

STUDENT CODE OF CONDUCT

A student's continuance at any college in the Community College System depends not only upon his or her academic performance but also on his or her conduct. A college's jurisdiction and discipline shall be limited to conduct which adversely affects the college community and/or the pursuit of its objectives, whether on or off the college premises. The goals of the colleges' judicial systems are to:

- Develop, disseminate, interpret, and enforce campus regulations;
- Protect the relative rights of all students;
- Adjudicate student behavioral problems in an effective, equitable, and educational manner;
- Facilitate and encourage respect for campus governance; and
- Enable students to learn from their experiences, to foresee consequences of behavior, and to avoid behaviors that would violate ethical and moral standards.

Definitions

College Official – Refers to any person employed by any CCSNH college performing assigned administrative and/or other professional responsibilities.

College Premises – Refers to all land, buildings, facilities, and other property in the possession of, or owned, used or controlled by any CCSNH college (including adjacent streets and sidewalks).

Complainant – Refers to any person who has filed a report or complaint alleging that a student has engaged in conduct that violates the Student Code of Conduct.

Faculty – Refers to any person hired by CCSNH colleges to conduct educational activities.

Adviser - Refers to the individual appointed by the Complainant or Respondent to provide support during the judicial process. The Adviser must be a current student or employee (faculty or staff) at the College. The Adviser may not be related to the student. The college may assist in finding an Adviser if the student does not have one available.

The Adviser may help the Complainant or Respondent prepare for the hearing, and may accompany the student to the hearing. The Adviser cannot speak on behalf of the student or otherwise address the Hearing Officer or witnesses during a hearing. Students who wish to have an Adviser present during the judicial process must notify the designated hearing officer at least 24 hours prior to the hearing.

Conduct Coordinator– Refers to the college official(s) appointed by a CCSNH college to coordinate and monitor the judicial process. The conduct coordinator's roles will include but not be limited to monitoring the Hearing Officers and proceedings; advising Hearing Officers and students on the applicable judicial process; reviewing requests for judicial appeals; and maintaining judicial proceedings records.

Hearing Officer – Refers to any college official authorized to determine whether a student has violated the Student Code of Conduct and to impose sanctions.

Appeals Committee – Refers to the appellate body appointed by a CCSNH college that is authorized to consider an appeal arising from a Hearing Officer's determination that a student has violated the Student Code of Conduct and/or the sanctions imposed by such Hearing Officer.

Respondent – Refers to a student against whom a complaint alleging violation of the Student Code of Conduct has been filed.

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Scope

1. The Student Code of Conduct prohibits activities that directly and significantly interfere with the colleges' (1) primary educational responsibility of ensuring the opportunity of all members of the community to attain their educational objectives; or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions, whether the violation occurs on or off the college premises or inside or outside of the classroom. Such conduct or attempted conduct is forbidden.
2. The colleges' jurisdiction and discipline shall be limited to violations of the Student Code of Conduct.
3. The student code of conduct applies to any person registered, accepted or enrolled in any course or program offered by any CCSNH college including those who are not officially enrolled for a particular term but who have a continuing relationship with the colleges.
4. This Code applies to student organizations, including but not limited to athletic teams.
5. Students are expected to familiarize themselves with College and CCSNH policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
6. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions.
7. Residential students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces. All assigned occupants of a room may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
8. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.
9. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

Prohibited Conduct

General Infractions

1. Violation of College or CCSNH policies, rules or regulations that have been published in hard copy or are available electronically on the website.
2. Violation of federal, state, or local law and ordinances;
3. Knowingly being in the presence of violations of the Student Code of Conduct, College or CCSNH policies or federal, state or local law.
4. Assuming the name or impersonation of a College official, faculty member or another student.

Academic Misconduct

1. Acts of dishonesty including but not limited to the following:
 - A. Cheating, which includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of college faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as facilitation);
 - B. Plagiarism, passing off the work of another as one's own, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means.

Grading Authority: Authority over individual assignment or course grades is reserved to instructors. Therefore, a student who commits an act of academic misconduct may also be subject to academic consequences at the discretion of the instructor in the course. This can result in, but is not limited to, the student failing the course. A student who wishes to file a Grade Appeal should refer to CCSNH Academic Affairs Policy 670.04.

