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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.hyndman@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,
extcept 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
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.

Definitions

“Parent” means the individual or individuals named on the student’s birth certificate; or the student’s legal guardian or legal custodian provided that there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on the unemancipated person; or an individual who can claim the student as a dependent on his/her IRS 1040 tax return.

“Domicile” means a person’s true, fixed and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain and to which s/he expects
to return when s/he leaves without intending to establish a new domicile elsewhere.

“Veteran” shall have the same meaning as defined in RSA 21:50, I.

Determination of Student Status
A student shall be classified as in-state or out-of-state for tuition purposes at the time of his/her first admission. The decision shall be made by the AVP of Enrollment Operations in the first instance based upon information furnished by the student’s application and other relevant information available.

Application Forms
Anyone applying for in-state status for tuition purposes at the same time he or she is applying for admission shall submit an application on forms to be prescribed by the dean or director of admissions which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the dean or director may require in support of the affidavit of domicile. In the event the campus residency officer possesses facts or information indicating that a student’s status should be changed from in-state to out-of-state, whether or not the information was received from the student in compliance with notification requirements set forth in BOT IV.E.13, in his/her discretion, the campus residency officer may require resubmission of an application form from any in-state student prior to the commencement of each semester the student plans to attend the university system unit.

Burden of Proof
In all cases of application for in-state status for tuition purposes, the burden of proof shall be on the applicant. At the applicant’s request the AVP of Enrollment Operations shall state the reason or reasons for the decision in writing.

Determination of Domicile
No person shall be eligible for in-state status unless s/he is domiciled within New Hampshire. For University System purposes, a person does not acquire a domicile in New Hampshire until s/he has been a resident of the state for 12 consecutive months immediately preceding registration for the term for which in-state status is claimed and meets all other requirements for domicile.

In accordance with RSA 187-A:20-c, any veteran of the armed forces who establishes a residence in New Hampshire is eligible immediately for the in-state rate, and the twelve-month waiting period for establishing domicile shall not apply.

No unemancipated person shall be eligible for in-state tuition status unless his/her parent(s), as defined in BOT IV.E.2.1, shall have established domicile in this state.

No person shall be eligible for in-state tuition status unless s/he establishes that his/her residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education.

When a person has established eligibility for in-state tuition based on his/her parent’s domicile and the parent subsequently establishes domicile outside of New Hampshire, the person shall be eligible for in-state tuition for one academic semester following the academic semester during which the parent established out-of-state domicile. It shall be the student’s responsibility pursuant to BOT IV.E.13 to notify the campus residency officer of any changes affecting his or her eligibility for the in-state tuition rate.

All evidence relevant to determining domicile shall be considered. Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Payment or non-payment of any tax levied by the State of New Hampshire or any political subdivision on persons resident or domiciled thereon;
- Residence reported on any federal or state tax return;
- Registration of one’s automobile;
- State issuing one’s driver’s license;
- Receipt of support from parents who are resident or domiciled outside the State of New Hampshire;
- Voting residence;
- Claim by any non-resident parent that the applicant is a dependent for tax or any other financial purpose;
- Regular departure by an applicant from the State of New Hampshire during recesses or vacations from the University System unit;
- The filing of any claim for benefits under any policy of insurance or any federal, state or local benefit legislation based on residence or domicile outside the State of New Hampshire; or
- Status in some other state which would qualify a person for in-state tuition in that state.

Emancipation
No person shall be deemed to be emancipated unless his/her parent, as defined in BOT IV.E.2.1 above, has entirely surrendered the right to the care, custody and earnings of such person and unless his/her parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support or maintain such person. Emancipation shall not be found unless all such tests are met.

Evidence of the following shall be submitted by an applicant and requested by the dean or director of admissions:

- Lack of financial support of the person by the parents;
- Lack of contribution by the parents to any earnings or other income received by the person;
- Failure of the parent to claim the person as a dependent on his/her income or other tax returns;
- Establishment by the person of a domicile separate and apart from that of the parent; and
- Failure of the person to return to the home of the parent during vacations and other recesses from school.

Presumptions
Unless the contrary appears to the satisfaction of the dean or director of admissions in individual cases, the following presumptions shall prevail:

Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Failure or the person to return to the domicile of the parent,
- Establishment of domicile elsewhere;
- Establishment by the person of a domicile separate and apart from that of the parent.

Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Establishment by the person of a domicile separate and apart from that of the parent.

