be stored in individual residence hall rooms, stairwells, hallways or lobbies. Students should always keep their bicycle locked when not in use.

Cinder Blocks
Cinder blocks are not permitted in the residence halls since they may cause injury to self or others as well as damage to College property.

Cohabitation
Students of the opposite sex cannot be assigned to room together in campus housing.

Common Areas
Residents are responsible for keeping hallways, bathrooms and common areas of residence halls and grounds free of personal trash and belongings.

Confiscation
Housing and Residential Education staff members and Campus Safety officers are authorized to confiscate items which are not permitted in the residence halls. For further information see “Room Entry/Inspections” section on page 21 of this handbook.

Damages
Residents are responsible for the repair costs for all damages (accidental or malicious) that they cause in the halls (except normal wear and tear). Note: (a) if the responsible resident(s) cannot be identified in an individual room, the damage charge will be shared by all residents of that room. (b) If the responsible resident(s) cannot be identified for a common area, the damage charge will be shared by all residents of that floor or hall.

Students must not attempt to make repairs of any kind themselves. Residents must report repairs needed to their room or common area to their Resident Assistant (RA) or the Student Affairs Office in the College Center during regular College business hours (M-F 8:00 am-5:00 pm), either in person, by phone (603-577-6580) or via email at sdo@dwc.edu. Repairs that require immediate attention after these hours, or at nights and on the weekends, should contact Campus Safety (603-315-0471).

At the end of each semester, residents will be directly billed for damages by placing the relevant charge(s) on their account. Students will also be directly billed $50.00-$200.00 if they leave their room, suite or Townhouse in a particularly untidy condition. In addition, students will be charged $15-$25 per item that they leave behind after moving out of their room. Residents are asked to report vandalism and identify individuals responsible to the Student Affairs Office staff. In addition to damage charges, students found responsible for causing damage will be subject to student conduct review action. Damage appeals must be submitted in writing to the Student Affairs Office no later than 30 days after the billing date.

Decorations
Provided damage is not done to the rooms or furnishings, residents may decorate their rooms as they wish. However, items that cause damage to the walls must not be used. These items include tape, tacks and nails, glue, duct tape, and double sided sticky tape. Students may use painter’s tape or “sticky tack” to hang materials. No more than 25% of the wall space on each wall may be covered in decorations. Some decorations that pose fire hazards (includes but is not limited to: fish nets, candles, incense) are not permitted. Tapestries or other decorations may not be hung over lights or from the ceiling. In addition, students may not decorate their rooms with items such as traffic signs, lawn ornaments, traffic barricades, and real estate signs.

Students may display holiday decorations with the following restrictions:
- Live cut trees are prohibited inside the residence halls, including the Townhouses, and outside within 30 feet surrounding...
the residence halls.

- Connection of more than three strands of lights to one outlet is prohibited.
- Only artificial trees with the label “flame retardant” may be displayed; and electric lights may not be used with metallic trees.
- Electrical lights or decorations may not be attached to the outside or around one’s door; electrical lights may only be used in the residence hall room or Townhouse and must be turned off when no student is present in the room.
- Wrapping paper may not be used to decorate a student’s entire living space as this creates a fire hazard; students may cover either the inside or outside of the room door with wrapping paper.

In addition, students may decorate their external door, but only in good taste. If a student places a flier, brochure or any item that may be offensive to another, he or she may be requested to remove the item and may be referred to the Student Conduct Review Board.

**Doors**

Residents should carry their student IDs and keys with them to gain entrance to their building and room. Students must not prop open exterior doors or allow other people into the hall who do not have access, or a guest who is not escorted by a resident. Fagan residents are not to share room key codes with other students. All doors must be able to open a minimum of 90 degrees.

**Drugs**

For complete Alcohol and Other Drug Use Policy and Procedures refer to Appendix V.

**Exits and Entrances**

All exits and entrances must remain free of obstruction.

**Fire Safety**

Residents must exercise care and caution in the prevention of fire. Fire evacuation routes are reviewed by residence hall staff during the initial floor meetings. Fire safety equipment is installed in each hall and fire drills are conducted twice per academic year. Hallways and stairs must be kept clear of personal belongings (including but not limited to shoes and athletic equipment) and trash at all times. Articles found in violation of this policy will be confiscated without prior notice and their owner may face further student conduct review action.

Residents must not tamper with fire safety equipment, including fire alarms and extinguishers, smoke detectors, and fire doors. Tampering with fire equipment/alarms is a violation of State Law and person(s) involved are subject to State Law RSA 644:3-c, which is a class B felony. In addition, students found in violation of fire safety regulations will face student conduct review action, and will need to make restitution for the cost of any damage to fire-fighting equipment. In addition, the offender will pay an automatic fine up to and including $500.00.

Anyone who sees a fire in a building is expected to pull the fire alarm to notify all residents of such danger. Whenever a fire alarm sounds, everyone in the building must immediately evacuate the residence hall. Students must not remain in their building or re-enter until permission is given by the Nashua Fire Department, a Campus Safety officer, or Student Affairs Office staff member.

*Please remember:*

- If you are in a hallway or common area when a fire alarm sounds, you should proceed to the nearest safe exit and leave the residence hall -- **DO NOT** return to your room.
- If you are in your room, check your door for heat or signs of smoke **BEFORE** opening it.
- You should wear a warm cloth coat and put a heavy towel around your neck to cover your mouth and nose in case of smoke. Keep your hands free.
- You should close your door when exiting your room.
- You must leave your hall by the nearest safe exit as quickly as possible. Remain in single file and use the right side of the stairs.
- The first person to reach the exit should open the door and hold it until the others are out.
- After leaving the building, continue to the place of assembly for the residence hall.
- For maximum safety, continuous order and quiet is essential.

**Note:** The only open fires allowed on campus are Campus Safety approved grills. A permit will be provided upon approval. Any campus organization requesting a bonfire/campfire (including use of the athletic field grill) will need approval from Campus Safety in collaboration with the City Fire Marshall’s Office. Additionally, fire extinguishers must be in ready access to all grilling activities.
Furniture
Residence hall furniture belongs to Daniel Webster College and is not to be removed or defaced in any way. The use of residence hall furniture outdoors is not permitted. Missing or damaged furniture will result in charges to those responsible. Common area furniture may not be removed from the common areas. Room and common area furniture must not block a clear path to any exit.

The College does not permit any type of student construction in residence. This includes all types of constructed areas (e.g. sleeping lofts) and any materials. Furniture residents bring into their area must be free standing (that is not bolted or fixed to walls, floors, etc.) and should be of a size that does not block doorways and/or corridors or in any way obstructs passage into their residence. Bunk beds may only be used as they are designed and intended. Residents may not raise the height of any furniture (e.g., to form a loft). This includes the use of milk crates, desks, dressers, blocks, or other like items.

Garbage
Residents are responsible for removing garbage and trash from their rooms to the designated collection area on a regular basis. At no time should garbage/trash be left in hallways, common areas, or be thrown from a window. Violators will be subject to student conduct review action.

Grills
Personal grills are only permitted in the Townhouse area. Additionally, each grill must be inspected and registered with the Campus Safety Office each semester. A permit will be provided upon approval. A fire extinguisher must be readily accessible for all grilling activities. Per orders of the Nashua Fire Department, grills in use must be a minimum of 10 feet away from any building.

Guests
Residents assume responsibility for anything that occurs in their room including the actions of all persons who are visiting their room and anything that is brought into their room.

The purpose of the guest policy is to enable students and residents to host visitors for academic and social purposes. All guests on campus past the start of quiet hours must be registered with Campus Safety or a Resident Assistant. Guests are encouraged to register upon their arrival to campus, but must be registered by the start of quiet hours. Registered guests will obtain a copy of their registration form that will be their guest ID while on campus. This registration policy also applies to alumni and commuter students. Only once the guest(s) are registered, residents may host overnight guests in their residence hall room.

The privilege of hosting guests is a negotiable agreement between roommates. It is the right of every student to have privacy in his/her assigned room at any time. No student should at any time feel obligated to relinquish that right. Use of a student room for visitation should be with the mutual agreement of all roommates.

All guests must be the age of 18 or older to stay in the residence halls. Special circumstances to this policy including educational or athletic recruitment, or family members under the age of 18, must be approved by the Student Affairs Office at least 48 hours in advance of the arrival of the guest. Residents may host one overnight guest for no more than two (2) nights in a 7 day span.

The host student accepts the responsibility to inform the guest of all Daniel Webster College standards, policies and regulations. Guests who are not registered or who violate College policies may be asked to leave campus immediately per the discretion of the Student Affairs staff or Campus Safety. In addition, please note the following:

a) The host student is responsible for the behavior of their guest.
b) The host must accompany their guest at all times, except when using bathrooms.
c) The host student assumes all responsibility for the conduct of their guest(s) while on campus or at College sponsored events and may be charged with any conduct violations committed by their guest.
d) If a guest has a suspicious item, a Campus Safety officer may conduct a search. If the guest refuses to have the item searched, the item in question must remain locked in the guest’s vehicle. If the guest refuses to comply, he or she will be asked to leave the Campus, and the host may be held accountable for their guest’s actions and any violations.

Guests found in violation of the College’s community standards, or any other College regulation, will be rendered Persona Non Grata on all DWC property, and as such may be subject to arrest in the event of their return.

Hall Closings
During the academic year, the College officially closes the residence halls during Thanksgiving Break in November, Semester Break in December, Spring Break in March, and the summer months. The closing dates and times are noted on the academic calendar and re-open at 10:00 am on the day prior to the first day of regularly scheduled classes. Students who do not depart campus by the
posted closing time will be assessed a $100 fine. Prior to leaving for break, students are expected to secure their room, remove trash and perishable food, unplug electrical items, turn off lights, and lock doors.

Students are not permitted to be in the residence halls during these breaks unless they have received prior permission from the Student Affairs Office. Permission will only be granted to students needing to stay for academics, athletics, or other extenuating circumstances. The process for requesting permission to stay is published with closing memo sent to students from the Student Affairs Office 2-3 weeks prior to the closing of the halls.

More information about summer housing is listed on page 21.

**Hall Sports**
For safety reasons, students are not permitted to engage in sports or other types of “roughhousing,” such as ball playing, water fights, and wrestling within campus housing.

**Housekeeping**
The practice of basic principles of personal hygiene is expected of all students living on campus. Additionally, residents are expected to maintain and clean their room on a regular basis. Periodic inspections will be conducted by the Student Affairs Office staff to identify health, safety, or maintenance concerns. If a staff member deems that the condition of a room is unhealthy or unsanitary, students will be required to address this concern. If the student(s) fail to address the concerns, they may be subject to student conduct review action. Abnormal and unreasonable use of the facilities and/or property will be charged to the individual student or group of students residing in the particular area. Common areas are attended to by the facilities staff; however, facilities staff has the right to refuse service to areas that are excessively dirty.

**Keys/Locks**
Each resident is issued a room key and an identification card, which is coded to work as the exterior door key for all residence halls. Residents must carry their key at all times and may not duplicate or lend their keys to others. In addition, most Fagan Hall residents are issued a 5-digit code to access the Trilogy lock on the room’s hall door. These residents must not share their 5-digit key code with individuals who do not occupy the same housing space. Residents must report lost keys to Campus Safety immediately. When requested, Campus Safety can change a Trilogy lock code free of charge. Residents must ensure that their doors are locked when they leave.

**Note:** Lost and unreturned keys will be replaced at a fee of $50.

**Laundry**
Washers and dryers in the halls are for student use. Problems with laundry machines should be reported to the Student Affairs Office in the College Center during regular College business hours (M-F 8:00 a.m.-5:00 p.m.), either in person, by phone (603-577-6580) or by email at sdo@dwc.edu, who will inform the Laundry Equipment Corporation. The College is not responsible for damage to or loss of personal property associated with the use of laundry facilities. Students need to purchase a laundry card in the College Center in order to operate the laundry machines.

**Lock-outs**
If students are locked out of their room, they should contact Campus Safety or the RA on duty. For security purposes, students must show their ID in order to have their room unlocked or to produce their ID once the room is opened if that is where the ID is located. Excessive lockouts (more than three) may result in a fine.

**Meal Plan**
All resident students, except those that reside in the Townhouses, are required to participate in the College’s resident meal plan. Townhouse residents can opt-in to the resident meal plan, or purchase a commuter meal plan to meet their needs. The resident meal plan includes unlimited meals per day for the cardholder as well as 3 guest passes and $75 flex dollars for the semester. Only the cardholder can use the meal plan associated with the card and must use the allotted guest passes or flex dollars when paying for another person to enter the dining facility. More information listed under dining services on page 5 in this handbook.

**Pets**
Pets, except for service animals and non-carnivorous fish, are not allowed in the residence halls either to visit or live. Non-carnivorous fish are allowed in aquariums no larger than 10 gallons.

**Quiet Hours**
During quiet hours, the right to sleep or study is the top priority and noise needs to be kept at a minimum. Quiet hours are in effect...
Sunday through Thursday 11:00 pm to 9:00 am and Fridays and Saturdays from 1:00 am to 9:00 am. During all other times “courtesy hours” are in effect so that the right for any student to sleep or study will still take top priority within the living area.

Yelling out windows, down hallways or within stairwells is not acceptable behavior at any time. Repeat violations of quiet hours by electronics or musical instruments will result in the possible removal of these items. In addition, stereo speakers may not be placed in or around windows. Students are expected to observe 24-hour quiet hours beginning at midnight on the Friday night/Saturday morning prior to final exams through the closing day for the fall and spring semesters. There is a one-hour courtesy hour each evening during this time from 8:00 to 9:00 pm.

**Residence Hall Occupancy Agreement**

Residents sign a Residence Hall Occupancy Agreement which lists specific agreements between the student and the College. Residents are expected to know and abide by the conditions set forth in the Residence Hall Occupancy Agreement. Violations will result in student conduct review action. The College reserves the right to alter at any time any term of the agreement. The Student Affairs Office has the final determination in all matters of interpretation of the terms of the Residence Hall Occupancy Agreement. The Residence Hall Occupancy Agreement has a $150 early termination fee from when it is signed at room selection to June 1st, and a $750 early termination fee from June 1st until the full term of the agreement is completed and any student who requests to break the agreement will be subject to this fee as well as prorated room and board charges that may apply.

**Restricted Items - Summary**

The following items are not permitted in campus housing. Be sure to reference all of the Housing and Residential Policies and Procedures for more information and other restricted items.

- Alcohol, Drugs, and Drug Paraphernalia (Refer to Appendix V.)
- Appliances with an open burner
- Bar units
- Beer Making Kits
- Candles or incense
- Ceiling decorations
- Dart boards and darts
- Drum sets
- Extension cords (surge protectors are recommended for student use)
- Fireworks and other explosives (Dangerous conditions page 12)
- Fish nets
- Free weights
- Gasoline and other fuels
- Halogen lamps
- Hookahs
- Lawn ornaments and signs
- Lofts
- Microwaves larger than 1.0 cubic feet
- Pets (except non-carnivorous fish in tanks no greater than 10 gallons)
- Refrigerators larger than 4.0 cubic feet
- Space heaters
- Air conditioners
- Tapestries
- Traffic signs and barricades
- Waterbeds
- Weapons (Dangerous conditions page 12)

**Room Capacity**

The following is the maximum number of people each type of room can have in it at any time including residents of the room. The Department of Campus Safety and the Student Affairs Office staff has the right to require the room to stay below this number for any reason.

- Single-sized room: 4
- Double-sized room: 8
- Triple-sized room (Fagan): 10
- Fagan Suite: 16
- Townhouse: 20
Room Changes
An important aspect of the residential life experience is learning to live with other people through shared experiences. It is expected that students who choose to live together by request will do so for the entire year. Roommates are expected to be fair with one another, talk through difficulties, and be willing to make compromises when called for. If all else fails, students may request a room change after the room freeze period and should request this change in writing to the staff in the Student Affairs Office. Unauthorized room changes are not permitted and will be subject to student conduct review action (including loss of room change privilege for the remainder of the semester or academic year). For more information, consult with an RA or a Student Affairs Office staff member.

