



Student Handbook 2011-2012

This *Student Handbook* supersedes all previous publications. The information contained herein is current as of the time of publication (August 2011). The College reserves the right to make changes of any nature regarding the information contained in the Handbook and will give such notice as it deems to be reasonable and practical.

Telephone Numbers

Administrative Offices	887-4401
Admissions	887-7400
Bookstore	887-7416
Business Office	887-7413
VP for Academic Affairs	887-7403
Dean of Students	887-7419
Café	887-7415
Financial Aid	887-7404
Information Technology	887-7427
Maintenance & Housekeeping	887-7438
President's Office	887-7409
Registrar	887-7412
Student Services	887-7442
Support Counselor	887-7452
Wadleigh Library	887-7425

Emergency:

Police, Fire, Ambulance **911**

OR

if using a campus phone 9-911

Residence Life On-Call Cell Phone (603) 370-9104

The College Office Hours

Monday -- Friday from 8:30 a.m. to 4:30 p.m.

Summer office hours and vacation hours may vary.

CIVIL RIGHTS COMPLIANCE

In its admissions policy and in its hiring of faculty and personnel, Chester College of New England does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, sex, veteran status, sexual orientation, or the presence of handicaps or disabilities. Questions regarding compliance with Title IX of the Education Amendments of 1972 may be addressed to the President of the College.

Table of Contents

The College Mission	5
Vision Statement.....	6
College History and Setting.....	7
Accreditation.....	8
Student Rights and Responsibilities.....	8
2011-12 Academic Calendar.....	9
Student Life	10
College Code of Conduct	10
College Sanctions.....	11
Appeals Process.....	13
Campus Services & Facilities.....	14
Computer Use Policy.....	16
Olson Center for Academic Excellence.....	16
Campus Policies & Procedures.....	18
Student Work Policy.....	18
Scheduling of Events.....	18
Use of College Name, Logo, and Seal.....	18
Copyright Policy.....	18
Payment Policy.....	18
Wadleigh Library Privileges & Internet Use	19
Campus Safety Policies.....	20
Traffic and Parking Policy.....	20
Campus Vehicle Policy.....	21
Storm Information/Cancellation of Classes.....	21
Campus Security Policy.....	22
Emergency Contingency Plan.....	24
Drug and Alcohol Policy.....	26
Sexual Harassment Policy.....	32
Sexual Assault Policy.....	35
Hate Crimes Policy & Procedure.....	37
Campus Health Policies.....	37
Student Activities, Organizations and Government.....	40
Student Government Constitution.....	40
Campus Activities Board Constitution	45
Residence Life	51
Residence Rules and Regulations.....	51
Visitor and Guest Policy.....	51
Quiet Hours and Courtesy Hours.....	52
Artwork in Common Areas.....	52
Contraband.....	53
Cooking in Residence Halls.....	53
Drug and Alcohol Abuse Policy (abridged).....	53
Electrical Equipment.....	53
Fire Regulations.....	53
Hall Meetings.....	54
Hazardous or Dangerous Weapons and Substances.....	54
Housing Selection.....	54
Key Deposit.....	54
Pets.....	55

Prohibited Items.....	55
Projects using Contraband or Prohibited Items.....	56
Room Inspections, Room Condition, and Furniture Inventory Contract.....	56
Storage and Room Use During Vacation Periods.....	57
Student ID Cards.....	57
Financial Aid.....	58
Important Dates.....	58
What is Financial Aid?.....	59
Types of Aid Available.....	59
How to Apply for Financial Aid.....	61
Who is Eligible for Federal Financial Aid?.....	61
Verification.....	62
How Financial Aid is Awarded.....	63
Cost of Attendance.....	63
Appeals Process.....	63
Student Rights and Responsibilities.....	64
Federal & Institutional Work-Study.....	66
Campus Job Program Guide.....	67
Family Educational Rights and Privacy Act of 1974.....	71

Statement of Mission

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

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

The College advances this mission by:

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

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

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

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

Statement of Objectives

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

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

Vision Statement

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

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

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

College History and Its Setting

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

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

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

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

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

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

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

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

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

Accreditation

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

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

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

Student Rights and Responsibilities

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

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

Students have a right to:

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

Academic Calendar

FALL SEMESTER 2011

August 20	Residence Life Team Arrives by 6:00 PM
August 20-25	Residence Life Team Training
August 26	New Students Arrive – New Student Orientation @ 9:00 AM
August 28	Returning Residential Students Arrive after 1:00 PM
August 29	New Students Meet with Faculty Advisors
August 30	Classes Begin 9:00 AM
September 5	Labor Day – College Closed
September 6	<u>Monday classes will meet on Tuesday for this week only</u>
	End of Add/Drop Period
October 10	Columbus Day – College Closed
October 17-21	Mid-term Examinations
November 3	Last Day to Withdraw from a Class with a Grade of W (withdrawal)
November 4	Registration for the 2012 Spring Semester
November 23	Thanksgiving Holiday Begins & Residences Close @ 10:00 AM
November 24	Thanksgiving Day – College Closed
November 27	Thanksgiving Holiday ends – Residences Open @ 1:00 PM
November 28	Classes Resume @ 9:00 AM
December 9	Classes End
December 12-15	Final Examinations and Fall Matriculation Reviews
December 16	Final Examination Make-Up Day
December 17	Residences Close @ 10:00 AM
December 19	Last Grades due by Noon
December 25	Christmas Day – College Closed
January 1, 2012	New Year’s Day – College Closed

SPRING SEMESTER 2012

January 11	Residence Life Team Arrives by 6:00 PM
January 12-14	Residence Life Team Training
January 15	Residences Open for all Residents & New Student Check-in @ 11:00 AM
January 16	Martin Luther King Jr. Day – College Closed
January 17	New Students Meet with Faculty Advisors; Final Registration at 1:00 PM
January 18	Classes Begin 9:00 A.M.
January 24	End of Add/Drop Period
February 20	President’s Day – College Closed
March 5-9	Mid-term Examinations
March 10	Spring Break Begins - Residences Close @ 10:00 AM
March 10-18	Spring Break
March 18	Residences Open @ 1:00 PM
March 19	Classes Resume @ 9:00 AM
March 23	Registration for the 2012 Fall Semester
March 28	Last Day to Withdraw from a Class with Grade of W (withdrawal)
April 6	Founder’s Day – College Closed
May 4	Classes End
May 7-10	Final Examinations and Spring Matriculation Reviews
May 11	Residence Halls Close at 6pm for All Residents Except Graduating Seniors
May 12	Commencement @ 10:00 AM
May 14	Grades Due at Noon for All Students Except Graduating Seniors