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Evidence of the following shall, in any case, be relevant, but not necessarily conclusive:

- Establishment by the person of a domicile separate and apart from that of the parent.
• A student is presumed to be emancipated from his/her parent(s) when he or she reaches the age of twenty-four (24).
• The domicile of an unemancipated person shall be that of his/her parent(s), as defined in BOT IV.E.2.1.
• The domicile of any person who first enters the University System from the domicile of his/her parent(s), as defined in BOT IV.E.2.1 above is that of the parent until s/he abandons such domicile and, for purposes other than that of education, acquires a new domicile;
• The domicile of any person who first enters the University System from a domicile other than New Hampshire is such a domicile until s/he abandons such domicile and, for purposes other than that of his/her education, acquires a new domicile; and
• Attendance at a unit of the University System or at any other educational institution in this state in itself shall not be evidence of intention to establish or establishment of a domicile in this state.

Waiver
Nothing contained in these rules shall preclude AVP of Enrollment Operations or campus residency officer from waiving any requirements hereof under special circumstances in individual cases. Waivers shall not be routinely granted.

Military Personnel
A member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders.

Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state tuition rate while living in this state.

Review of Student Status
Any student who is aggrieved by the decision of the AVP of Enrollment Operations classifying him/her as an out-of-state student for tuition purposes may appeal to the campus residency officer on forms and in accordance with procedures which shall be made available to the student in the office of the dean or director of admissions. Any student aggrieved by the campus residency officer’s decision may appeal that decision to the University System’s Residency Appeals Board (the “Board”).

The student may present to the Board such additional evidence as s/he may deem appropriate in processing his/her appeal and may appear before the Board and be heard. The decision of the Board shall be the final decision of the University System.

The University System Residency Appeals Board shall be comprised of four members who shall be designated by the presidents of each of the System’s institutions. At the first meeting of each academic year, the Board members shall designate one member to serve as chair for the remainder of the academic year and until a successor has been designated for the following year. The chair may delegate authority to chair particular meetings of the Board to any member of the Board.

Change in Status
Any student who, on his/her first admission to the University System, been classified as out-of-state for tuition purposes may apply to the campus residency officer for a change in status.

Students applying for a change in status shall file their applications with the campus residency officer prior to the first day of the semester for which the student is seeking the in-state tuition rate. Applications shall be considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next following semester. However, where a change of status from out-of-state to in-state has been denied by the campus residency officer prior to the commencement of a semester, and that decision is reversed by the Residency Appeals Board during the semester, the student’s status shall be effective as of the commencement of the semester.

In the event the campus residency officer possesses any fact or information indicating that a student’s status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the campus residency officer as set forth in BOT IV.E.11.1. No such change made by the campus residency officer after the commencement of any semester shall be effective until the beginning of the next semester. Change to out-of-state status made by the campus residency officer prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board shall be effective as of the commencement of the semester.

Student Responsibility to Notify Institution of Changes in Status
It shall be the responsibility of students on all campuses to notify the campus residency officer of any change in their eligibility for the in-state tuition rate as a result of:
• Change in the domicile of their parents; or
• Change in their own domicile

Failure to notify the campus residency officer of any changes affecting eligibility for the in-state tuition rate may subject a student to disciplinary action under the provisions of the code of student conduct and/or to such actions that may be available under law, or both.

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/.

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
• 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 ¼ 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-construction 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/ 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.

**GSC 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:
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.

(ADO, 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
TYY Users: 7-1-1 or 800-735-2964 (Relay NH)
suggested faculty workshops to acquaint faculty with the Library's services and resources.

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 to 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
The Granite State College photo ID card offers students, faculty and staff specific privileges made available by businesses and other entities to those affiliated with a college or university. Student identification card photos taken shall be maintained by the College as part of the student's record and are considered personally identifiable information under FERPA.

Call your local campus or advisor to obtain a GSC Student ID.

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/computeracceptableusespolicy.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.
- Knowingly or carelessly 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.

**GRANITE STATE COLLEGE STUDENT CODE OF CONDUCT POLICY**

**PURPOSE**

The general purpose of the GSC student code of conduct policy is to maintain a safe and respectful learning environment. This policy establishes a clear conduct standard, an explanation of the reporting processes, and an explanation of the conduct investigation, actions, sanction, and appeals processes. There are specific policies and procedures related to conduct that apply to faculty and staff (Visit https://www.granite.edu/current-students/for-staff-faculty/human-resources/). The following policy and related processes are specific to students.

**STATEMENT OF GSC CONDUCT STANDARD**

Members of the GSC community are expected to treat each other with respect. Some conduct may seem respectful to one party and not to the other. The GSC conduct standard recognizes and accommodates these differences in perspective by providing a confidential, fair and expeditious process for resolving these differences before they escalate. Members of the GSC community are expected to know and comply with the policies, rules and procedures of the College including this conduct policy.

Behavior that threatens or endangers the welfare of members of the College community or substantially disrupts or threatens to 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.

**JURISDICTION**

College jurisdiction and discipline applies to conduct which occurs on College premises or off-campus behavior that adversely affects a member of the College community and/or the pursuit of the College’s objectives. This Code shall apply to students...
participating in College managed or approved courses (face-to-face and online) field-based experiential learning, and events or trips.