Room Entry/Inspections
Campus Safety and Student Affairs Office staff members may conduct a residence inspection whenever reasonable cause exists to believe that activity is taking place which is detrimental to the health, safety or welfare of individuals; or substances or items are contained in the room which would constitute a violation of the Student Handbook. Inspections will be confined to areas reasonably related to the alleged policy violation and may include, but are not limited to: all College owned property or furnishings; any refrigerator; bags; or personally owned property. Examples of circumstances which may prompt an inspection of a room or property (including vehicles on the College campus) are: when the size or shape of the item might suggest alcohol, other drugs or drug paraphernalia are being transported; when the staff member hears a noise or smells an odor which might suggest a violation of policy is occurring; when the staff member has confiscated substances which would suggest the presence of additional substances in the area; when the staff members observe other items commonly associated with alcohol or drug use; or when the staff member observes an unusual behavior, such as an unsteady walk, slurred speech, or abusive or violent actions. The College reserves the right to confiscate any item when it is against policy, or believed to pose a health or safety risk. Items confiscated will be disposed of and will not be returned to the student.

If a Resident Assistant, Student Affairs Office staff member, or Campus Safety officer requests to enter a room, the resident(s) must permit entry. Failure to allow authorized personnel to enter one’s room represents a “failure to comply” violation. Authorized personnel will first attempt to obtain a resident’s consent before entering a room. If a resident refuses consent, authorized personnel (who will identify him or herself by name and role) may still enter the room.

Room Selection/Assignments
Each spring semester, returning students participate in room and roommate selection. Detailed room selection information packets are distributed to residents around to spring break. During the room selection process, all housing spaces must be filled to their standard occupancy rate (i.e. two students in doubles, three students in designated triples, and four students per Townhouse).

The College reserves the right to assign up to three students to a double room when the demand for housing exceeds the spaces available. In such cases, the residents will be billed at the triple room rate. In the event that a triple room returns to double occupancy, the students will then revert to the double room rate. Over 95% of the residence hall rooms are designed for two people to share. Since this is the case, very few single rooms are available for students. Designated singles are offered to returning upper-class students on a priority basis during room selection. There is a surcharge for a standard single per semester for students who select such space. When space is available, “super single” rooms are sometimes offered to students. This option is a room designed for two people but offered to just one person. A surcharge rate will be billed per semester for a “super single.” Billing for single rooms is placed on the student’s account when a student selects such option. Any resident without a roommate (regardless of cause or situation) will be moved to another room with a roommate unless space is available to allow that resident the option to purchase space as a “super single.” Students do not have a right to refuse a roommate.

Storage
Students may not store their personal belongings or vehicles within the College grounds, including residence halls and parking lots, during the summer break. Contact information for local storage businesses is available in the Student Affairs Office.

Summer Housing
Housing is offered during the summer months until the first week in August for students attending summer classes or participating in internships in the local area. Students must complete a Housing Request Form and submit it to the Student Affairs Office for approval. Details about summer housing are distributed during the spring semester. Refer to the “Hall Closing” section on page 18 of this Handbook.

Television
Basic HD Cable TV service is provided by Comcast and is available in each room at no additional cost. One cable jack per room is provided. The students will need to supply a cable-ready TV and cable wire to access the service in their room. In addition, a TV with cable hook-up is provided in the common area in most residence halls.
Theft
Unauthorized possession of property belonging to Daniel Webster College or other residents is considered theft and students involved in such behavior will face student conduct review action. Identity theft (taking or using one person’s personal information without their permission) is a very serious violation against DWC’s community standards and will not be tolerated. It is the responsibility of each student to secure all valuables in their rooms and to lock the room door at all times. The College is not responsible for any theft within the halls.

Tobacco-Free Policy
Daniel Webster College is committed to providing students, faculty, staff, and visitors with a smoke-free and tobacco-free environment. Smoking, the use of chewing tobacco products, e-cigarettes, vaporizers, and unregulated products will not be permitted in the residence halls and Townhouses. All entrance areas and porches are considered smoke-free and tobacco-free.

Additionally, the smoking policy on page 14 of this handbook states that smokers may not be within 50 feet of any building while smoking. Smokers are expected to dispose of their cigarette butts and tobacco trash appropriately while on Daniel Webster College grounds. Violations of this policy by students, faculty, and staff may result in student conduct review action.

Windows/Screens
Windows/screens must remain in place at all times. A student who tampers with windows or removes screens may face student conduct review action and fines. Throwing objects out of windows and using windows as access points to either enter or exit the building (with the exception of exiting the building in event of an emergency) is strictly forbidden and will result in student conduct review action up to and including dismissal from campus housing or the College.

B. COLLEGE REGULATIONS

Assembly
All members of the College community have the right to peacefully assemble, providing the assembly does not interfere with classroom instruction, educational programs, or other College functions.

Emergencies
Contact the Campus Safety Office (603-315-0471) or 911 for any emergency situation on campus. In addition to notifying Campus Safety, residents of campus housing should contact their RA or a member of the Student Affairs Office staff (603-577-6580) as soon as possible.

Events
Student groups or individuals who are interested in sponsoring College-related events on or off campus must meet with a member of the Student Affairs Office to review the criteria and obtain approval prior to any commitment.

ID Cards
Student ID cards are needed for identification, for using dining services, the library, and other locations on campus. In order to maintain adequate security, it is frequently necessary for authorized personnel to identify an individual to determine if he or she is a member of the College community. Therefore, all students are required to carry a Daniel Webster College photo ID card at all times, and are expected to produce that card when requested by authorized College personnel. Students are not permitted to use an ID card belonging to another student or to an employee to access a resource, good or service on campus.

Students are not charged a fee for their original ID card. However, if students need a replacement card due to loss, mutilation, or abuse, they will need to obtain a new card through Campus Safety and will be charged $15.00.

Inclement Weather - Closing or Delayed Opening Information

1. EMAIL will be sent to College email addresses.
2. CALL the information line at 603.577.6699 for updated messages.
3. Television:
   WMUR TV 9  Manchester
   CBSWBZ TV 4  Boston
   WHDH TV 7  Boston
   FOX 25  Boston

~ 22 ~
4. Radio:
   WCAP 980 AM    Lowell-Merrimack Valley
   WZID  95.7 FM    Manchester
   WKXL  1450 AM    Concord
   WGIR  101.1 FM    Manchester

Questions, please contact campus safety at 603-315-0471

Snow Emergency Parking Procedures
In anticipation of winter weather snow fall, students will be notified to move their vehicles by the following communications processes:

- Campus Email and Facebook Notices, Signs in Campus Buildings, Notification from RAs and Campus Safety and Information on the College Information Line 603-577-6699.

To ensure effective and efficient clearing of the campus parking lots in a safe manner, the following procedures are in place:

- Students will receive a notification to move vehicles.

- Resident Students parked in all parking lots will move their vehicles to the two large parking lots (J & K, Behind GATES HALL and ERC at the south side of campus) or to Lot L (Aviation Center). Students who are already parked in lots J, K or L will leave cars where they are.

- After resident student parking lots B, D/E and F, G and H have been cleared a second notification will be sent out, at that point students will need to move their vehicles back to their resident student parking lot.

- No resident student may park in lot A for the duration of the snow fall or clearing process. This lot must be kept open for commuting students and staff/faculty parking.

- Motorcycles will not be allowed to park on campus after Thanksgiving vacation.

- Parking will not be permitted at the end of University Drive on the right hand side just before the intersection of perimeter road after November 30.

Non-Compliance:

- Vehicles that are not moved as directed under snow removal procedures will be towed at owner's expense.

- Vehicles that do not have the appropriate parking permits will be towed to the towing company's impound facility.

- All towing and storage charges are the responsibility of the vehicle owner.

Liability
The College is not liable, nor does it provide insurance coverage for the loss of, or damage to, a student's personal property that is stolen, damaged or destroyed through willful, malicious or careless acts or by causes beyond the control of the College.

Motor Vehicles and Parking
Students may bring cars to campus; however, the College assumes no liability for vehicles parked on campus. Students must obtain permission from Campus Safety to park their vehicles on campus. The privilege of parking on campus may be revoked for several reasons enumerated below:

- All vehicles must be registered with Campus Safety no later than the first week of classes. Students who fail to register their vehicle will receive a ticket and may face suspension of the privilege to park on campus.

- The registration must be displayed on the rear passenger window (driver's side).

- Students must obey the traffic and parking regulations given to them by Campus Safety when they register their vehicles.

- Designated motorcycle parking spaces are available in Lots B, E, F, and J/K.

Failure to register a motor vehicle and/or to adhere to parking regulations may result in ticketing, the vehicle being towed, or the suspension or loss of parking privileges. Appeals for tickets or suspension of driving/parking privileges may be made to the Director of Campus Safety.

When a vehicle is towed for failure to adhere to parking regulations, all charges for towing and storage are the responsibility of the operator or owner of the vehicle.

Posters and Signs
In accordance with the College's posting policy, only Daniel Webster College organizations or departments may post approved posters and signs in College buildings. Off-campus groups must receive permission from the Student Affairs Office to advertise their
event in campus buildings. A member of the Student Affairs Office must sign and date all posters/flyers before they are hung. Solicitors for any purpose, other than those approved by the aforementioned office, are not allowed in any of the residence halls or other facilities. Poster paints and large rolls of colored paper are available for use by College-sponsored organizations or departments through the Student Affairs Office. Please obtain the full copy of the College’s posting policy in the Student Affairs Office in the College Center.

Speakers and Topics
Student groups may invite speakers to campus to address topics chosen by students, but must always provide equal opportunity for opposing views. Student groups must realize that certain speakers/topics may ignite opposition; hence, groups should act with sensitivity and concern for the mission of the College. Student groups who wish to host an outside speaker should discuss their ideas with their advisor, as well as the Dean of Students, to obtain authorization to invite the speaker to campus.

Student Emotional Safety and Wellness
With regard to student’s emotional health and well-being, any attempt, gesture, statement or act that results in the need for an emergency response (including hospital transport or police involvement), may dictate the need for parental notification. Any student who makes an attempt, gesture, statement, or act that suggests they are suicidal, or likely to otherwise harm themselves or others, will be required to attend up to four sessions with a counselor for the purpose of psychological assessment. In these cases, psychological assessment is mandatory.

For certain types of behavior, as a result of medical, psychiatric, or emotional disorders, or when a student presents a danger to self or others, the Dean of Students has the authority to require a student to leave the College for a specified period of time.

C. HUMAN RIGHTS
Daniel Webster College is committed to the principle and practice of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. In accordance with state and federal laws, the College provides such opportunity without regard to the individual’s race, color, sex, national origin, marital status, age disability, sexual orientation, veteran status, or any other characteristic protected by law. The College upholds the values and standards that support this human rights policy, and, as such, maintains high expectations regarding the conduct of its students, faculty, staff, and administration. This policy applies uniformly to all members of the College’s community, who are encouraged to promptly report problems or matters that could be in violation of this policy. Persons found in violation of this policy shall be subject to appropriate student conduct review action up to and including suspension or termination of employment of employees and suspension or expulsion of students.

1. DISABILITY ACCOMMODATION
The College is committed to complying with Section 504 of the Americans with Disabilities Act (ADA) and ensuring equal opportunity for qualified persons with disabilities. It is the responsibility of the employee or applicant or student to notify the College of the existence of any qualifying disability and any reasonable accommodation necessary to perform the essential functions of the job (employee) or the curriculum (student). Requests for reasonable accommodations should be made to the supervisor (for employees) or the Dean of Arts and Sciences (for students). In both cases documentation must be provided.

2. NON-DISCRIMINATION
Daniel Webster College does not discriminate against anyone on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation or physical or mental disability. The College absolutely prohibits and will not tolerate any verbal, physical or other conduct that belittles or demeans any individual on the basis of the above-listed classifications. If any employee or student should have any questions, problems or complaints regarding a violation of the non-discrimination policy, or discrimination in general, employees are urged to communicate their concern(s) to their immediate supervisor, or if they feel uncomfortable doing so, they may go directly to Human Resources. Students should communicate their concerns to the Dean of Students.

D. COMPUTER AND ELECTRONIC INFORMATION AND COPYRIGHT INFRINGEMENT POLICY
Introduction
Daniel Webster College, in furtherance of its educational objectives, provides computing and network services, usually without charge as part of the tuition and fees, to its educational community. These services and the hardware associated with providing them are all considered part of the campus infrastructure and are the property of Daniel Webster College. The following guidelines reflect Daniel Webster College’s policy for responsible use of these services and resources. The following policy statements do not constitute a contract and Daniel Webster College reserves the right to change them at any time. Failure to abide by this policy may result in revocation of computing and network privileges and/or disciplinary action inclusive of the possibility of criminal prosecution.
**Authorized Use of Daniel Webster College Resources**

a) Use of Daniel Webster College’s computing and network systems is limited to authorized users (i.e., students admitted and attending classes, faculty and staff only).

b) User network IDs, computer sign-ons and passwords are the property of Daniel Webster College and should never be shared. A user must use only his or her own network ID, computer sign-on or password and should never provide his or her network ID, computer sign-on or password to any other user.

c) Daniel Webster College’s resources or private computer hardware connected to Daniel Webster College’s computer systems must not be used to provide access to any Daniel Webster College network to anyone who is not an authorized user. No Daniel Webster College resources may be used to route non-Daniel Webster College network traffic through any Daniel Webster College computer system without the prior written consent of Daniel Webster College.

d) All usage of Daniel Webster College’s computing resources, networks, and software is to be made for legitimate educational, research, or employment purposes related to Daniel Webster College. Any commercial or other use of Daniel Webster College’s computing resources, networks, or software is strictly prohibited.

e) If Daniel Webster College receives any evidence of any violation of this policy, security breach or use of the College’s resources for an illegal purpose (including the unauthorized use of copyrighted materials or licensed software), Daniel Webster College may terminate the user’s network access without consent or notice and impose other disciplinary action.

**Electronic Mail**

a) All email accounts and the contents thereof are the property of Daniel Webster College.

b) Daniel Webster College uses its e-mail system to communicate important information to students. Students should check their e-mail account frequently.

c) E-mail messages should not be regarded as private, and Daniel Webster College cannot guarantee the confidentiality of e-mail messages for many reasons, including the following: e-mail messages may be saved indefinitely on the receiving computer, e-mail messages can be intentionally or accidentally forwarded to non-intended recipients, and e-mail messages may be improperly delivered by an e-mail system.

d) Daniel Webster College, although it does not regularly monitor e-mail communications, reserves the right to inspect, monitor, disclose or discontinue e-mail communications without consent or notice when consistent with and/or required by law; when there is evidence or reason to believe violations of law or Daniel Webster College policy are taking or have taken place; or when computer maintenance or operational concerns require such action.

e) Daniel Webster College e-mail services may not be used for: unlawful activities; commercial purposes (whether or not under the auspices of Daniel Webster College); personal financial gain; or any other use that violates any other Daniel Webster College policy or guideline, including any policy regarding intellectual property or regarding sexual or other forms of harassment.

f) Each user must properly identify him or herself as the originator of all e-mail messages he or she sends and shall not employ any false identity on e-mail messages. Users shall also not give the impression that they are representing or otherwise making statements on behalf of Daniel Webster College unless appropriately authorized to do so.

g) Users shall not be permitted to send unsolicited “junk” e-mail or mass electronic mailings or chain letters without a legitimate Daniel Webster College educational purpose.

h) Daniel Webster College e-mail systems are intended for purposes related to Daniel Webster College’s educational mission. Incidental personal uses of the e-mail system may be made, however, provided such use does not: (1) burden Daniel Webster College with noticeable incremental cost; (2) violate any provision of this policy; or (3) otherwise interfere with the operation of Daniel Webster College’s computing and network services. Users should be aware that such personal communications are not private and are subject to the same conditions as all other e-mail, as described above.
Software Use
Daniel Webster College makes a variety of software programs and applications available to the authorized users of its computing systems. This software is generally licensed to Daniel Webster College. Failure to adhere to the terms of such licenses can subject violators to legal action and can jeopardize Daniel Webster College’s ability to procure such software for its users. Users of Daniel Webster College’s computing systems must adhere to the following guidelines:

a) Users should ensure they are covered by the appropriate site-license for each software program or application they use. To determine whether you are an authorized user, contact the Dean.

b) Unauthorized copying of software is illegal and strictly prohibited, even when such software is not protected against copying. There is generally no “fair use” provision for copying software. Daniel Webster College’s software licenses do not permit you to obtain a copy of any of its software programs for your use or installation on any computer.

c) Software must not be removed or copied from any Daniel Webster College hardware or system without prior written authorization from the Dean.

d) Personal software must not be installed or downloaded from the internet onto any Daniel Webster College hardware or system without written authorization from the Dean.

