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Hesser College

Dear Students:

I am delighted that you have decided to join or return to the Hesser College community. You are now part of an engaged academic community of learners and professionals who are here to help you excel both academically and professionally. As a part of this community, we all have a responsibility to one another. This Student Handbook provides a detailed accounting of your individual rights and responsibilities, as well as providing valuable resource information. One of the keys to success here is being informed, and this Handbook is designed to give you some basic information. The policies apply to all enrolled students and should be used to compliment the Academic Catalog which is available from the office of Admissions.

College is about learning and becoming educated. Hesser offers you opportunities to develop career goals, a positive sense of self, leadership skills and a chance to meet people that are alike and different than you are. It is my hope that you take advantage of all we offer; attend events, meet new people, join some student clubs, participate in athletics, ask questions, open your mind to new experiences and become the person you want to be.

In closing, I want to remind you that there are many dedicated professionals at the College who are available to assist you throughout your stay. Should you encounter any difficulties, or you just wish to talk with someone, please do not hesitate to call on anyone. Your Academic Advisor can also be of great assistance! We are proud to have you as a member of the community. Welcome and good luck.

Respectfully,

Harold Ray Griffin, PhD
President, Hesser College

MISSION, PURPOSE, AND OBJECTIVES

Mission Statement

The mission of Hesser College is to provide a high quality, student-oriented, professionally focused, affordable learning experience. Our programs foster student learning with opportunities to launch, enhance, or change careers in a diverse global society.

Purpose

The College is committed to general education, a student-centered service and support approach, and applied scholarship in a practical environment.

Objectives

- Offer educational opportunities to students who demonstrate interest, motivation, and effort. Hesser College endorses the learning opportunities “enumerated in the Boyer Commission Report on Reinventing Undergraduate Education.”
- Provide intensive and comprehensive instruction using educational practices that strengthen student academic achievement.
- Provide all students, especially students who are underprepared academically, the support services needed to be successful college students.
- Instill in the students the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of culture and diversity.
- Plan and provide facilities and resources that respond to the needs of students, faculty, and staff.
- Assist students in developing professional attitudes, values, skills, and strategies that foster success in their careers and in life.
- Prepare students to meet the ever-changing needs of their communities now and in the future.

GENERAL INFORMATION

Food and Beverage

Beverage and food are for consumption in the cafeteria and student lounge areas. Food / beverages are not allowed in the labs or library.

Smoking

Hesser College is a “smoke free” college. Smoking and smokeless tobacco is prohibited in the building and 25 feet from an entrance. Smoking is permitted outside in the designated area only.

Cell Phone Policy:

Because cell phones and pagers can be disruptive in the class and learning environment, these devices must be turned off or on meeting/silent mode before entering the classroom. Additionally, the instructor reserves the right to deny or limit use of other electronic devices including laptop computers, personal assistance devices, etc.

E-mails

Hesser College’s IT Department will set up e-mail accounts for every student who enrolls. E-mail addresses are typically the first and last name of the student. (Example: Tim Jones: TimJones@student.kaplan.edu)

Immunizations

All applicants planning to stay in the residence halls are strongly encouraged to maintain a current set of immunizations. A current list of the immunizations recommended by the State is located in the Admissions Office, as well as in the Residential Life Office, and also available upon request.

Health Insurance

Hesser College recommends that all students carry health insurance. If you do not have health insurance you may purchase insurance through the college.

Room/Office/Classroom Search

For the protection and safety of others, Hesser College safety officers reserve the right to search Hesser property. Approval for a search will be granted by the Office of the President or authorized designee. Permission is not required from the occupants and full cooperation is expected. A search conducted by a College official will not be restricted due to the absence of any or all of the individuals involved. See the Residence Life section for more detailed policy and procedure information regarding the residential search protocol.

Academic Skills Center

The Center is dedicated to offering programs and services, which will give every student the opportunity to succeed at Hesser and in his/her chosen career. Services are for both day and continuing education populations and include, but are not limited to the following:

- Nationally Certified Peer Tutoring Program
- Computerized Basic Skills Assessments
- Developmental courses in writing, math, and study skills
- Assistance for students on academic probation or Student Success Agreements
- Services for students with documented disabilities

Hours of Operations:

7:30am – 9:00pm Monday through Thursday

7:30am – 4:00pm Friday

9:00am – 1:00pm Saturday

The hours of operations may be modified to accommodate the needs of students especially around mid-terms and finals.

Students Seeking Reasonable Accommodations

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek assistance to make their needs known at the time of enrollment or disability. Documentation to support the disability must be provided to the College at the time of the request. All requests for accommodations should be made, verbally or in writing, to the Manager of the Academic Skills Center/Disabilities Coordinator.

Cancellation of Classes

Classes may only be cancelled with express permission from the Office of the President. In the event classes are cancelled due to inclement weather or an emergency, check your local radio and television stations. If a class is cancelled for reasons other than inclement weather or an emergency, you'll be notified, in advance, of the scheduled class session. In all instances of class cancellations, the time missed will be made up during the same semester or term.

Snow Removal

Snow removal operations for Hesser lots are a sub-contracted service, thus dependent on availability of contractors. Typically, snow removal begins shortly after the evening classes end at 10:30 p.m. Reasonable efforts will be made to inform students about the process as soon as possible. Residential students must make arrangements to move their vehicle to the announced lot, prior to the start of the snow removal. In the event that a student fails to move his/her vehicle, it will be removed at the student's expense. If you are going to be away from campus but your vehicle will be here, it is recommended that you make plans with a friend to respond to the snow removal process.

Bookstore

The Hesser College bookstore is conveniently located on the first floor, just off the main lobby, and is easily accessible from all classrooms and residence halls. The bookstore stocks all required textbooks for courses offered at Hesser College. (See returns policy below). Additionally, a large selection of study guides and school supplies are made available to help ensure your success in the classroom.

The bookstore is also your local convenience store, stocking a wide selection of snacks, drinks, newspapers, magazines, and numerous other items. Be sure to check out the selection of Hesser gear: sweatshirts, t-shirts, shorts, hats, and many other apparel items, which are designed to show your school spirit and pride.

Book Return Policy

Books may be returned for credit within the “Add/Drop Course Period,” generally 6 business days from the start of classes for evening students and 10 business days from the first day of classes for day students. Your bookstore sales receipt will show the last date for returns.

Returns will not be allowed after that date. Returns are only accepted if a receipt is presented and the book is in NEW condition and has not been marked in any way. Textbooks that are shrink-wrapped or contain software are not returnable if the original packaging has been removed.