Disruption of College Operations

1. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the College or surrounding community, breaches the peace or violates the rights of others.
2. Failure to comply with the directions or interference of college officials, campus security personnel, or public law enforcement officers or emergency response/medical personnel acting in performance of their duties, including failure to identify oneself to these persons when requested to do so;
3. Providing, possessing or using false information, including furnishing false information to any college official, faculty or staff member;
4. Forgery, alteration, or misuse of any college document, record, or instrument of identification;
5. Conduct that is lewd or indecent
6. Trespassing, unauthorized entry or unauthorized occupancy of any College facility
7. Tampering with the election process or financial management of any college recognized student organization;
8. Participation in a campus demonstration that disrupts the normal operations of the institution and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus

- building or area;
9. Aiding or abetting in the violation of the Student Code of Conduct.

Health & Safety Offenses

1. Unauthorized possession, duplication, or use of keys or key cards to any college premises,
2. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions; Reckless or dangerous operation of a motor vehicle on campus which endangers persons or property.
3. Violations of the College Parking and Traffic Policy
4. Violations of the College Alcohol and Other Drug Policy

The following behaviors pertaining to alcohol consumption and drug use are prohibited at the College:

A. Alcohol

- i. Purchasing, possessing, consuming, transporting, or being under the influence of alcoholic beverages under 21 years of age.
- ii. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
- iii. Possessing, consuming or manufacturing alcoholic beverages in areas on campus other than where expressly permitted by College policy, including in the room of an underage student, in the public or similar common areas of residence halls and other university buildings, outdoors on campus, etc. Residence hall students of legal drinking age can only consume beer and wine in their assigned residence hall room with the door closed.
- iv. Level of intoxication representing a danger to personal health or safety.
- v. Possession of excessive amounts of alcohol. "Excessive" is defined as amounts more than 72 ounces of beer or wine per resident of the room that is of legal drinking age. Hard liquor is not permitted.
- vi. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the College.
- vii. Hosting, facilitating or otherwise participating in drinking games.
- viii. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
- ix. Improper disposal of alcohol containers.
- x. Displaying full or empty alcohol containers in Residence Hall room.

B. Drugs – Marijuana, Illegal and Prescription

- i. Illicit drug use, possession, manufacturing, or distribution is prohibited on campus and at any College sponsored off campus activity. Illicit drug use is defined as the use or abuse of illegal drugs and misuse of prescription medications, synthetic drugs, household or other mind-altering substances.
- ii. Misuse, alterations to, or the redistribution of medications and substances which have been prescribed by a licensed prescriber. Medications and substances which have been prescribed by a licensed prescriber may be utilized only as prescribed.

- iii. Marijuana, regardless of whether it is legally possessed for therapeutic use is not permitted and may not be used on College property.
 - iv. Over-the-counter medication may be utilized in the manner intended by the manufacturer. Using prescribed and/or over-the-counter medications for purposes other than those intended by the prescriber or manufacturer are prohibited.
 - v. Possession of drug paraphernalia including but not limited to, bong, hookahs, bowls, etc.
- C. Operating a vehicle or machinery while under the influence of alcohol and/or drugs.
5. Violations of CCSNH Firearms and Weapons on Campus Policy.
- The possession of, use of or threat with any of the following items except as authorized by the college for instructional, maintenance, or law enforcement purposes.
- A. Any deadly weapon, defined as an instrument, item or material readily capable of causing death or serious physical injury;
 - B. Any firearm, whether operable or inoperable, loaded or unloaded, or ammunition;
 - C. Any weapon or instrument from which a shot, projectile or other object may be discharged, including but not limited to BB gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
 - D. Any sword (whether decorative or not) or other Edged weapons meant to be held or thrown.
 - E. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area). Students are limited to three knives; or
 - F. Pepper spray canisters greater than 0.6oz (15gram);
 - G. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.

NOTE: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.

- 6. Smoking, including the use of smokeless tobacco or tobacco alternatives including electronic cigarettes, vaping, and JUULs, is prohibited on campus and in all CCSNH owned or leased buildings and vehicles. This policy applies to all grounds, parking areas, athletic fields, walking trails, etc...
- 7. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards including, but not limited to:
 - A. Intentionally or recklessly causing a fire which causes injury or damages any College, personal or public property.
 - B. Failure to evacuate a College-controlled building during a fire alarm.
 - C. Tampering with, covering, disabling, or otherwise damaging fire safety equipment,

including fire alarms, door stoppers, smoke detectors, and fire extinguishers, and hanging items from sprinkler heads.