Internet Use and Creation of Web Pages
All use and access of the Internet from Daniel Webster College’s computing systems is subject to the following guidelines:

a) Access to pornographic, gambling, hate speech, or similar websites is strictly prohibited. Websites accessed by Daniel Webster College’s computing systems users may be monitored.

b) The Dean of Students must authorize any web page created. Each such web page must include contact information, including an e-mail address, of the writer or publisher on each page.

c) Creation of any web page must comply with copyright laws for all content, including photographs, illustrations, and other graphic images that were created by others. Downloading an image from any web site without permission usually violates copyright law. See also “Copyright Infringement is “Prohibited” contained herein.

d) Any personal, club or organization web page created must be clearly marked with a legend indicating that such page is personal in nature and does not represent the views or opinions of Daniel Webster College.

e) While Daniel Webster College does not typically provide editorial review of web pages, the College reserves the right to edit or terminate such pages at any time to comply with third party complaints, any applicable law or regulation, or computer and network management concerns.

Proper and Responsible Use of Daniel Webster College Computing Systems

a) Users of Daniel Webster College’s computing systems must respect the privacy and rules governing all information accessible through the systems. For example, users must not intentionally seek information on, obtain copies of or modify files, tapes or passwords belonging to other users or Daniel Webster College available on Daniel Webster College’s computing systems.

b) Users of Daniel Webster College’s computing systems must respect the finite capacity of the computing systems. For example, users shall limit usage of the computing systems so as to not interfere with the usage of others and must not use the computing systems for profit-making or fund-raising activities without specific prior written authorization from the College to do so.

c) Users of Daniel Webster College’s computing systems must respect the integrity of the computing systems. For example, users must not download, transmit, or install any virus, Trojan horse, worm, or other potentially destructive code on any Daniel Webster College computing system.

d) Users of Daniel Webster College’s computing systems must ensure that their usage of such systems complies with all applicable local, state and federal laws.
Copyright Infringement is Prohibited

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is “fixed in any tangible medium of expression,” including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner – like software, music, movies, TV shows, games and images – violates copyright laws. Both the person who makes an illegal copy of a copyrighted work available and the person who receives or downloads an illegal copy have violated the copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose.

Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student’s enrollment in a program of study at the College or conducted by a student through the use of any of the College’s equipment or information systems is prohibited and violates both the Code of Student Conduct and the law. Any student who engages in copyright infringement will be subject to discipline by the College, which may include, without limitation, the suspension or termination from one or more courses the student is taking or the student’s suspension or dismissal from the College and referral to the proper authorities. Copyright infringement may also subject the student to civil and criminal liabilities. A summary of the penalties for violating federal copyright laws include:

1. unlimited actual damages proven for each act of copyright infringement;
2. up to $30,000 for each act of copyright infringement that is determined not to be willful;
3. up to $150,000 for each act of copyright infringement that is determined to be willful; and
4. criminal penalties.

E. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

Statement of Compliance

1. General Policy
Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended (“Act”), a student has the right to examine certain records concerning the student which are maintained by the College. The College must permit the student to examine such records within 45 days after the school receives a written request from the student. The College will also permit the student to obtain a copy of such records upon payment of a reproduction fee. A student may request that the College amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student’s right of privacy. In the event DWC refuses to so amend the records, the student may, after complying with the Appeals and Grievance Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record. A student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, concerning the College’s alleged failure to comply with the Act.

2. Education Records
Education records are records maintained by the College which contain information directly related to the student. Examples of education records are the student’s education, career services and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. Exemptions
The following records are exempt from the Act:
   a) Financial records of the student’s parents
   b) Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect
   c) Records about students made by faculty or administrators which are maintained by, and accessible only to, the faculty and administration
   d) Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting or assisting in such capacity, and which are available only to persons providing the treatment
   e) Employment records for DWC employees who are also current or former students
   f) Records created or received after an individual is no longer a student at DWC and are not directly related to the individual’s attendance as a student at the College
   g) Grades on peer-graded papers that have not been collected and recorded by an instructor
4. Review of Records

It is the policy of the DWC to monitor educational records to ensure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. The College may destroy records which it determines, in its discretion, are no longer useful or pertinent to the student’s circumstances.

5. Directory Information

Directory Information (as defined below) is that information which may be unconditionally released without the student’s consent, unless the student specifically requests in writing that such information not be released. The College requires that such request must (I) specify what categories of Directory Information are to be withheld by the student and (II) be delivered to the DWC Registrar within 15 days after the student starts classes. Any such request must be renewed annually by the student. “Directory Information” means information contained in a student’s education record which would generally not be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to, the student’s name; address(es); telephone number(s); electronic mail address(es); photograph; grade level; enrollment status (e.g., full-time or part-time); date and place of birth; program of study; extracurricular activities; credentials, awards and recognition (e.g., honors) received; last institution attended; dates of attendance (i.e., enrollment period(s), not daily attendance record); and student or user ID number (other than a social security number), but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity which are known or possessed only by the authorized user.

6. Access without Student Consent

DWC may release a student’s education records without written consent of the student to:

a) other DWC officials who have a legitimate educational interest;
b) other institutions where the student has applied for admission, so long as the information is for purposes related to the student’s attendance at those other institutions;
c) authorized representatives of the U.S. Department of Education, state and local education authorities, the Comptroller General of the United States or the Attorney General of the United States.
d) Providers of financial aid (and services in connection therewith) for which the student has applied or received, including, without limitation, lenders, guaranty agencies, Veterans Administration, state vocational rehabilitation agencies and collection agencies.
e) State and local authorities where required.
f) Accrediting agencies.
g) A parent (whether a natural parent, guardian or an individual acting as a parent in the absence of a parent or guardian) of a student who is a dependent of the parent for purposes of the Internal Revenue Code. The College is not required, however, to release such records.
h) Any court in which the student or a parent of the student initiates a legal action against the College, but only with respect to the student’s education records that are relevant for DWC to defend itself.
i) Any court in which DWC initiates a legal action against the student or a parent of the student, but only with respect to the student’s education records that are relevant for the College to prosecute the legal action.
j) Any person pursuant to and in compliance with a judicial order or subpoena, provided that the College reasonably attempts to notify the student prior to compliance (unless the order or subpoena specifies that the student must not be notified).
k) Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by DWC under the circumstances.
l) Organizations conducting studies to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction.
m) The public, if DWC determines, in its discretion, that the student, as an alleged perpetrator, has committed a Crime of Violence (as defined below) or a Non-forcible Sex Offense (as defined below) in violation of the Code of Student Conduct, but only the following information from the student’s education records: the student’s name, the violation committed; and any sanction imposed by the College on the student. A Crime of Violence means an act that would, if proven, constitute any of the following offenses or offenses to commit the following offenses: arson; assault offenses; burglary; criminal homicide, whether manslaughter by negligence, murder or non-negligent manslaughter; the destruction, damage or vandalism of property; kidnapping or abduction; robbery; or forcible sex offense. A Non-forcible Sex Offense means an act that would, if proven, constitute statutory rape or incest.

n) The purported victim, regardless of whether the College determines that the student, as an alleged perpetrator, committed a Crime of Violence or a Non-forcible Sex Offense in violation of the Code of Student Conduct, but only the following information from the student’s education records: the student’s name; the violation committed; and any sanction imposed by the College on the student.

o) Any person, if the education records disclosed are Directory Information on the student.
p) The student, or the student’s parents if the student is less than 18 years old.
q) A parent of the student regarding the student’s violation of any federal, state or local law or any rule or policy of the College.
concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21 and the school has determined that the student has violated the Code of Student Conduct with respect to that use or possession.

r) The United States Attorney General (or designee not lower than an Assistant Attorney General) pursuant to an ex parte court order concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

s) The public, if the disclosure concerns an individual required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071, and the information was provided to DWC under 42 U.S.C. 14071 and applicable federal guidelines.

Daniel Webster College will obtain the written consent of the student prior to releasing the student’s education records to any other person or organization, except with respect to Directory Information.

F. MANDATORY ADMINISTRATIVE WITHDRAWAL

For certain types of behavior, as a result of medical, psychiatric, or emotional disorders, or when a student presents a danger to self or others, the Dean of Students has the authority to require a student to leave the College for a specified period of time.

G. ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. It requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crimes, fire safety, security policies, and other information that related to campus security.

Daniel Webster College makes the annual security report available to all enrolled students, employees, and upon request to prospective students. This report can be found online at http://www.dwc.edu/campussafety/crime_report.cfm

The report includes the following information:

- Campus policies regarding reporting crimes, drugs, alcohol, and weapons; and the identification and admission of visitors to campus;
- Description of Campus Safety officers and their relationship to local and state police; and orientation programs for students regarding campus safety.
- A uniform campus crime report concerning crimes committed in the three preceding calendar years.
- A crime report concerning arrests for alcohol and drug violations and for weapons possessions for the preceding calendar year.
- Campus fire safety report
ACADEMIC STANDARDS AND PROCEDURES

This Student Handbook is compiled, published and distributed by the Dean of Students mainly to make students aware of the programs and services that are intended to support and augment the academic enterprise. Therefore, though the Student Affairs Office does not have jurisdiction over academic affairs, we would be remiss if the Handbook did not call students’ attention to the utmost importance of adhering to Daniel Webster College’s academic standards. Academic standards and procedures are outlined in the College Catalog and students should familiarize themselves with the College Catalog and its contents, especially as it pertains to academic standards and the procedures described therein for handling situations where those standards may be breached.

Participation Policy
Daniel Webster College’s mission statement emphasizes theory and practice through interactive teaching and learning. To this end, the College believes class participation is an integral part of the academic or educational experience.

Class participation is required in all courses. Each instructor will outline specific expectations in the course syllabus at the start of each semester. Students are encouraged to engage actively in class discussions, submit assignments in a timely manner, and avoid behaviors contradictory to class participation, such as being absent, arriving late, leaving early, excessive talking, use of electronic devices and sleeping in class.

Missing more than 15 percent of scheduled class time is considered excessive. Students are responsible for all missed work, assignments and projects, in compliance with the instructor’s policies as noted in the course syllabus. In cases where an instructor believes a student has not engaged in the course, such that the student cannot meet the goals of the course within the remaining time frame, the student may receive a failing grade or be withdrawn from the class.

A. ETHICAL STANDARDS AND ACADEMIC HONESTY

Student Honor Pledge
Daniel Webster College believes that all students have the right to be educated in an academic community that ensures fair competition, and respects truth and honesty. Academic dishonesty is not tolerated at Daniel Webster College. The Student Honor Pledge is intended to create a community of fairness, respect and responsibility in the pursuit of academic enterprise. All students are expected to write and sign the Student Honor Pledge.

I pledge on my honor, as a student at Daniel Webster College, that I have neither given nor received any unauthorized aid on this assignment/examination.

Each faculty member will indicate when and where the Pledge is required on assignments, papers, and exams. Students who are unwilling to sign the Pledge must work with faculty to find a suitable alternative to the Pledge that provides compliance to the Daniel Webster College policy and expectations regarding academic honesty.

Cheating
Cheating is difficult to define in a general setting, and may depend on the context of the situation and the parties involved. Instructors have certain course objectives in mind; any attempt to circumnavigate those objectives may constitute cheating. So that students understand the importance and expectation of academic honesty, instructors should define what constitutes cheating or cheating on each syllabus and describe the corresponding penalties. If a student has any remaining questions, he or she should seek clarification from the instructor of the course. Remember: ignorance does not equate to innocence.

A list of activities that are widely held as cheating is provided, but is not limited to:
- using unauthorized sources of information on an exam (cheat sheets, storing notes and formulas in a calculator, other students’ work, and others)
- stealing, obtaining, or distributing unauthorized copies of exams
- plagiarizing — the act of presenting the ideas or writings of another as one’s own. There are various forms such as:
  - word-for-word plagiarism.
  - patchwork plagiarism - consisting of piecing together unacknowledged phrases and sentences quoted verbatim or nearly verbatim, or unacknowledged paraphrasing — consisting of using another’s ideas or facts without acknowledging the source.
• impersonating another student or allowing oneself to be impersonated.
• altering another student’s work without their consent, or to intentionally provide incorrect information.
• using past graded coursework as work for a current course.

There are other violations of academic honesty that do not fall under the category of cheating, but carry the same penalties. Some examples might be:
• loaning the use of one’s computer log-in privileges.
• destroying another person’s computer files.

Obligations to Report Cheating
All members of the academic community, including students, have the obligation to report instances of perceived cheating to the instructor of the course. The instructor of the course has the right to determine what constitutes cheating and will inform students of this in the course syllabus.

Penalties
Two levels of penalties – academic penalties and disciplinary penalties – will be applied to a student who has been determined to be in violation of the academic honesty policy, either through admission or through the academic grievance procedure outlined in the next section.

Academic Penalties
The instructor of the course will levy the academic penalties in accordance with the policies described in the course syllabus. These may include, but are not limited to:
• A warning.
• A low or failing grade for the assignment in which the offense occurred.
• An additional assignment.
• A reduction of the final grade.
• A failing grade for the course.
• Some combination of the above.

Note: An administrative “F” supersedes the right of the student to withdraw from the course.

Disciplinary Penalties
After applying the academic penalties, the instructor must then report the incident in writing to the Provost, who will prescribe the appropriate action. This may include but is not limited to:
• No additional action.
• A written warning about consequences for future cases of academic dishonesty.
• Temporary or permanent dismissal from the College.

In making the determination of any penalty, the Provost may seek the advice of the instructor who initiated the charge. In addition, the Provost will maintain records of all students found to be in violation of the academic honesty policy. Repeat offenders will be subject to more stringent penalties.

Note: Although the determination of academic penalty, including the choice to pursue the case, is in the hands of the instructor, all members of the academic community has the obligation to report instances of cheating.

B. ADDITIONAL INFORMATION FOR STUDENTS IN AN ONLINE PROGRAM

Online Course Participation Requirements
Students are expected to participate in online courses as required by the instructor. Participation in online courses is defined as actively engaging in a course component, such as a lesson presentation or graded assignment. Such activity is automatically registered by the Learning Management System (LMS) and documented for administrative purposes.

Important Notes:
• Students who begin an online program and who do not participate (as defined above) within the first full week (add/drop period) for a 6 week course and second full week for an 11 week course will be “cancelled” from the course/courses and the program. Students in this situation who wish to begin again will need to work with Admissions and re-apply to the program.
• Students actively participating previously in an online program but who do not participate in the first full week of the quarter for a 6 week course or the second full week of the quarter for an 11 week course will need to work with their Student Support Coordinator/Academic Advisor to obtain guidance in the process of "dropping the course."
• Students who participate in the first or second week but decide later to withdraw from the course must contact their SSC/Academic Advisor to discuss the process and developing a new Education Plan.

In many cases there are deadlines which must be adhered to. Failure to do so may affect GPA and Satisfactory Academic Progress. In addition, there may be financial implications and a delay in degree completion.

Submission of Graded Work
In each course, students are required to submit weekly assignments. In general, graded assignments must be submitted no later than Sunday, 11:59 (EST), of the week in which they are assigned. Late penalties for work submitted after any deadlines are applied at the discretion of the instructor. However, instructors will follow these general guidelines:

• Up to 5% deducted - submitted 1-3 days late
• Up to 10% deducted - submitted 4-7 days late
• Maximum score is 70% - submitted 8 or more days late
• The instructor has the option of not accepting work after 7 days

INCOMPLETES
Students who do not complete course work by the final day of class may be granted an Incomplete. Students approved for an Incomplete will receive a grade of ‘I’ and will regain access to course materials in Questa, so they can continue submitting work for evaluation. It is at the instructor’s discretion as to which assignments students will be allowed to submit for a grade. Typically, students will be expected to complete any remaining work within three weeks of the course end date. No incompletes may be extended beyond six weeks after the course end date.