Issues concerning academic integrity are subject to the Academic Policies and Procedures explained in the Granite State College Catalog. The College may refer any observed or reported incidents of conduct to the appropriate civil or criminal authority, as it may deem appropriate. Proceedings under this code are administrative and educational in nature and purpose. They do not constitute a criminal law process, nor are they intended to resemble one.

REPORTING PROCESS

Early intervention in conduct issues is the best way to avoid escalation and to maintain a safe and respectful learning environment. The College tries to ensure every member of the GSC community knows how to report conduct issues and is able to participate in the process. The majority of conduct cases at GSC are resolved informally, expeditiously, and with respect for the privacy of the parties involved.

Conduct concerns should be reported to any member of the GSC Conduct Team, listed below. If in doubt about whether to report an incident, please contact a member of the Team to describe your concern. The Team member will help you understand and consider your options. Furthermore, even if you are uncertain whether the nature or severity of your concerns would warrant reporting, your experience or observation might be part of a pattern that would justify further review and, if substantiated, corrective action.

Retaliation for reporting a conduct issue is strictly prohibited and will subject the person who retaliates to sanction, including dismissal. Any suspected incident of retaliation should be reported promptly to the GCS Conduct Team.

The members of the GSC Conduct Team are:

Tiffany Doherty
Title IX Coordinator
Director of Student Affairs
Phone 603-513-1328
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)
Email: tiffany.doherty@granite.edu

Maggie Hyndman
Deputy Title IX Coordinator
Director of Human Resources
Phone 603-513-1319
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)
Email: maggie.hyndman@granite.edu

Peter Conklin
Deputy Title IX Coordinator
Director of Facilities, Safety, and Sustainability
Phone 603-513-1382
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)
Email: peter.conklin@granite.edu

CONDUCT INVESTIGATIONS, ACTIONS, SANCTIONS, APPEALS, AND GRIEVANCE

The GSC Conduct Team is responsible for:
• investigating all reported conduct issues;
• affording opportunities for all affected parties to provide relevant information including evidence of significant mitigating circumstances;
• determining responsibility based on a preponderance standard (more likely than not that the reported behavior occurred);
• initiating appropriate actions, including sanctions;
• maintaining a written record of all actions regarding conduct cases.

Conduct Investigations

When a conduct issue has been reported, one member of the GSC Conduct Team will be designated to investigate the matter. The investigator will work with relevant GSC managers and staff to determine whether the matter can be resolved informally. If not, the matter will be resolved using the process outlined below. The investigator will not participate in a determination of responsibility or sanction on the matter in question—that will be done by another member(s) of the GSC Conduct Team.

1. Any student accused of violation of the conduct code will be provided written notice of allegations and an opportunity to be heard.

2. The GSC Conduct Team Investigator will assess the conduct issue, identify and interview people relevant to the conduct issue, and determine the need for further response. If further response is not warranted, this finding will be shared with the reporting party and the respondent. Typically the finding of no further response simply means that the issue can be resolved informally by the parties involved. Often the GSC Conduct team will assist by advising toward successful informal resolution.

3. If further response is needed, the GSC Conduct Team will:
• Determine if the conduct report needs to be referred to the Title IX investigation process (see https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/);
• Determine any necessary interim measures, which may include reporting the incident to the police, issuing a timely warning regarding criminal conduct to the GSC community, issuing “no-contact” orders, or other temporary measures to mitigate an active conduct issue;
• Work with local law enforcement during the investigation process, if applicable;
• Inform parties of findings and, if deemed appropriate through this process, impose sanctions.

4. All reported conduct issues that require an institutional response will become conduct cases and a case file will be maintained containing documentation relevant to the issue. All conduct case documentation will be treated as part of the student’s student record with the appropriate protections required by law.

5. Any question of interpretation regarding the Student Code of Conduct shall be referred to the Director of Institutional Effectiveness, Compliance, and Planning or his or her designee for final determination.
Interim Suspension
In certain circumstances, the GSC Conduct Team, or a designee, may suspend a student from an academic course or other College activity pending resolution of the regular code of conduct process, as outlined below. Such a suspension is called “interim suspension.”

1. Interim suspension may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a substantial risk of disruption of, or interference with, the normal operations of the College;
2. During the interim suspension, a student may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the GSC Conduct Team may determine to be appropriate;
3. The interim suspension does not replace the regular conduct process.

Sanctions
The following conduct may result in sanction up to and including suspension or expulsion from the College:
1. Sexual misconduct as outlined in the sexual misconduct policy;
2. Discriminatory harassment;
3. Infliction of physical harm or threatening/endangering physical harm to others;
4. The commission or conspiracy to commit a hate crime or hate crime-related related activities;
5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises;
6. Violation of any federal, state or local law;
7. Other actions of a similar severity.