- Credit Card purchase – credit issued back to the account
- Cash purchase – cash refund (occasionally a refund check may have to be issued by Accounting)
- Check purchases – cash refund after bank clears check (10 day waiting period)

NOTE: Hesser College bookstore does not buy back “used books.” Several times a year an independent company comes to Hesser to buy back books (dates will be posted).

Library

The Kenneth W. Galeucia Memorial Library, located in the west wing on the Manchester campus, is open six days a week during the academic year. The variety of informational resources available in the library includes books, periodicals, audio tape, videotape, electronic databases and assistance on how to use them. The library staff provides information-literacy instruction to individuals and classes throughout the year. Reference assistance is available on site and by phone during all open hours and by email. The facility makes available a meeting room for videotape viewing and study groups, tables and study carrels, a photocopy machine, class reserve materials and a variety of computerized database search systems including Internet access. The library also offers audiovisual materials and equipment for classroom use.

The library is pleased to offer access to over 50,000 electronic books, enhancing our existing offerings of electronic resources, print materials, videos, and DVDs. The new electronic resource, called NetLibrary, is the second electronic-book resource made available to the Hesser community over the last year. In fall 2007, K.W.G. started a subscription to ABC-CLIO, online reference books with a social issue focus.

NetLibrary is part of a package of online library services that Kaplan Higher Education subscribes to through the library at the University of Alabama – Huntsville (UAH). Look for more news about UAH services as each one is fully integrated with the other resources from K.W.G. Memorial Library Services.

What is an electronic book any way?

Electronic books (known as “E-Books”) are entire books that you can access on the Internet. You can also print excerpts or individual pages. Some books are print books that have been scanned and turned into a digital file. Others are created as digital files, and can be printed or saved more or less the same way a Web page would be. As an Internet-based resource, the electronic books can be accessed virtually anywhere and at anytime.

So what can you do on NetLibrary?

- Once you sign in, you can:
- Search for books by subject, title, or author
- Use your account to save your favorite titles – they’ll be there when you sign in again
- Search by keyword in the book itself
- Create and save notes for yourself
- Browse the Table of Contents
- Look up words in an online dictionary
- Students at the Concord, Nashua, Portsmouth, and Salem campuses have full privileges to the College's main campus library resources. At each campus, students can utilize computer linked access to the library's intranet web page to search its online catalog.

Resources: (user IDs/passwords must be obtained from library staff and are subject to change)

- EBSCOhost
- Oxford Reference Online
- Health & Wellness Resource Center
- ABC-CLIO eBooks
- NetLibrary

Library Hours – Manchester Campus

Monday through Thursday.....8:00 a.m. to 9:30 p.m.
Friday.....8:00 a.m. to 4:00 p.m.
Sunday.....4:00 p.m. to 8:00 p.m.

Career Services

Career Services supports students with a wide variety of career planning and preparation activities, as well as placement assistance. Services include, but are not limited to:

- Career counseling;
- Assistance in job placement for full-time employment, part-time employment, and summer employment, utilizing a continuously updated list of many job opportunities;
- Workshops and seminars on job searching techniques, resume writing, and interviewing skills;
- On-campus recruitment, which includes two major job fairs;
- A resource library with information on various topics pertaining to employment trends, occupational outlook, and effective job searching; and
- Life time assistance for alumni.

Holidays

The College will be closed on the following days in 2008-2009:

2008

Labor Day	September 1
Thanksgiving Day	November 27
Day after Thanksgiving	November 28
Christmas	December 25
Day after Christmas	December 26

2009

New Year's Day	January 1
Civil Rights Day	January 19
Memorial Day	May 25
Independence Day	July 4

Children

Children are not allowed in the classrooms or labs nor are they to be left unattended in any of the campus areas. The college does not provide childcare services and cannot assume responsibility for their health and safety. Contact Student Life for a list of child care resources.

Guests

All persons visiting Hesser College are required to sign in and out at the safety desk (at Manchester) and reception desk (at instructional sites). Visitor badges will be issued to visitors and they are required to wear their badges at all times unless otherwise directed.

Parking

Sufficient parking is available at all locations. Check with the front desk at your site to secure a parking permit.

ID Cards/Campus Safety

Your safety is always of greatest concern at Hesser College. Students, faculty, and staff are issued ID cards by Hesser College. ID cards must be worn at all times. Persons occupying Hesser College buildings and not visibly displaying a Hesser College ID badge will be assumed not to be a student or other such authorized person and may be required to leave the building or grounds. Hesser College ID badges are required for library and other services. Many local businesses, including some bus lines, will provide discounts for persons displaying a Hesser College student ID (be sure to ask the particular business).

Rear doors to Hesser College buildings are normally locked during evening hours. While you are always able to exit our buildings, you may not be able to reenter if the doors have been locked for security purposes. Uniformed security personnel may also patrol some Hesser College buildings and grounds. All members of the Hesser community are urged to exercise common sense precautions and report any suspicious activity to Hesser College security/courtesy officers, faculty, administration, or staff immediately.

Emergency Situations

In a life-threatening emergency, immediately dial 911. Students should then follow the posted exit instructions.

All Hesser College facilities are equipped with fire detection systems that are wired directly to fire/emergency services. The fire alarm system, fire fighting equipment, and appropriate procedures are maintained for the protection of life and property of all persons.

Tampering, disabling, falsely activating or destroying any fire alarm system or fire fighting equipment is a serious violation of Hesser College policy and will result in expulsion from the College and may also carry criminal or civil penalties. Failing to exit any building upon the sounding of the fire alarm, or upon direction of Hesser College personnel, is also a serious violation of College policy and may additionally be in violation of local and state laws.

Fire doors may not be propped open at any time, nor may doors exiting the building be blocked or fastened in such a manner that a person would not be able to open the door from inside.

Student Health Services

Health/counseling services are available for addressing minor illnesses, injuries, and short-term personal counseling issues. These services are confidential and available to any registered student with a completed medical history on file. The medical staff can make referrals and any costs incurred are the responsibility of the student. Campus Safety is available 24 hours a day to assist with medical emergencies.

Crime Awareness and Safety Act

Hesser College will make available information to all students to keep them informed of Hesser College policies and procedures for maintaining campus security (Cleary Act). This information provides details of measures for crime prevention, instructions for reporting crimes, and statistics for crimes that have been reported on or in Hesser College properties. Annual reports are available through the Hesser College website:

<http://www.hessercollege.com/NR/rdonlyres/DC817B1D-3EFD-4ECC-93B6-C77E943C37B7/0/030ManchesterCampusSecurityWebsiteInfo.pdf>

A copy of the report is available in the Office of the President.

