TABLE OF CONTENTS

Welcome to Granite State College ................................................................. 2
About Granite State College ........................................................................... 3
Statement of Non-Discrimination ................................................................. 4
Privacy Rights/The Family Educational Rights and Privacy Act ................. 4
Academic Policies .......................................................................................... 5
Registration ...................................................................................................... 5
Financial Information and Policies ............................................................... 5
Financial Aid ..................................................................................................... 6
Campus and Student Support Services - Military and Veteran Students .... 7
Campus and Student Support Services - General ......................................... 8
Students with Disabilities .............................................................................. 8
GSC Service Animal Policy ............................................................................ 9
Granite State College Library ....................................................................... 10
Student Rights and Responsibilities ............................................................ 12
Granite State College Student Code of Conduct Policy ............................. 12
Granite State College Gender Based and Sexual Misconduct Policies ....... 13
Protection of Minors Policy .......................................................................... 14
Safety and Emergency Information ............................................................. 16
Alcohol and Drugs ......................................................................................... 18
Our Campuses and Administrative Offices ................................................ 19
Academic Calendar ....................................................................................... 19
WELCOME

Dear Students,

You have now joined a unique community of scholars, diverse with respect to background, experience, and goals but united by the decision to further their education with the support of Granite State College faculty and staff colleagues who share a commitment to the success of our students.

The accompanying materials in this handbook are intended to provide you with important and useful information to help you achieve your own goals at Granite State College. This includes the College’s academic policies, our academic calendar, and information about academic support services, financial matters, and details about our locations across the State of New Hampshire. These should be useful and can serve for reference in consultation with your Academic Advisor to map out your progress toward a degree.

We have also included information about various policies of the College—in some cases, institutional and in other cases predicated on federal laws—to foster and maintain a safe, civil, and respectful environment for you and other members of the Granite State College community so that the fundamental work of the College—education and personal growth—can occur. I encourage you to acquaint yourself with the material in this handbook as it should serve as a helpful guide toward your successful future with the College. It is also a reminder of the responsibilities we have to one another in the community.

If you have any questions about our policies, practices, or services you should find contact information in the handbook that will allow you to explore and to clarify those issues. You can also consult with your Academic Advisor or, if you prefer, call the College at 855-472-4255.

Your success is a fundamental measure of our work, so on behalf of my colleagues at Granite State College, I welcome you and we look forward to working with you.

Sincerely,

Mark Rubinstein
President | Granite State College
ABOUT GRANITE STATE COLLEGE

Granite State College is committed to empowering and educating students in New Hampshire and beyond by delivering high-quality education in an accessible, affordable, flexible, and innovative setting. As one of the four institutions of the University System of New Hampshire, Granite State College proudly delivers practical and relevant education in the classroom and online, offering Associate, Bachelor's and Master's Degrees, post-baccalaureate programs for teacher education, and a variety of transfer opportunities.

MISSION AND HISTORY

The mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire and beyond.

In 1972, the Trustees of the University System of New Hampshire (USNH) created the School of Continuing Studies (SOCS) to deliver USNH programs to adults across the state in the communities where they live and work. Later renamed the College for Lifelong Learning (CLL), the institution grew into a college serving more than 4,000 adult students each year. In the spring of 2005 a statewide needs assessment was commissioned by the University System of New Hampshire. The resulting report supported an expanded mission for the College and a focus on providing greater access to other University System programs and services. In 2009 Granite State College created and adopted its Master Plan 2009-2019 to guide the institution through the next decade.

In 2011, the College began offering the Master of Science degree.

VISION STATEMENT AND VALUES

Granite State College will be nationally recognized as a leader in meeting the academic needs of adult students by offering programs and services of the highest quality that address the educational and workforce priorities of our state and regions. Our statewide presence, innovative programs, and responsive delivery models will enable us to provide a greater number and more diverse group of students with increased educational opportunities. Granite State College will continue to be the institution of choice for individuals who wish to be part of a teaching and learning environment that actively promotes academic success, personal development, professional growth, and community involvement.

The mission and vision statements of Granite State College reflect the following core values identified as key elements in successfully meeting the educational needs of our students:

- Our primary commitment to and respect for students of all ages, for whom our innovative college programs are designed;
- Our commitment to ensure access for all students in the state of New Hampshire who desire a college education, and the consequent commitment to make college convenient and financially affordable;
- Our belief that learning is a lifelong process;
- Our determination to provide an academic experience that extends critical thinking throughout the curriculum, integrates theory and practice, has a strong foundation in the liberal arts and sciences, and fosters self-directed learning;
- Our belief that effective teaching and learning results in assessable outcomes;
- Our determination to have a positive social and economic impact on the communities of which our students are members;
- Our commitment to diversity and the educational value that inclusion brings to the learning experience;
- Our recognition that staff and faculty are vital members of our community and the College respects and values their essential contribution to the education of our students. Hence, the College will support the lifelong learning goals of our staff and faculty.

ACCREDITATION

Granite State College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
(781) 425 7785
E-Mail: info@neche.org

Commission on Collegiate Nursing Education (CCNE) Accreditation

The baccalaureate degree in nursing at Granite State College is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). The master’s degree program in nursing at Granite State College is pursuing initial accreditation by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

Applying for accreditation does not guarantee that accreditation will be granted.
PMI Global Accreditation Center for Project Management Education Programs (GAC)
The Master of Science in Project Management is accredited by the PMI Global Accreditation Center for Project Management Education Programs (GAC).

Teacher Education Accreditation Council (TEAC) Accreditation
Granite State College is accredited based on the Teacher Education Accreditation Council (TEAC) Quality Principles, for a period of seven years, from October 24, 2016, to December 31, 2023.

STATEMENT OF NON-DISCRIMINATION
AFFIRMATIVE ACTION STATEMENT
Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, veteran's status, disability, or marital status in admission or access to, or treatment or employment in, its programs or activities. Inquiries and complaints related to discrimination of any kind may be directed to the Director of Human Resources at 603-513-1319 or maggie.huynhman@granite.edu.

The Title IX Coordinator for GSC is the Director of Student Affairs. Inquiries may be directed to gsc.titleIX@granite.edu or 603-513-1328.

PRIVACY RIGHTS | THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA/ The Buckley Amendment), it is the policy of the College to protect the education records of its students, former students, and alumni. All personally identifiable information in an education record is considered confidential. Students have the right to inspect and review their education record, the right to seek to have the records amended, and the right to have some control over the disclosure of information from their records.

It is the College's practice not to release any information other than directory to non-institutional persons or organizations, except as expressly allowed by this law. No one, other than third parties allowed by the Act, will have access to such records without the student's written consent.

The rights guaranteed under this policy do not extend to those who have applied to the college but do not enroll in courses. Exceptions to the consent requirement are:

1. Granite State College administrative employees who have legitimate educational interest in seeing the record.
2. Authorized federal and state officials auditing or evaluating federally and/or state supported educational programs.
3. Persons processing a student's financial aid application.
4. Recognized accrediting organizations carrying out their accrediting functions.
5. Federal or state law enforcement officials pursuant to a lawfully-issued subpoena or court order or in response to a federal grand jury subpoena.
6. In an emergency, other appropriate individuals (as determined by the keeper of the records), if that information is necessary to protect the health and safety of the student or other persons.