One or more of the following actions or sanctions may be applied through the conduct investigation or resolution process. Past conduct history and/or a pattern of repeated behaviors may be taken into account in determining sanctions:
1. Written Warning: A notice in writing that the student is violating or has violated institutional regulations.
2. Exclusion/Removal from College Activity/Event/Class: A student given this sanction may be barred from attending a College sponsored activity, event, or class, for a specified period of time, not to exceed 180 days. These restrictions may be extended to participation in online events sponsored by the College.
3. No Contact Order: A “no contact” order can be applied to bar a student from further contact with a specified person, group, or location. For the latter, if necessary, a no trespass order may be filed with the police.
4. Restitution: The College may require restitution for damage, destruction, or theft of College or other property. These charges may not be in excess of the damage or loss incurred and may be imposed together with other sanctions.
5. Probation: A written reprimand for a violation of a specific nature that includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulations during the probationary period. Probation is for a designated period of time.
6. Suspension: A student may be suspended from the College for a specified period of time, not to exceed one year. The student while suspended shall not participate in any College sponsored activity and will be barred from College premises. Revocation of suspension requires a meeting with the Director of Student Affairs to agree on the terms of reinstatement. Students suspended from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.
7. Dismissal and Expulsion from the College: Permanent separation of the student from the College. Students expelled from the College are not entitled to refunds for tuition or fees associated with their interrupted enrollment.

Appeals
Students subject to discipline may appeal the decision imposing the disciplinary action. Appeals must be submitted in writing to the Vice President of Finance and Administration within 10 business days after the student receives written notification of the disciplinary decision. The appeal must specify the grounds on which it is being made. Allowable grounds for appeals are limited to the following:
• Procedural irregularity;
• Insufficiency of evidence to support the charged violations of the Code of Conduct;
• Inappropriately imposed sanction(s);
• Newly available evidence that is sufficient to alter the decision and that was not available at the time of the original hearing.

The student will receive a copy of the appeal decision within 10 business days of the Vice President of Finance and Administration’s receipt of the appeal. Among other possible outcomes, the appeal decision may require that the previously imposed sanctions be:
• Affirmed and implemented;
• Suspended, set-aside or reversed;
• Modified or amended.

Upon notification, administrative offices throughout the College will take all requisite actions to record and implement the final decision of the College. Appeal decisions made by the Vice President of Finance and Administration are final.

GRANITE STATE COLLEGE GENDER BASED AND SEXUAL MISCONDUCT POLICIES

Members of the GSC 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 GSC regardless of sexual orientation or gender identity.
Title IX of the Educational 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.

Title IX Investigations
Granite State College will conduct a civil rights inquiry of all conduct cases alleging sexual harassment, sexual assault, dating/intimate partner violence, and stalking. The civil rights inquiry is an administrative inquiry that seeks to determine if an act of discrimination occurred against a person based on a protected status.


DEFINITIONS

 Discriminatory Harassment
In accordance with applicable USNH policy, State and Federal regulations, discriminatory harassment is conduct that is: (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, ethnicity, gender identity, sexual orientation, age, disability, marital status, pregnancy, genetic information, veteran’s status, or other protected class under federal or state law; (3) directed at an individual; and (4) so severe, pervasive, and objectively offensive (i.e., it would be offensive to a reasonable person in the victim’s position, considering all of the circumstances), and so undermine and detract from the victim’s educational experience, that the victim is effectively denied equal access to the college’s resources and opportunities. This type of harassment is traditionally referred to as “hostile environment” harassment.

Students should report these incidents to any member of the Code of Conduct Team, the Title IX Coordinator, the Vice President of Student Administrative Services, or the online incident report form https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/. The incident will be reviewed using the same investigative procedures as a Title IX investigation (see Title IX investigations https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/). The investigator will provide a recommendation to the Conduct Team regarding what additional steps should be taken. All information and relevant documentation gathered by the investigator may be used as evidence in a student conduct case.

Sexual Harassment
Whether intended or not, sexual harassment is illegal under both state and Federal law. Unwelcome sexual advances, requests for sexual favors and other gender-based verbal or physical conduct of a sexual nature constitute sexual harassment when:
• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a hostile or offensive working or academic environment.
• Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual.
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic work.

Examples of conduct that may, if continued or repeated, constitute sexual harassment are:
• Unwelcome sexual propositions
• Graphic comments about a person’s body
• Sexually suggestive objects or pictures in the workplace
• Sexually degrading words to describe a person
• Derogatory or sexually explicit statements about an actual or supposed sexual relationship
• Unwelcome touching, patting, pinching, or leering
• Derogatory gender-based humor

Such conduct, whether intended or not, constitutes sexual harassment. Any faculty, staff or student who violates this policy will be subject to discipline up to and including dismissal.