Student Life

College Code of Conduct

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

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

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

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

College Sanctions

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

Warning

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

Parent/Guardian Notification

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

Community Service Hours

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

Monetary Fine/Restitution

Students may be required to pay a fine or make restitution for violations of the Code of Conduct policy. All fines and restitutions must be made before a student is allowed to take final exams. Students who fail to make restitution are subject to any of the following additional sanctions:

additional fines, suspension or expulsion from the College. The Director of Student Services determines the amount of the fine and communicates the information to the appropriate parties. Payment of fines should be made directly to the Business Office.

Educational Programming

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

Housing Probation/Suspension

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

Suspension

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

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

Interim Suspension

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

Dismissal

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

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

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

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

Appeals Process

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

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

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

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

Revised 8/2010

Campus Services & Facilities

Computer Centers

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

Campus Store

The Campus Store is a useful student resource. It is located in the Powers Building. Materials for art and photography classes, as well as college gift items and sundries can be purchased at this facility. The store stocks the supplies needed for most courses, as well as some unusual or specialty items. The store is open five days a week during posted hours. Credit cards, checks, cash, and student accounts set up with the business office are accepted forms of payment.

Dalrymple Student Center

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

Cafe

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

On-Campus Mail and Local Mail Service

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

Student ID Card

All students will receive their ID cards during New Student Orientation. Students should report a lost ID to the Director of Student Services. Replacements cards are \$10.00 and must be paid for before a new card is issued. A receipt will be given by the Business Office and the Library staff will issue a new card. Students will be required to use their ID cards when checking out library books and for use in the cafeteria, therefore, students should carry their ID cards with them at all times. If an ID card breaks or can no longer scan, students can bring their ID to the Receptionist for a free replacement. A fine of \$10.00 is imposed for improper use of an ID card, which includes giving the ID card to another student or guest to use.

Parking Permit

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

Student Paychecks

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

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

AND

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

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

Wadleigh Library

The Wadleigh Library houses the college's permanent collection of books, periodicals, and audiovisuals. We own over 21,000 books, nearly 700 items in our media library, 100 print periodical titles, and access to nearly 300 electronic books. In addition to our in-house collections, our students have access to the libraries of members of the New Hampshire College and University Council, which includes every four-year college in the state. We offer the service of interlibrary loans for any materials not available via our consortium.

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

Revised 8/2011

Chester College of New England Computer Use Policy

Purpose

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

Computer Use Rules

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

Olson Center for Academic Excellence

Academic Support and Career Counseling

The Olson Center for Academic Excellence is dedicated to the success of all students. Operated by the Wadleigh Library in association with the Department of Writing and Literature, and with the assistance of Student Services, the following are features of the Olson Center:

- Peer Tutors are on staff at the Library circulation desk all day, specializing in courses ranging from the liberal arts core to several tech-specific required classes for specific majors.
- Study Groups, hosted by peer tutors, will coincide with major tests in any of the courses being covered.

- A Textbook Reference section is also housed in the center—the books are on permanent reserve, and cannot be removed from the library.
- Adjunct Faculty are invited to use the Olson Center as a quiet, private space where they can meet with students.
- As the function of the Wadleigh Gallery changes on an hourly basis, so the Olson Center will also be a quiet study space or group work space as needed.

In an attempt to help students achieve beyond the degrees they receive here at Chester College, the Olson Center also provides the following:

- Graduate School search and application assistance, working with faculty.
- Job search, resume, and interview skills assistance, working with Student Services.

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

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

Internships may run for 120 or 240 hours, with the student earning three to six credits. Students participating in off-campus internships are required to attend professional development meetings to ensure that they are demonstrating appropriate professional knowledge, skills, values, philosophy and behavior. Since these are traits that future employers will evaluate, the Olson Center for Academic Excellence seeks to instill within its students the importance of professional skills, attitude and conduct as early as possible. Our goal throughout this process is to ensure that students are capable of applying classroom lessons to solving professional problems within their chosen fields.

Chester College is a member of the New Hampshire Forum on Higher Education, a consortium of businesses and educational institutions. The Forum has a newly created website, designed to make it easier for interested students to identify appropriate internship opportunities. For more information, visit www.nhinterns.net.

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

Revised 8/2011

Campus Policies and Procedures

Policy on Student Work

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

Fundraising/Soliciting

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

Scheduling Events

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

Use of College Name, Logo, Seal

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

Copyright Policy

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

Payment Policy

Please see the College Catalog for more detailed information about billing.

Wadleigh Library Loan Periods & Fines

Loan Periods and Renewals

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

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

Over Dues and Lost or Damaged Items

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

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

Internet Use

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

Legal/Ethical Issues: In addition, all users must act responsibly and use the facilities in an ethical, professional and legal manner. Computers will not be used for any activity that violates federal, state, or local laws, or to access illegal materials. This means that users agree to abide by the college’s campus-wide *Computer Use Policy*, which is posted in the library near all computers and on page 16 of this Handbook.

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

Campus Safety Policies

Traffic and Parking

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

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

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

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

A temporary handicap permit may be requested from the Office of Student Services. Temporary handicap permits require written approval from a physician and are issued for one month at a time.

Residence Halls

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

Campus Speed Limit

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

Fire Lanes

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

Destruction or Theft of Campus Safety Equipment or Signage

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

Snow Removal

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

Loss of Parking Privileges

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

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

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

Storm Information / Cancellation of Classes

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

Campus Vehicle Policy

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

Campus Shuttle Procedures

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

Updated 8/2011

Campus Security Policy

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

(1) Reporting Criminal Actions and Other Emergencies on Campus

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

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

(2) Security on Campus

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

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

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

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

(3) Campus Law Enforcement

The College encourages students, faculty, and staff to take prudent measures to ensure their own safety. Any criminal activity or emergency should be reported to the Chester Police Department at 887-3229 or to an appropriate member of the College community. The Chester patrol units, usually one to two officers per night, are on duty 24 hours a day. The College abides by the laws of the State of New Hampshire. The authority to arrest lies with the local and state law-enforcement officers. The Director of Student Services, Resident Directors, Resident Assistants, College Maintenance personnel and other College personnel have the authority to enforce College rules and report illegal actions.