DIRECTORY INFORMATION
Granite State College complies with the federal government's Family Educational Rights and Privacy Act of 1974. Granite State College does not sell or otherwise provide any information collected in its student information system to any external entity except as expressly allowed by this law. However, the following data is considered directory information by the College:
- Name
- Address
- Telephone
- E-mail address
- Dates of attendance
- Concentration or Major
- Degrees and awards received
- Film, video, or electronic images

CHANGING YOUR LEGAL NAME
A legal name change must be brought to the attention of the registrar. The student must provide a legal document with the new name. Acceptable legal documents include: Marriage License, Divorce Decree, Social Security Card or Valid Driver's License.

Returning students with records under their former name must provide an acceptable legal document to update their record.

REQUEST FOR CONFIDENTIALITY
Under the Family Educational Rights and Privacy Act of 1974, students have the right to withhold disclosure of directory information. Should a student decide to withhold, any requests for such information from non-institutional persons or organizations will be refused, except as allowed by the law. In addition, the student’s name will not be published in the College’s official graduation program or other public graduation or honors announcements. Please complete a “Confidentiality Request” which can be found on MyGranite.

GRAMM-LEACH-BLILEY ACT (GLBA)
Gramm-Leach-Bliley Act (GLBA) is a federal law which requires financial institutions to ensure the security and confidentiality of customer personal financial information. The University System of New Hampshire seeks to:
- ensure the security and confidentiality of customer records and information – in paper, electronic or other form, protect against any anticipated threats or hazards to security or integrity of such records; and
- protect against the unauthorized access to or use of any records or information which could result in substantial harm or inconvenience to any customer.

Granite State College complies with the Gramm-Leach-Bliley Act.
GRANITE STATE COLLEGE TRANSCRIPTS
Official academic records are maintained in the Office of the Registrar, Granite State College, 25 Hall Street, Concord, NH 03301. All financial obligations to Granite State College must be met before an official transcript can be released.

Granite State College has authorized Credentials Inc. to provide our online transcript ordering system. Students may request electronic or hard copy transcripts at a nominal fee via WebROCK, the Credentials Inc. public portal, or PDF request form.

For more information on the transcript request process, visit https://www.granite.edu/current-students/registrar/transcript-request-information/.

MAINTAINING STUDENT RECORDS
In compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), the following offices maintain student educational records on all students enrolled at the College:

- Office of the Registrar
  Granite State College
  25 Hall Street
  Concord, NH 03301
  603-513-1312

The Student Accounts Office and the Financial Aid Office in Concord also maintain financial and financial aid records on students enrolled at the College.

STUDENT IDENTIFIER NUMBER
All students who wish to register for credit bearing courses are required to provide their social security number (SSN) with the first registration. The SSN is required by federal law and federal financial aid, and will be used to report 1098-T data for education tax credits under the Taxpayer Relief Act of 1997. Student SSNs will be shared only where legally required and will be accessible only by authorized personnel. The College protects confidential information by complying with the Family Education Rights and Privacy Act of 1974.

A unique student identifier number (SID) will be generated for all students. Use this SID for all College transactions, including subsequent registrations, account payments, and initial logging on to the College website portal. Students who need help identifying their numbers should contact the Registrar’s Office.

ACADEMIC POLICIES
Academic Policies are published in the annual Undergraduate and Graduate catalogs which can be obtained in print form from any of our campus locations throughout the state. You can also access the catalogs on line at http://www.granite.edu/academics/schedule.php, in electronic form. The catalog contains critical information on all aspects of the student academic experience, policy, and requirements for degree completion.

VIOLATION OF ACADEMIC INTEGRITY AND HONESTY
Plagiarism and cheating are unacceptable in any form. They are serious violations of academic dishonesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.

ACADEMIC STANDING
The policies concerning academic standing are intended to foster standards of academic quality in student performance and to ensure that students are making reasonable progress toward the completion of their degree programs. All degree seeking students have their academic standing reviewed at the end of each term. Undergraduate students can find the specific GPA (grade point average) requirements in the catalog section titled Academic Standing under Academic Policies and Procedures.

Graduate and Post-Baccalaureate Teacher Preparation students should refer to the Graduate catalog for specific GPA.

ACADEMIC CREDIT HOUR
Granite State College adheres to the federal definition of credit hour. For each credit hour, the College requires, at a minimum, 37.5 hours of total instructional engagement. In general, about one-third of this work will be direct faculty instruction, and two-thirds will be comprised of other academic activities. Direct faculty instruction may include, but is not limited to, classroom instruction, e-learning, laboratory work, studio work, field work, clinicals, performance, internships, and practica. Other academic activities may include, but are not limited to, readings, reflections, essays, reports, inquiry, problem solving, rehearsal, collaborations, theses, and electronic interactions. Regardless of instructional delivery method and length of term, students are required to meet the course’s learning outcomes and the minimum amount of total instructional engagement for each credit hour.

REGISTRATION
NEW HAMPSHIRE RESIDENCY DOMICILE
In-State Tuition Status
All students enrolled in credit-bearing programs in any division of the University System of New Hampshire in any capacity shall be charged tuition at a rate to be determined by their domicile. Those domiciled within the State of New Hampshire shall pay the in-state rate. Those domiciled elsewhere shall pay the out-of-state rate.

Students can go to the Classification of Students for Tuition Purposes (Residency Rules) for more information.

FINANCIAL INFORMATION AND POLICIES
STATEMENTS OF FINANCIAL RESPONSIBILITY
Before registering for courses, students must submit a Student Financial Responsibility Agreement, acknowledging the understanding and agreement to the terms and conditions of financial responsibility. To complete the form visit WebROCK and select “Registration,” “Student Accounts,” or the “View Holds” menu.
options. The agreement may be found by going to https://www.granite.edu/current-students/student-accounts-office/.

TUITION AND FEES
Granite State College is committed to making higher education affordable. Financial aid is available to all qualifying students, even those taking just one 4-credit undergraduate class per term. Please reference the financial aid tab https://www.granite.edu/current-students/financial-aid/ for more information on how to pay for college and find scholarships, grants and loan programs that may be available.

Tuition and fee charges are subject to final approval by the University System of New Hampshire Board of Trustees. Granite State College reserves the right to adjust charges for tuition and fees. Any changes will be announced as far in advance as possible; however, our course charges, fees, and regulations are subject to change without notice. For current tuition rates visit www.granite.edu.

STUDENT ACCOUNTS
The Student Accounts Office’s core mission is to serve the College community by establishing and maintaining business practices that will enable staff to provide consistent information and quality service to all students, faculty, staff, and vendors. The Office generates bills, processes payments and refunds, and assists students in understanding and managing their accounts and payment obligations. This includes scholarship payments, veteran’s benefits, vocational rehabilitation or other third party payments and the Tuition Management System’s interest-free monthly payment plan.

Note: Students are responsible for the status of their accounts and should contact the Student Accounts Office immediately with questions or concerns about accounts, or if there have been changes in any payment arrangements.

CONSEQUENCES FOR NON-PAYMENT
If an account balance is unpaid by the due date, the student may be dropped from courses, charged a late fee, or have a hold placed on the student’s account, which prevents registration or obtaining transcripts. The account may also be assigned to an outside agency for collection efforts. For more information visit https://www.granite.edu/current-students/student-accounts-office/.