Student Government Association

The Student Government Association (SGA) serves to represent the voice of the students to the administration. The SGA provides consultation of college-wide projects; assists in the development of programs; hosts an annual “sound-off” event; and works to enhance the quality of student life. The Association is made up of an executive board and senators from the residential and commuter populations. Elections are typically held each fall. Contact Student Services, at 603-296-6377, for more information.

REQUIRED PAPERWORK – PROOF OF GRADUATION OR EQUIVALENT

IF YOU WANT TO TAKE OUR CLASSES, YOU HAVE TO SHOW US PROOF!

In order for you to receive credit for your courses at Hesser College, we MUST have proof of your high school graduation or equivalency.

WHAT CAN YOU DO?

If you have your original diploma or GED certificate, bring it in to us within 30 days of starting your classes, and we will make a copy.

WE MUST SEE THE ORIGINAL!

If you do not have the original document, you MUST fill out a transcript request form, and WE will send it to your school to ask for your records.

SOME THINGS YOU SHOULD KNOW:

- If you do not prove to us that you graduated from high school (or received a GED) within 30 days of starting your classes, you will be dismissed from your courses and will not be able to continue at the school until you have submitted this proof.
- This means you will have to wait until the following term to begin classes and will have to repeat the ones you had already started.
- You **MUST** contact us each week to ensure that the transcript was received.
- If we have not received the transcript, you must call your High School or GED granting agency, and ask them to get us your record **AS SOON AS POSSIBLE**.

IF YOU ATTENDED AN ADULT EDUCATION PROGRAM OR EVENING DIVISION OF YOUR SCHOOL:

Please be sure that you specify this on your Transcript Request Form. Otherwise, the high school or agency might not be able to locate your records when we ask for them.

QUESTIONS?

Please feel free to ask you Admissions Representative if you have any questions about this process.

Please note: Students who take courses and pay for them as non-degree students, do not need to show proof of graduation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students and their parents certain rights with respect to their education records including:

*The right to inspect and review the student's educational records during normal school hours, with an appointment, within 45 days of the day the President receives a request for access. The College neither permits students to inspect or review confidential student guidance notes maintained by the College, nor financial records (including any information those records contain) of their parents or guardians.

*The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record should submit a written request to the Executive Director, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or a violation of privacy. If the College decides not to amend the record, the College will notify the student of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.

*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 prior consent from the parents and the eligible student. The College may neither release nor disclose personally identifiable information contained in a student records to outside employers, agencies, or individuals, without first securing a written release from the parent or eligible student, unless permitted by the Act.

With one exception, which permits disclosure without consent 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 personnel and health staff) or a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the College discloses educational records without consent to officials of another school in which student seeks or intends to enroll.

*The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hesser College to comply with requirements of FERPA. The name and address of the Office that administers FERPA is:

ACADEMIC AFFAIRS

Changes in Programs or Policies

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, course sequences in programs, or locations, etc. in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

The College is required to make changes in programs or policies when ongoing federal, state, or accrediting changes affect students currently in attendance.

Change of Majors or Programs of Study

Efforts are made to direct students to the program of study best suited to their individual goals and abilities. However, students may request a change of major by completing the required change of major request form. Program transfers must be approved by an academic Dean, a Financial Aid Officer, and the Registrar. Program transfers may substantially impact financial aid eligibility, and addition charges for a program transfer may be assessed. All coursework from previous programs that applies toward the new program will be used in calculating satisfactory academic progress (SAP). SAP standards are uniformly applied to all students at the College. Refer to the College catalog, under the section entitled: "Satisfactory Academic Progress Standards", for details regarding these standards. For some programmatic majors, students must complete a new application and will be charged the current tuition rate for the newly selected program.

First-term students wishing to transfer to a new program will be charged the current tuition rate for the remaining term in the newly selected program. Students transferring after the start of their term may incur financial charges in addition to those indicated above.

Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

1. Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the "Conduct" section of the catalog.
2. Fails to maintain satisfactory academic progress.
3. Fails to meet attendance standards.
4. Fails to meet financial obligations to the College.

Time on suspension will be counted as an absence from College and cannot exceed the allowable absences stated in the attendance policy.

Withdrawal from College

Most students who begin classes at Hesser College successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the College require the students to withdraw from college. Please refer to the “Refund Policy” located in the college catalog for specifics regarding withdraw procedures and tuition refunds.

Withdrawal from Courses

Students who withdraw from a course by the withdrawal deadline will incur no academic penalty; however, annotation of withdrawal will be on their permanent record. Students should consult the academic calendar for official withdrawal period dates.

Any student not attending a course and not officially withdrawing will be issued a final grade based on all course requirements including all those completed and not completed. This grade, even if an F, will be used in computing the students’ grade point average. The student remains responsible for any financial obligation contracted.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the College with the name and address where the transcript will be mailed. A fee will be charged for additional copies and must be paid in advance before they are processed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. Official transcripts will not be released for students who have a past due account with the College.

Academic Progress Appeal Procedures

Students have the right to request an academic appeal within 90 day for a grade appeal or 10 days for a dismissal appeal. With these time limits, the student may request an appeal by submitting a written request to the Office of Academic Affairs at the Manchester Campus. The request should explain the circumstances that the student believes would have a bearing on the grade change/reinstatement. Formal guidelines for all appeals are available in the Office of Academic Affairs.

The Office of Academic Affairs will review the student’s request for an appeal to determine whether the situation has extenuating circumstances from which an appeal should be based. If so, an Appeals Committee will review the student’s appeal, the student’s academic record, and the student’s attendance record, and may call upon the student’s instructors to determine relevant information.

Based on this review, the Committee will determine if the student will be reinstated (or if the grade will be changed). The student will be notified, in writing, within five (5) business days of the Appeals Committee’s final decision.

STUDENT CONDUCT CODE

Preamble

All students are expected to conduct themselves on campus and at college-sponsored activities with an appropriate regard for the rights of others. Students are expected to treat faculty, staff and other students with courtesy, professionalism and respect. Students have not purchased with their tuition the right to engage in disruptive conduct.

The College reminds all students that while on campus, a student is expected to exercise common sense and good judgment, consistent with the College policies. Whether on or off campus, a student is required to comply with all state, federal, and local laws, regardless of home state, or country. Violations will result in disciplinary action, up to and including suspension or dismissal from the College.