(4) Information

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

(5) Programs

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

(6) Statistics

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

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

(7) Off-Campus Security

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

(8) Arrest Statistics

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

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

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

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

Emergency Contingency Plan

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

An **Emergency** can be declared:

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

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

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

The following steps should be followed:

In the case of an extended power failure:

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

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

1. In the case of water loss, the reserved water supply will be made available to each residence hall. The water is to be used for drinking and the septic system first.
2. If the septic system fails, the residents should be directed to use facilities in other buildings. If the system is expected to be in failure for an extended length of time, a portable facility will be procured and made available.
3. If a heating system fails, the students will be moved to an available space on campus. If the system is to be out for an extended length of time, then the students will be allowed to move only necessary personal belongings to the available space.
4. If there is no space available, the Town of Chester will be contacted to implement the emergency shelter agreement.

In the event of a fire:

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

Drug & Alcohol Abuse Policy

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

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

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

The Act

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

Purpose

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

Institutions Affected

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

Individuals Affected

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

Effective Date

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

Chester College of New England Policy on Drug & Alcohol Abuse

Contents

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

I. Chester College of New England Standards of Conduct

The College adheres to and supports the laws of the land and the State of New Hampshire regarding the unlawful use of alcohol, drugs, and narcotics. Prescribed drugs are allowed on campus for the explicit use of the person for whom the prescription was issued. Under no circumstances are students permitted to procure, possess, or use any illegal drug, narcotic, or alcoholic beverage on College property (save for the exceptions outlined below) or at any College-sponsored event, except when specific permission is granted by President. Any student doing so is subject to immediate dismissal.

Institutional Sanctions

Alcohol

In August 2010 Adams was declared to be a “wet” building, “wet” being defined as a building permitted to allow the responsible and controlled consumption of alcohol within dorm rooms. All areas of campus outside of Adams hall follow the above mentioned policy pertaining to alcohol consumption and sale.

Limits: A single 21 year old resident is allowed a maximum of either one 6-pack of beer or 750mL of wine/liquor. This limitation also includes empty bottles within a room. No guests or residents of Preston would be allowed to contribute to this total. That is, no matter how many students are present in the room, the total alcohol allowed in the room is the same, as outlined above.

Possession: A resident is able to have alcohol in their room if both roommates are 21 years old and have passed an Alcohol Awareness Program at the beginning of the semester, as determined by Student Services staff. Any resident of Preston or commuter student who is over 21 and wishes to drink alcohol responsibly in an Adams room with the appropriate host must also pass the Alcohol Awareness Program. If a student under 21 is visiting an Adams resident who possesses alcohol in their room, the alcohol must be kept out of sight.

Area Restrictions: Alcohol may only be consumed within a “wet” room. No alcoholic beverages of any kind should be present in any of the common areas of Adams. A person under the influence of alcohol should remain in the “wet” room in which they consumed the alcohol, or quietly return to their own room after drinking and remain there until they are not under the affects of alcohol.

Code of Conduct: A person should never reach a level of intoxication to which a campus official is called to intervene. Should an incident arise that would cause such intervention the person involved is to be aware that their actions have the potential for strong disciplinary action. While Adams building is considered “wet,” other areas of the campus still fall under the pre-established guidelines for the alcohol policy. In the event of a disturbance, the Resident Life staff has the right to check the identification of any student and/or guest who is breaking the rules and call the police, if the situation requires it. If a 21 year old is discovered to have provided alcohol to a minor, that student will be expelled as per the Student Handbook. The current alcohol policy covers conduct throughout the rest of campus.

Prohibited Items: Kegs, Beer Balls, or other immeasurable amounts of alcohol.

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

First Offense: Any student in possession of alcohol, found consuming alcohol, and/or any student who exhibits the symptoms consistent with an individual under the influence of alcohol while on Chester College of New England property (other than in Adams and following the rules established by the Office of Student Services) will be faced with a minimum \$100 fine or 30 hours of community service. Resident students who violate the college's alcohol policy may also be placed on housing probation or have their on-campus housing privileges suspended. Failure to complete these sanctions will result in further penalties.

Second Offense: The student, whether resident or non-resident, will be banned from the College's residence halls. The student will also jeopardize any Title IV funding and most certainly any institutional funding they may receive.

Third Offense: The student will be expelled from the College and banned from all College property.

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

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

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

Drugs

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Prohibited Sales

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

2. Person Misrepresenting Age

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

3. Person Under 21

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

4. Identification Cards

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

5. Possess in Motor Vehicles

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

Acts Prohibited

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

Sentences and Limitations

1. A person convicted of a crime may be sentenced to imprisonment, probation, conditional or unconditional discharge, or a fine.
2. If a sentence of imprisonment is imposed, the court shall fix the maximum thereof which is not to exceed:
 - (a) Fifteen years for a class A felony

- (b) Seven years for a class B felony
 - (c) One year for a misdemeanor
3. A fine may be imposed in addition to any sentence of imprisonment, probation, or conditional discharge. The amount of fine can range from \$500 for a “violation” to \$2000 for a felony.

Penalties

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

Criminal Code
New Hampshire

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

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

- (1) Toxic reactions can cause brain seizures, heart attacks, and cardio-respiratory collapse, resulting in death.
- (2) Alcohol abuse has the same effect as drugs on the Central Nervous System: Poor vision, loss of coordination, memory loss, loss of sensations, mental and physical disturbances resulting in brain damage. In the body tissues excessive alcohol impairs and eventually destroys the liver's functions.
- (3) It is irritating to the digestive track, causing irritations to the mouth, esophagus, stomach, pancreas, and may cause cell damage to the intestines. This may result in malnutrition and/or cancer.

IV. Counseling Policy

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

Since drugs are not permitted on the Chester College of New England campus, the policy requires the College to exclude habitual offenders from the College community.