TUITION REFUND POLICIES
The following refund policies are in effect for the 2018-2019 academic year for all students. These policies supersede all other refund policies previously in effect. The refund policies incorporate the Higher Education Amendments of 1992 of the Higher Education Act of 1965 and the revisions to the Student Assistance General Provisions (34 CFR, Part 668) issued by the U.S. Department of Education for Title IV financial aid recipients. For more information on tuition refunds visit https://www.granite.edu/current-students/student-accounts-office/.

For tuition aid rights and responsibilities visit: https://www.granite.edu/tuition-aid/rights-responsibilities/

Tuition and fees are 100% refundable if a student drops a course in accordance with the following limitations:
• 12-week courses: drop prior to the end of the second week of classes. For summer, after the first week.
• Unusually short-duration courses: drop prior to the first session.
• Learning Contracts: students are notified when registered by the Registrar’s Office of the last dates to drop and withdraw.
• Weekend course/courses beginning after the first week of classes.

Note for Financial Aid Students
If you are receiving federal financial aid and withdraw from coursework in any given term, federal return calculations may apply. A pro rata schedule is used to determine the amount of federal aid a student has earned at the time of withdrawal up to the 60% point of each course length. You are responsible for any resulting account balance. Withdrawals do affect your completion rate for Satisfactory Academic Progress required to receive federal aid.

If you are (1) withdrawing from all your coursework in a term; and (2) planning to return for late start coursework in the same term; and (3) the official drop date for the late start coursework has not passed; you are required to provide the Office of Financial Aid with written confirmation of your intent to return during the current term to avoid a withdrawal calculation. Written confirmation may be provided on the Withdrawal Form or by emailing financial.aid@granite.edu at the time of withdrawal.

FINANCIAL AID
Students who need assistance with tuition and other costs related to their education may find help through one of several financial aid programs. Federal, state, and most institutional aid programs require the filing of the Free Application for Federal Student Aid (FAFSA). Types of aid include grants, work-study (part-time employment while enrolled), and loans (borrowed money that must be repaid with interest). For full descriptions, disclosures, deadlines, and additional information for any financial aid listing, please visit www.granite.edu/finaid.php or contact the Office of Financial Aid at 603-513-1392.

FEDERAL FINANCIAL AID ELIGIBILITY
To be eligible for federal financial aid, students must meet these general requirements:
• Be a U.S. citizen or eligible non-citizen; and
• Have a high school diploma or equivalent, or have been home-schooled in a setting approved by state law; and
• Not have or have resolved any drug conviction that occurred while receiving federal student aid; and
• Not owe a refund on a federal grant or be in default on a federal student loan; and
• Be accepted in an eligible degree or post-baccalaureate certificate program; and
• Be enrolled at least half-time (4 credits for undergraduate and 3 credits for graduate students) during any term (except for Pell Grant eligibility); and
• Have a high school diploma or equivalent, or have been home-schooled in a setting approved by state law; and
• Not owe a refund on a federal grant or be in default on a federal student loan; and
• Be accepted in an eligible degree or post-baccalaureate certificate program; and
• Be enrolled at least half-time (4 credits for undergraduate and 3 credits for graduate students) during any term (except for Pell Grant eligibility); and
• Be making Satisfactory Academic Progress at each scheduled review (Visit https://www.granite.edu/current-students/financial-aid/satisfactory-academic-progress-sap/); and
• Not be receiving federal or state financial aid from another institution for the same period of enrollment.

SATISFACTORY ACADEMIC PROGRESS TO RECEIVE FINANCIAL AID
Federal regulations require that all financial aid recipients progress at a reasonable rate (satisfactory academic progress) toward achieving and completing their degree.

This requirement applies to all GSC students who wish to receive federal financial aid. Students are expected to meet the minimum SAP standards during each scheduled review. These standards ensure that any student will complete his/her program of study within the maximum timeframe.

Students who fail to achieve these standards will be placed on financial aid suspension. This suspension results in the loss of eligibility for all federal, state, and institutional aid programs including grants, scholarships, federal loans, and work-study. Please review the most current minimum SAP Standards for your specific academic program at https://www.granite.edu/current-students/financial-aid/satisfactory-academic-progress-sap/.

CAMPUS AND STUDENT SUPPORT SERVICES - MILITARY AND VETERAN STUDENTS

RESOURCES FOR MILITARY AND VETERAN STUDENTS
The Military Outreach and Support Specialist
The Military Outreach and Support Specialist is a full-time staff member here to assist military and veteran students with the many unique challenges they face while in pursuit of their degree. The MOSS also assists faculty and staff in working with students to ensure they receive the best education and student experience possible. The MOSS is located at the Concord Campus and can be reached at 603-513-1365.

The School Certifying Official/Military and Veterans Benefits Coordinator
The School Certifying Official is responsible for ensuring all military and veteran students who are utilizing military and VA education benefits are enrolled in an approved program of study and are certified for the correct enrollment, tuition and fee amounts with the VA. The SCO can be reached at 603-513-1330 or GSC.Veterans@granite.edu.

Student Disability Services
Service to your country can often come with great personal cost; physical, mental, and emotional. Granite State College Student Disability Services is committed to helping students who have suffered both the physical and invisible wounds of war to become engaged, self-advocating, independent learners. Reasonable accommodations must be provided to eligible students with disabilities in order for them to access essential course content and essential learning activities. Contact the Student Disability Services Office by email at GSC.SDS@granite.edu or by phone at 603-513-1140.

GSC Student Counseling Services
GSC Student Counseling Services (SCS) is a free resource, available to all Granite State College students, in partnership with APS/KEPRO Healthcare. SCS is anonymous, confidential, and secure. The GSC Student Counseling Services are available to assist you with personal concerns affecting school, work, or home life; 24 hours-a-day, seven days-a-week. More information can be found at https://www.granite.edu/current-students/advising-support/counseling-services/ or by calling 844-205-3446.

American Corporate Partners
American Corporate Partners (ACP) helps veterans achieve career goals through a free national mentorship program. ACP offers a one-on-one, yearlong mentorship with a corporate professional in a career field of your interest. Mentors come from one of 50 participating institutions, which include Alcoa, Boeing, Caterpillar, Coca-Cola, Deloitte, Johnson & Johnson, Wells Fargo, and many others! For more information, contact the MOSS or ACP directly on the web at http://www.acp-usa.org/.

Yellow Ribbon Program
GSC participates in the Post-9/11 GI Bill Yellow Ribbon Program. If your tuition & fees as a nonresident student exceed the benefit provided under the Post-9/11 GI Bill, GSC can make additional funds available for your education program without an additional charge to your GI Bill entitlement. This program is only available to Veterans entitled to the maximum benefit rate, or their designated transferees. Active duty Service members and their spouses are not eligible for this program.

VA Workstudy
Students receiving veterans’ educational benefits under Chapters 30, 31, 32, 33, 35, 1606 and 1607 may qualify for the Department of Veterans Affairs sponsored workstudy program. Students must be certified to the VA for at least ¾ time enrollment and must perform duties that are directly related to veteran benefits. For more information, contact the School Certifying Official or the MOSS.

Guest Student
If a class you need isn't offered when you'd like to take it or you can’t find a face-to-face class that fits your schedule, the VA can pay benefits for courses taken at another VA approved institution. Check with your Academic Advisor to make sure the secondary school’s credit can be accepted at GSC and to make sure this option is right for you. For more details contact the SCO at 603-513-1330 or GSC.Veterans@granite.edu.