ACADEMIC DISHONESTY
Daniel Webster College defines academic dishonesty as the “submission of work completed by another person as your own.” All ideas, words or work from others that are included in a student’s submitted work must be identified and cited. Failure to appropriately identify the ideas, words or work of others included in a student’s work is considered academic dishonesty and violates the standards for appropriate conduct as described in the Catalog. Academic dishonesty may result in a zero on the graded activity, suspension and/or termination from one or more of the courses the student is taking or the student’s entire program of study at the College. Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online, and all sources whether electronic or hardcopy.

If a student violate these standards, he or she will be issued:
1. a grade of zero for the assignment(s) in question
2. will be notified through the message center of the actions that have been taken and will be advised on how to avoid plagiarism in the future, and
3. if the student violates standards of academic honesty on more than one occasion, the faculty member will report this to his/her supervisor who will take further corrective action, up to and including removal from the course or degree program

Orientation and Online Student Preparation
Online Student Preparation: Students entering online courses at Daniel Webster College for the first time are automatically enrolled in, and required to complete, the “Online Student Preparation (OSP)” program prior to beginning the first online course of their program.

Availability of Course Materials
Students accepted into DWC online programs will receive their books as an e-book.

C. TRANSFER CREDIT

DWC recognizes work completed at other regionally accredited institutions of higher education. All official transcript reviews are based on official transcripts only.

Transfer students must complete a minimum of 30 credits hours at Daniel Webster College, of which at least 6 semester credit hours must be earned in the student’s major field for the associate degree, and 12 semester credit hours must be earned in the major field
for the bachelor degree.

Students who have completed course work at another accredited college or university may be considered in either the fall or spring semester in accordance with the following guidelines:

1. A transfer applicant should have an overall cumulative college grade point average of no less than 2.00 (based upon all colleges attended).
2. Previous college-level work earned at an accredited college or university has been satisfactorily completed with a grade of C or better (2.00 or above on a 4.00 scale).
3. There is no limitation on the age of credit accepted for transfers. Credit will be normally granted where there is evidence to anticipate that a student’s skills and knowledge are sufficient to allow the student to complete his/her desired degree program. However, it may be advisable for students to retake foundation courses in math and/or writing to support their academic progress at DWC.
4. The repetition of a course previously received as a credit in transfer will result in the replacement of credit for that course.
APPENDIX I
COMPLETION AND RETENTION RATE DISCLOSURE
DANIEL WEBSTER COLLEGE

Main Campus: 20 University Drive, Nashua, NH 03063

Completion Rate:
The entire institution (i.e., a combination of the Daniel Webster College main campus and all of its additional locations, as specified above) has a completion rate of 50% as determined in accordance with 34 CFR Section 668.45 (the “Completion Rate”).

The diversity of the student body of the institution represented in the Completion Rate is as follows:

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<th>Gender:</th>
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<th>Racial and Ethnic Subgroup:</th>
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|   | 25  | % received a Federal Pell Grant (“FPG”) for the Fall semester of 2006 |
|   | 50  | % received a loan under the Federal Family Education Loan (the “FFEL”) Program or the Federal Direct Loan (the “FDL”) Program, other than an Unsubsidized Stafford Loan under either program, and did not receive a FPG for the Fall semester of 2006 |
|   | 26  | % received neither a FPG nor a loan under either the FFEL Program or FDL Program for the Fall semester of 2006, other than an Unsubsidized Stafford Loan under either program |

The completion rate represents the percentage of the total number of Full-Time Students (as defined below) who (a) started any program of study in the Fall semester of 2007 at the main campus or any additional location of the institution, (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2007 and (c) completed a program by the end of the 12-month period ending August 31 during which 150% of the normal time for completion of their program has lapsed (the “150% Completion Period”).
Retention Rate:
The entire institution has a retention rate of 69% for Full-Time Students and N/A% for Part-Time Students (as defined below) as determined in accordance with the following formula (the “Retention Rate”).

The retention rate represents a measure of the rate at which Full-Time Students or Part-Time Students persist in their programs of study at the institution expressed as a percentage of the total number of Full-Time Students or Part-Time Students who (a) started any bachelor degree program of study in the Fall semester of 2012 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on both October 15, 2012 and October 15, 2013 (the “Retention Period”).

Definitions:
“Students” are defined as only those students who satisfy all of the following criteria:

a)  certificate, diploma or degree seeking;
b)  undergraduate;
c)  first-time (i.e., entering students who have never previously attended any institution of higher education); and
d)  do not during the 150% Completion Period for purposes of the Completion Rate or during the Retention Period for purposes of the Retention Rate:
   (i) leave school to serve in the Armed Forces;
   (ii) leave school to serve on an official church mission;
   (iii) leave school to serve with a foreign aid service of the U.S. Government;
   (iv)  die; or
   (v)  become totally and permanently disabled.

“Full-Time Students” are defined as Students who carry a full-time academic workload during an academic semester, as determined by the institution under a standard applicable to all Students and which is at least 12 semester credit hours.

“Part-Time Students” are defined as Students who carry a part-time academic workload during an academic semester, as determined by the institution under a standard applicable to all Students and which is less than 12 semester credit hours.
Students may elect to pursue assistance off-campus and useful resources are listed on this page. Additional resources pertaining to the use and abuse of alcohol can be found in Appendix V on page 46 of this Handbook.

SOAR Daniel Webster College 24/7 Counseling and Additional Assistance Line: 800-932-0034
Please visit the Student Affairs Office for additional community resource information.

**Problem Gaming/Gambling**
Helpline on Problem Gaming on the Web: www.ncpgambling.org (800) 522-4700

**Alcohol, Drugs and Tobacco**

- Al-Anon Anonymous www.al-anon.org (800) 593-3330
- Alcoholics Anonymous www.aa.org (800) 632-3550
- Narcotics Anonymous www.na.org (603) 645-4777
- Tobacco Help Line www.trytostop.org (800) 784-8669

**Mental Health and Suicide Prevention**

- Mental Health Center of Greater Nashua (603) 889-6147
- Acute Community Crisis Eval. Service System (ACCESS) (603) 577-2708
- 24 hr emergency line (800) 762-8191
- Located at Southern NH Medical Center, 8 Prospect Street, Nashua, NH 03061
- Call or come directly to the Emergency Department.

ACCESS, staffed by mental health clinicians, extends help to anyone experiencing a personal or psychiatric crisis, 24 hours a day, 7 days a week. After your needs are determined, a referral may be made to the most appropriate services, including outpatient services, partial or inpatient hospitalization, Patient and Family Services or other community resources.

**National Suicide Crisis Hotline** (800) 784-2433

**Center for Mental Health Services**
The Center provides information and resources on prevention, treatment, and rehabilitation services for mental illness. For more information go to http://www.mentalhealth.org

**Reproductive Health and Sexually Transmitted Infections, including HIV and Aids**

- Nashua Area Health Center (603) 889-6147
- 10 Prospect Street #102, Nashua, NH 03063
- The Teen Clinic, open on Wednesdays 2:30 PM to 6:30 p.m., offers teenagers access to reproductive health exams, birth control, condoms, STD testing and counseling, and reproductive health information.
- A Community Resource Network – HIV/HCV Resource Center (800) 816-2220
- Division of Public Health and Community Services (603) 589-4560
- 18 Mulberry Street, Nashua, NH 03060

Sexually Transmitted Infection Program (STI) program provides STI testing and treatment, education regarding sexually transmitted diseases, and instruction on risk-reduction factors and behaviors. Vaccines are administered to eligible clients. The department’s Human Immunodeficiency Virus (HIV) Antibody Counseling and Testing Clinic provides confidential HIV counseling and testing by trained counselors. Education is provided on risk-reduction factors and behaviors. Walk-in clinics for the STD program and HIV counseling and testing are held Thursdays 3:00 – 6:00 p.m.

**Additional Resources:**

- HIV/AIDS www.AIDS.gov
- Women’s Health www.womenshealth.gov
- Obesity www.obesity.org
- Family and Children’s Services www.acf.hhs.gov
- NH Coalition Against Domestic Violence www.nhcadsv.org
- Domestic & Sexual Violence (800) 277-5570 (sexual assault)
- (866) 644-3574 (domestic violence)
APPENDIX III
ANTI-HARASSMENT

It is the policy of Daniel Webster College that sexual harassment in any form of students, or applicants for admission, is unacceptable and will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, a display on the campus of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of Daniel Webster College shall threaten or insinuate, either explicitly or implicitly, that a student’s or applicant’s refusal to submit to sexual advances will adversely affect that person’s admission, enrollment, grades, studies or educational experience at Daniel Webster College. Similarly, no faculty member or other employee of Daniel Webster College shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct.

Other types of harassment that will not be tolerated include any unwanted or unwelcome words, gestures or actions of a persistent or offensive nature involving any person’s race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status. Harassment of this nature also includes any conduct, whether verbal, visual or physical, relating to or involving a person’s race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status that is sufficiently pervasive or severe to: (I) unreasonably interfere with a student’s education at the College or a student’s admission to the College; or (II) create an intimidating, hostile or offensive learning environment for students.

Any student or applicant who feels that he or she is a victim of prohibited harassment (including, but not limited to, any of the conduct listed above) by any student, applicant, faculty member or other Daniel Webster College employee, or visitor or invitee of the College in connection with the educational experience offered by Daniel Webster College, should bring the matter to the immediate attention of the Dean of Students (603-577-6580).

Daniel Webster College will promptly investigate all allegations of prohibited harassment in as confidential a manner as the College deems reasonably possible and take appropriate corrective action, if warranted.
APPENDIX IV
SEXUAL MISCONDUCT
POLICY AND PROCEDURES

SEXUAL HARASSMENT
According to guidelines issued by the U.S. Department of Education Office of Civil Rights and Equal Employment Opportunity Commission, behavior constitutes sexual harassment in an academic setting when the person engaging in such behavior explicitly or implicitly makes a person’s submission to it a term or condition of his or her employment or academic standing. Details about the anti-harassment policy, its definitions and procedures to adjudicate violations constitute Appendix III on page 37 of this Handbook.

SEXUAL MISCONDUCT
All forms of sexual misconduct are prohibited and may result in sanctions up to and including dismissal of employees and expulsion of students and potential criminal charges. The College encourages victims to report instances of sexual offenses, either forcible or non-forcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with Campus Safety (603-315-0471), the Nashua Police Department (603-594-3500) or local law enforcement agencies (911), as soon as possible after the offense occurs in order to preserve evidence necessary and relevant to criminal offenses. Campus Safety along with the Student Affairs staff, are available to assist victims in filing reports with the Nashua Police Department or the relevant area law enforcement agencies.

Sexual misconduct includes, but is not limited to, the following types of behavior:

1. Dating Violence

Involvement in a consensual relationship does not excuse any person from his or her responsibility to treat all other members of the College community with dignity and respect. Acts of violence, intimidation, harassment or coercion directed at another will not be tolerated, even within the context of an otherwise consensual relationship. These acts will be treated as sexual misconduct where appropriate, and may result in student conduct action up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students), as well as criminal charges.

2. Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New Hampshire, or by any other person against as adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of New Hampshire.

3. Obscene or Indecent behavior

This behavior includes, but is not limited to, intentional exposure of one’s sexual organs to others. Student conduct sanctions include a range of actions up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students), as well as potential criminal charges.

4. Sexual Abuse

This behavior includes attempting to engage or engaging in any non-consensual sexual behavior, including circumstances where the individual is unable to give consent by reason of incapacity or age. Appropriate Student Conduct Review Board sanctions include a range of actions up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students), as well as potential criminal charges.

5. Sexual Exploitation

An act or acts committed through abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship, and/or may involve individuals not known to one another. Examples include, but are not limited to:

- Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
• Non-consensual streaming of images, photography, video or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
• Prostituting another individual;
• Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge; and
• Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

6. Sexual Assault

Sexual assault is a form of sexual misconduct and violence used to exert power and control over another person and is defined as engaging in a sexual act with another person by:
1. Compelling that person to participate in a sexual act without consent
2. Threatening or coercing the other person
3. Placing the other person in fear that any person will suffer imminent bodily injury
4. Impairing substantially the ability of the other person to control conduct by employing alcohol, drugs, or other intoxicants without the knowledge or against his or her will

In addition, sexual assault also occurs when a person engages in a sexual act with another person when that person is:
• under the age of 16
• mentally incapable of understanding or for any reason, including intoxication, is unaware of the sexual act, and
• physically incapable of resisting or of communicating an unwillingness to participate in the sexual act

Sexual assault includes actual or threatened incidents of non-consensual or forced sex acts, whether accomplished through the actual or threatened use of force, coercion, threat of harm, or administration of any substance intended to impair an individual for the purpose of achieving sexual contact. Appropriate Student Conduct Review Board sanctioning includes a range of actions up to and including suspension or termination of employment (employees) and suspension or dismissal from the College (students), as well as potential criminal charges.

The Distinction between Sexual Assault and Sexual Harassment

Students should be aware of the distinction between sexual assault and sexual harassment. Sexual harassment is a form of discrimination based on one’s gender or sexual orientation. This type of harassment may be blatant or subtle, physical or verbal. Unwelcome sexual advances, requests for sexual favors, and other verbal or written communications or physical conduct of a sexual nature constitute sexual harassment. Sexual harassment is an abuse of power employing coercion, threat, bribery, or unwanted attention.

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Rape is the most prevalent sexual assault crime that occurs on college campuses. Rape is a crime of violence, anger, and power. Date/acquaintance rape occurs when you are forced or manipulated into having sex against your will. There are other forms of sexual assault. The New Hampshire State Criminal Code describes 3 types of sexual assault with up to 3 degrees of seriousness for each. These are RSA 632:A2 Aggravated Felonious Sexual Assault (Felony Class A); RSA 632:A3 Felonious Sexual Assault (Felony Class B); and RSA 632:A4 Sexual Assault (Misdemeanor Class A). The criminal code changes from time to time and updated copies are available in the Office of Campus Safety.

STALKING

For purposes of this policy, stalking is defined as the repeated following of an individual, loitering in or near the presence of an individual, monitoring the whereabouts of an individual, or communicating with an individual in a manner which causes the individual to feel frightened, intimidated, threatened, or harassed. For purposes of this policy, “communicating” includes using telephone, email, text message, any other communication device, or electronic directories. Persons engaged in stalking behavior will be subject to sanctioning up to and including termination of employment (employees) and suspension or expulsion from the College (students), along with the possibility of criminal prosecution.

Some Vital Statistics

Sexual violence happens to males as well as to females. Studies indicate that, nationwide, 1 in 3 females and 1 in 11 males experience some kind of sexual assault before the age of 18. Rape is the most common sexual offense, occurring most frequently against the 16 to 24 age group, by offenders who, most often, are also between the ages of 16 and 24. These statistics illustrate, why rape is the most prevalent sexual assault crime that occurs on college campuses. Since only 1 in 10 rapes is reported, it is difficult to obtain exact figures; however, several research studies indicate that an estimated 1 in 6 to 1 in 4 women have been raped, while an additional 20% to 25% have been the victims of attempted rape. Between 15% and 50% of college women have been the victims of rape or attempted rape. Most rapists are someone the victim knows, not a total stranger. Nationwide, among all age groups, 7 out of 10 rapes are acquaintance rapes (this figure rises to between 70% and 90% among College students). Therefore, if members of the Col-
lege community are survivors of sexual assault or other sexual misconduct offenses, including intimate partner violence, sexual abuse, and obscene or indecent behavior, they are encouraged to file a report as soon as possible.

REPORTING SEXUAL MISCONDUCT
Survivors of sexual assault are encouraged to make a report to Campus Safety (College Center, cell 603-315-0471) and/or local law enforcement agencies (911). This is an important step in order to preserve evidence necessary to the proof of criminal offenses. If survivors need support, they should contact Campus Safety or Student Affairs (College Center, (603) 577-6580) who can assist them in filing reports with area law enforcement agencies.