Revised 8/2011

Chester College of New England Policy on Sexual Harassment

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

Definitions of Sexual Harassment

Sexual harassment is:

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

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

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

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

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

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

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

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

Education

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

Procedures for Reporting and Resolving Sexual Harassment

I. COMPLAINT

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

At present, the panel consists of:

Vice President of Academic Affairs and Student Services
Director of Student Services
Human Resources Manager
Director of Library Services
Elected Faculty Member (two-year term)
Elected Staff Member (two-year term)

II. INFORMAL PROCEDURE

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

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

III. FORMAL PROCEDURE

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

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

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

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

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

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

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

IV. RESOLUTION

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

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

V. APPEAL

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

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

Reviewed 8/2007

Chester College of New England Policy on Sexual Assault

New Hampshire Law:

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

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

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

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

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

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

The campus sexual assault policy below follows the format published in the Federal Register of Friday, 4/29/94. More information on this topic can be found in Chester College of New England's *Annual Security Report*, updated and published yearly in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990.

- i) The Office of Student Services makes available to all students literature that educates individuals as to what constitutes rape or date rape. Sexual assault is also discussed in

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

Reviewed 8/2007

Hate Crimes Policy & Procedure

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

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

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

Reviewed 8/2007

Campus Health Policies

Accidents or Illness

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

In case of an accident or illness:

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

Campus Smoking Policy

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

Contagious Disease Policy & Procedure

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

Pets on Campus

For health and safety reasons, pets—other than service animals—are not allowed in academic buildings, administrative buildings, residential kitchen areas, or on the campus grounds (except when kept on a leash). See Residence Life section for residence hall pet policies.

Medical Records

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

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

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

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

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

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

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

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

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

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

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

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

Revised 8/2010

Student Activities, Organizations and Government

Student Activities

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

Student Organizations

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

In order to create a Chester College of New England recognized Student Organization, a student must complete the following:

1. New Student Group Application complete w/ signatures
2. Find a Faculty or Administrative Staff Advisor
3. Submit completed Application to the Student Life Coordinator

Any student organization that wishes to receive funding from the Student Activity Fee must go through the Campus Activities Board. (see the **Constitution of the Campus Activities Board, Article II; Section B Usage**)

Student Government Association (SGA)

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

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

Chester College of New England Constitution of the Student Government Association

Preamble

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

Article I

Name

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

Article II

Purpose

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

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

Article III

Membership

Section A. Membership is open to all currently enrolled Chester College of New England students.

Section B. Rights of members:

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

Article IV

Student Senate

Section A. The SGA Senate shall consist of:

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

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

Article V

Petition

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

Article VI

Meetings

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

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

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

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

Article VII

Amendments

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

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

By-Laws of the Constitution

Article I

Elections

Section A. President

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

Section B. SGA Senate

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

Section C. Qualifications of Officers and Senators

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

Article II

Duties of the SGA Senate Officers

Section A. The SGA Senate President shall:

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

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

Section B. The SGA Senate Vice-President shall:

1. Preside at all meetings in the absence of the President.
2. Serve as social chairman for his or her term.
3. Accompany the SGA Senate President to College Council meetings when invited by the President of the college.
4. Be involved and work with Campus Activities Board to coordinate activities and initiatives.

Section C. The SGA Senate Secretary shall:

1. Keep a record of all meetings.
2. Take minutes of all meetings, make the minutes available to the student body, and file one copy of the minutes in the office of the Director of Student Services.
3. Handle all correspondences directed to the SGA Senate.

Section D. The SGA Senate Treasurer shall:

1. Keep a record of and account for all monies collected.
2. Account for the disbursement of all monies.
3. Provide financial reports to the SGA Senate and the SGA meetings when necessary.

Section E. The SGA Senate Class & Commuter Representatives shall:

1. Formally or causally poll their constituents regarding general student concerns and upcoming policy changes.
2. Provide opportunities for their constituents to offer opinions or suggestions outside the regularly scheduled SGA Senate Meetings.
3. The Senior Class Representative will also serve as a student representative on and attend meetings of the Alumni Association.

Article III

Powers and Duties of the Student Senate

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

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

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

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

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

Article IV

Meetings

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

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

Article V

Petition, Referendum, Initiative, and Recall

Section A. Petition

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

Section B. Referendum

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

Section C. Initiative

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

Section D. Recall

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

Revised 8/2010

Chester College of New England Constitution of the Campus Activities Board

Preamble & History

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

Article I.

Name

- A. The name of this organization shall be the Campus Activities Board (hereafter referred to as CAB).
- B. Purpose
 - a. General Purpose
 - i. To provide a cohesive yet diverse schedule of programming to the Chester College of New England community;
 - ii. To represent the interests of students of Chester College of New England by communicating to the proper administrators the students' views on programming;
 - iii. To support the programming endeavors of the Residence Life team and other recognized student clubs and organizations.

Article II.

Membership and Voting

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

Article III.

Officers & Elections

- A. CAB
 - a. The Executive Board shall consist of: President, Vice President, Secretary, Treasurer, and Event Chairs (2).
 - b. Election proceedings and Executive Board qualifications shall be set forth in the By-Laws.
- B. Student Organizations
 - a. The Executive Board shall consist of (at least): President and Treasurer.
 - b. Election proceedings and Executive Board qualifications for CAB Constituted student organizations shall be set forth in the organizations By-Laws.

Article IV.

Meetings

- A. Meetings
 - a. Shall occur once a week at a time seen fit by the members of the Executive Board;

- b. Shall be called in session and organized by the President;
- c. Shall conduct general CAB;
- d. Shall be constituted a quorum when one more than half the voting members of CAB are present.

Article V.

Budget Approval & Funding Allocation

A. Budget Approval

- a. A budget of general expenditures will be prepared each year, based on the year's expenditures, for the following year.
- b. This budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote before any expenditures may be made referencing it.
- c. Changes to an approved budget must be approved by a 2/3 majority of voting members in attendance at the time of the vote.
- d. Expenditures from an approved budget are automatic and take place at the discretion of the CAB Executive Board and Student Life Coordinator.