Military Honor Cords
Students participating in Granite State College’s commencement ceremony who serve or have served in the United States Armed Forces receive a red, white, and blue honor cord in recognition of their service to our country.

GSC Military and Veteran Web Resources
GSC has a number of resources available on the web to support our military & veteran students. Military & Veterans Web page is part of the Granite State College website and has contact
information and links to important college, local, state, and federal resources including the VA. Visit: https://www.granite.edu/become-a-student/military-veterans.

Facebook Group
Granite State College Military & Veterans is a private Facebook group for all those in the Granite State College family; students, faculty, staff, and alumni, who have or continue to serve to come together to share news, resources, advice, and support. https://www.facebook.com/groups/1374592382831024/.

CAMPUS AND STUDENT SUPPORT SERVICES - GENERAL

ACADEMIC ADVISING
Academic advising is a critical component of all students’ educational experiences. Through advising, students are empowered to develop and implement sound academic plans that are consistent with their personal values, goals and career plans. The purpose is to guide students to become self-directed learners and decision makers.

Advising is a shared partnership between a student and their Academic Advisor with the purpose of reaching education and career goals. Using the framework of the Appreciative Advising model, Academic Advisors build trust and rapport with students, help students uncover their strengths and skills, and co-construct action plans to reach goals. Ultimately, the responsibility to make decisions that affect their life goals is that of the student.

The Academic Advisor is an essential resource for students from admission to graduation. Students can obtain support in exploring course options, understanding degree requirements, scheduling, using graduation planning tools, understanding academic policies and procedures and accessing college resources and support services.

Graduate
The Graduate Program Directors and a student’s assigned Academic Advisor are available to assist students in planning their program of study, identifying and meeting their goals and navigating the academic resources and support services offered by Granite State College.

Post-Baccalaureate
Advising at the Post-Baccalaureate level is supported by the Field-Placement Faculty. Field-Placement Faculty are assigned at the time students enroll in EDU 700 Introduction to Field Experience and Program Requirements, and will assist students in navigating the program, GSC School of Education resources, and the accumulation of clinical hours required for recommendation for certification at the time of program completion.

ETHICAL STANDARDS
GSC academic advisors follow the standards set by the Council for Academic Standards requiring advisors to:
• maintain confidentiality (compliance with FERPA)
• serve students on a fair and equitable basis
• avoid any personal conflict of interest to advisors can deal objectively and impartially with issues
• handle funds responsibly
• refrain from any form of harassment
• recognize their advising expertise and refer students when necessary
• impart accurate information while complying with institutional policies and rules (CAS Standards 2005).
• treat students and colleagues with respect
• honor the concept of academic freedom
• learn about and understand the institutional mission, culture, and expectations and interpret the institution’s values, mission, and goals to the community
• obtain education and training (NACADA Core Values, 2004 and Nutt, 2007, Legal and Ethical Issues).

CAREER SERVICES
Granite State College is committed to seeing students advance in their chosen fields. The college offers a variety of resources to assist in career development. Help is available with résumé and cover letter writing, job search and interview skills, self-assessment and more. Contact your local campus to make an appointment with a career counselor.

LinkedIn
GSC’s LinkedIn page is a great way to network with your fellow GSC students and alumni. www.linkedin.com/company/granite-state-college

Twitter
GSC’s Twitter feed provides you up to the minute information on GSC events, promotions, and reminders for registration and other important dates. @GraniteStateCol

GSC Student Counseling Services
GSC Student Counseling Services (SCS) is a free resource, available to all Granite State College students, in partnership with APS/KEPRO Healthcare. SCS is anonymous, confidential, and secure. The GSC Student Counseling Services are available to assist you with personal concerns affecting school, work, or home life; 24 hours-a-day, seven days-a-week. More information can be found at https://www.granite.edu/current-students/advising-support/ counseling-services/ or by calling 844-205-3446.

STUDENTS WITH DISABILITIES
Granite State College Student Disability Services is committed to helping students become engaged, self-advocating, independent learners. We seek to promote accessible learning environments where students with disabilities experience equal access and full participation.

Granite State College, in accordance with the American Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, will provide eligible students with a documented disability reasonable accommodation in order to ensure equal access to college programs and activities.
What is ADA?
The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. https://adata.org/learn-about-ada

What is Section 504?
Section 504 is part of the Rehabilitation Act of 1973: a Federal law that protects individuals from discrimination based on disability. Under this law, individuals with disabilities may not be excluded from or denied the opportunity to receive benefits and services from certain programs. Section 504 applies to entities that receive financial assistance from any Federal department or agency, including the U.S. Department of Health and Human Services (HHS).

Who Qualifies as an Individual With a Disability?
Section 504 defines an individual with a disability as a person with a physical or mental impairment that substantially limits one or more major life activities. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks and learning.

What are Considered “Reasonable Accommodations”?
Reasonable accommodations must be provided to eligible students with disabilities in order for them to access essential course content and essential learning activities. Types of academic coursework to which students with disabilities need access include lectures, written assignments, field or lab work, exams, class discussions, Internet research, and/or participation in class activities.

Some examples of reasonable accommodations in postsecondary settings include sign language interpreters, preferential seating, additional time on assessments, tape recorders, flexible attendance requirements, and classes in accessible locations. Some students with disabilities require the same accommodations for all courses. Other students may need a range of accommodations for various lecture, lab, discussion, and fieldwork activities. Flexibility and effective communication between students, disabled student services staff, and instructors are key to implementing successful accommodations.

Application Process for Accommodations
Here are the recommended next steps for a student with a disability who would like to apply for accommodations:

- Contact the GSC Student Disability Services Office by email GSC.SDS@granite.edu or by calling 603-513-1140 and the Disability Services Coordinator can help explain the process and what kind of supporting documentation will be need to be submitted with your application.
- The application can be downloaded by going to the Student Affairs webpage at https://www.granite.edu/current-students/advising-support/student-affairs/ and click on the button “download application.” If you have any questions about the application, please call or email the Disability Services Coordinator at 603-513-1140 or gsc.sds@granite.edu.
- Once the student’s application is complete, the Disability Services Coordinator will schedule a meeting with the student either face to face, through email or by phone as part of the application process. This step is essential to identifying the best accommodation plan for the student, and possible resources (assistive technology, strategies, etc).
- The Accommodation Plan will be sent to the student for approval. Once it has been signed and approved, the student receives a Faculty Notification Letter which they have the option to share with faculty. It is always the student’s choice whether or not they will utilize their accommodations in the classroom. It is strongly recommended that students requesting accommodations in a course contact the faculty well before the start of term to review how best to implement those accommodations in the course. The SDS Office can assist in obtaining the faculty’s contact information.

Students should contact the SDS Office if they experience any challenges in setting up accommodations. We will work with both the student and faculty to find the best solution.

For more information visit: https://www.granite.edu/current-students/advising-support/disability-services/ada-rights-responsibilities/

GRANITE STATE COLLEGE SERVICE ANIMAL POLICY
Granite State College is committed to creating a diverse and welcoming campus environment for all students, staff, faculty and visitors. GSC recognizes the important role of service animals in the lives of people with disabilities.

Access rights afforded to users of service animals come with the responsibility of the individual with a disability to ensure compliance with all requirements of this Statement. The individual assumes full personal liability for any damage to property or persons caused by their service animal, and GSC shall not be responsible for any harm to a service animal while on campus, including but not limited to injury to the animal caused by pest management or lawn care products.