A survivor who believes she or he has been assaulted by a DWC student may and is encouraged to speak with the Director of Campus Safety, a Campus Safety Officer, or the Dean of Students about the incident and seek their support. Faculty and staff members who learn of a possible act of sexual misconduct are obligated to report such information to Campus Safety or the Dean of Students. The College will take immediate action to investigate and determine what occurred.

Timeframe for Reporting
Individuals are encouraged to report sexual misconduct immediately in order to maximize the College’s ability to respond promptly and equitably. The College does not, however, limit the timeframe for reporting. The College will not be able to pursue disciplinary action against an individual who is no longer affiliated with the College. Under those circumstances, the College will still conduct a Title IX review.

Coordination with Law Enforcement
The College encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under New Hampshire law. The College will also assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. However, a complainant may also choose not to pursue criminal action and, under most circumstances, the Nashua Police Department will not force a complainant to pursue charges if they are not willing to do so.

The College’s policy, definitions and standard of proof may differ from New Hampshire. A complainant may seek resolution through the College’s complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement’s determination whether or not to prosecute a respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual misconduct under this policy has occurred. Proceedings under the College’s sexual misconduct policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Bystander Intervention
The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

RETIALLATION
It is a violation of College policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual misconduct.

The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. The complainant, respondent, and any other individual participating in the investigation of sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

COMPLAINT RESOLUTION PROCEDURE
All members of the Daniel Webster College community (faculty, staff, and students) may initiate complaints regarding sexual assault and other sexual offenses by (a) Pursuing charges beyond the College, utilizing local, state, or federal enforcement agencies as appropriate; and/or (b) Filing a complaint on campus in cases where the alleged offender is a member of the College community. In cases where the alleged offender is a DWC student, the survivor may provide a written statement to the Dean of Students, who will then follow the College’s procedures for handling such a complaint. This procedure is less formal than courtroom proceedings because it is meant to avoid intimidation of the person bringing the charge, while respecting the rights of the accused person to a fair and impartial review.

Interim Measures
Upon receipt of a report, the College will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide a safe educational and work environment. The College will determine the necessity and scope of any interim measures. Even when a complainant or respondent does not specifically request that protective action be taken, the College may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community or the integrity of the review process.

The College may impose any remedy that can be tailored to the involved parties to achieve the goals of this policy, even if not specifically listed here. The range of interim measures may include:

No Contact Order: A Complainant or Respondent may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, an individual may also wish to consider Restraining Order from the local courts. This is a civil proceeding independent of the College. If a court order is issued the College will, to the extent possible, assist the protected person in benefiting from the restrictions imposed by the court and will also facilitate on campus compliance with the order. The College may also limit an individual or organization’s access to certain College facilities or activities as part of the no contact order.

Academic, Employment or Residence Modifications: A complainant or respondent may request an academic or employment accommodation or a change in residence after a report of sexual misconduct. An individual who requests assistance in changing their academic or living situation after an incident of sexual misconduct will receive appropriate and reasonably available accommodations. These may include:

- Academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via Skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- Change of residence hall assignment;
- Change in work assignment or schedule;
- Providing an escort to ensure safe movement between classes and activities.

Emotional Support: The College will provide counseling services through the College’s Counseling Service or will assist in providing a referral to off campus agencies as detailed in the Campus and Community Resources section of this policy. Counseling and emotional support is available to any member of the campus community.

Interim Separation: Where the report of sexual misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the College may place an individual or organization on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual or organization may be denied access to campus. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

**Authority**

Sexual assault allegations against a Daniel Webster College student will be reviewed by the Dean of Students or designee. At her/his discretion, the Dean of Students may appoint a second person to conduct the review meeting with her/him.

**Timing**

1. The College is committed to resolving accusations of sexual misconduct in prompt fashion, consistent with ensuring a full investigation and other material considerations. Accordingly, the following time frames shall apply unless varied by the Dean of Students or her/his designee, who may so for good cause.
2. The Dean of Students shall designate a matter as involving alleged sexual misconduct, and shall specify any additional investigation to be undertaken by the College, within 7 days of receipt of notice of the offense.
3. From the date the report of the incident is received by the Dean of Students, the Dean of Students or her/his designee will have no more than 60 days to determine whether there is credible evidence that the referred student has committed sexual misconduct.
4. The Dean of Students shall appoint an investigator within 3 days of specifying the need for an additional investigation.
5. The Dean of Students shall appoint the Student Conduct Review Board to hear the matter within 5 days of determination by the appointed investigator that there is credible evidence that an alleged sexual misconduct has been committed.
6. The board will conduct its hearing within 10 days of its appointment. It shall render its decision regarding the responsibility of the referred student and any sanction determination no later than 48 hours after beginning deliberations, unless circumstances make this impossible.
Normally, the existence of a criminal investigation shall not be a reason for the College to hold its procedures in abeyance, although concerns arising out of the criminal process may be taken into account in varying the timing of the College’s process.

Pre-Hearing Process
The Dean of Students will ensure that all reports of alleged sexual misconduct are immediately investigated in a thorough and appropriate manner by first appointing an investigator for the case. In the meeting with the Dean of Students and/or her/his designee, the respondent will have the opportunity to address the allegations. The respondent will be asked to provide his/her account (both verbal and through a detailed written statement) of what took place. The complainant may or may not be present at this meeting. This is the opportunity for the respondent to review any relevant information (Campus Safety and/or Student Affairs Incident Reports) pertaining to the incident that occurred. The meeting will take place in the Student Affairs Office with one of the Student Conduct Officers who will review the incident report(s) with the student. In most sexual misconduct cases, the conduct officer will refer the case to the Student Conduct Review Board.

Both the complainant (if they attend the meeting) and the respondent have the right to bring an advisor who is a member of the College community; the advisor may be a student, faculty member, or staff member below the rank of Dean. The advisor may be consulted by their advisees during the review, but, unless specifically invited, may not otherwise participate in the proceedings. Prior to the commencement of the review, each student shall provide the Dean of Students or designee with the names of persons serving as advisors. Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances the attorney may not question the Dean of Students or designee, or other officials who may be present at the review, but may only advise his/her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such a review.

Voluntary Resolution
A complainant and a respondent may choose to resolve a complaint through voluntary resolution. Voluntary resolution may include conflict mediation or a restorative conference with a College community member. However, voluntary resolution may only be used:

1. Prior to a Notice of Hearing being issued;
2. When the Dean of Students or designee determines this is a suitable option for resolving the concern, and both the Complainant and Respondent agree to use the process;
3. When the complaint does not involve sexual violence as defined in the Sexual Misconduct Policy.

Both the complainant and/or the respondent may decide at any time during the voluntary resolution that they would like to continue the voluntary resolution, and begin the formal Student Conduct Review Board Hearing procedures. If the parties are unable to agree on a voluntary resolution, the matter will be referred by the Dean of Students or designee to the Student Conduct Review Board. No statements made during the voluntary resolution process may be introduced before the Student Conduct Review Board. Because the outcomes of voluntary resolution conversations are mutually developed and agreed upon by parties involved, an appeal of the process and its result is not permitted.

Student Conduct Review Board Involving Alleged Sexual Misconduct Hearing Process
The College’s conduct hearings and appeals are not legal proceedings; therefore, neither the referred student, nor the complainant, nor the College may have legal counsel present at the meeting, and rules of evidence and similar courtroom procedures do not apply. Moreover, the proceedings are not adversarial, and shall be conducted in a manner that preserves the educational tone of the proceedings.

1. **Notice.** The referred student and the complainant will receive written notice of the hearing at least 48 hours prior to the hearing. The notice will include:
   i. A statement of the alleged charges of sexual misconduct;
   ii. A summary of the information upon which the allegations are based;
   iii. Time, date, and place for the hearing;
   iv. The members of the board;
   v. A copy of these procedures.
2. **More Than One Accused.** If a charge involves more than one referred student, the Dean of Students may determine whether the proceedings as to each referred student shall be conducted separately or jointly.
3. **Record.** The board must maintain documentation of the hearing. This requirement may be met by detailed notes taken by a member of the board not currently serving. Any documentation of a proceeding, in whatever form, shall be the property of the College.
4. **Confidentiality.** Hearings and deliberations are confidential, and participants should not discuss these matters, except as is reasonably necessary or desirable to facilitate this policy, including training.
4. **Closed Hearing.** Hearings are closed except to the members of the board hearing the case, the referred student, the referred student’s advisor, the person presenting the College’s case, the complainant, and the complainant’s advisor.

5. **Advisor.** The complainant and the referred student may each invite a faculty or staff member of the College community to attend the hearing as an advisor. The advisor’s role is limited to communicating directly with the student he or she is advising, and the advisor may not directly participate in the hearing or ask questions of witnesses or board members. The advisor may not be an attorney or a relative of the party.

6. **Failure to Appear.** The referred student shall appear before the board for the hearing. If the referred student elects not to appear (including by withdrawing from the College), the board will proceed and make its decision in the absence of the referred student, with the information available to it.

7. **Student Conduct Review Board.** A Student Conduct Review Board involving alleged sexual misconduct consists of four Faculty or Staff members. The Dean of Students, or in some cases her/his designee, will serve as the chair. The chair oversees the hearing, maintaining order and making certain that the process is followed. The chair shall interpret and apply these rules in the interests of truth, justice, order, and the College’s overarching goals of education and upholding community standards. The chair will not vote. Members of the board have the right to question any and all witnesses, and will deliberate to determine responsibility and appropriate sanctions. No students may serve on the board for cases involving alleged sexual misconduct.

**Standard of Proof**
The standard for determining a student’s responsibility for a sexual misconduct policy violation will be a preponderance of the evidence. In other words, the determination shall be made on the basis of whether it is more likely than not that the referred student violated the Student Code of Conduct in a way that constitutes sexual misconduct.

**Notification**
As required by law, both the complainant and the respondent will be informed simultaneously in writing of the outcome of sexual misconduct review board proceedings alleging a sexual assault, or attempted sexual assault. If at all possible, the respondent will be told the outcome verbally and will receive notification in writing; the complainant will be verbally informed. Campus Safety will be notified of any safety issue, such as a No Contact Order or *Persona Non Grata* on campus.

**Appeal Process**
Both the respondent and complainant may appeal a decision rendered by the Dean of Students or her/his designee by utilizing the appeal process described in Appendix VI.

**PRIVACY AND CONFIDENTIALITY**
In general, the law recognizes and protects the confidentiality of communications between a person seeking care, on the one hand, and a medical or mental health professional or religious advisor, on the other hand. The medical and mental health professionals at Daniel Webster College respect and protect confidential communication from students. However, the following are exceptions to the right to confidentiality:

- Medical and mental health professionals are required by law to report any incident of sexual assault of a person who is:
  - Under 18.
  - At risk of immediate danger to self, others, or property.

- Reports or records maintained by the College (including medical and counseling records) may be subject to subpoena if a civil or criminal charge is filed in court.

- Reports made to the Department of Campus Safety will be shared with the Dean of Students.

**STATEMENT OF RIGHTS**
It is the goal of Daniel Webster College to ensure that students have access to needed resources, services and information. The College assures all students the following rights:

- To be treated with respect by College officials;
- To be notified of available spiritual and personal/mental health counseling, and medical treatment resources, both on campus and in the community;
- To receive notification of options for, and available assistance in changing academic and living situations after an alleged incident of sexual assault, or other type of sexual misconduct (if so requested and if such changes are reasonably available). Charges or investigation, campus or criminal, need not occur before the latter option is available;
- To have an advisor present during a review;
- To be informed of the outcome and sanction of any sexual misconduct review meeting with the Dean of Students or designee or Student Conduct Review Board;
- To have irrelevant prior sexual history inadmissible in a review;
- To be free from any behavior that may be construed by the College to be intimidating or harassing;
For an Individual Reporting Sexual Misconduct

- To choose to report the incident and press charges through a local law enforcement agency and/or file a complaint through the student conduct process.
- To have reports of sexual misconduct responded to in accordance with student conduct procedures for students. The College is obligated to bring sexual misconduct charges to a Student Conduct Review Board as it is acting on behalf of all students within the College community.
- To attend a hearing with an advisor of her/his choice.
- To request a change when possible to her/his campus housing assignment.
- To request a change, when possible, to her/his class schedule so as not to share classes with the accused.
- To file a restraining order with the Nashua Police to prevent the accused and her/his friends from contacting the victim.
- To be present at the Student Conduct Review Board hearing.
- Not to have her/his sexual history discussed during the hearing.
- To make a victim impact statement.
- To request that the Student Conduct Review Board hearing take place without the complainant needing to be in the same room as the respondent.
- To be notified of the outcome of the student conduct process.
- To have the opportunity to appeal the findings and sanctions in accordance with the appeal process described in the Student Conduct Procedures document, which can be found in Appendix VI and is also available in the Student Affairs Office.

For An Individual Accused of Sexual Assault, or other forms of Sexual Misconduct

- To be notified of a report of sexual misconduct in accordance with student conduct procedures for students;
- To an explanation of the student conduct process.
- To be heard in accordance with the student conduct procedures for students;
- To attend a hearing with an advisor of her/his choice. All participants will be bound by the rules of confidentiality governing the hearing.
- To know ahead of time the names of witnesses to appear in the hearing.
- To know ahead of time the names of Student Conduct Review Board members serving on the hearing panel.
- To not speak in one’s own defense.
- To respond to the complaint and speak on one’s own behalf.
- To have the opportunity to appeal the findings and sanctions in accordance with the appeal process described in the Student Conduct Procedures document, which can be found in Appendix VI and is also available in the Student Affairs Office.

SEXUAL ASSAULT SERVICES

As part of the College’s effort to provide an environment conducive to the conduct of the institution’s educational mission, the following sexual assault services are provided to survivors of sexual assault or other types of sexual misconduct, including abuse, intimate partner violence, and obscene or indecent behavior:

- The College provides educational programs to enhance awareness of sexual assault and conditions which foster this offense on college and university campuses;
- The College conducts programs designed to educate the College community regarding the prevention of sexual assault;
- The College provides counseling and medical referral services to survivors of sexual assault;
- The College undertakes to safeguard the rights and interests of the survivor and will pursue sanctions against the perpetrator(s) of sexual assault, if they are members of the DWC community and if requested to do so by the survivor.

Responsibilities for the Above Functions

Student Affairs and the Department of Campus Safety coordinate their respective efforts in education and prevention programs and services as follows.

1. The Department of Campus Safety
   a) provides emergency response for survivors immediately following assault;
   b) provides law enforcement/investigative services as applicable;
   c) pursues investigation of the perpetrator(s) pursuant to the preference of the survivor;
   d) conducts prevention programs to enable students, faculty, and staff to better avoid being assaulted.

2. Student Affairs
   a) provides support and counseling services to sexual assault survivors following an attack;
   b) informs the survivor of, and provides access to, institutional student conduct resources and assists in making a complaint to local law enforcement agencies;
c) facilitates the provision of advocates or other support to the survivor as long as he or she desires;
d) conducts educational programs to enhance awareness of sexual assault on campus.
POLICY AND PROCEDURES

COMMITMENT TO A SAFE ENVIRONMENT
Daniel Webster College is committed to the creation of an environment for our students and employees free of alcohol and other drug abuse. We strongly believe that a combination of preventive drug and alcohol abuse programs and counseling support for those with drug- and alcohol-related problems are the most effective means to achieving and maintaining this environment. Our concern for the individual is balanced by the importance of providing for the safety and well-being of the entire Daniel Webster College community. Therefore, all members of the College community are expected to know and respect the College’s standards of conduct. It is important that every member of the College community take a moment to read the following details concerning Daniel Webster College’s Alcohol and Other Substance Use policy and procedures.

HERE ARE SOME THINGS YOU SHOULD KNOW:

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989
Consistent with this federal government act, the policies and procedures detailed in this section apply to all members of the College and to all College-sponsored events and activities that occur on and off-campus. Please note especially that Daniel Webster College cooperates fully with relevant federal, state, and local authorities regarding the prosecution of employees and/or students who violate the law with regard to the use of alcohol and illegal and/or illicit drugs.