B. Organizational Funding

- a. Organizational Funding is available only to CAB Constituted, CAB Chartered, and CAB Acknowledged groups, outlined in "Funding Allocation;"
- b. Organizational Funding is explicitly limited to funding of events open to all Chester College of New England students and, if granted, cannot be used for the acquisition of office equipment, organizational expenses, recovery from debt, or other expenses not pertinent to the single event for which funding is granted;
- c. Requests for Organizational Funding must be submitted according to the conditions and specifications established by the Treasurer, with the approval of the Executive Board, at the beginning of each semester;
- d. Allocation monies can not be used for the personal benefit of individuals or private corporations, for direct donations to charitable organizations, or for direct financing of a political candidates and/or campaigns. Allocated monies cannot be expended for any activity contrary to the College policy, rules, or procedures and/or applicable state and federal laws.
- e. Organizations cannot overspend their budget. See Article VII for Offenses.

C. Funding Allocation

- a. Student Organizations shall be categorized into: CAB Constituted, CAB Chartered, CAB Acknowledged.
- b. Allocations are based on a \$20,000 semester budget and not guaranteed. Changes to this initial budget can be made by 2/3 majority of the Executive Board at the time of the vote.
 - i. CAB Constituted
 - 1. Shall have a constitution approved by the Office of Student Services;
 - 2. Has an Executive Board made up of elected positions open to be filled by any Chester College of New England student;
 - 3. May be appointed financially responsible by CAB;
 - 4. Shall have a constitution approved by CAB.
 - 5. Shall have a budget of \$3000 a semester
 - ii. CAB Chartered
 - 1. Must be a CAB funded group the previous academic semester;
 - 2. Must host a minimum of four (4) public events each semester; two (2) of which may be meetings;
 - 3. May be appointed financially responsible by CAB;
 - 4. Shall have a constitution approved by CAB.
 - 5. Shall have a budget of \$1500 a semester.
 - iii. CAB Acknowledged
 - 1. Shall be defined as any organization that did not meet Constituted or Chartered status;
 - 2. May become CAB Acknowledged at any point during the semester;

3. No guaranteed budget. All funding is on a “First Come/First Serve” basis based on approval from the CAB executive Board;
4. Maximum budget of \$800 a semester.

Article VI.

Credit Card & Refunds

A. Credit Card

- a. Requests to use the credit card can only be made after program proposal has been signed by both the CAB President and Treasurer;
- b. Requests to use the credit card must be directed to the Director of Student Services.
- c. Must stay in the possession of initial requestor,
- d. All receipts must stay with credit card and be labeled with the following information: name of user, organization, and event.

B. Refunds

- a. Requests for refunds must be made before initial purchase;
- b. Original receipt must be given to CAB after purchase to receive refund;
- c. Refunds will be issued in check from the Chester College of New England business office.

Article VII.

Student Group Guidelines & Offenses

A. Guidelines

- a. President must attend the second CAB meeting of the semester;
- b. Treasurers will meet once a semester with CAB Treasurer;
- c. Treasurer must bring forth program proposals to CAB two weeks before date of event;
- d. Approved program proposals will be signed by the CAB President and CAB Treasurer and can be brought to the Director of Student Services for use of the credit card;
- e. Must advertise events four (4) days before event date.

B. Offenses

- a. Offenses will be determined by 2/3 majority of the CAB Executive Board at the time of the vote.
- b. Offenses are given based on of all guidelines hereby written in this constitution.
 - i. First Offense:
 1. Warning and \$50.00 charge from budget
 - ii. Second Offense:
 1. Final warning and \$50.00 charge from budget
 - iii. Third Offense:
 1. CAB Constituted; shall be demoted to CAB Chartered for one semester.
 2. CAB Chartered; shall be demoted to CAB Acknowledged for one semester.
 3. CAB Acknowledged; shall have their budget revoked for one semester.

Article VIII.

Amendments

A. Procedure

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

Article IX.

Initial Ratification

A. Vote

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

By-laws of the Constitution

Article I.

Officers & Duties

A. Officers

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

B. Officer's Duties

1. President
 - a. Shall call in session and organize each CAB meeting;
 - b. Shall ensure each officer fulfills their constitutional obligations;
 - c. Shall serve as official representatives to the community;
 - d. Shall ensure a review of the CAB constitution each spring;
 - e. Shall approve all official correspondence;
 - f. Shall prepare agendas for all meetings;
 - g. Shall stay in regular communication and meet once a week with the Student Life Coordinator.
 - h. Shall organize appreciation efforts for those who have contributed to CAB.
 - i. Shall be responsible for organizing two CAB events per semester
2. Vice President
 - a. Shall preside at all meetings in the absence of the President
 - b. Shall bring a copy of the previous weeks minutes to the meeting to be voted on
 - c. Shall assist President with his/her responsibilities
 - d. Shall be responsible for organizing two CAB events per semester
3. Event Chair (2)
 - a. Shall be responsible for professional assembly and distribution of advertising for CAB events including posting of fliers, chalking, design of table tents, and on-campus displays;
 - b. Shall collect and implement creative ideas for the promotion of CAB events;
 - c. Shall evaluate all CAB-sponsored events.
 - d. Shall be responsible for organizing two CAB events per semester
4. Secretary
 - a. Shall be responsible for taking, typing, distributing, and filing the minutes of all CAB meetings within 72 hours of the meeting's adjournment;
 - b. Shall maintain an accurate and current membership list, directory, and meeting and event attendance record;
 - c. Shall maintain an accurate and current list of those members with voting rights;
 - d. Shall be responsible for enforcing rules regarding voting rights;
 - e. Shall be responsible for organizing 2 CAB Events per semester
5. Treasurer
 - a. Shall maintain the CAB general account;
 - b. Shall make monthly reports on general spending of weekly activities;

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

Article II.

Elections

Section A. President

1. All students shall be eligible to participate in all referendums, petitions, initiatives, recalls, and elections; and any such member shall be eligible to be a candidate for the office of the CAB President provided that he or she meets the qualifications as set forth in Article III, Section A, Part 1 of the By-Laws.
2. All nominations for the candidacy of the CAB President shall be conducted at a general CAB meeting at the end of April, previous to the academic year the office shall be held.
3. Elections shall be held one week after the respective nominations with votes being cast by secret ballot. The CAB Advisor(s) shall count the votes.
4. In the case of a tie vote for any office, re-balloting shall take place as soon as possible.
5. No one person may hold more than one office in the CAB Executive Board.

Section B. Vice President, Treasurer, Secretary, Event Chairs

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

Article III.