What is a Service Animal?
Under the Americans with Disabilities Act (ADA), a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. Only dogs and possibly miniature horses qualify as service animals. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.104)

The service animals’ work or tasks must be directly related to the person's disability. For example, the service animal may assist an individual during a seizure, assist a low vision or blind individual with navigation, retrieve items such as medicine or a telephone, or interrupt impulsive or destructive behaviors.

A dog whose primary function is to provide comfort or emotional support does not qualify as a service animal under the ADA.
What if it is Unclear if the Dog is a Service Animal?
If it is not readily apparent that the animal has been trained to perform work or a task for a person with a disability, the ADA allows two questions to be asked by staff:
1. Is the dog a service animal required because of a disability, and 2. What work or task has the dog been trained to perform.

Staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(f))

When is it Allowable to Exclude a Service Animal?
Staff may ask the individual with a disability to remove the service animal from the premises if (1) the dog is out of the control and the handler does not take effective action to control it or (2) the dog is not housebroken. (DOJ, Title II, Amended Regulation, 28 CFR Part 35.136(b))

What Factors Should be Considered for Allowing Miniature Horses on Campus?
- The miniature horse is housebroken.
- The miniature horse is under the control of the individual with a disability.
- The specific facility can accommodate the miniature horse’s type, size and weight.
- The miniature horse’s presence in a specific facility will not compromise legitimate safety requirements necessary for the safe operation of the facility.

(DoJ, Title II, Amended Regulation, 28 CFR Part 35.136(i)); all other service animal provisions, outlined in this statement, apply.

What are the Expected Behaviors of a Service Animal and the Individual’s Responsibilities?
- It is expected the animal will remain under the direct control of the handler at all times, and be harnessed, leashed or tethered while in public places.
- The animal should respond to voice, signal or other effective means to control the animal, and remain near the individual (unless performing a task such as retrieving in item or checking a space).
- The individual is responsible for the care and supervision of the dog including anticipating the dog’s need to relieve itself, cleaning up after the animal, and maintaining the grooming, health and local license of the dog.

How Should Staff and Students Respond to a Service Animal in Public?
It is important to remember that service animals are working and you should first receive permission from the handler/individual to touch or interact with the animal. Do not ask personal questions of the individual about their disability or otherwise intrude on their privacy.

Where Can I Find More Information on Service Animals and ADA?
An excellent publication can be found at the following link: http://www.ada.gov/service_animals_2010.htm

For more information you can visit the ADA website at www.ADA.gov or call the ADA information line: 800-514-0301 (Voice) and 800-514-0383 (TTY).

Any questions or concerns?
Contact Tina Underwood, Student Disability Services Coordinator
603-513-1140 | gsc.sds@granite.edu
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)

GRANITE STATE COLLEGE LIBRARY
The Granite State College Library is 100% digital and available 24/7. It provides access to millions of full-text scholarly journals and over 250,000 e-books that support the College’s curriculum. These resources include special collections in Management and Leadership, Education, Healthcare and more. Assistance is available whenever students need it via email, live chat, or phone. Visit the library website at http://library.granite.edu/ to learn more.

As part of Granite State College’s membership in the New Hampshire College and University Council (NHCUC), students may use resources and borrow books from other NHCUC libraries.

ONLINE TUTORING SERVICES
GSC has partnered with an online tutoring company that offers 24 hour/seven days a week online tutoring service for Granite State College students. Access this free tutoring service by logging onto your eLearning+ (Moodle) account and create an online tutoring account. For more information on how to access this resource refer to https://www.granite.edu/current-students/advising-support/tutoring/ , or contact your Academic Advisor for assistance.

EMAIL
Keeping student information confidential and secure is among the highest priorities for Granite State College. All students currently enrolled at the College are assigned a Go.Granite.edu email address. The Go.Granite address will be recognized as the mechanism for communication within the College. All communication through our eLearning platform (Moodle) is directed to your student email. Please note that some confidential information may be made available to you only through WebROCK, which is password protected. In these cases, students will receive an email to their Go.granite email address directing them to WebROCK, where they can access the confidential information by logging into their account. Students have access to utilize their go.granite email address for three years after graduation. GSC alumni will always have access to WEBROCK to order transcripts.
STUDENT SELF-SERVICE AND INFORMATION SYSTEM:

WebROCK

WebROCK provides direct access to student records and registration. Once logged on, students can:

• register for courses
• make e-payments
• request official transcripts
• verify enrollments
• view financial aid information
• view academic history
• view account information

STUDENT ID CARD

Granite State College students are eligible for an official College identification card, which is issued to students free of charge. The process to obtain an ID card is simple and can be done by completing the ID Card Request form. Students enter their GSC Username and Password which is the same username and email used to log into their courses.

IT HELP

Granite State College provides 24/7 support through the service desk. For general information and answers to frequently asked questions, visit the IT Help site at http://it.granite.edu. There are several methods for requesting assistance. To request assistance, send email to gsc.help@granite.edu, call 1-888-372-4270, or submit an online help request form at it.granite.edu.

PROTECTING DATA AND PRIVACY

Users are responsible for protecting both College computers and personal devices. In the course of work, studies, and research, many tools and web sites may be used. Users are responsible for their own safety. When accessing computer systems, follow safe browsing and computing practices, such as using antivirus software, avoiding links or attachments in questionable emails, and selecting strong passwords.

Tips and guidance on safe browsing, virus protection, password policy, and account protection can be found at http://it.granite.edu/security.

COMPUTER USAGE

Granite State College offers a wide array of computing, networking, and media services to students, faculty, administrators, and staff. These services are in place to facilitate teaching and learning and administrative activities to further the College’s mission. By utilizing the College’s email services, individuals agree to abide by and are subject to, the terms and conditions of the Granite State College Networking and Computing Acceptable Use Policy (http://it.granite.edu/sites/it.granite.edu/files/media/pdfs/computeracceptableusepolicy.pdf), which governs the use of computers and networks at Granite State College, as well as adhere to the Email Acceptable Use Policy. This allows the College to provide quality services and maximize productivity while protecting the rights of all members of the community. Users are responsible for reading and understanding both policies.

COMPUTER AND NETWORK ACCEPTABLE USE POLICY

Rights and Responsibilities

Computers and networks can provide access to resources on and off College locations, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the system and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Conduct which violates this policy includes, but is not limited to the activities in the following list:

• Unauthorized use of a computer account.
• Impersonating or masquerading as another user.
• Using the College/University System of New Hampshire network to gain unauthorized access to any computer system.
• Unauthorized attempts to circumvent data protection or break security security. This includes decrypting intentionally secure data.
•知or carefully performing an act that will interfere with the normal operation of computers, peripherals, or networks.
• Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
• Violating terms of applicable software licensing agreements or copyright laws.
• Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
• Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user.
• Initiating or propagating electronic chain letters.
• Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. “spamming.”
• Forging the identity of a user or machine in an electronic communication.
• Transmitting or reproducing materials that are harassing, slanderous, or defamatory in nature or that otherwise violate existing laws or College/University System of New Hampshire regulations.
• Displaying obscene, lewd or sexually harassing images or text in a public computer facility.
• Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan Horses, and worms.