WHAT THE LAW SAYS ABOUT THE USE OF ALCOHOL AND OTHER DRUGS
The unlawful possession, use or distribution of illegal or illicit drugs and alcohol are punishable by harsh sanctions by the United States government and by the State of New Hampshire.

SUSPENSION AND RE-INSTATEMENT OF ELIGIBILITY FOR FEDERAL STUDENT FINANCIAL AID AS A RESULT OF DRUG-RELATED OFFENSES
A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan or work assistance under the federal student financial aid programs during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance: Ineligibility period is:
First offense 1 year
Second offense 2 years
Third offense Indefinite

The sale of a controlled substance: Ineligibility period is:
First offense 2 years
Second offense Indefinite

Reinstatement of Eligibility for Federal Student Financial Aid as a result of Drug-Related Offenses
In the event you are notified that your eligibility for federal student financial aid has been suspended as a result of a conviction of an offense under a federal or state law involving the possession or sale of a controlled substance, you may regain your eligibility before the end of the ineligibility period if:

(a) you satisfactorily complete a drug rehabilitation program that:
   (i) complies with such criteria prescribed in the U.S. Department of Education’s regulations; and
   (ii) includes two unannounced drug tests;

(b) you successfully pass two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria prescribed in the U.S. Department of Education’s regulations; or

(c) the conviction is reversed, set aside or otherwise rendered negatory.

The term “controlled substance” has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C. 802(6)).

About Alcohol - The New Hampshire Statutes
About Illegal Drugs according to the Drug-Free Schools and Communities Act:
The seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. Pursuant to the Drug-Free Schools and Communities Act of 1989, this Appendix includes a description of the penalties for various drug-related offenses as well as the physical and mental effects of the use of illegal drugs.

- A person need not be in actual physical possession of a controlled substance to be guilty of a crime;
- The presence of certain controlled substances in open view may be considered evidence of possession;
- The use, possession, sale, distribution, procurement, manufacture, or cultivation of illegal drugs or drug paraphernalia is illegal. **Note:** Illegal drugs include all drugs and drug analogs deemed illegal under applicable federal or state law;
- The improper procurement or use of prescription or over-the-counter medications for other than other intended use; and
- A scent that, to any reasonable person, strongly suggests the use of Marijuana provides a reason for authorized personnel to enter a student’s room with or without permission.

WHAT DANIEL WEBSTER COLLEGE SAYS ABOUT THE USE OF ALCOHOL AND OTHER DRUGS

Standards of Conduct That Protect Everyone
Daniel Webster College has adopted a clear set of standards governing the use of alcohol and illegal/illicit drugs by students, faculty, and staff. They can be summarized as follows:

About the Use of Alcohol
In addition to the NH Statutes listed above, the following are Daniel Webster College specific policies:

1. College funds cannot be used for the purchase of alcohol for events on or off campus.
2. The display of empty alcohol containers, i.e., bottles, cans, including those being used for decorative purposes, is not permitted in any campus housing facility.
3. Intoxication on campus or at off-campus College activities by students, regardless of age, will result in Student Conduct Review Board action. Behavioral symptoms frequently associated with intoxication may include: impaired motor skills, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one’s breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior, and engaging in any behavior that may endanger oneself or others. The determination of an intoxicated state will be based upon physical observation of a College official.
4. Open containers may not be carried or consumed on College grounds. Be advised that original containers with a broken seal and non-original containers containing alcoholic beverages are considered to be “open containers”.
5. Authorized College personnel will confiscate alcoholic beverages that are in violation of the alcohol policy.
6. Authorized College personnel reserve the right to enter a student’s room, suite, or Townhouse if it is believed that alcoholic beverages are being used in violation of College policy and/or the law, as well as to respond to an emergency/crisis situation.
7. Common sources of alcohol, including but not limited to, kegs, beer balls, and coolers with alcohol based “punch,” are not permitted on campus.
8. Irresponsible use of alcohol, such as drinking games (including Beer Pong, Beirut and others,) and contests, binge drinking, and activities or paraphernalia (funnels, gaming tables) aimed at the rapid consumption of alcohol is prohibited.

Alcohol Policy Violations:
• Students found in violation of the policies listed above regarding alcohol will be subject to sanctions ranging from minimally a $150.00 fine plus community service hours, to dismissal from the College, as well as a possible arrest by the Nashua police. Subsequent offenses will increase the fine in $50.00 increments.

• Also, depending upon the seriousness of a single offense or a history of violations, The Family Educational Rights and Privacy Act was amended to allow a college to choose to contact the parents of a student 21 years of age or younger who is found in violation of the alcohol policy.

About the Use of Illegal/Illict Drugs
The College strictly prohibits illegal, illicit, and synthetic drug use on or off campus. All students are subject to federal and state laws regarding illegal/illicit drugs and the use and misuse of intoxicants. Specifically, please note that the following conduct is prohibited and will result in Student Conduct Review Board sanctions up to and including dismissal from the College:
1. The use, possession, sale, distribution, procurement, manufacture, or cultivation of illegal or illicit drugs or drug paraphernalia;
2. Being present in a situation where the above conduct is occurring;
3. The improper use or procurement of prescription or over the counter medication for other than its prescribed or intended use; and
4. The use of any item, product, substance, or device to induce an illegal state of inebriation.
5. The use, possession, sale, distribution, procurement, manufacture of any synthetic drugs and paraphernalia such as, but not limited to synthetic marijuana, K-2, Spice, and “bath salts” is strictly prohibited.

*Indications that an individual is under the influence of an illegal or controlled substance may include bloodshot eyes, a strong odor on a person’s clothing or on his/her breathe, excessive mood swings, excited behavior, or irrational or erratic behavior that lacks a logical explanation. The determination that an individual is under the influence of a controlled substance or illegal drug will be made based upon physical observation and evaluation of behavior by a College official. In addition, evidence of marijuana use could include but is not limited to: smell, smoke, seeds, or residue.

Drug Policy Violations
The College has adopted the following sanction structure to guide its enforcement of the illegal/illicit drug policy as follows:
• Sale, distribution, cultivation or manufacture of any illegal, illicit, or synthetic drugs will result in immediate dismissal from the College;
• Possession or use of illegal, illicit, or synthetic drugs, improper use of prescription or over-the-counter medication, the use of any other product, substance, or device for the purpose of inducing inebriation, or the possession of drug paraphernalia will result in immediate suspension from the College for at least a full semester. A second incident of the same or similar conduct may result in complete separation (dismissal) from the College.
• Students are expected to avoid contact with persons who are engaged in conduct which violates this policy. Any student who fails to remove him or herself from the presence of an individual who is engaged in conduct which violates this policy may be deemed to have engaged in the same conduct and may be subject to sanctions listed above.

Drug Paraphernalia Overview
Drug Paraphernalia is strictly prohibited from campus. Drug paraphernalia includes but is not limited to: bongs, hookah pipes, bowls, scales, grinders, pipes, dugouts, roach clips or any other item typically associated with the use of controlled substances. No evidence of drug use involving the paraphernalia is necessary to be charged with possession of the item.

About Drugs – New Hampshire State Statutes
I. It shall be unlawful for any person to manufacture, possess, have under his control, sell, purchase, prescribe, administer, or transport or possess with intent to sell, dispense, or compound any controlled drug, or controlled drug analog, or any preparation containing a controlled drug, except as authorized in this chapter.
I-a. It shall be unlawful for any person to manufacture, sell, purchase, transport or possess with intent to sell, dispense, compound, package or repackage (1) any substance which he represents to be a controlled drug or controlled drug analog, or (2) any preparation containing a substance which he represents to be a controlled drug or controlled drug analog, except as authorized in this chapter.
I-b. It shall be unlawful for a qualifying patient or designated caregiver as defined under RSA 126-X:1 to sell cannabis to another person who is not a qualifying patient or designated caregiver. A conviction for the sale of cannabis to a person who is not a qualifying patient or designated caregiver shall not preclude or limit a prosecution or conviction of any person for sale of cannabis or any other offense defined in this chapter.
II. It shall be unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it will be used or is customarily intended to be used to plant, propagate, cultivate, grow, harvest, manufac-
tute, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce into the human body a controlled substance.

II‐a. It shall be unlawful for any person, at retail, to sell or offer for sale any drug paraphernalia listed in RSA 318‐B:1, X‐a. III. It shall be unlawful for any person to place in any newspaper, magazine, handbill, or other publication any advertisement, knowing that the purpose of the advertisement, when viewed as a whole, is to promote the sale of objects intended for use or customarily intended for use as drug paraphernalia.

IV. In determining whether an object is drug paraphernalia under this chapter, a court or other authority should consider, in addition to all other logically relevant factors, the following:

(a) Statements by an owner or by anyone in control of the object concerning its use;
(b) Prior convictions, if any, of an owner, or of anyone in control of the object, under any state or federal law relating to any controlled substance;
(c) The proximity of the object, in time and space, to a direct violation of this chapter;
(d) The proximity of any residue of controlled substances;
(e) The existence of any residue of controlled substances on the object;
(f) Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver it to persons whom he knows intend to use the object to facilitate a violation of this chapter; the innocence of an owner, or of anyone in control of the object, as to a direct violation of this chapter shall not prevent a finding that the object is intended for use as drug paraphernalia;
(g) Instructions, oral or written, provided with the object concerning its use;
(h) Descriptive materials accompanying the object which explain or depict its use;
(i) National and local advertising concerning its use;
(j) The manner in which the object is displayed for sale;
(k) Direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise;
(l) Whether the object is customarily intended for use as drug paraphernalia and the existence and scope of other legitimate uses for the object in the community; and
(m) Expert testimony concerning its use.

V. No person shall obtain or attempt to obtain a controlled drug:

(a) By fraud, deceit, misrepresentation, or subterfuge;
(b) By the forgery or alteration of a prescription or of any written order;
(c) By the concealment of a material fact;
(d) By the use of a false name or the giving of a false address; or
(e) By submission of an electronic or on‐line medical history form that fails to establish a valid practitioner‐patient relationship.

VI. No person shall willfully make a false statement in any prescription, order, report, or record required hereby.

VII. No person shall, for the purpose of obtaining a controlled drug, falsely assume the title of, or represent himself to be, a manufacturer, wholesaler, pharmacist, practitioner, or other authorized person.

VIII. No person shall make or utter any false or forged prescription or false or forged written order.

IX. No person shall affix any false or forged label to a package or receptacle containing controlled drugs.

X. Possession of a false or forged prescription for a controlled drug by any person, other than a pharmacist in the pursuance of his profession, shall be prima facie evidence of his intent to use the same for the purpose of illegally obtaining a controlled drug.

XI. It shall be unlawful for any person 18 years of age or older to knowingly use, solicit, direct, hire or employ a person 17 years of age or younger to manufacture, sell, prescribe, administer, transport or possess with intent to sell, dispense or compound any controlled drug or any preparation containing a controlled drug, except as authorized in this chapter, or to manufacture, sell, transport or possess with intent to sell, transport or possess with intent to sell, dispense, compound, package or repackage (1) any substance which he represents to be a controlled drug or controlled drug analog, or (2) any preparation containing a substance which he represents to be a controlled drug or controlled drug analog, except as authorized in this chapter. It shall be no defense to a prosecution under this section that the actor mistakenly believed that the person who the actor used, solicited, directed, hired or employed was 18 years of age or older, even if such mistaken belief was reasonable. Nothing in this section shall be construed to preclude or limit a prosecution or conviction for a violation of any other offense defined in this chapter or any other provision of law governing an actor’s liability for the conduct of another.

XII. A person is a drug enterprise leader if he conspires with one or more persons as an organizer, supervisor, financier, or manager to engage for profit in a scheme or course of conduct to unlawfully manufacture, sell, prescribe, administer, dispense, bring with or transport in this state methamphetamine, lysergic acid diethylamide, phenethylidine (PCP) or any controlled drug classified in schedule I or II, or any controlled drug analog thereof. A conviction as a drug enterprise leader shall not merge with the conviction for any offense which is the object of the conspiracy. Nothing in this section shall be construed to preclude or limit a prosecution or conviction of any person for conspiracy or any other offense defined in this chapter.

WHEN PROBLEMS ARISE
Alcohol and/or drug use is not an excuse for inappropriate behavior. Alcohol and/or drug‐related behaviors that cause, or can be
expected to cause physical harm to any person, damage to property, disruption of the College environment, or any other violation of College policy will be addressed immediately and appropriately. The involvement of alcohol and/or drugs in any instance of inappropriate behavior or policy violation will be considered an aggravating, rather than mitigating, factor.

The policies and procedures addressed here have been carefully crafted to assure that your association with Daniel Webster College is a safe, rewarding, and fulfilling one. It is the responsibility of all members of the DWC community to understand the responsibilities of the College and to respect the rights of every student, faculty member, and employee.

_Counseling Is an Important First Step_

To further its educational mission, the College will seek to assist those with alcohol-related problems to obtain counseling and support services and/or to participate in rehabilitation programs. To this end a network of confidential counseling services is available to students through various Nashua, New Hampshire State, and federal agencies.

**SUPPORT SERVICES**

In addition to those organizations listed below, the Student Affairs Office may be able to provide additional assistance.

_Alcohol Abuse and Prevention_

1. SOAR Daniel Webster College 24/7 Counseling and Additional Assistance Line: ———(800) 932-0034
2. 24-Hour Addictions Referral Network: -------------------------------------------(800) 577-4341
3. National Alcohol/Drug Treatment Referral: ----------------------------------------(800) 454-8966
4. Alcoholics Anonymous Information
   Greater Nashua Area: ---------------------------------------------------------------(603) 622-6967
   New Hampshire Statewide Hotline: -----------------------------------------------(800) 593-3330
5. Al-Anon/Alateen----NH Toll free: -----------------------------------------------(877) 825-2666
6. Greater Nashua Council on Alcoholism: ------------------------------------- (603) 881-4848
7. NH Office of Alcohol and Drug Policy: -----------------------------------------------(603) 271-6110
   New Futures is a non-profit organization whose mission is to foster, promote and support effective strategies to reduce alcohol, tobacco and other drug problems in NH. New Futures is focusing on two goals: reducing underage alcohol problems and increasing access to treatment through leadership and policy development, information dissemination and program innovation.
    This is the place for young teens to obtain information on alcohol and resisting peer pressure.