The College reserves the right to contact the parent or legal guardian of any student who is under 21 and found to be responsible for violating the College alcohol and/or drug policy. The College believes that such a partnership approach affords more support to the student. We also reserve the right to contact parent/guardian when a student is suspended or dismissed from the residence halls or College.

Additional academic standards and student conduct violations (i.e., cheating, plagiarism, lying, or attempted cheating) are addressed in more detail on pages 21 and 22 of the Hesser College Catalog. The College reserves the right to alter the sanctions.

In all cases where the safety and security of the accused, other students, staff, or faculty is deemed at risk, the College reserves the right to remove any student/guest and to immediately restrict the student/guest from the residence halls and/or College property pending further review of the matter by Student Services and/or the Safety department.

Where independent assessment by a licensed medical professional is deemed necessary to determine a student's suitability for reinstatement, such a referral will take place prior to any decision being rendered relative to reinstatement.

The rules and regulations may be amended from time to time and will be communicated to students in publications and posted notices including but not limited to student publications, housing contracts, Course Catalogs and other official publications/notices.

Actions and Definitions

The below list identifies unacceptable behavior that will be sanctioned. The right to impose sanctions shall be reserved for the President and his/her designees.

Examples of unacceptable conduct include but are not limited to:

- a. All forms of dishonesty including cheating, attempted cheating, plagiarism, forgery, and intent to defraud through falsification, alteration or misuse of College documents.
- b. Theft of, or deliberate destruction, damage, misuse, possession of or abuse of College property or the property of private individuals associated with the College.
- c. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings or other College activities.
- d. The use of or being in the presence of alcoholic beverages or controlled substances on the College, residence halls, externship, clinical or fieldwork property, including the purchase, consumption, possession or sale of such items. This also includes paraphernalia.
- e. The use of any tobacco products in the College buildings, and eating or drinking in the hallways, classrooms or any location other than designated areas.
- f. Bringing animals onto College property. No animals are allowed unless they are assisting the physically impaired or are being used as a classroom subject.
- g. Bringing children into the College (teaching areas and residence halls). The College does not provide childcare services and cannot assume responsibility for their health and safety.
- h. Violence or threats of violence toward persons or property of students, faculty, staff, or the College, including but not limited to false alarms.
- i. Physical abuse, verbal abuse, intimidation, harassment, coercion, stalking, and/or any conduct that threatens or endangers the physical or psychological health or safety of any other person.
- j. Rape, including acquaintance/date rape and sexual assault in any form.
- k. Bringing in and/or using dangerous items such as explosives, firearms, or other weapons, concealed or exposed, on College property.
- l. Failure to comply with all emergency evacuation procedures, disregarding safety practices, tampering with fire protection equipment, or violation of any other health and safety rules or regulations.
- m. Improper use of email and Internet access.
- n. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
- o. Inappropriate use of pagers, cell phones, or electronic devices.
- p. Unauthorized presence in or forcible entry into a College facility or College related premises.
- q. Forms of gambling.
- r. Failure to comply with request/directions of College officials, including but not limited to Faculty, Safety Officers, Resident Assistants, and Resident Directors acting within the scope of their employment responsibilities.
- s. Aiding or abetting any conduct described above.
- t. Failure to comply with any regulation not contained in official College publication but announced as administrative policy by a College official or other person authorized by the President of the College.

*weapons are further defined to include but are not limited to: firearms: rifles, pistols, potato guns, paint pellet guns, sling shoots, bows and arrows knives: daggers, stilettos, switchblades, sword cane, dirk knife, butterfly knife, or any knife with a blade over three (3) inches; martial

arts materials: swords, butterfly knife, spear, throwing stars, throwing darts, nun chucks; other: metal knuckles, studded neck chokers.

Sanctions

The following sanctions apply to person(s) found responsible for violations of the Code of Conduct. The sanctions are imposed under the direction of the Dean of Students. The College reserves the right to impose sanctions in any order, regardless of the offense. One may be assigned more than one sanction for each violation. The College is not limited to the below listed sanctions, and sanctions can be combined based on the nature of the violations that the student is found responsible for.

In all cases where the safety and security of the accused, other students, staff, or faculty is deemed at risk, the College reserves the right to remove any student and to immediately trespass the student from the residence halls and/or college property pending further review of the matter by Student Services and/or the Safety department.

Where independent assessment by a licensed medical professional is deemed necessary to determine a student's suitability for reinstatement, such a referral will take place prior to any decision being rendered relative to reinstatement.

Written Reprimand

This is a written warning that establishes an active discipline file. The reprimand notes that the behavior is unacceptable or inappropriate and continuation and/or repetition of behavior may be cause for further action.

Fine

A mandatory payment of a specific sum of money imposed as a result for a violation. Examples include but are not limited to:

Repeated lockouts—typical minimum fee is \$10 per lock out

Animals or pets (except fish or certified guide dog) in College facilities are prohibited for health and sanitation reasons—typical minimum fine is \$50

Vandalism—restitution for item(s)

Use of candles, open flames or incense—typical minimum fine is \$50

Tampering with or disabling fire equipment—typical minimum fine is \$500

The Department of Safety reserves the right to fine for parking and safety related violations

If assessed a fine, Student Accounts will be notified and the charge will be posted to student bill.

Limited Participation

A student may have the privilege of participating in an activity or program or athletic event revoked. This is done for a specified event/period of time. Failure to adhere may result in additional sanctioning.

Community Service

A student may be assigned a project with a set number of hours and a completion date. Examples of service include clean-up, event attendance, event set-up and clean up, and assistance in the kitchen area. Improvement of self and contribution back to the community are the ultimate goals. Failure to complete the service may result in additional service hours and/or weekend suspension.

Trespass from a location

A student and his/her guest may be trespassed from the College or a particular area until an investigation of the alleged incident can be undertaken. A trespass notice will identify the location(s) you are trespassed from and the reason for the action. If you return to an area that you have been trespassed from, you risk arrest. Trespass notices may be appealed to the Director of Safety.

Probationary Contract

The specifics of the contract will vary from case-to-case, but generally a probationary contract consists of a written agreement between the student and the Office of Student Services. The student must sign and adhere to specific stipulations. If the student fails to meet any of the stipulations in the contract, or violates the contract, more serious disciplinary action may be taken. The contract will identify a definitive period of time.

Suspension from the Residence Halls

Suspension requires that the student leave and/or move out of the residence hall for a specified amount of time. When it is deemed necessary, the suspension will be effective immediately. During the suspension, students who violate this sanction will be considered trespassers and subject to arrest. They may also be dismissed from the residence halls or the College permanently. Parent(s) may be notified of suspensions.