EMAIL ACCEPTABLE USE POLICY

Granite State College policy prohibits certain types of email. These include mail that may be perceived as harassment, political campaigning or commercial solicitation. Mass emailings and chain mail are also prohibited because they consume large amounts of
system resources. Incidental personal use is permissible as long as: 1) it does not consume more than a trivial amount of resources; 2) it does not interfere with staff productivity; and 3) it does not preempt any business activity.

Members of the Granite State College community shall not stalk others, post, transmit or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute or would encourage conduct that would constitute a criminal offense, give rise to civil liability, or violate any local, state, national, or international law.

It is not acceptable to use email in a way that disrupts network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and unauthorized access to another person's mailbox. It is unacceptable to use the Global Address List or portions of it as a source of addresses to create or augment an email address listing, database, or directory. It is also not acceptable for an individual to use email to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources of information.

Users of email should remember that email messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. Malicious users who know the owner's computing ID and password can abuse email. Users are responsible for protecting their own passwords.

Mailbox management is also an important aspect of acceptable use.

Access to email services may be terminated, suspended or modified at any time, without prior warning, if a pattern is detected that is not consistent with our usage policy. The administrators of go.granite and other Granite State College email resources reserve the right to report incidents of apparent unacceptable use to College administrators on a case-by-case basis, but are under no obligation to do so. Certain types of email, including but not limited to harassing email, may also subject the sender to civil or criminal penalties.

STUDENT RIGHTS AND RESPONSIBILITIES

Overview

Freedom of speech, expression, and assembly are fundamental rights of all persons and are central to the mission and purposes of Granite State College. Our educational mission is founded on the bedrock principles of supporting a robust exchange of ideas and protecting academic freedom. The College recognizes that free inquiry and free expression are indispensable components in the examination of ideas. Students, faculty, and staff are free to express their views, individually or in organized groups, orally or in writing, on any topic, subject only to rules necessary to preserve the equal rights of others and the functions of normal College operations. The College will not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person.

Rights

To benefit most from their educational experience, students at Granite State College have the right to expect from the College:

- Academic experiences that provide opportunities for intellectual and personal growth and promote the standards of academic integrity.
- Faculty and staff who are knowledgeable in their fields, effective in helping students learn, and diligent in providing appropriate and timely academic feedback.
- Faculty and staff who treat them with respect.A curriculum that broadly educates, encourages critical thinking, and promotes proficiency in a specific field.
- A variety of services which support academic and personal growth.
- A safe and healthy learning environment.
- An equitable and consistent enforcement of College policies with due consideration of the rights of all members of the College community.

Responsibilities

Students should understand that their behavior has consequences for themselves and others. Students have a responsibility to:

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions, and complete assignments on time.
- Treat faculty, staff, and fellow students with respect.
- Contribute to the enhancement of the College and the larger community. Protect and preserve intellectual and physical property belonging to others and the College.
- Be knowledgeable of and comply with the College policies as outlined in the Student Handbook, College Catalog, and course syllabi.

To ensure access to the rights listed above, all students must honor their responsibilities and behave in accordance with the expectations stated above.

Questions regarding the Statement, or any specific rights or responsibilities, should be directed to the Director of Student Affairs at 603-513-1328.
substantially disrupt the operation of the College is prohibited and shall be grounds for disciplinary action, including possible dismissal from the College. Such prohibited behaviors include, but are not limited to disruptive conduct, harassment, bullying, discrimination, sexual violence, sexual harassment, intimidation, and threatening behaviors.

For full policy and procedure, please visit [https://www.granite.edu/current-students/advising-support/student-affairs/conduct-policy/](https://www.granite.edu/current-students/advising-support/student-affairs/conduct-policy/).

**GRANITE STATE COLLEGE GENDER BASED AND SEXUAL MISCONDUCT POLICIES**

Members of the Granite State College (“College”) community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. This policy applies to all students, staff, and faculty of the College regardless of sexual orientation or gender identity.

**Title IX of the Education Amendments of 1972, 20 U.S.C. section 1681** is a federal civil rights law prohibiting the discrimination on the basis of sex in education programs and activities. Title IX states that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Granite State College maintains a zero-tolerance policy for gender-based sexual misconduct and sex-based discrimination. When an allegation of sexual misconduct is brought to the College's attention, steps will be taken to address the effects of the alleged misconduct and prevent its recurrence, including the possibility of serious sanctions to ensure that such actions are never repeated.

For full policy and procedure, please visit [https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/](https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/).

**Confidential Reporting and Support Services for Victims**

If a student would like to speak to someone confidentially, meaning that it will not be reported to the college or law enforcement, they can receive confidential counseling and support from local crisis centers in each campus location. A licensed social worker, psychologist, health center employee, or licensed pastoral counselor can also provide confidential support and services. Granite State College does not have on-campus health or counseling services in any of our regional centers, therefore we partner with local crisis centers to assist victims in receiving the confidential support they need.

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**The Coalition Against Domestic and Sexual Violence: Domestic Violence, Sexual Assault and Stalking Support Services in New Hampshire**

The NH Coalition is comprised of 13 member programs throughout the state that provide services to survivors of sexual assault, domestic violence, stalking and sexual harassment. You do not need to be in crisis to call. Services are free, confidential, and available to everyone regardless of gender, age, health status (including HIV-positive), physical, mental or emotional ability, sexual orientation, gender identity/expression, socio-economic status, race, national origin, immigration status or religious or political affiliation. The services include:

- Support and information, available in person and through a 24-hour hotline.
- Accompaniment, support, and advocacy at local hospitals, courts, and police departments.
- Access to emergency shelter.
- Peer Support Groups.
- Assistance with protective/restraining orders and referrals to legal services.
- Information and referrals to community programs.
- Community and professional outreach and education.

**NH Statewide Sexual Assault Hotline:** 1-800-277-5570
**NH Statewide Domestic Violence Hotline:** 1-866-644-3574

**RESPONSE to Sexual & Domestic Violence**

54 Willow Street, Berlin, NH 03570
1-866-662-4220 (crisis line)
603-752-5679 (Berlin office)
603-636-1747 (Groveton office)
[www.coosfamilyhealth.org/response](http://www.coosfamilyhealth.org/response)

**Turning Points Network**

11 School Street, Claremont, NH 03743
1-800-639-3130 (crisis line)
603-543-0155 (Claremont office)
603-863-4053 (Newport office)
[www.turningpointsnetwork.org](http://www.turningpointsnetwork.org)

**Crisis Center of Central New Hampshire (CCCNH)**

PO Box 1344, Concord, NH 03302-1344
1-866-841-6229 (crisis line)
603-225-7376 (office)
[www.cccnh.org](http://www.cccnh.org)

**Starting Point: Services for Victims of Domestic & Sexual Violence**

PO Box 1972, Conway, NH 03818
1-800-336-3795 (crisis line)
603-447-2494 (Conway office)
603-452-8014 (Wolfeboro office)
[www.startingpointnh.org](http://www.startingpointnh.org)
PROTECTION OF MINORS POLICY
Granite State College values the safety of all people and designs its operations to maximize that safety. This policy is intended to support the College in meeting its commitment to protect who participate in our programs and activities. For the purposes of this policy, a minor is defined as anyone under the age of 18.

1.1 REPORTING SUSPECTED INCIDENTS OF ABUSE, ASSAULT, OR NEGLECT OF MINORS.

1.1.1 Obligation to report.
All members of the community have an obligation to report incidents of physical, psychological, or sexual abuse, including assault or neglect, of minors to campus authorities so that any incidents may be properly investigated.