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## WHAT YOU SHOULD KNOW ABOUT FEDERAL DRUG TRAFFICKING

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500 - 4999 gms mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual</td>
<td>5 kgs or more mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-279 gms mixture</td>
<td>50 gms or more mixture</td>
<td>100 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40 - 399 gms mixture</td>
<td>400 gms or more mixture</td>
<td>100 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule I)</td>
<td>10 - 99 gms mixture</td>
<td>10 gms or more mixture</td>
<td>1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100 - 999 gms mixture</td>
<td>1 kg or more mixture</td>
<td>10 gms or more mixture</td>
<td></td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1 - 9 gms mixture</td>
<td>50 gms or more pure or 500 gms or more mixture</td>
<td>100 gm or more pure or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5 - 49 gms pure or 50 - 499 gms mixture</td>
<td>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual</td>
<td>2 or More Prior Offenses: Life imprisonment</td>
<td></td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10 - 99 gms pure or 100 - 999 gms mixture</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PENALTIES

| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million |

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<table>
<thead>
<tr>
<th>Schedule Type</th>
<th>Amount Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule III drugs</strong></td>
<td>Any amount</td>
<td>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
<td>Second Offense: Not more than 20 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td><strong>All other Schedule IV drugs</strong></td>
<td>Any amount</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than 1 gm</td>
<td>First Offense: Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td><strong>All Schedule V drugs</strong></td>
<td>Any amount</td>
<td>First Offense: Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td>Second Offense: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
<tr>
<td>DRUG</td>
<td>QUANTITY</td>
<td>1st OFFENSE</td>
<td>2nd OFFENSE</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture;</td>
<td>Not less than 10 years, not more than life</td>
<td>Not less than 20 years, not more than life</td>
</tr>
<tr>
<td></td>
<td>or 1,000 or more plants</td>
<td>If death or serious injury, not less than 20 years, not more than life</td>
<td>If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine not more than $4 million if an individual, $10 million if other than</td>
<td>Fine not more than $8 million if an individual, $20 million if other than</td>
</tr>
<tr>
<td></td>
<td></td>
<td>an individual</td>
<td>an individual</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg to 999 kg mixture;</td>
<td>Not less than 5 years, not more than 40 years</td>
<td>Not less than 10 years, not more than life</td>
</tr>
<tr>
<td></td>
<td>or 100 to 999 plants</td>
<td>If death or serious injury, not less than 20 years, not more than life</td>
<td>If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fine not more than $2 million if an individual, $5 million if other than</td>
<td>Fine not more than $4 million if an individual, $10 million if other than</td>
</tr>
<tr>
<td></td>
<td></td>
<td>an individual</td>
<td>an individual</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>more than 10 kgs hashish;</td>
<td>Not more than 20 years</td>
<td>Not more than 30 years</td>
</tr>
<tr>
<td></td>
<td>50 to 99 kg mixture more than 1</td>
<td>If death or serious injury, not less than 20 years, not more than life</td>
<td>If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td>kg of hashish oil; 50 to 99</td>
<td>Fine $1 million if an individual, $5 million if other than an individual</td>
<td>Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td></td>
<td>plants</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 to 49 plants; less than 50</td>
<td>Not more than 5 years</td>
<td>Not more than 10 years</td>
</tr>
<tr>
<td></td>
<td>kg mixture</td>
<td>Fine not more than $250,000, $1 million other than individual</td>
<td>Fine $500,000 if an individual, $2 million if other than individual</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Marijuana is a Schedule 1 Controlled Substance)

<table>
<thead>
<tr>
<th>Title 21 Section 844 (effective 11/29/90)</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Imprisonment. Not more than 1 year; and</td>
<td>Imprisonment not less than 15 days, not more</td>
</tr>
</tbody>
</table>
Unlawful to possess a controlled substance without a prescription or as authorized by federal law.

If controlled substance is a mixture which contains cocaine base, if
1. 1st conviction and amount of crack possessed is greater than 5 grams.
2. 2nd conviction and amount of crack possessed is greater than 3 grams
3. 3rd or subsequent conviction and amount of crack possessed is less than 1 gram.

<table>
<thead>
<tr>
<th>Title 21 Section 859 (effective 11/29/90)</th>
<th>Title 21 Section 860 (effective 11/29/90)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlawful for any one at least 18 years of age to distribute a controlled substance to a person under twenty-one years of age.</td>
<td>Distribution or manufacture of controlled substance...in or within 1,000 feet of public or private school or college, or within 100 feet of public or private youth center, public swimming pool, or video arcade.</td>
</tr>
<tr>
<td>Twice the maximum punishment authorized by Section 841 (b) (see chart) and at least twice any term of supervised release authorized by 841 (b) for same controlled substance, same schedule.</td>
<td>The greater of imprisonment for not less than 3 years, not more than life or three times the maximum punishment authorized by 841 (b) and at least three times any term of supervised release otherwise authorized by 841 (b).</td>
</tr>
<tr>
<td>Three times maximum punishment authorized by 841 (b) and at least three times any term of supervised release authorized by 841 (b) for same controlled substance, same schedule.</td>
<td></td>
</tr>
</tbody>
</table>
The Realities of Drug and Alcohol Abuse

Economic Realities
- Substance abuse costs American society over $250,000,000,000 each year.
- American businesses suffered a productivity loss of over $134.2 billion in 1998 due to drinking, either-on-the-job or away from the office.
- Frequent drinking is associated with absenteeism, tardiness, leaving work early and poor coworker relationships.

Criminal Realities
- In 2006 5.3 percent of the 14,990 homicides were narcotics related.
- 35% believe the offender was drinking or on drugs during assault in the workplace.
- Alcohol and drugs weaken the brain mechanisms that normally restrain impulsive behaviors, including inappropriate aggression.

Medical Realities
- There is a strong correlation between alcohol use and cancers of the mouth, larynx, pharynx, and esophagus.
- The correlation between alcohol and oral cancer is even more pronounced for those who use alcohol and tobacco.
- There is a significant negative impact on the health of children who are exposed to illegal drugs or nicotine that grow up in a household where drugs and tobacco are abused.

Drug Usage Realities
- The use of marijuana, cocaine and opiates continues to rise in the United States.
- Marijuana is the nation’s most commonly used illicit drug.
- Adults 18-25 years old have higher cocaine use than any other age group.

For additional information see:
APPENDIX VI
STUDENT CONDUCT PROCEDURES

The Student Affairs Office staff believes that student life on campus should be guided by the same philosophy of creating responsible, independent young professionals with good judgment that is the College's central mission. We believe that just as students are expanding their intellects in the academic programs, so too should they expand their social and personal lives by meeting new people and participating in the opportunities offered to them on campus. Student Affairs staff will always try to provide students with the broadest range of individual freedom to develop themselves as persons but also recognizes that individual freedom must be balanced with the need to uphold community living standards and behavioral expectations.

Such is the spirit in which our community standards and policies have been articulated and presented in this student handbook, which include standards of behavior specific to our Housing and Residential Education program and the Daniel Webster College Catalog. The College reserves the right to periodically update and otherwise change any material, including policies and procedures, without reprinting or amending such documents.

All members of the Daniel Webster College community, students, faculty, staff and administrators alike, have the responsibility to uphold DWC's Community Standards. Each one of us has the right to file a complaint or report through the Department of Campus Safety, the Student Affairs Office, or a Resident Assistant when he or she believes these standards have been violated. All reports are reviewed, and, if necessary, the student(s) will be directed to attend a conduct review meeting with a staff member to determine what, if any, violation may have occurred. Students have the right to obtain a copy of the incident reports written by the College staff. The student conduct process is intended to be educational in nature, and is based on the concept of due process, or burden of proof. The goal of this educational process is to protect the interests of individuals while at the same time providing an experience from which they can be taught and be heard.

Review of all alleged violations is overseen by the Dean of Students, who identifies those acts that may be in conflict with the Community Standards and Procedures. Minimally, a 48 hour notice is given prior to a conduct review meeting with either the Dean of Students, the Assistant Director of Student Life, or another designee. Depending on the gravity of the violation, the conduct meeting could be scheduled immediately. Written notice of the date, time, location and allegation(s) is sent to a student’s College email account. Depending on the urgency, notification may also be hand delivered. Students are required to check their College email and mailbox every day as part of his/her responsibility as a student. If the student fails to attend the conduct review meeting, a decision will be made in his/her absence and his/her right to appeal the findings will be forfeited.

Alleged violations may be addressed in one of the following ways:

1. Conduct Review Meeting
2. Referral to the Student Conduct Review Board

Please note that the procedures developed to adjudicate allegations against the College’s Anti-Harassment and Sexual Assault and Misconduct are set forth in a separate section of this Student Handbook on pages 37 and 38.

1. CONDUCT REVIEW MEETING

A conduct review meeting is the opportunity for the respondent to discuss the alleged policy violation and any relevant information (Campus Safety and/or Student Affairs Office Incident Reports) pertaining to the incident that occurred. The meeting takes place in the Student Affairs Office with one of the Student Conduct Officers, either the Assistant Director of Student Life, the Dean of Students, or a designee. The conduct officer will review the incident report(s) with the student. This is the opportunity for the student to provide their account (both verbal and through a written statement) of what took place. Upon completion of the meeting, the conduct officer will determine responsibility and a sanction, if applicable. The conduct officer may also refer the student to the Student Conduct Review Board.

An Assistant Director of Student Life may, after considering the facts available at the time, and after meeting with the student, herein referred to as the respondent (unless the respondent refuses to be interviewed), take any of the following actions:

- Dismiss the incident after review of the facts.
- Impose sanctions he/she deems appropriate subject to the student’s right of appeal. The sanction imposed will remain in effect pending the appeal outcome.
- Refer the matter to the Dean of Students for further review and determination.
- Notify the respondent in writing of the outcome as soon as possible, and this notification will include the sanction imposed if applicable. If a sanction has been issued, the notification will also remind the respondent that he or she may appeal the decision within 3 business days (excluding weekends and holidays) from the receipt of the written findings. The appeal must be addressed to the Dean of Students (or designee) and delivered to whomever initially reviewed the incident.

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Consider the evidence and make a determination if the respondent refuses to attend the meeting or the respondent refuses to schedule the meeting within 10 business days of notification regarding the incident.

Whenever an incident is referred to the Dean of Students, a meeting with the respondent will be scheduled and conducted as described below.

- **Notice to the Respondent**
  As soon as possible after an incident report is filed, the respondent will receive a notification, which includes at least the following information:
  - The nature of the allegation.
  - A request to schedule a meeting within 10 business days indicating that its purpose is (a) to provide the student with the opportunity to respond to the allegation(s) by providing a written statement; and (b) to determine next steps in the student conduct review process, including the imposition of a sanction, if such is determined at the time of the meeting.
  - In most cases, the notification will contain the names and titles of any other officials who will be present at the meeting.

- **Representation**
  Another member of the College community, including a student, faculty or staff member below the rank of dean, may attend the meeting for moral support only.

- **Scope of Inquiry**
  The respondent’s academic and social standing, previous student conduct record, if any, or other mitigating circumstances, may not be considered when determining responsibility for the alleged violation, but may be taken into account when deciding upon a sanction if the student is found responsible.

- **Outcomes**
  The Dean of Students or designee may, after considering the facts available at the time, and after meeting with the respondent (unless the respondent resists the meeting), take any of the following actions:
  - Dismiss the case after review of the facts.
  - Impose sanctions he or she deems appropriate, subject to the respondent’s right to appeal. The sanction imposed will remain in effect pending the appeal outcome.
  - Refer the matter to the Student Conduct Review Board. Respondent will be told of this decision as soon as possible, and will be given a copy of the Student Conduct Review Board Procedures document so they can examine the procedures to be followed by the Board.
  - Consider the evidence and make a determination even if the respondent refuses to attend the meeting or the respondent refuses to schedule a meeting within 10 business days of notification regarding the incident.

**Note:** All cases that may call for dismissal will be referred to a Student Conduct Review Board. Also, when the Student Conduct Review Board recommendation is a suspension or dismissal from the College, the Dean of Students or designee will consult with the President of the College before a final decision is rendered.

**Written Appeals**
Appeals in response to a student conduct sanction letter from an Assistant Director of Student Life, Dean of Students, or designee must be submitted within 3 business days (not including weekends or holidays) of the receipt of the letter. The appeal must be completed accurately, legibly and concisely, and must specifically address the reason for appeal as stated in the Scope of Review listed above. Once completed, submit the appeal to:

Dean of Students  
College Center, Daniel Webster College  
20 University Drive  
Nashua, NH 03063

2. REFERRAL TO THE STUDENT CONDUCT REVIEW BOARD

**COMPOSITION OF BOARDS**

**Student Conduct Review Board**
The Student Conduct Review Board is composed of four members of the DWC community who have been selected and trained to be a part of the Student Conduct Review Board. The board includes administrators, faculty, and students. Each board is chaired by the Dean of Students, Assistant Director, or a designee who serves as a non-voting member and ensures that proper procedures are followed. The chair takes notes throughout the hearing as a record of the interactions and questioning that took place.
Appeal Board
The Appeal Board is composed of three members of the DWC community who have been selected to be a part of the Student Conduct Appeal Board and will not be composed of any individuals from the Student Conduct Review Board if that group initially reviewed the incident. The chair, appointed by the Dean of Students, will ensure that proper procedures are followed. The chair may be the Dean of Students, Assistant Director, or a designee who serves as non-voting member and ensures that proper procedures are followed.

General Guidelines
The following guidelines pertain to the composition of the Student Conduct Review Board and the Appeal Board.
   a) If a member of a Student Conduct Review Board perceives a conflict with respect to the incident at hand, that member must be excused and an alternate will be selected.
   b) A member may not serve on a Board if he or she was a witness or an active participant in the incident at hand.
   c) If by majority vote, the board decides that a member may be prejudicial with respect to the case at hand, an alternate will be selected.
   d) If the respondent or complainant objects to a Board member for good cause, and the board so decides, an alternate will be selected.

In addition to the above guidelines, in certain extreme situations, the complainant may be excused from attending meetings with the Dean of Students, or Student Conduct Review Board proceedings, or otherwise from confronting the respondent.

Note: Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances, the attorney may not question the student conduct officer or other officials who may be present at the meeting, but may only advise his or her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such meetings.

Student Conduct Review Board
Whenever an incident is referred to the Student Conduct Review Board, the board will be convened and conducted as follows:

- **Submission of Written Complaint or Report**
  The Dean or designee, upon initial determination and notice to the individual, will within 7 business days of the determination present a written complaint to the Student Conduct Review Board. The complaint should contain all facts available at the time, including a list of witnesses.

- **Notice of Student Conduct Review Board Hearing**
  The board will conduct its hearing as soon as possible but no later than 10 business days after receipt of a written complaint or report. Care will be taken to hold the hearing at a time and day least likely to conflict with class schedules.

  **Note:** If, during the summer, between semesters, or vacation periods, the respondent is not present or if a full Board cannot be convened, the meeting will be scheduled within 10 business days after classes resume. All parties will be notified in writing of the review date.

- **Quorum**
  All 4 members of the Student Conduct Review Board must be present to constitute a quorum.

- **Failure to Attend**
  If the respondent fails to attend or to request a new hearing date for good cause, the board will, at its discretion, still hear the incident. If the incident is heard and responsibility is determined, the respondent will be issued a sanction as though he or she had been present.

- **Representation**
  Attorneys cannot be present except for incidents where the respondent is also facing criminal action. In these instances, the attorney may not question the student conduct officer or other officials who may be present at the meeting, but may only advise his or her client. Parents, guardians, or other family members, regardless of whether or not they are a member of the College community, may not be present at such hearings.

  **Note:** In some cases, at the discretion of the Dean of Students, a College advisor may be appointed to assist the respondent through the Student Conduct Review Board process.

- **Scope of Inquiry**
  The board may not consider any matter that is not included in the written complaint or report. A respondent’s academic and social standing, previous student conduct record, if any, and other mitigating circumstances may not be considered when determining responsibility, but may be taken into account when deciding upon a sanction if the student has been found responsible.

- **Examination of Witnesses and Documents**
  The board chair will call upon witnesses at the request of the parties involved. In addition, the board will have the authority
to call upon witnesses on its own initiative. If a witness cannot appear in person for good cause, the board may accept a signed statement from the witness. The board will consider whatever documents it deems relevant to the case and will make such documents (or portion thereof) part of its record. Written witness statements and/or a list of witnesses must be presented to the Dean of Students 24 hours in advance of the Student Conduct Review Board Hearing. As the student’s character is not in question, character statements will not be accepted as witness statements.

- **Interview of Witnesses by Respondent**
  The respondent has the right to be present at all official hearing proceedings for which witnesses are called upon and may ask witnesses questions if they wish to do so. The board reserves the right to determine the relevance of the questions.

- **Access to Documents**
  Both the complainant and the respondent will have access to all documents submitted to the board from any source and advance access will be given whenever possible. Whenever a party submits new information at the meeting, the board may, at its discretion, grant a recess to give the other party an opportunity to review the material and prepare a response.

- **Outcomes**
  The Board, after considering the information available at the hearing, may take any of the following actions:
  - Find the respondents(s) not responsible and dismiss the incident after review.
  - Find the respondent(s) responsible and make recommendations to the chair regarding sanctions.

*Following the board’s action, the chair will:* Notify the respondent of the outcome verbally, if possible, and in writing within 3 business days. If the respondent was found responsible, the Student Conduct Review Board will determine the sanction(s) and this will be included in the written notification along with information regarding the appeal process. The sanction(s) imposed will remain in effect pending the optional appeal.

**NOTE:** If the case involves violent behavior, such as sexual assault, both the respondent and complainant will be told the findings (whether or not responsibility was determined) and the sanction(s) if responsibility is determined. Furthermore, the chair will consult with the Dean of Students or designee before a sanction is finalized.