Quid Pro Quo Harassment
Quid Pro Quo (This For That) is behavior that conditions a benefit on a student or employee’s submission to expressed or implied demands for sexual favors (a good grade, a promotion, a raise) or to avoid some detriment in the classroom or workplace (a failing grade, demotion, termination). By definition this can only be perpetrated by someone in a position of power over another.

Sexual Violence
Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the individual’s age or use of drugs or alcohol or an intellectual or other disability that prevents the individual from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Non-Consensual Sexual Contact is:
• any intentional sexual touching,
• however slight,
• with any object,
• by a man or a woman upon a man or a woman,
• that is without affirmative consent and/or by force

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these
body parts, or making another touch you or themselves with or on any of these body parts. See NH State Law RSA 632-A:1

**Non-Consensual Sexual Penetration is:**
- any sexual penetration
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without affirmative consent and/or by force

Penetration includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, or oral copulation (mouth to genital contact or genital to mouth contact). See NH State Law RSA 632-A:1

**Affirmative Consent**
Affirmative consent is the affirmative, conscious and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the parties involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Incapacitated Sexual Contact**
To have sexual contact or intercourse with someone who you know to be, or should know to be, incapable of making a rational, reasonable decision about a sexual situation. An incapacitated person cannot give consent. This includes someone who is asleep or unconscious, incapacitated due to the influence of alcohol, drugs, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity, or if the person was unable to communicate due to a mental or physical condition. Use of alcohol or other drugs is never a defense for sexual assault/misconduct.

**Sexual Exploitation**
Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying

**Domestic Violence**
Domestic violence is defined by the United States Department of Justice as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. (https://www.justice.gov/ovw/domestic-violence)

See NH State Law RSA 631:2-b

**Relationship/Dating Violence**
A pattern of abusive behaviors used to exert power and control over a dating partner. Every relationship is different, but the things that unhealthy and abusive relationships have in common are issues of power and control. Violent words and actions are tools an abusive partner uses to gain and maintain power and control over their partner. Any person can experience relationship/dating violence, regardless of gender, sexual orientation, socioeconomic standing, ethnicity, religion or culture. It does not discriminate and can happen to anyone in any relationship, whether it’s one that is casual and short-term or serious and monogamous.

**Stalking**
Stalking is when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her personal safety; or causes substantial emotional distress. Cyberstalking is the use of the internet, email or other electronic communications to stalk, and refers to a pattern of threatening and malicious behaviors.

NH State Law

**Retaliation**
Retaliation is defined as intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding, police report, school investigation or grievance process. For these purposes, “retaliation” includes intimidation, threats, harassment, and other adverse action threatened or taken. Retaliation should be reported promptly to the Director of Student Affairs/Title IX Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to reports of sexual misconduct.

**Getting Help and Reporting Options for Victims of Sexual Misconduct**
GSC encourages anyone who has been subjected to, or affected by, sexual misconduct, sex discrimination or harassment to reach out for support and to report what occurred. Students can choose to report to college officials, and/or law enforcement, or speak confidentially with a local crisis center victim advocate. Students always have the choice to pursue these options individually or simultaneously. If a student is unsure about which option is right for them, they can discuss this with a crisis center.
therefore we partner with local crisis centers to assist victims in receiving the confidential support they need.

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)
603-636-1747 (Groveton office)
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

Crisis Center of Central New Hampshire (CCCNH)
PO Box 1344, Concord, NH 03302-1344
1-866-841-6228 (crisis line)
603-225-7376 (office)
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

College Reporting Options
It is important to know that all GSC staff and faculty are required to inform the Title IX Coordinator of any incident of sexual harassment or sexual misconduct. Students may report directly any incidents to the following college officials:

Tiffany Doherty
Title IX Coordinator
Director of Student Affairs
25 Hall Street
Concord NH 03301
603-513-1328
tiffany.doherty@granite.edu

Maggie Hyndman
Deputy Title IX Coordinator
Director of Human Resources
25 Hall Street
Concord NH 03301
603-513-1319
maggie.hyndman@granite.edu

Peter Conklin
Deputy Title IX Coordinator
Director of Safety
25 Hall Street
Concord NH 03301
603-513-1382
peter.conklin@granite.edu

The Title IX Coordinator will work to coordinate resources and support, and inform the victim of their options for pursuing a complaint. If a victim reports an incident, but requests to maintain confidentiality or requests that no investigation or disciplinary action be taken, the college will weigh that request against the college’s obligation to provide a safe, non-discriminatory environment for all students, including the victim. The college may be required to take steps to address the alleged misconduct and prevent its recurrence, even if the victim requests confidentiality or does not wish to pursue a formal complaint.