A. CAB Executive Board Qualifications:

1. All nominees must have and maintain, upon election, a minimum cumulative 2.5 GPA.
2. All members of the CAB Executive Board who have two unexcused absences at CAB meetings in one semester are automatically dropped. The CAB Executive Board will determine an excused absence.

B. Removal From Office

1. Failure to fulfill the basic requirements of Article III, Section A
2. Conflict of interest with another recognized student club or organization

3. Failure to carry out that officer's duties
 4. An officer's removal shall be determined by the CAB Executive Board, Student Life Coordinator, and Director of Student Services.
- C. Replacement
1. In the event of resignation, graduation, or dismissal, the Executive Board is responsible for nominating new officers at the next scheduled CAB meeting.
 2. Replacement elections must satisfy Article II, Sections A through I.

Updated 8/2011

Residence Life

Residence Life Rules and Regulations

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

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

Visitor and Overnight Guest Policy

Visitors

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

Overnight Guests and Guests Passes

An overnight guest is defined as a guest staying later than 11 pm on Sunday – Thursday and staying later than midnight (12 am) on Friday and Saturday. Students are required to hand-in a guest pass for all overnight guests before 11pm on Sunday – Thursday and by midnight on Friday and Saturday. At the discretion of the RD, rare exceptions may be made for guests arriving after midnight in emergency situations. Unregistered guests will be instructed to leave the residence area by the Residence Life team.

During the first two weeks of each semester there is an overnight guest freeze for newly admitted students and their roommate in order to allow time for students to acclimate to academic and student life.

Daytime visitors are permitted during this overnight guest freeze, but must leave the residence area by 9 pm. Any host, or visitor, not in compliance with these policies could lose all guest privileges for the entire semester with even the first violation. The guest policy states that overnight guests are permitted on any night of the week. Each student (or indicated host) is only allowed 12 total overnight guest passes per month, and no more than two guest passes per night, per room.

Overnight guests are limited to 12 guest passes per month as well, regardless of the host. If applicable, permission must also be granted by the roommate of the host. Overnight Guest Passes must be completely filled out and submitted in person to a member of the Residence Life team (by 11 pm on Sunday – Thursday and midnight on Friday and Saturday). If the host misses the deadline to submit a guest pass or the pass is filled out incorrectly, the host may request an exception be made to the appropriate Resident Director or the Director of Student Services. Chester College of New England

reserves the right to deny such requests. (Commuter students are allowed to stay until 1 am Sunday through Thursday and 2 am Friday and Saturday without being considered an overnight guest.)

If the host misses the deadline to submit a guest pass or the pass is filled out incorrectly, the host may request an exception be made to the Resident Directors or the Director or Student Services.

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

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

Quiet Hours and Courtesy Hours

Quiet Hours

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

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

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

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

Courtesy Hours

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

Artwork in Common Areas

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

Contraband

Students must not bring contraband items into their room. Items that are not on the approved housing list are contraband. Contraband includes, but is not limited to, toasters, hot plates, and other items not on the list. Before bringing in an item, check with Director of Student Services because contraband

discovered in plain sight is immediately confiscated. Contraband discovered during an inspection is used as evidence in disciplinary action.

Cooking in Residence Halls

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

Drug and Alcohol Abuse Policy

The College does not permit alcoholic beverages of any kind on campus, with the exception of College-sponsored events that have the approval of the President and within approved rooms in Adams Hall. The College also maintains a zero tolerance level to the use of drugs. For detailed explanations of this policy, see the section on Drug and Alcohol Policy (pp 26-31).

Electrical Equipment

Health and safety precautions warrant the following regulations:

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

Fire Regulations

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

- No more than 50 percent of the total wall area in any room may be covered with combustible materials. These include, but are not limited to: posters, flags, pictures, and tapestries.
- Covers on electrical outlets, lights and smoke detectors may not be used at any time.
- Combustible material may not be suspended from the ceilings.
- Students must not tamper with fire and safety equipment such as fire extinguishers, smoke detectors or alarms. Any student(s) or guest who tampers with any fire or safety equipment will face strong disciplinary action.
- Students are welcome to bring some of their own personal belongings into their rooms as long as the Residence Life team approves these items. Prohibited items are listed on page 53 of the *Student Handbook* and may not be brought into the Residence Halls at any time.
- The cost for needlessly activating a false alarm is a mandatory \$200.00 fine. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to the residents of the floor or area where the alarm was activated.
- Any student that takes an excessive amount of time to evacuate or does not evacuate the residence during a fire drill or alarm will be subject to a \$200.00 fine.
- Fire extinguishers are in the residences for emergency use only. Individual(s) who discharge an extinguisher needlessly will face disciplinary action and will be charged a fine related to the property damage, cost of clean-up, and recharging the affected extinguisher.
- Except in an emergency, students may not go on the roof or fire escapes of any building
- A fire drill will be conducted at least once in both residences each semester.
- If the Residence Life team finds a fire hazard in a room of residence, the occupants will be fined \$50 for each hazardous violation and must remedy the situation immediately. If the

occupants fail to resolve the hazard(s), they will be subject to further penalties as described in the Code of Conduct and may lose their housing privileges.

Hall Meetings

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

Hazardous or Dangerous Weapons and Substances

The College prohibits the possession, storage, or usage of hazardous or dangerous weapons or substances on campus. 'Weapons' refers to, but is not limited to the following items: ammunition, explosives, firearms, BB guns, pellet guns, paint ball guns, knives that are double-sided or longer than 3 inches (with the exception of knives for the intention of cooking), or dangerous chemicals. In order to insure that proper decorum is preserved, the College retains the right to enter a student's room if it is determined that such items may be present. Strict penalties will be imposed if this regulation is violated.

Housing Probation

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

Housing Selection

All resident students must pay a *non-refundable* housing security deposit of \$200.00 by April 1st in order to secure a room for the following year. Housing will be given based by GPA, length of time residing on campus, and on a first come, first served basis. Students who would like to apply for a single room for the fall semester must submit the housing deposit and room preference sheet by March 1st in order to be considered. After this deadline the candidates with the highest GPA and most time spent residing on campus will be selected to fill the available single rooms. Students who deposit after April 1st will be placed on a waiting list, and all new students will be housed before late deposited students will be considered.