Dismissal from Residence Halls

Serious and/or repeated violation(s) may result in dismissal from the residence halls for a specified amount of time. The student may/may not be eligible to return to housing. When it is deemed necessary, the dismissal will be effective immediately. During the dismissal, students who violate this sanction will be considered trespassers and subject to arrest. Parent(s) may be notified of dismissal. If one is dismissed, one is expected to leave the premises within a reasonable amount of time following the dismissal and will be escorted by a member of the Safety staff to gather belongings. Student is expected to make alternative housing arrangements.

Suspension from the College

Very serious and/or repeated violations may result in suspension from the College for a specified amount of time. Suspension requires that the student leave the College for a specified amount of time. When it is deemed necessary, the suspension will be effective immediately. During the suspension, students who violate this sanction will be considered trespassers and subject to arrest. Parent(s) may be notified of suspensions. If student is a residential student, they are expected to make alternative housing arrangements.

Dismissal from the College

Very serious and/or repeated violations will result in dismissal from the College. When it is deemed necessary, the dismissal will be effective immediately. Student may not reapply for admission. Parent(s) may be notified of dismissal. If student is a residential student, they are expected to make alternative housing arrangements.

These sanctions apply to violations that are imposed by the Office of Student Services. The College reserves the right to impose sanctions in any order, regardless of the offense. One may be assigned more than one sanction for each violation. The College is not limited to the above listed sanctions, and sanctions can be combined based on the nature of the violations that the student is found responsible for.

Additional terms may include referral to other offices for specialized education, counseling, certification of health status, education projects, community service, and/or work on campus.

Conduct Violation Classifications

Level I violations

These violations are problematic, particularly in the residence hall community. The sanctions may be combined and include but are not limited to community service, written warning, confiscation of equipment, restriction from a floor or event/program, fines, educational workshop attendance, assistance with a program, apology, fine, restitution, loss of privilege.

Examples of Level I violation(s):

- Failure to present student identification when requested
- Failure to comply with request/directions of College officials including Faculty, Safety Officers, Resident Assistants, and Resident Directors acting in the performance of their duties
- Smoking in a non-smoking designated area-this includes smoking in a room in the residence halls that has been designated as a non-smoking floor
- Failure to comply with parking policies
- Running a business “fee for service, items for sale” operation on Hesser property
- Use of a student ID other than your own
- Unauthorized pet(s)
- Prohibited electrical appliances in residence hall rooms
- Possession of prohibited items in a residence hall room (i.e. air conditioner, space heater, halogen lamp, incense)
- Use of electrical equipment in bathrooms (i.e. radio, laptop)
- Guest policy
- Health/safety hazard (littering, room neglect, smoking, cinderblocks)
- Burning of cloves, incense, or candles in room-open flame
- Changing of residence room without approval from Student Services
- Being present in any unauthorized area of the campus
- Failure to respect the privacy of other students in their rooms
- Missing or open screens
- Use of opposite gender bathroom

- Unauthorized solicitation and/or use of College equipment
- Use of, possession, procurement, in the presence of alcohol
- Activities such as riding skateboard, cycling, rollerblading, bouncing balls, and squirting water guns in inappropriate locations (classrooms, hallways, residence halls)
- Cheating or attempted cheating on class assignments
- Plagiarism
- Repeated level I violations will be sanctioned as a level II

Level II violations

These violations are considered more serious and may result in a probationary contract, severe fines, dismissal and/or suspension from Housing and/or the College.

Examples of level II violations:

- Alcohol policy (also note that parents will be notified on second offense)
- Drug possession, possession of items known to be associated with the use of drugs, use of drugs or being in the presence of (also note that parents will be notified on first offense)
- Possession of items known to be associated with the use of drugs (also note that parents will be notified on first offense)
- Discarding of any item from windows or from building into school lots
- Violation of probationary contract
- Damage to College property
- Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings or other College business/activities
- Possession and/or use of fireworks
- Any verbal or written harassment of any student, visitor, staff, or faculty member, which affects the general quality of life on campus
- Any behavior which involves a confrontation with a student, staff, or faculty member
- Any behavior that creates an unsafe, intimidating, or threatening environment for another Hesser community member
- Falsification of or unauthorized use of any Hesser College document
- Forgery
- The creation and/or distribution of false identifications
- Failure to follow Hesser College Emergency Action Procedures in a timely fashion
- Acts which result in damage to Hesser College property
- Repeated level II violations will be sanctioned as a level III

Level III Violations

These are considered and represent conduct that poses a great threat to the community. Violators may be immediately suspended and/or dismissed from the residence halls and/or the College pending further review of the matter by Student Services. Where independent assessment by a licensed medical professional is deemed necessary to determine a student's suitability for reinstatement, such a referral will take place prior to any decision being rendered relative to reinstatement.

Examples of level III violations:

- Possession of drugs with intent to distribute (also note that parents will be notified)
- Civil or domestic physical violence
- Assault
- Use of OC spray in an inappropriate manner
- Theft from the institution or from any student, staff, or faculty member
- The Computing Technology policy
- Any behavior that creates an unsafe, intimidating, or threatening environment for another Hesser community member
- Unprivileged, unwelcome sexual advances
- Sexual harassment
- Hate/bias crimes
- Hazing
- Possession and/or use of weapons
- Rape or uninvited sexual contact of any kind
- Stalking
- Threat or danger to self
- Violation of probationary contract
- Tampering with or maliciously setting off fire alarm devices or extinguishing devices
- Arson

The list of examples is intended as a guide and is not to be interpreted as all-inclusive.

The Dean of Students or designee may impose sanctions based on the evidence considered in connection with a case. The decision will be documented. The student will sign and date an “acknowledgement of receipt” at the time the written notification of sanction is given. Refusal to sign and date the acknowledgement will not delay the execution of the sanctions. The issuer will document that the student refused to sign the “acknowledgment of receipt” and a hard copy will be mailed to the most recent residential address on file with the College.

Appeals Procedure

Each student has the right to request an appeal. If grounds are found for an appeal hearing, requestor will be contacted and informed of appeal hearing time and location. Reasonable efforts will be made to schedule a hearing within three (3) business days from the approval and at a time that does not conflict with academic priorities.