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,
Sexual Harassment & Rape Prevention Program (SHARPP)
2 Pettee Brook, Wolf House, Durham, NH 03824
1-888-271-SAFE (7233) (crisis line)
603-862-3494 (office)
www.unh.edu/sharpp

Monadnock Center for Violence Prevention
12 Court Street, Keene, NH 03431-3402
1-888-511-6287 (crisis line)
603-352-3782 (crisis line)
603-352-3782 (Keene office)
603-209-4015 (Peterborough)
www.mcvprevention.org

New Beginnings – Without Violence and Abuse
PO Box 622, Laconia, NH 03247
1-866-841-6247 (crisis line)
603-528-6511 (office)
www.newbeginningsnh.org

WISE
38 Bank Street, Lebanon, NH 03766
1-866-348-WISE (9473) (crisis line)
603-448-5525 (local crisis line)
603-448-5922 (office)
www.wiseuvm.org

The Support Center at Burch House
PO Box 965, Littleton, NH 03561
1-800-774-0544 (crisis line)
603-444-0624 (Littleton office)
www.tccap.org/support_center.htm

YWCA Crisis Service
72 Concord Street, Manchester, NH 03101
603-668-2299 (crisis line)
603-625-5785 (Manchester office)
www.ywcanh.org

Bridges: Domestic & Sexual Violence Support
PO Box 217, Nashua, NH 03061-0217
603-883-3044 (crisis line)
603-889-0858 (Nashua office)
603-672-9833 (Milford office)
www.bridgesnh.org

Voices Against Violence
PO Box 53, Plymouth, NH 03264
1-877-221-6176 (crisis line)
603-536-1659 (local crisis line)
603-536-5999 (public office)
603-536-3423 (shelter office)
www.voicesagainstviolence.net

HAVEN
20 International Drive, Suite 300 Portsmouth, NH 03801
603-994-SAFE (7233) (crisis line)
603-436-4107 (Portsmouth office)
(Offices in Portsmouth, Rochester and Salem)
www.havennh.org

Medical Support Services
The health and safety of students is the college’s primary concern. Survivors should take care of their immediate personal safety first.

Call 911 if you are in immediate danger
The first thing to do is to get to a safe place. Contact a friend, family member, a crisis center or local law enforcement to ensure your safety. This does not mean that you have to “report” the details of the incident unless you choose to. This is about your being safe.

Get Medical Attention
It is extremely important that you seek medical attention as soon as possible, preferably within 72 hours, because depending on the nature of the assault you might be injured internally as well as externally. Prompt medical examinations can test for pregnancy, STDs, HIV, and venereal disease. A medical examination can also secure valuable evidence that could be used later if you wish to have the assailant prosecuted. The patient is in charge of this exam and every step of the medical/forensic examination is optional. The choice to report and prosecute is yours, but physical evidence is difficult to collect unless you seek medical attention promptly. Sometimes your initial instincts to drink, bathe, brush your teeth, comb your hair, even change your clothes, while natural, will eliminate evidence.

A Sexual Assault Forensic Examination Kit, provided by the NH Attorney General’s Office, may be requested at no charge. You do not need to provide proof of insurance to request the kit. The Sexual Assault Forensic Examination Kit collects evidence that could be helpful if you decide to report the assault to the police within the following 60 days. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses not to proceed legally.

If you are thinking about completing a kit, note that you may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 3 months. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis.

Note: Hospitals may alert a law enforcement agency of a reported sexual assault. A police officer may ask you to file a report, which you may decline to do.

Call the local crisis center listed on the prior page for support.
Advocates from crisis centers are available twenty-four hours a day, seven days a week to help survivors with any and all needs including seeking medical attention, reporting an assault and seeking emotional support. They can help support throughout
the emergency rape crisis treatment and emergency medical services, as well as the coordination of accompanying the victim to the hospital, police, etc. as requested.

*Link to a Directory of New Hampshire Hospitals:*

*Other Support Resources:*
Pandora's Project:  http://pandys.org/
RAINN:  https://www.rainn.org/get-help
SurvJustice:  http://survjustice.org/
uSafeNH smartphone application:  http://usafenh.org/

*Law Enforcement Reporting Option*
Students have the right to file a criminal complaint and a Title IX complaint simultaneously. To file a report with law enforcement, contact your local law enforcement agency or the Title IX Coordinator for assistance with filing a criminal complaint.

Claremont Police  603-542-9538
Concord Police  603-225-8600
Conway Police  603-356-5715

*Timely Warning Reporting Obligations*
Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that may pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

*Sexual Misconduct Investigation and Procedures*
For the purposes of the conduct process, an individual filing a report/complaint is referred to as the complainant; an individual accused of sexual misconduct is referred to as the respondent.