Key Deposit

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

Pets

Students are permitted to bring one quiet, caged, non-venomous pet into their residence hall room to live with them. Below is the list of guidelines students must follow in order to have a pet on campus; failure to comply with one or more guideline may result in the pet's temporary or permanent removal from campus.

- The pet must normally live the majority of its life in a cage/tank. The animal must not be prone to making noise and cannot be poisonous or dangerous.
- The pet agreement contract must be signed by all parties before the pet arrives.
- All animal feces must be disposed of properly on a regular basis. All waste materials and bedding should be placed in a heavy, sealed, trash bag and placed in building exterior dumpsters (not in the trash rooms). Nothing is to be flushed in the college septic system.

- Students must possess products that will appropriately treat, care for and clean pet "accidents."
- The pet is not allowed to roam around in either Residence Hall and will not be allowed in any non-residential campus buildings.
- All liability for actions of the animal will be the responsibility of the student, as they are the owner. The student is always responsible for the pet's behaviors and actions.
- Any concerns by residents, staff or other college personnel about health, safety, disruption, or damage should be directed to the student and the Director of Student Services. The Student MUST be receptive to complaints and respond accordingly.
- In the event of a formal grievance or significant complaint, the Director of Student Services will determine whether the continuation of the community pet and the Student's pet privileges are appropriate. If the decision is made to terminate the privileges and the presence of a campus pet, a reasonable period of time to effect the removal will be provided. (A formal grievance constitutes a written document identifying problems the person has with the pet).
- The Student must arrange for care of the pet when they are away on weekends, vacations, or extended periods of time.
- Damages: The Student is solely responsible for all damage caused by the pet to college property, including but not limited to the financial cost of replacing and/or reupholstering furniture, woodwork, tile, paint, etc. The same responsibility applies to the cost incurred in eliminating any odors caused by the pet, or in eliminating pet hair, dander, or other related items. The pet owner will take all necessary precautions to protect the property of Chester College of New England. Upon vacating the residence halls, in addition to the basic cleaning the maintenance staff provides, the Student is responsible to pay for additional cleaning needed as a result of the pet. Discretion for this decision lies with the Director of Student Services. Any unpaid damages will result in a registration HOLD on the Student's account.
- Allergies: Students should be mindful that other students and staff members may have allergies to their pet, and should be respectful of those individuals if this is the case.
- It is necessary to fill out a new contract every year; the student should communicate with the Director of Student Services about the status of their pet. This would include change of pet ownership, sickness or death.
- Pet Agreements will be signed on a case-by-case basis at the discretion of the Director of Student Services. Decisions made by the Director of Students Services are final and absolute.

Prohibited Items

The following items are prohibited in the Residence Halls:

- Drug paraphernalia and alcohol.
- Electrical appliances such as, but not limited to the following: space heaters, power tools, heat guns, hot plates, grills, toaster ovens, coffee makers, microwaves, and other small cooking devices.
- Kerosene, oil, lava, sun and halogen lamps.
- Flammable and/or combustible liquids and/or chemicals, including but not limited to: spray adhesive, spray paint, gasoline and paint thinner.
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof.
- Candles and incense.
- Waterbeds and beds other than twin size, water chairs, and spas.
- Dart boards and darts.
- Natural, cut trees, branches and/or greens (such as holiday trees, wreaths and garlands).
- Overloaded electrical receptacles and excessive strands of stringed lights (must not exceed three strands per room).
- Guns, knives (see pg 53 for exceptions), or other weapons including but not limited to: ammunition, explosives, firearms, fireworks, smoke bombs, sparklers, BB guns, pellet guns, paint ball guns, brass knuckles or dangerous chemicals.
- Satellite dishes mounted in any fashion to any interior or exterior area of a residence hall.

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

Projects Using Contraband or Prohibited Items

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

Room Inspections, Room Condition, and Furniture Inventory Contract

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

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

Common areas are the responsibility of all who live in the residence hall. Therefore, all residents of a given building must bear the cost of the repairs necessary for common areas. If an individual student is found to be the cause of college property defacement, \$100 plus the cost of the repairs will be charged to that student.

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

Room Use During Vacation Periods

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

Storage

Storage space on campus is very limited. International students have priority. Any student needing to store personal property must meet with the Residence Directors and the Director of Student Services to obtain permission, if storage is available. The College is not responsible for stored items. Personal

property left without arrangements for storage or past the storage time period become the property of the College.

Student ID Cards

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

Revised 8/2011

Financial Aid

Important Dates for Financial Aid

January 1st	Free Application for Federal Student Aid (FAFSA) may be submitted for the upcoming academic year.
March 15th	Chester College of New England priority deadline for Federal Financial Aid applications. Priority is given to applications <u>received</u> by the federal processor by this date.
May 1st	Fall Applicants: Recommended date to submit application for admission to the College to be considered for the Chester College of New England merit scholarship program.
Last Day to Add/Drop Classes	This date is included in the academic year calendar (found online and at the beginning of the Student Handbook and College Catalog). This is the date after which the Financial Aid Office verifies enrollment status and aid eligibility.

What Is Financial Aid?

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

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

Types of Aid Available

Federal Financial Aid

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

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant
- DIRECT Subsidized Loan
- DIRECT Unsubsidized Loan
- DIRECT PLUS Loan
- Federal work-study program.
- Campus Job program (institutional employment).

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

Federal Pell Grant

The Pell Grant is a Need-based grant offered by the Federal Government. Eligibility is governed by federal regulations and is determined by a standard formula created by the U.S. Department of Education. The amount of a Pell Grant award is also based on student enrollment status (full-time, 3/4-time, and 1/2-time.) Students who have already earned a four-year degree are not eligible for a Federal Pell Grant award.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Federal Academic Competitiveness Grant (ACG)

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

DIRECT Loan Program

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

DIRECT PLUS Loan Program

This is a government guaranteed loan program for parents of undergraduate dependent students. Parents may borrow up to the Cost of Attendance less all other Financial Aid received and the interest rate on this type of loan is typically lower than the interest rate for private education loans. This loan

is not a need-based form of financial aid and can, therefore, be used to help finance a family's estimated family contribution and/or any unmet financial need. **It is important to note that if a parent is denied for a PLUS loan you may be eligible for an increased unsubsidized loan.**

Federal Work-Study Program

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

Students with an accepted Federal Work-Study Award should consult the job opportunity listings on our website. Please remember that a Federal Work-Study Award does not guarantee that you will find a job on campus or that you will earn your full award. Funds are limited to typically students with high needs whom have completed a FAFSA prior to March 15.