Requesting an appeal

1. Within 48 hours or 2 business days following a decision by the appropriate College official, the student may request an appeal to the Dean of Student Services. This request must be made in writing and clearly dated. Your letter of request must clearly address the grounds outlined below.
2. The Dean of Students will review the request and either deny the request and uphold the original sanction, alter the sanction, or schedule an appeal hearing with Appeal Board members. The decision of the Dean of Students is final.

Student may appeal the decision to impose sanctions if one of the following conditions is met:

1. Any new evidence or information that has become available that was unavailable at the time of the original hearing.
2. A procedural or policy application error - such an error must be substantial and supported by documentation.
3. The severity of the sanction is inconsistent with the nature of the offense.

The appeal must be in writing and address the following elements:

1. Background of the situation which lead to the imposed sanction(s).
2. An explanation of the condition(s) for which the appeal is being submitted.
3. Discussion of the desired outcome of the appeal.
4. Provide evidence which supports the merits of the appeal.

The appeal should be forwarded through the Dean of Students to the Office of the President for consideration. It must be received within three (3) business days to be considered timely.

Untimely appeal submissions **will not** be considered.

The President will review the evidence; may request to speak with the involved parties; and will render a written decision within three (3) business days of the date the appeal is received in the Office of the President. The “acknowledgement of receipt” guidelines previously mentioned will be applicable here. The decision of the President is considered final and binding.

RESIDENT LIFE

Residence Life is a Department of Student Affairs. The mission of the Department of Residence Life is to provide an environment, which enhances student learning and individual growth by facilitating relationships and programs intended to develop characteristics desirable in an educated Hesser person. These characteristics include: a commitment to civic responsibility, an appreciation for diversity, critical thinking skills, and appreciation for life-long learning and the ability to be in healthy, productive relationships. This learning should occur within a secure living environment, which encourages cooperation and responsible decision-making.

The Department of Residence Life is committed to:

- Facilitating an environment which allows students to be academically successful
- Providing leadership and other involvement opportunities
- Providing inclusive programming which enhances classroom learning and challenges students intellectually, spiritually, physically and socially
- Creating communities which are free of harassment and are based on respect and an appreciation of differences
- Providing activities which allow students to build relationships with each other and lead to tight-knit communities
- Providing an environment in which students do not have to suffer the second-hand effects of alcohol and other substance abuse
- Creating a disciplined community which is fair and just
- Maintaining facilities which are secure, healthy and clean
- Creating opportunities for students to demonstrate civic responsibility to the Hesser Community and the community at large
- Creating opportunities for students to have fun
- Working collaboratively with Safety, Food Service, Student Services, faculty and other departments on campus to provide an environment that maximizes students potential for personal and academic success.

Statement on Diversity

The Department of Residence Life is committed to creating and sustaining a community that is characterized by sensitivity, acceptance and celebration of differences. We believe that communities are strengthened and enriched by the presence of diversity. To that end we work to create an environment that is welcoming to people of diverse ethnicity, ability, age, religion, gender and sexual orientation. We are committed to promoting such an environment through our interactions, programs and outreach to students.

We urge students to take time to learn more about those differences. A willingness to learn about diversity results in increased awareness, strengthened friendships, rich experiences and greater insight. There is perhaps no greater place to explore new horizons than an institution of higher learning. We are firmly committed to confronting situations of intolerance that seeks to destroy the spirit of acceptance and respect. Such

acts are irreconcilable with the mission of our college. We urge all students to do the same. We must take responsibility to create a community where all members believe that they matter and are respected and appreciated.

Expectations of Residence Hall Communities

A residence hall at Hesser College achieves community when:

- The residents within the community can identify each other by name and know something about each other
- The residents establish and foster relationships with common goals
- The residents celebrate individual differences while forming an amalgamation of shared identity and common language
- The residents exhibit their mutual trust by looking out for the well-being of others
- Residents support each other's intellectual and personal development
- The residents make sacrifices for the good of the community

The Department of Residence Life at Hesser College expects to foster successful residence hall communities. To that end we will work toward the following:

- Residents and RA's/RD's who know each other's names and some pertinent information about each individual
- Residents who wish to stay involved in and return to that community
- Residents who take pride in identifying with that community
- Residents who take responsibility for their actions
- Respect the sanctity of the residence hall
- Establish a common goal to improve the life in the residence hall
- Residents and leaders who work together in consensus
- Discover and respond to the needs of its residents
- Sustain the qualities necessary for academic success
- Grant opportunities for growth to all of its members
- Pledge to understand and celebrate the diversity inherent in that community

Non-Discrimination Policy of Residence Halls

Hesser College will not discriminate in room assignment on the basis of race, color, religion, handicap, or national origin. Hesser College does not permit male/female cohabitation.

General Residence Hall Information

The following section outlines the policies regarding residence living and is in addition to the Code of Conduct. Hesser College reserves the right to consolidate vacancies. Changes may also be made for health, safety, repair service, disciplinary reasons, or unresolved roommate incompatibility. The residence halls are not deemed permanent residences/addresses for any student.

Conditions of Occupancy/Contracts

At the start of each semester, each resident and/or parent/guardian must sign a "Housing Contract/Agreement" with the Department of Residence Life. This contract/agreement is

complimented by a mandatory meal plan. Room fees entitle the student to occupy the room only during the stated dates and given that the student maintains a full-time enrollment status. In signing the contract/agreement, it is understood that one assumes responsibility for understanding and abiding by the Code of Conduct. One also assumes full responsibility for full payment of the contract. Students are required to leave the residence halls due to conduct violations are not entitled to any refund. There is no housing available for students when school is not in session, any questions should be directed to the Campus Life Coordinator.

Closings

The Residence Halls will be closed, and meal plans suspended during scheduled College vacations, semester breaks, and the period between the end of the spring semester, final exams, and graduation.

All students must check out with a member of the Residence Life staff by 8pm the night of their last final exam or if a Student is scheduled to take an exam on the last date of exams, check out must occur no later than 5:00 p.m. of that same day.

Check in/out

The RA and the student upon moving in or out of any room will fill out Room Condition Inventory forms. These forms indicate the current status of the room. Residents are expected to leave their rooms, by 8:00 p.m. the night of their last final or 5:00 p.m. on the last day of finals, in “broom clean” condition. Failure to check in/out properly and/or failure to return keys will result in a fee. Additional fees will be assessed if cleaning or moving of any item is required.

Common Area Care

All students are expected to pick up after themselves when using common area, lounges, laundry rooms, bathrooms, etc. In the instance of damages including stolen, vandalized, or any removed or missing furniture: unless a specific individual has been identified, all students in that residence hall will be assessed a proportionate share of all damages to common areas. Any student who has knowledge of the person(s) responsible for damage should report information to an RA or an RD.