See Appendices A and B for definitions of neglect and abuse and potential indicators of such.

Some employees may have additional notification and reporting requirements stipulated by their profession and licensure such as licensed health care providers, licensed mental health care providers, K-12 teachers, law enforcement and emergency medical staff among others.

1.1.2 How, Where and When to Report Suspected Abuse of Minors.
Any community member who suspects a minor child has been the victim of physical abuse, sexual abuse or assault, psychological abuse, or neglect should immediately report the concern to the NH Division for Children, Youth and Families (DCYF) Intake Unit and to the GSC Director of Student Affairs or designee.

Reports should provide specific information describing the behaviors observed or knowledge received, noting dates, times, locations, and persons involved.

NH Division for Children, Youth and Families (DCYF) Intake Unit:
- If calling from NH: (800) 894-5533
- If calling from outside NH: (603) 271-6562

1.1.3 Requirements for external parties using Granite State College facilities.
Parties outside of Granite State College who choose to use Granite State College facilities as the location for their programs or events must agree to comply with all New Hampshire state and all federal laws as well as Granite State College policies. External
parties must commit to and demonstrate a communication plan to assure all individuals participating in events held on/in Granite State College facilities are aware of this obligation to report suspected incidents of abuse, neglect, or assault of minors.

1.1.3.1 External parties using Granite State College facilities to offer programs for participation by minors should have established written plans for safeguarding children, including employee background checks, guidelines for supervision of minors, and other safety precautions. External parties reserving Granite State College facilities will be provided with information for contacting authorities both on and off campus for reporting concerns.

1.1.4 Failure to Report
Any Granite State College employee failing to report suspected abuse, assault or neglect of minors will be subject to disciplinary action up to and including possible termination.

1.1.5 Employees acting in good faith under this policy to report concerns are assured protection from liability.
Retaliation against an individual who reports a concern or cooperates in an investigation under this policy is strictly prohibited.

1.1.6 False Claims.
Intentionally false claims of abuse or assault are prohibited. No complaint will be considered false solely because it cannot be corroborated. Granite State College reserves the right to discipline members of the College community who intentionally bring false reports.

1.1.7 Confidentiality.
Reports, investigations, and outcomes of investigations are to be confidential. Disclosure of such by an employee of the College may result in disciplinary action.

1.1.8 Indirect Disclosures/Handling reports of suspected assault, abuse or neglect disclosed regarding minors not associated with Granite State College.
Second-hand disclosures are occasionally made to Granite State College employees regarding circumstances unrelated to the College, its programs, students, or employees. Reports of this nature may be forwarded to the Director of Student Affairs (or designee) who will determine if an external authority should be notified.

1.2 MANDATED CAMPUS INITIATIVES TO PREVENT ABUSE/NEGLECT OF MINORS.

1.2.1 Background Checks
It is the policy of Granite State College to perform criminal background checks on all employees. In addition, the institution will screen all employees against the National Sex Offender Registry. It is important to note that background checks identify only those persons who have been arrested and is not a foolproof means of preventing assault or identifying potential offenders. There may also be a limitation in the amount of information available based on the date an offense was committed.

1.2.2 Campus Requirements for Granite State College Programs Interacting with Minors.
Any program that provides interaction with minors must have a written plan indicating the level of supervision and security measures that will be provided and the procedures that will be followed to ensure the safety of all participants with specific provisions for those under 18. The written plan must be a formal part of the program and submitted and approved by the department director in charge of that area prior to that activity taking place. The written plan must include:
- Detailed plans for child pick-up and drop-off
- Level of supervision for specific age group(s) and indicating ratio of staff to child
- Controlled access to location of the program
- Guidelines for use of images of minor children
- Guidelines for medical emergencies
- Guidelines for other emergencies
- Staff selection, orientation and training

For programs that continue, the written plan must be reviewed annually by the program sponsor and area director. The conduct of that annual review should be reflected in the Annual Report associated with the department.

All documentation of written plans should be maintained within the department and will be subject to audit.

APPENDIX A. DEFINITION OF ABUSE AND NEGLECT
New Hampshire state statute, defines an abused child as “...a child who has been:
- Sexually abused;
- Intentionally physically injured;
- Psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect;
- Physically injured by other than accidental means."

New Hampshire state statute defines a neglected child as a child:
- “Who has been abandoned by his parents, guardian, or custodian; or
- Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health, when it is established that his health has suffered or is very likely to suffer serious impairment; and the deprivation is not due primarily to the lack of financial means of the parents, guardian or custodian; or
- Whose parents, guardian or custodian are unable to discharge their responsibilities to and for the child because of incarceration, hospitalization or other physical or mental incapacity...”

APPENDIX B. INDIATIONS OF POSSIBLE ABUSE OR NEGLECT
There are a number of indicators that should be considered in determining what may constitute abuse or neglect.

1. Indicators of Sexual Abuse:
- Genital pain/itching/odors; diagnosis of a sexually transmitted disease; frequent urinary or yeast infections;
• Torn / Stained / Bloodied under clothing;
• Seductive behavior;
• Abrupt changes in child’s typical behavior and attitudes;
• Sleep disturbances, including nightmares and fear of sleeping alone or in the dark;
• Depression or excessive crying;
• Regression to behavior common at an earlier age such as: thumb sucking, bedwetting, needing a bottle, or soiling pants;
• Nervous or aggressive behavior towards adults;
• Unusual reaction to (or fear of) a specific person;
• Extreme fears or phobias;
• Expressing explicit sexual knowledge beyond the child’s age level;
• Drop in school grades or participation in activities;
• Self-destructive behavior (i.e. substance abuse);
• Running away;
• Sexual “play” behavior;
• Coercive sexual “play” behavior;
• Displaying an unusual interest in the genitals of peers, adults or animals;
• Withdrawal or isolation from friends;
• Difficulty walking or sitting.

2. Indicators of Physical Abuse.
The following may be indicators of physical abuse:
• Extensive bruises, especially bruises of different colors indicating various stages of healing
• Burns of all types, but especially cigarette burns and glovelike or immersion bruises;
• Bruises on multiple body parts or in the shape of an object.
• Frequent complaints of soreness or awkward movement as if caused by pain;
• Sleep disturbances: nightmares;
• Dramatic change in appetite;
• Enuresis (bed-wetting) or encopresis (involuntary soiling of self);
• Compulsive and repetitive acts for self-soothing and control;
• Fixation on security item;
• Social withdrawal: avoids physical contact with others;
• Aggressive acting out;
• Bizarre or self-destructive acts; destructive behavior; cruelty to animals;
• Anxiety, flinches when touched; hyper vigilance;
• Depressed: impaired capacity to enjoy life;
• Untreated rashes;
• Failure to thrive: underweight, significant developmental delays;
• Constant fatigue;
• Unattended physical problems or medical needs;
• Listless, poor responsiveness (does not often smile, cry, laugh, play, relate to others), lacks interest and curiosity;
• Consistently dirty;
• Chronic hunger;
• Inadequate dress for weather;
• Lack of supervision or child is left with inadequate caretaker
• Unsafe housing / living arrangements
• Abandonment

The above indicator lists are not exhaustive.