Once the Title IX Coordinator receives notice of sexual misconduct, the college will take immediate action to provide prompt and equitable resolution of the complaint. We will work with the complainant to provide remedies on and off campus to protect from further sexual harassment or retaliation from the alleged perpetrator and his/her associates, including interim remedies while an investigation is pending. Such remedies could include:

- Altering academic schedules, withdraw from/retake a class without penalty, no contact orders, no trespass orders, increased security measures

The college will inform and obtain consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, we will take reasonable steps to investigate and respond, however the college's ability to respond may be limited. If the complainant continues to ask that his/her name not be revealed, the request will be evaluated in the context of our responsibility to provide a safe and non-discriminatory environment for all students. The privacy of all parties will be respected, except insofar as it interferes with the college's obligation to fully investigate and respond to allegations of sexual misconduct.

If there is a report of an act of alleged sexual misconduct and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution may be legally required to notify law enforcement authorities.

*Investigation and Resolution Process*
If the complainant decides to move forward with the conduct process, the Title IX Coordinator will conduct a preliminary investigation to determine if there is reasonable cause to believe specific policies have been violated. When reasonable cause has been determined, both the complainant and respondent will receive notification that an investigation has been initiated. Both parties will be informed of their due process/equitable rights, the timeframe for the investigation and resolution, interim remedial steps and possible sanctions.

Both the complainant and the respondent may have an advisor of their choosing present in any meeting or interview throughout the process. The advisor may not disrupt the meeting/interview, either verbally or nonverbally, and may not participate in any capacity other than advisor and observer. The advisor does not represent the complainant or respondent at any point in the process.

The investigation will be conducted by a trained Title IX investigator who will interview the complainant, respondent, and other witnesses. Throughout the investigation and resolution process, the preponderance of the evidence (“more likely than not”) standard will be used. The investigator will provide a report with findings and recommendations to the Title IX Coordinator.

The Title IX Coordinator will determine the response to findings and whether a sanction will be imposed. If the possible sanctions include suspension or expulsion, the respondent will be given further opportunity to respond to the findings and present additional evidence prior to imposition of a sanction.

*Outcomes and Appeals*
The complainant and the respondent will be concurrently notified in writing of the outcome. In accordance with the Clery Act, this will include the name of the accused student, the violations for which the student was found responsible (if any), and any sanctions imposed.

Either party may appeal the decision. Appeals must be submitted in writing to the Vice President of Finance and Administration within 10 business days after the student receives written notification of the disciplinary decision. The student will receive a copy of the appeal decision within 10 business days of the Vice President of Finance and Administration's receipt of the appeal. The outcome of the appeal is a final decision.
New Hampshire
Domestic and Sexual Violence
Crisis Center Catchment Areas

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

NOTE: Due to space restrictions, some smaller towns are not shown on this map.

♦ VOICES AGAINST VIOLENCE and THE SUPPORT CENTER both provide services to victims in Lincoln and Woodstock.

* MAIN OFFICE
* SATELLITE OFFICE

SHARPP serves the students, faculty and staff of the University of New Hampshire.
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.

The Director of Student Affairs (or designee) will make a report to external authorities (local police) as appropriate and then to officials on campus with a legitimate need to know.

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. INDICATIONS 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 glove-like 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;

3. Indicators of Emotional Abuse.
The following may be indicators of emotional abuse:
- Constant self-berating or belittling.
- Inability to play as most children do
- Sleep problems
- Antisocial behaviors
- Lags in emotional and intellectual growth
- Self-destructive feelings or behavior
- Indicators of Neglect. The following may be indicators of neglect:
- Back of infant’s head lacks hair or appears flattened;
- Untreated rashes;
- Failure to thrive: underweight, significant developmental delays;
- Constant fatigue;
- Unattended physical problems or medical needs;
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

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.

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.

- 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.
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**.

A copy of the timely warning will be filed in the corresponding case file. Granite State College may also issue “Safety Alerts,” when necessary, to apprise the College community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the College community can make informed decisions about personal safety.

**CRIMINAL AND INCIDENT REPORTING**

Granite State College is committed to providing and sustaining a safe environment for its students, faculty and staff. It is therefore essential that all fires, accidents, criminal acts, or other potentially hazardous situations or incidents are brought to the attention of the College administration so that remedial or preventive action can be taken. Incidents are reported to the College administration by means of the Incident Report Form (IRF) and must be completed by the College employee involved in, witness to, or notified of an incident. The Incident Report Form should be completed within 24 hours after an employee is made aware of the incident. Submitted IRFs are sent to the Director of Facilities, Safety, and Sustainability for review, investigation, and follow-up action.

**EMERGENCY MANAGEMENT TEAM**

Emergency management decisions at Granite State College are the responsibility of the Director of Facilities, Safety, and Sustainability in consultation with operational and administrative managers as necessary including, but not limited to: the Office of the President, Information Technology, Campus Operations, and Marketing and Communications. Granite State College relies on local first responders to manage incidents that require fire, life safety or police services.