Damage

Students are responsible for the care of their room. Students and their guests will be charged for damages to furniture, floors, walls, blinds, windows and doors. A complete list of approximate charges, including labor estimates, is available in the Campus Life Coordinator’s office. If there is damage to the floor/wing that cannot be assigned to one or more persons, the costs will be split through the community. This includes false fire alarms.

Room Entry

Hesser College reserves the right to enter any room, at any time, for the purpose of inspection, repair, maintenance of the physical plant, emergency situations, and/or the suspicion of violations of the Code of Conduct. College officials (residence life, safety,

facilities, info tech, administrative personnel, police and civil authorities) will access a room under the following conditions:

- If there is reason to believe that student(s) is ill or in need of medical assistance.
- If there is reason to believe that student(s) is engaged in a physical altercation of any kind.
- If there is reason to believe that student is in possession of a weapon.
- If there is reason to believe that there is a violation of the Code of Conduct, Federal, State, or Local Laws.
- To investigate or repair a suspected maintenance problem.
- For random, periodic health/safety inspections.

Refer to room search protocol for additional information.

Room Search

In the course of duty, Safety Officers or Residence Life staff may obtain information or observe behavior that indicates the possibility of a health and/or safety issue, or an activity that is prohibited by the College; or the local, state, or federal government. Such observation/information is grounds for a room search.

A room search conducted by a College representative will not be restricted in any way due to the absence of any or all of the occupants. Read “room search protocol” for full protocol. During a search, anything may be searched. Additional law enforcement may be called when deemed necessary by the Safety staff member. If additional law enforcement is called, their procedures take precedent.

Room Decorations

Residents may decorate their rooms according to the following guidelines:

- No permanent alterations may be made.
- Nothing may be attached to any surface by nails, screws, or other devices that may leave unsightly conditions when removed. The use of “picture putty” is encouraged.
- No surface shall be written on or painted on.
- Banners, posters, and other coverings over windows are prohibited.
- Posters and other items that show drugs and or drug paraphernalia are prohibited.
- Alcohol containers or alcohol decorations are prohibited.
- Ceiling draping (examples: tapestries, flags, sheets, etc.) are prohibited.

Door Decorations

This space is considered common area. Messages/Symbols/Pictures/Language and the like on the outside of the door must be in good taste and removed when requested by a College official. Every effort will be made to discuss the material and reach an agreement within the community on acceptability. Should the decoration cause damage to the door, student will be billed accordingly.

Room Appliances

The following are prohibited in residence hall rooms: any item used for food preparation (including but not limited to toasters, grills, hotplates, popcorn poppers, microwaves larger than 700 watts, blenders, etc), space heaters, candles, refrigerators larger than four (4) cubic feet, waterbeds, sunlamps, air-conditioners, and non-automatic curling/crimping irons. If found these items will be confiscated. Return of items will be determined by the Department of Residence Life.

Room Assignments

Hesser College reserves the right to consolidate vacancies. Changes may also be made for health, safety, repair service, disciplinary reasons, or unresolved roommate incompatibility. Room assignments of new students are generally made in late July and made on the basis of the date that the room deposit is received. All assignments are made on a space available basis and when possible, in accordance with student preference. Failure to honor preferences does not void the contract. Returning students have the opportunity to select a type of room and roommate(s) for the next academic year during the spring semester housing lottery. Returning students who have a zero balance on their account will be eligible to participate in the room selection lottery and given priority for the room selection. Room assignments cannot be assured for returning students if the room deposit is received after the specified deadline. Resident Directors and Resident Assistants will cover detailed information regarding the Housing Lottery process throughout the year.

Room Care

All room care, including general cleanliness, is the responsibility of the resident(s) of the room. The Residence Life and/or Safety staff will perform general health and safety inspections periodically. Failure to meet code may result in disciplinary action.

Room Furnishings

Rooms are furnished with standard twin beds and mattresses, bureaus, study desks, desk chairs, and clothing racks. Students are responsible for furnishing bedding, pillows, towels, lamps, wastebaskets, and other personal items. Before rearranging any furniture in your dorm room, please consult with your Resident Assistant. All college furniture must remain in the room unless removed by Safety, Maintenance or someone from Residence Life. The removal of any college supplied furniture, unless done by a college official, may result in disciplinary procedures. The use of cinderblocks to stack/loft any and all furniture is prohibited as it is a clear threat to safety. Furniture is not to be placed in the hallway.

Room Inspections

Residents can anticipate room inspections (health and safety issues) by a team of at least two College representatives who will be reviewing the following items:

- *Safety Issues*-electrical overloads, candles, heating/cooking instruments, absence of window screens, etc.

- *Health Issue*-accumulation of trash/garbage, under bed storage, obvious presence of unhealthy living conditions, condition of refrigerators and contents, contaminated foods and cooking utensils, prohibited appliances, pets, etc.
- *Damage Issues*-holes in the walls ceiling tiles, broken/missing blinds, etc.
- *Medical Issues*-students requiring the use of syringes, solutions that need to be injected and other prescription items must register this information with the Health Clinic. These items must be kept in a locked and secure container. Students may be required to submit a statement from a licensed physician as justification for possession of any prescribed item.

If a health or safety infraction is discovered, it must be corrected immediately. Sanctions may be imposed as outlined in the Code of Conduct.

Room Keys

All residential students are issued a room key and a mailbox key. Students are strongly encouraged to carry keys at all times. Always lock your room door to avoid any problems and report lost keys to Residence Life immediately. Hesser College is not liable for the loss, theft of, or damage to any personal property. Students may wish to carry their own personal property “renters” insurance or make certain they are covered by their family homeowner’s insurance policy. Failure to return room and mailbox keys at checkout will result in a fee of \$105.00.

Room Switches/Changes

Room changes made during the semester will be made only after a series of discussion and only with the approval of the Director of Residence Life. No such changes will be considered during the first two weeks or during the last two weeks of the semester. Students requesting a change should try to resolve the conflict with their roommate before requesting a change. If the conflict cannot be resolved on that level, the RA will be called on to assist. Unauthorized moves will result in disciplinary action.

Facilities

Laundry: Debit card operated washers and dryers are provided on each floor. The cost for a card is \$5.00 PLUS you need to credit the card to use it at least \$5.00 each time.

Laundry rooms are locked at midnight and re-open at 8:00 a.m. The College is not responsible for items left in the laundry room.