Campus Job Program (institutional employment)

This program allows students to earn money to help them pursue their studies. Funds from this program are awarded to students directly from the college as a normal paying job. Students can apply to most positions on campus upon the discretion of the department heads.

State Financial Aid

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

Chester College of New England Scholarship Program

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

Other Sources of Aid

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

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

General Financial Aid Information

www.mapping-your-future.org

www.finaid.org

www.Collegeboard.com

Scholarship Search Resources

www.fastweb.com

www.Collegeboard.com

www.finaid.org

www.mapping-your-future.org

www.nhcf.org

www.nh93.org

How to Apply for Financial Aid

Federal and State Aid

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

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

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

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

Chester College of New England Scholarship Program

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

Who Is Eligible for Federal Financial Aid?

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

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

For more information regarding Selective Service, you can visit their website at www.sss.gov. Information regarding student loans can be found at www.nslds.ed.gov.

Verification

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

The following elements must be verified:

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

How Financial Aid Is Awarded

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

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

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

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

Cost of Attendance

Cost of attendance includes all the expenses a student is likely to incur while in attendance at Chester College of New England. It includes tuition and fees, room and board, books and supplies, travel expenses, and related miscellaneous expenses. However, a student may receive up to the Cost of Attendance in Financial Aid.

Appeals Process

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

Dependency Status

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

Financial Aid Awards

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

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

Satisfactory Academic Progress

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

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

Students' Rights and Responsibilities Regarding Financial Aid

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

Students have a right to:

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

Students have a responsibility to:

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

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

Borrowers are responsible for:

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

Borrowers have a right to:

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

- Cancel all or a portion of the loan by informing the school within 14 days after the date the school sends notification, or by the first day of the payment period, whichever is later. If funds were received by check, they may be refused by returning the check.

Chester College of New England Federal Work-Study Program and Campus Job

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

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

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

Benefits of Working On-Campus

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

Federal Work-Study

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

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

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

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

Campus Job

Campus Job (institutional student employment) is an employment program funded by Chester College of New England. Students who participate in this program generally do not qualify for Federal work study or have used up Federal work study funds. Student hours are given upon the discretion of the department heads and are based on department budgets. If you are a Federal Work Study recipient and have used up your awarded funding you may be eligible to continue working as a campus job recipient.

Chester College of New England

Federal Work-Study and Campus Job Program Guide

Why Work On-Campus?

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

Job Postings: Current on-campus Federal work-study and Campus Job opportunities will be posted online.

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

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

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

Work Hours: All students participating in the Federal Work-Study Program are limited to working 15 hours per week. If a student has more than one job, the total number of hours worked per week for both jobs may not exceed 15. The majority of students work an average of 5-10 hours per week.

Community Service: Only students with a Federal Work-Study Award who are eligible to receive a Federal Work-Study Award, have the opportunity to work in a community-service-related job. The hours worked will be paid at a rate of \$7.25/hour. Students will need to coordinate their community service work hours with the Financial Aid Office and Student Services Office.

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

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

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

Paychecks are issued on the 15th of each month.

Most work-study jobs are paid at a rate of \$7.25/hour. If the hourly wage is different, the hiring supervisor will notify you.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Non-Discrimination Policy

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

Revised 8/2010

Family Educational Rights and Privacy Act of 1974

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

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

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

DEFINITIONS

The Family Educational Rights and Privacy Act of 1974

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

Education Records

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

The term Education Records does not include:

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

Eligible Student

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

Student

Any individual who is, or has been, in attendance at Chester College of New England and regarding whom the College maintains education records. This includes any individual who is officially registered or has been officially registered and in attendance at the College. A person who has applied for admission to, but has never been in attendance at the College (such as various departments,

schools, or degree programs which may comprise the College,) is not considered a student to which an application for admission has been made.

Parent

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

Eligible Parent

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

Attendance

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

Directory Information

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

Directory information **cannot** include:

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

Disclosure

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

Personally Identifiable Information

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

School Official

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

- a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff)
- a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent)

- a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks or
- a person or student serving on an official committee (i.e. disciplinary/grievance, scholarship.)

Legitimate Educational Interests

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

Law Enforcement Unit/Official

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

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

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

Law Enforcement Records

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

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

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

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

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

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

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

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

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

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

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

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

Access to Student Education Records By Students and Eligible Parents

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

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

To access an educational record, please follow these guidelines:

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

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

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

Transcripts

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

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

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

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

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

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

Record keepers at Chester College of New England are expected to consult with the Vice President of Academic Affairs and Student Services prior to denying access to an education record.

Disclosure of Education Records

Directory Information

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

Access & Disclosure of Education Records by Parents

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

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

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

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

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

1. Chester College of New England officials or their agents who have a legitimate educational interest in student records or data. This includes a person or persons employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff.) A College official is a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks; a person or student serving on an official committee (i.e. disciplinary/grievance, scholarship.)
2. Officials of another institution where a student seeks to enroll or is enrolled.
3. Authorized representatives of institutions from which a student has received financial aid or with which a student has applied for financial aid are entitled to access if needed to determine eligibility for, the amount of, or the conditions for aid, or to enforce terms or conditions of such aid. Financial aid

means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.

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

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

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

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

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

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

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

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

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

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

Re-disclosure of Information

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

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

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

Amending Educational Records By Student

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

Process for Amending Education Records

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

Hearings Related to the Amendment of Education Records

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

The hearing will be held within a reasonable time after the request for the hearing is received (not to exceed thirty days), unless the parties agree to a continuance. The College will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing. The hearing may be closed in whole or in part upon the request of the student.

During the hearing, the College shall give the parent or student a full and fair opportunity to present evidence relevant to the challenge to the content of the education record. The parent or student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney. The individual conducting the hearing will receive all relevant evidence and

testimony and after the conclusion of the hearing, will make a decision within fifteen business days. The decision will be based solely upon the evidence provided, will include a summary of evidence, reason for the decision, and will be provided to both parties in writing.

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

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