**Appeal Board**
The Appeal Board hears appeals of decisions rendered by a Student Conduct Officer or the Student Conduct Review Board. The purpose of the appeal process is to ensure that a student has been treated fairly in the conduct process. An appeal cannot be filed simply because the student does not agree with the original outcome of a hearing.

- **Scope of Review**
  On appeal, neither party will be entitled to a rehearing of the entire incident. Rather, the Appeal Board will limit its review of the incident to the following four reasons:
  - Did the Student Conduct Officer or Student Conduct Review Board conduct proceedings in such a way that both the respondent and the College had an adequate opportunity to prepare for the review?
  - Was the information presented at the review substantial enough to justify a decision?
  - Is there evidence that the Student Conduct Review Board procedures were not followed?
  - Was the sanction imposed in keeping with the gravity of the violation?

- **Written Appeal**
  The appeal must be submitted within 3 business days (not including weekends or holidays) of the receipt of the student conduct sanction letter. The appeal must be completed accurately, legibly and concisely, and must specifically address the reason for appeal as stated in the Scope of Review listed above. Once completed, submit the appeal to:
  
  Dean of Students
  College Center, Daniel Webster College
  20 University Drive
  Nashua, NH 03063

- **Quorum**
  All 3 members of the Appeal Board must be present to constitute a quorum.

- **Time of Appeal and Hearing**
  The Appeal Board chair will convene the board to hear the appeal as soon as possible but no later than 10 days after receipt of the written appeal. The Appeal Board will limit its inquiry to the issue(s) put forward in the appeal. The Appeal Board, at its discretion, may ask either or both sides to make an oral presentation.

- **Record on Appeal**
  The record on appeal will be composed of the written appeal and all other relevant documents, including the written decision of the Student Conduct Officer or the Student Conduct Review Board.

- **Determination**
  The Appeal Board may accept the decision, return the incident for further review in keeping with suggestions that the Ap-
peal Board may make, or reverse the decision and dismiss the incident. They may also accept the decision, but may reduce the sanction imposed. The Appeal Board may not increase the sanction. If the Appeal Board accepts the decision (whether the sanction is lowered or not), the matter will be deemed final and the incident fully resolved.

STUDENT CONDUCT TERMINOLOGY

Advisor A student may have an advisor of his/her choosing from within the College community present at a Student Conduct Review Board hearing. The advisor must be selected from the faculty or staff at the College. The advisor shall not participate directly in any aspect of the hearing; the advisor may only confer with the student. It is the student’s responsibility to present all aspects of his/her own defense.

Standard of Proof is on the College to show that the student is responsible for the violation or a pattern of misconduct. The decision will be made on the basis of whether a violation of College policy more likely than not has occurred.

Complainant is the individual(s) who brought forth a complaint regarding an alleged policy or community standard violation.

Dismissal, which is sometimes referred to as expulsion, means a student is required to permanently leave the College.

No Contact Order is issued by a Student Conduct Officer or the Director of Campus Safety that restricts the opportunity for individuals within the College community from interacting with one another.

Persona Non Grata is an order issued by the Department of Campus Safety that bars an individual from visiting any DWC property; violation of such an order may lead to arrest.

Reasonable Cause is indirect evidence that would cause a reasonable person to conclude that a violation of College policy has taken or is about to take place. For example, a strong odor of marijuana or alcohol outside of a room or on a person is reasonable cause to believe that someone in the room has violated College policy on drugs or alcohol.

Respondent is the individual who is alleged to have violated a College policy or Community Standard.

Sanction A student found responsible for a violation of a policy will receive one or more sanctions. The purpose of a sanction is to educate individuals and to help them develop the respect that is expected of our community members. It is possible that a student may not be eligible to participate in College sponsored activities or trips if the student is not in good social standing with the College.

Special Accommodations: The Student Conduct Review Board may accommodate concerns for the personal well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, and/or permitting participation by telephone, video conferencing, videotape, audio tape, written statement, or other means. This determination will be based on the judgment of the Dean and the chair.

Student Conduct Officer is an individual who reviews alleged policy or Community Standard violations. The individuals who ordinarily serve in this role include the Dean of Students and the Assistant Directors for Student Life; the College reserves the right to appoint other professional staff to serve in this capacity.

Student Conduct Review Board is a group of individuals who review alleged policy or Community Standard violations. The board may be composed of students, faculty, and staff. The Student Conduct Review Board has authority over all student conduct incidents referred to it by the Dean of Students or his/her designee. This Board follows the procedures noted in this section.

Student Conduct Review Board Hearing is the actual hearing that takes place for a student who has violated a policy. The board members and College Official(s) have the opportunity to ask the Respondent (and Complainant if applicable) questions. The Respondent (and Complainant if applicable) can ask questions of those present as well. The purpose of the hearing is to determine responsibility of an alleged policy violation, and if found responsible, also recommend a sanction or sanctions to the non-voting chair. All who are present have access to the reports and statements related to the incident and alleged policy violation.

OFF-CAMPUS VIOLATIONS

The College’s student conduct review bodies, including the Dean of Students, have limited jurisdiction over offenses committed outside the College except: (a) those occurring during participation in a College-sponsored activity; and (b) those that call into serious question the offender’s membership in the educational community. Generally, the latter would occur when:

1. A student has grossly violated standards of behavior that are requisite to the maintenance of an educational
community.

2. A student has behaved in ways that are detrimental to the College’s values and/or mission.
3. A student’s behavior indicates that his or her continued presence would adversely affect the ability of others to pursue their educational goals.

The Dean of Students or designee is authorized to make the above determination, usually in consultation with other College officials.

Visitors, Invitees, or Licensees
The senior College staff member or Campus Safety personnel present at an incident involving a visitor, invitee, or licensee, are authorized to take action deemed appropriate to the circumstances.

SANCTIONS
Those students who choose to violate Daniel Webster College’s Community Standards (including the Code of Student Conduct) will be subject to a Conduct Review Meeting or a Student Conduct Review Board Hearing. A student found responsible for a violation of a policy will receive one or more sanctions. The purpose of a sanction is to educate individuals and to help them develop the autonomy that is expected of our community. It is possible that a student may not be eligible to participate in College sponsored activities or trips if the student is not in good social standing with the College.

The following list of sanctions is meant to be illustrative rather than exhaustive. The College reserves the right to create additional sanctions based on the nature of the misconduct. Sanctions may include but are not limited to:

- Written Warning: which will outline the violation and go into your Student Conduct file in the Student Affairs Office.
- Educational Project/Task: Attendance at, or development of, an educational project or program.
- Service to the Community: Completion of a designated task or series of tasks within the Daniel Webster College community.
- Fine: Payment of a specified amount of money.
- Restitution: A student may be required to make restitution for damage or loss to either College or individual property. This may include forfeiture of part or all of the student’s security deposit (in the case of a resident student) and imposition of additional charges if warranted.
- Room reassignment: One or more students may be moved to a different space in campus housing as determined by the Student Affairs Office.
- Housing Probation: The student’s housing is placed in jeopardy and means that further violation of standards or policies may result in suspension or dismissal from the residence halls or may include one or more of the following:
  - Housing Selection Penalty. Students who have been found in violation of the community standards place their ability to participate in priority housing selection at risk.
  - Restriction. Denial of the use or access to residence halls for a specified period of time.
- No Contact Order and Persona Non Grata: If the respondent does not abide by a No Contact Order, he or she may be charged with harassment by the College. If a respondent does not abide by a Persona Non Grata, he or she may be subject to arrest in the second case.

FAILURE TO COMPLY WITH SANCTIONS
If a student fails to comply with terms outlined for sanctions, the student may be subject to additional actions, fines, or restrictions as deemed appropriate by the Dean of Students.

CONFIDENTIALITY
All student conduct records remain confidential and do not become part of the student’s permanent record at the College. However, they may be referred to when a student is involved in other student conduct hearing action, and then only at the time of determination of sanction (not at the time of the determination of responsibility).

Parental Notification
In accordance with a 1998 amendment to the Family Educational Rights and Privacy Act, Daniel Webster College may notify parents or guardians of students that have violated any rule or policy of the College governing the use or possession of alcohol or a controlled substance.

In most cases, the College will notify parents or guardians of students who are claimed as dependent in the following circumstances:

a. If a student is found responsible for violating a College policy that may place them in jeopardy of losing their on-campus housing or status as a student.

b. If the student is found responsible for violating any major alcohol or other drug policy.

c. If a student’s health or safety may be at risk.

Parents of students who are not considered dependent may be notified in situations where the student’s health or safety may be at risk. Students are encouraged to discuss the situation with their parents/guardians prior to College notification.
Students are expected to abide by the social and academic rules and regulations outlined in the Student Handbook and in the Catalog. The College reserves the right, and students concede such right, to require withdrawal of any student, at any time, for any reason, deemed sufficient.

**Academic Grievance Procedure**

**Purpose**
The primary purpose of the grievance procedure is to reach an equitable solution to the problems of those students who have disputes either with an academic unit or the classroom conduct or grading practices of faculty members.

**Grievance**
A grievance means a difference, presented in writing that may arise between a faculty or academic staff person and a student or grievant, with respect but not limited to:

1. a violation of established academic policies and regulations such as those governing examinations, advisement, and registration;
2. arbitrary and capricious grading practices;
3. failure to meet obligations to students in such matters as adherence to scheduled class hours, taking timely action, or correcting errors.

A grievant shall mean either an individual student or a group of students having the same grievance.

**Working Day**
A working day means any day on which the College is open for the transaction of business. For purposes of handling grievances, working days between the end of the Fall semester examination period and the first day of classes of Spring semester, or during the Spring recess, shall not be used to compute the time limitations contained in this procedure unless agreeable to all the parties involved.

**Procedure for Handling Complaints**
If a student has a complaint it should first be discussed informally with the faculty or staff person involved. Any settlement, withdrawal, or disposition of a complaint at this stage shall not constitute a binding precedent in the settlement of similar complaints.

**Procedures for Handling Grievances**
The formal grievance should be presented in person, in writing, to the faculty or staff member involved as soon as possible after the grievant feels that an abridgment of his or her rights has occurred, but in no case shall it be more than 10 working days later. (This time limit will not apply if a purely clerical error is discovered.)

The statement of grievance must include a summary of not more than one typewritten page stating the exact nature of the grievance, the specific action(s) on which it is based, and the remedy being sought. Supplementary materials may be presented to support the grievance. Resolution of the grievance may occur at any of three different steps or levels:

**Step 1: The Faculty or Staff Member involved**
The grievant shall present the grievance to the faculty or staff member involved. The parties shall attempt to resolve the grievance and shall, within 10 working days of receipt of the grievance, render a written decision to the grievant with copies to the Provost.

**Step 2: Dean of the School**
If the grievance is not resolved at Step 1, the grievant has 10 working days to submit, in writing, the grievance to the Dean of the School.

Within 10 working days of receipt of the grievance, the Dean shall meet to discuss the grievance with the grievant and the faculty or staff person involved, either jointly or separately. This discussion may include the Dean or the staff member’s supervisor, as appropriate.

Within 10 working days of this formal discussion, the Dean shall issue a decision in writing to the grievant and to the faculty or staff person involved, and shall explain the reasons for it. The Dean will forward copies of the decision to the Provost.
Step 3: Provost
If the grievance is not resolved at Step 2, the grievant has 10 working days to submit, in writing, the grievance to the Provost.

Within 10 working days of receipt of the grievance, the Provost shall meet to discuss the grievance with the grievant and the faculty or staff person involved, either jointly or separately. This discussion may include the Dean or supervisor, as appropriate.

Within 10 working days of this formal discussion, the Provost shall issue a decision in writing to the grievant and to the faculty or staff person involved, and shall explain the reasons for it. The Provost will forward copies of the decision to the President.

Step 4: The President
If the grievance remains unresolved at Step 3, the grievant has 10 working days after receipt of the decision of the Provost to submit the grievance, in writing, to the President.

Within 10 working days of receipt of the grievance, the President shall meet with the grievant and the faculty or staff member involved (either jointly or separately) to discuss the grievance.

Within 10 working days of this formal discussion, the President will issue a decision in writing, with supporting reasons, to the grievant, the faculty or staff person involved, the Provost, and the appropriate Dean.

The decision of the President is final and binding on all parties involved.

Step 5: Contact the State
The New Hampshire Department of Education, Division of Higher Education-Higher Education Commission encourages students to pursue the institution’s grievance procedure. The Commission will consider complaints that pertain to Standards found in the NH Code of Administrative Rules, Pos 1004, namely, Purpose and Mission; Organization and Governance; Education Programs; Graduation Requirements, Faculty; Student Body; Student Records; Library; Facilities and Technologies; Financial Resources; or Publications. The Commission’s address is 101 Pleasant Street, Concord, NH, 03301-3494. The telephone number is 603-271-3494. The complete NH Code of Administrative Rules and Complaint Process can be found at http://www.education.nh.gov/.

The Commission will not accept anonymous complaints and in filing a complaint with the Commission, the student should anticipate that information regarding the complaint will be shared with the institution.

The New Hampshire Department of Justice, Office of Attorney General, is located at 33 Capitol Street, Concord, NH, 03301, telephone 603 271-3658, website address www.doj.nh.gov/index.

Arizona residents may contact the following agencies for assistance:

Kentucky residents may contact the following agencies for assistance:
If the complaint has not been resolved by DWC to the satisfaction of the student, and the student is a Kentucky resident, the student may contact the Kentucky Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY, 40601-8204, telephone 502-573-1555.

Maryland residents may contact the following agencies for assistance:
If the complaint has not been resolved to the satisfaction of the student and the student is a Maryland resident, the complaint may be filed with the Maryland Higher Education Commission, 6 North Liberty Street, Baltimore, MD, 21201, telephone 410-767-3301, Web site address, http://www.mhec.state.md.us/. The student may also contact the Maryland Attorney General’s Office located at 200 Saint Paul Place, Baltimore, MD, 21201, telephone 410-576-6550, Web address http://www.oag.state.md.us/.
Residents of South Carolina may access a complaint form through the web site of the Commission; http://www.che.sc.gov/AcademicAffairs/License/Complaint_procedures_and_form.pdf. The form must be completed, signed, and notarized. It may be submitted with the required documentation to reshleman@che.sc.gov or sent to Nonpublic Institution Licensing, South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC, 29201.

General Provisions

1. The above stated procedures supersede any previous grievance procedures.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made by parties involved to expedite the process. Time may be extended only by mutual consent and only when so specified in writing, or for extenuating circumstances as determined by the next higher level of appeal.
3. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant of a faculty or staff member to lodge an appeal at the next step of the procedure.
4. In cases of grievances concerning grades, the Provost shall appoint an ad hoc committee of three faculty members to hear the matter. The decisions of the committee shall be final unless, upon appeal, the officer at the next higher level of appeal determines that the cause of the grievance is other than disagreement with academic judgment.
5. A faculty or staff member may appeal any decision to the next higher level within the time limits specified in that step for the grievant.
6. Appeals under this procedure shall not operate to stay any action resulting from the appealed action or grade, although the Provost has authority to waive academic policy, with appropriate rationale and justification.
APPENDIX VIII
STUDENT BODY DIVERSITY

Daniel Webster College

Main Campus: 20 University Drive
              Nashua, NH 03063

The student body diversity at the entire institution (i.e., a combination of the Daniel Webster College main campus and all of its additional locations, as specified above) for Students (as defined below) who (a) started any program of study in the Fall semester or quarter of 2013 at the main campus or any additional location of the institution and (b) were still attending a program of study at the main campus or any additional location of the institution on October 15, 2013 was as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72.25%</td>
<td>Male</td>
</tr>
<tr>
<td>27.75%</td>
<td>Female</td>
</tr>
<tr>
<td>35.73%</td>
<td>Received a Pell Grant</td>
</tr>
<tr>
<td>84.95%</td>
<td>Were Self-Identified Members of a Major Racial or Ethnic Group</td>
</tr>
</tbody>
</table>

“Students” are defined as only those students who satisfy all of the following criteria:

a) full-time (i.e., students who carry a full-time academic workload as determined by the institution under a standard applicable to all students and which is at least 12 semester credit hours);

b) certificate, diploma or degree seeking;

c) undergraduate; and

d) first-time (i.e., entering students who have never previously attended any institution of higher education).