- D. Improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows, hallways and other means of ingress/egress.

Offenses Involving Others

1. Engaging in conduct that threatens the health and safety of oneself and/or others.
2. Physical or verbal abuse that threatens or endangers the health, well-being, or safety of any member or guest of the College community and includes verbal abuse that is sufficiently serious to deny or limit the victim's ability to participate in or benefit from the college's educational programs;
3. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm (stated or implied) toward another person.
4. Acts of intimidation or coercion, whether stated or implied;
5. Acts of sexual misconduct, sexual assault, domestic violence, dating violence and stalking. (See Sexual Misconduct policy for more information)
6. Acts of harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment. This includes sexual and discriminatory harassment, directed toward any member or guest of the College community.
 - a. Sexual harassment refers to persistent and unwanted sexual advances.
 - b. Discriminatory harassment refers to the verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of race, color, sex, gender identity or expression, national origin, religion, age, physical or mental disability, and sexual orientation; or because of opposition to discrimination or participation in the discrimination complaint process.
7. Retaliation, retribution or revenge against anyone who has reported an incident. Acts or attempted acts for the purpose of interfering with any report, investigation, or creating a dangerous and hostile environment.
8. Public nudity, public urination or defecating in a place other than a restroom toilet or urinal.
9. Bullying and cyberbullying, which generally involves an imbalance of power, with an intent to intimidate, threaten and/or cause emotional and/or physical harm. Cyberbullying may encompass any form of technology.
10. Hazing, which is defined in NH RSA 631:7 as "any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and (2) Such act is a condition of initiation into, admission into, continued membership in or association with any organization;" and under this Code of Conduct includes acts that endanger the mental or physical health or safety of a student, or that destroy or remove public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;

Offenses Involving Property

1. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property;
2. Theft or other abuse of technological resources, including but not limited to:
 - a. Unauthorized entry into electronic files, to use, read, or change the contents, or for any other purpose;
 - b. Unauthorized transfer of electronic files or copyrighted software programs;
 - c. Unauthorized use of another individual's identification and password or key card;
 - d. Use of technological resources that interferes with the work of another student, faculty member, or college official;
 - e. Use of technological resources to send, publish, or display obscene, pornographic, threatening, or abusive messages;
 - f. Use of technological resources to receive; browse, store or view obscene or pornographic materials for other than college-approved research;
 - g. Use of technological resources for criminal activity;
 - h. Use of technological resources to interfere with operation of the college computing system.

Abuse of the Judicial System

1. Failure to obey the summons of a Hearing Officer or Appeals Committee;
2. Falsification, distortion, or misrepresentation of information before a judicial body or judicial committee;
3. Disruption or interference with the orderly conduct of a judicial proceeding;
4. Attempting to discourage an individual's proper participation in or use of the judicial system;
5. Attempting to influence the impartiality of a member of a judicial body or judicial committee through threat, intimidation, or bribery prior to and/or during the course of the judicial proceeding;
6. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
7. Influencing or attempting to influence another person to commit an abuse of the judicial system;

CCSNH COVID-19 Student Social Compact

To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

PROTECT MYSELF AND OTHERS

- Consider public health information that strongly recommends the COVID-19 vaccine and booster shot for those able to be vaccinated
- Follow recommendations of public health officials in [the State of New Hampshire](#)
- Recognize that others may have health conditions or relevant family circumstances that are private and respect their need for personal precautions
- Monitor for the symptoms of COVID-19, and remain off campus if I experience fever, cough, shortness of breath or other [symptoms](#) identified by public health authorities
- Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus
- Consider public health recommendations to [obtain a flu shot](#) as a means to protect against the seasonal flu virus

PROTECT MY COLLEGE AND COMMUNITY

- Adhere to the college's COVID-19 policy
- Wear an appropriate face covering if requested by the college to do so in designated areas of campus
- Observe instructional signs and follow directions
- Inform the designated COVID-19 Contact Person at my college if I have a positive test
- Participate as requested in testing and/or contact tracing
- Act in accordance with [NH DHHS guidelines](#) if I test positive for COVID-19, if I am identified as having been in close contact of a confirmed case of COVID-19 or if I fall under any travel restrictions that may be in place for COVID-19
- Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community
- Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe

This Social Compact is part of the Student Code of Conduct adopted for the Spring semester of the 2021-22 academic year.