SAFETY AND EMERGENCY INFORMATION

CAMPUS SAFETY
Granite State College is committed to supporting the welfare of its students, faculty, staff and visitors by providing a safe and secure learning environment. It is important for all faculty, staff, and students to be aware of safety and security issues pertaining to them while participating in Granite State College activities, and take basic precautions for their own safety. For example, you should plan to walk with others when leaving class, lock unattended vehicles, and at the beginning of a new class take a moment to note the location of exits.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Director of Facilities, Safety, and Sustainability provides yearly crime statistics supplied to Granite State College by local law enforcement agencies in our campus communities. Each fall, email notification is made to all active students, current faculty, and staff that provides a website to access this report which is located at https://www.granite.edu/current-students/advising-support/safety-security/. For questions about this report, please contact:

Peter Conklin
Director of Facilities, Safety, and Sustainability
Granite State College
25 Hall Street, Concord, NH 03301
603-513-1382

CONTACT INFORMATION
Since Granite State College is a statewide institution that utilizes a network of schools for its classes, it does not employ its own security force and relies on local police and fire departments for security services. Local police are familiar with Granite State College operations, and are happy to respond to even minor incidents. All emergency calls should be made to 911 using personal cell phones.

Granite State College’s Director of Facilities, Safety, and Sustainability maintains a working relationship with local police departments to ensure their awareness of general operational details of the College, including class schedules and hours of
operation, security concerns as they arise, and any special security services as needed.

LOCAL LAW ENFORCEMENT
Non-emergency calls should be placed to the police department associated with your campus:
- Claremont Police 603-542-9538
- Concord Police 603-225-8600
- Conway Police 603-356-5715
- Lebanon Police 603-448-8800
- Littleton Police 603-444-2422
- Manchester Police 603-668-8711
- Nashua Police 603-594-3500
- Portsmouth Police 603-427-1500
- Rochester Police 603-330-7127

WEAPONS POLICY
Granite State College is committed to providing a safe and secure learning and working environment for students, staff, and faculty. Therefore, no person, except law enforcement officers while actively engaged in carrying out their duties as such, shall have in possession any deadly weapon as defined in RSA 625:11, V, while in any building or facility used by the College for administration or classes or on the grounds adjacent thereto (the premises). RSA 625:11, V defines “deadly weapon” to mean “any firearm, knife or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury.” Examples of deadly weapons under this policy include but are not limited to: explosives, fireworks, guns, (including paint, pellet, BB, air guns or authentic looking replicas) and hazardous substances. In the event any person violating this policy refuses to leave the premises or to remove such deadly weapon from the premises, such person shall be reported to local law enforcement and shall be subject to such disciplinary, legal, or administrative action as may be appropriate under provisions of state law and the policies and procedures of the College.

EMERGENCY RESPONSE PROCEDURES
Granite State College is committed to the safety of the college community. The following emergency response procedures are used to inform the Granite State College community of imminent threats to health and safety.

EMERGENCY NOTIFICATION PROCEDURES
In the event of an emergency Granite State College will notify the College community through the following methods:
- UNH Alert email and text messaging service: alert.unh.edu
- Local media outlets including WMUR-TV and WOKQ radio
- Granite State College’s email system
- Granite State College’s website

Choice of method is dependent on circumstances with more emergent issues being addressed with UNH Alert and less emergent situations through the other methods in descending order.

Granite State College partners with local law enforcement, our USNH sister campuses, and the NH Department of Emergency Management to confirm the severity of emergency situations. Due to frequent travel between campuses by our community, notifications will be made to the entire community even if they only affect one location. Emergency notifications will inform the community of the nature of the emergency, impacts on College operations, and recommendations on responses or resources as necessary. The Director of Facilities, Safety, and Sustainability initiates the emergency notification system in consultation with College leadership as necessary.

Granite State College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

TIMELY WARNINGS
Granite State College will post timely warnings for the College community to notify members of the community about serious crimes and emergencies that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Facilities, Safety, and Sustainability, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Granite State College does not issue timely warnings for the above listed crimes if:
- the subject(s) apprehended and the threat of imminent danger to the College community has been mitigated by apprehension.
- a report was not received in a manner that would allow posting “timely” warning to the community.

Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the College to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms:
- UNH Alert: a free service that automatically sends a brief text message alerting the community regarding an emergency situation to email accounts or cell phones. Students, faculty, staff, and affiliates can sign on at https://www.getrave.com/login/unh.
- Email: email system alerting students, faculty and staff.
- Granite State College website: www.granite.edu.
- Local area radio and television stations and print media.
ALCOHOL AND DRUGS
Granite State College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendment of 1989, all students and employees of Granite State College are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on any College property or property being used for classes or during college-sponsored activities is prohibited.
2. Students and employees who are found in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.
3. Students who are found to be in violation of this state prohibition are subject to discipline in accordance with established College procedures. Discipline may include probation or dismissal from the College.
4. Faculty and staff employees who are found to be in violation of the stated prohibition are subject to discipline in accordance with the applicable College employment rules and procedures. Discipline may include probation, suspension, or termination of employment.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by College employees on College premises, or off our premises while conducting College business, is prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have further legal consequences.

ALCOHOL/DRUG ASSISTANCE SERVICES
The College utilizes a system of community referrals if a student is in need of services. Staff members are key links in the communities where we are located and a network of medical, psychological, and human services agencies are accessible in local areas.
OUR CAMPUSES
Visit our campuses or call to ask questions, register for upcoming classes, meet with advisors, or attend classes.

Our two convenient co-locations may host select courses on site.

Hours and Directions:  https://www.granite.edu/contact/locations/
General Questions?  1-855-472-4255

CONCORD
25 Hall Street, Concord, NH 03301
603-513-1398

MANCHESTER
1750 Elm Street, Suite 104, Manchester, NH 03102
603-626-7714

Co-Locations
LEBANON
Co-located at River Valley Community College
15 Hanover Street
Lebanon, NH 03766

NASHUA
Co-located at Nashua Community College
505 Amherst Street
Nashua, NH 03063

ACADEMIC CALENDAR
Our academic calendar contains important dates related to course registration, financial aid, tuition payment, as well as various academic or college-wide deadlines. Visit: https://www.granite.edu/become-a-student/calendars/academic-calendar/

ADMINISTRATIVE CAMPUS
25 Hall Street
Concord, NH 03301
603-228-3000
888-228-3000
Fax: 603-513-1389

ADMINISTRATIVE OFFICES
Academic Affairs
603-513-1310
Fax: 603-513-1387

Admissions
603-513-1339
Fax: 603-513-1386

Child Welfare Education Partnership
603-513-1397
Fax: 603-513-1389

Financial Aid
603-513-1392
Fax: 603-513-1386

Graduate Studies
603-513-1334
Fax: 603-513-1387

Human Resources
603-513-1332
Fax: 603-228-1067

Marketing
603-513-1331
Fax: 603-513-1389

Osher Lifelong Learning Institute
603-513-1377
Fax: 603-513-1389

President's Office
603-513-1307
Fax: 603-513-1395

Registrar
603-513-1391
Fax: 603-513-1386

School of Education
603-822-5431
Fax: 603-822-5448

Student Accounts
603-513-1330
Fax: 603-513-1386

Student Affairs & Disability Services
603-513-1140
Fax: 603-513-1389

Student Information Center
855-472-4255
ask.granite@granite.edu

Tech Support
603-513-1361
888-372-4270
Fax: 603-513-1389

Undergraduate Studies
603-822-5419
Fax: 603-822-5449