Lounges: Each floor has at least one lounge, which is equipped with cable television and furniture conducive to relaxation.

Storage: Other than the space available in your room, Hesser College does not provide storage for such items as bicycles, trunks, etc. Should you leave any item in the room for extended periods of time (greater than 3 days), an attempt will be made to contact you to arrange pick-up. Items left over three (3) business days will be considered College property and donated to charity.

Maintenance

Routine maintenance issues should be called into Residence Life, at extension 6382, during the regular business hours. Weekend issues should be reported to Campus Safety, at extension 6339.

Personal Property

Hesser College is not liable for the loss, theft of, or damage to any personal property. Students may wish to carry their own personal property insurance or make certain they are covered by their family insurance. It is important that students lock doors whenever leaving the dorm room. Safety can provide “personal property inventory sheet” for your use.

Storage

Hesser College does not provide storage for belongings. If you leave any item at the College after checking out it will become College property. However, attempts will be made to contact regarding an immediate pick-up date. The College assumes no responsibility for items left on the property.

Telephone System

Each room is equipped with a phone jack. Student should bring own phone. All local calls are unlimited. The College also provides, at no fee, voicemail service. Please be aware that the College will not transfer phone calls from the switchboard so be sure to tell your callers what your direct phone number is.

Direct TV

Each room will have access to Direct TV at a cost of \$20.00 per month. Channel 2 will be exclusively used to communicate College announcements.

Transfer of phone calls

Calls will not be transferred from the switchboard, Safety, Residence Life or any department to a student room. Please be sure that you alert your family and friends to your room extension number.

Trash Disposal

On a regular basis, the facilities staff will clean bathrooms and common areas. It is expected that residents respect the living area and bring all bags to the trash area and place in the receptacle. Failure to do so creates a health hazard and may result in disciplinary action.

Residential Guests/Visitors

A guest is defined as a person who does not live in the Hesser residence halls (excluding parent, grandparent, legal guardian or another current resident). Guests are welcomed and must be signed in at the Safety desk area. The exception to this is that no overnight guests are allowed during the first and last two weeks of a semester prior to and including the week of final exams. During these “no overnight guest” dates, guests may be signed in but must depart no later than 10:00 p.m. The host will be held accountable for all

actions of guest. Failure to adhere to the policy may result in immediate trespass of guest and loss of guest privileges.

The following applies:

- a) Resident students must sign in overnight guests at Safety, before 11:00 p.m. of the desired date.
- b) No guest may be signed in for more than 48 hours per 7-day period.
- c) All guests must be at least 18 and in possession of a government issued picture ID with date of birth.
- d) All overnight guests should have the approval of all roommates to spend the night.
- e) Guests may not sleep in common areas or access opposite gender restrooms.
- f) Guest must be accompanied by host at all times- even at check out.
- g) All guests must carry the guest pass and must present it to staff upon request.

All guests to the College are required to sign in and out at the Safety desk (at Manchester) and the reception desk (at the instructional sites). A guest is defined as a non-resident so commuter students must be signed in. If you are visiting someone in the residence hall, you must be signed in and out at the Safety main desk. Non-residents must be signed in and escorted by residential students throughout their visit.

Pets/Animals

For health reasons, the only pets allowed in the residence halls are fish. If an animal/pet is discovered, owner will be required to remove it immediately. There is a 5-gallon tank limit.

Seeing Eye dogs are permitted for those students with appropriately documented sensory deficit.

Quiet Hours

The purpose of quiet hours is to create an environment that is conducive to study, sleep and other “quiet” social interactions. Consideration hours are always in effect which means to be considerate of others at all times. Any noise that can be clearly heard outside one’s room during quiet hours is prohibited and needs to be satisfactorily toned down or discontinued. Quiet hours are as follows:

Sunday-Thursday	10:00 p.m.-8:00 a.m.
Friday-Saturday	1:00 a.m.-10:00 a.m.

The College reserves the right to initiate additional quiet hours when deemed necessary. Please note that during the last two weeks of a semester, a 24-hour quiet hour policy is in effect. Violations of this policy will result in disciplinary action and may include confiscation of equipment and/or restrictions on equipment.

Sexual Assault

Rape, acquaintance rape, and/or sexual assault are a serious offense which can have adverse effect on all those involved. It will not be tolerated at Hesser College. The well-

being of all those involved is of our utmost concern. Should an allegation be made, those involved may be required to leave the campus during the investigation phase. A student found responsible for a forcible or non-forcible sex offense is subject to suspension and/or dismissal.

- Rape—the forced sexual intercourse without the consent of the other person
- Acquaintance rape—rape by a casual acquaintance, friend, or date
- Sexual assault—all forms of unlawful sexual acts and sexual contact, in addition to rape.

Any student involved in a sexual assault should:

1. Get to a safe place and call a trusted friend, Safety, an RA and RD, and/or the Police (911). Reporting a sexual assault to Hesser authorities does NOT commit the student to further action in the Hesser disciplinary system.
2. Seek medical assistance—if possible place evidence in a brown bag and do not shower.
3. Seek support through NH Coalition Against Domestic and Sexual Violence: 1-800-852-3388
4. YMCA Crisis Hotline: 603-668-2299.

If one elects to file a complaint through the College disciplinary system, the case will be fully investigated internally. If one elects to file a complaint with the local authorities, the authorities will handle the proceedings.

If deemed appropriate, and reasonably available, the College will work with the student(s) involved to accommodate changes in academic and living arrangements.

**HESSER COLLEGE POLICIES
SIGN OFF SHEET**

Conduct

The College is proud of its academic standards and code of student conduct. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for, or should report, certain violations while on College or externship property. These may be found in the College catalog under "Conduct" section.

Computer and Electronics Communications Policy

Computer equipment, e-mail accounts, facsimile equipment, and Internet access are provided to students at Hesser College exclusively for educational activities. Please see the College catalog to read the entire policy. Hesser College's Student Internet and Email Use Policy are displayed on all student computers at the College. Please be sure you read and understand the Hesser College Student Internet and Email Use Policy before you use the Computer.

Crime Awareness and Campus Security

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College distributes annually to all current students and employees the campus security report in its entirety. This report contains actual campus statistics as well as all required policies, procedures, and disclosures. These reports are kept in the Student Affairs office and are made available to students and employees who request to see them.

Drug and Alcohol Abuse Awareness and Prevention

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the College provides Drug-Free Schools and Workplaces information in College catalog which is given to the student during the Admissions process.

Signature of Student

Date

Printed Student's Signature