**WEATHER CANCELLATIONS**

In inclement weather, the College posts delay and closing information on UNH Alerts and at major media outlets (including the broadcast/web site for statewide television station WMUR). Please note that conditions around the state may vary considerably, and thus it is important to verify whether specific College locations are closed, or whether the entire College is closed. For classes co-located at other colleges, check to see if that college is closed. Students and faculty are expected to use prudent judgment in assessing weather and travel conditions. Make-up course sessions or other strategies for ensuring course hours are achieved will apply when classes are canceled due to weather. Sign up for UNH Alerts at https://www.getrave.com/login/unh.

**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, and attend classes.

Our two convenient co-locations host courses on site.

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

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

CONWAY
53 Technology Lane, Suite 150, Conway, NH 03818
603-447-3970

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

ROCHESTER
35E Industrial Way, Rochester, NH 03867
603-332-8335

PORTSMOUTH
Pease International Tradeport
51 International Drive, Portsmouth, NH 03801
603-334-6061

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

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
## ACADEMIC CALENDAR 2019-2020

### FALL 2019 (201901) – 12 WEEKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16 (T)</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Sept. 11 (Wed.)</td>
<td>Tuition &amp; Fees Payment Due for first 6-week and 12 week classes no later than or by 5:00pm(EST)</td>
</tr>
<tr>
<td>Sept. 23 (M)</td>
<td>First day of fall term</td>
</tr>
<tr>
<td>Oct. 2 (W)</td>
<td>Last day to add/drop first half 6-week course</td>
</tr>
<tr>
<td>Oct. 4 (F)</td>
<td>Last day to add/drop 12-week course</td>
</tr>
<tr>
<td>Oct. 16 (W)</td>
<td>Last day to withdraw from first 6 week class</td>
</tr>
<tr>
<td>Oct. 28 - Nov.1 (M–F)</td>
<td>Last week of 1st six week term</td>
</tr>
<tr>
<td>Oct. 23 (W)</td>
<td>Tuition &amp; Fees Payment due for second 6-week term classes no later than 5:00pm(EST)</td>
</tr>
<tr>
<td>Nov. 4 (M)</td>
<td>First day of second 6-week term classes</td>
</tr>
<tr>
<td>Nov. 4 (M)</td>
<td>Final grades due to Registrar for first 6-week term classes</td>
</tr>
<tr>
<td>Nov. 7 (Th)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>Nov. 11 (M)</td>
<td>Veterans Holiday (College closed)</td>
</tr>
<tr>
<td>Nov. 12 (T)</td>
<td>Last day to add/drop second 6-week classes</td>
</tr>
<tr>
<td>Nov. 27-29 (W–F)</td>
<td>Thanksgiving Break – Classes held Monday and Tuesday. NO EVENING CLASSES Wednesday, Thursday/Friday (College Closed)</td>
</tr>
<tr>
<td>Nov. 22 (F)</td>
<td>Last day to withdraw from second 6-week class</td>
</tr>
<tr>
<td>Dec. 9 - 13 (M–F)</td>
<td>Last week of fall term</td>
</tr>
<tr>
<td>Dec. 16 (M)</td>
<td>Final deadline to report grades for 12-week and second 6-week classes</td>
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### WINTER 2020 (201902) – 12 WEEKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Oct. 29 (T)</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Dec. 27 (F)</td>
<td>Tuition &amp; Fees Payment Due for first 6-week and 12 week classes no later than or by 5:00pm(EST)</td>
</tr>
<tr>
<td>Jan. 6 (M)</td>
<td>First day of winter term</td>
</tr>
<tr>
<td>Jan. 14 (T)</td>
<td>Last day to add/drop first half 6-week course</td>
</tr>
<tr>
<td>Jan. 17 (F)</td>
<td>Last day to add/drop 12-week course</td>
</tr>
<tr>
<td>Jan. 20 (M)</td>
<td>Martin Luther King, Jr. Holiday (College closed)</td>
</tr>
<tr>
<td>Jan. 29 (W)</td>
<td>Last day to withdraw from first 6 week course</td>
</tr>
<tr>
<td>Feb. 5 (W)</td>
<td>Tuition &amp; Fees Payment due for second 6-week term classes no later than 5:00pm(EST)</td>
</tr>
<tr>
<td>Feb 10-14 (M–F)</td>
<td>Last week of 1st six week term</td>
</tr>
<tr>
<td>Feb. 17 (M)</td>
<td>First day of second 6-week term classes</td>
</tr>
<tr>
<td>Feb. 17 (M)</td>
<td>Final grades due to Registrar for first 6-week term classes</td>
</tr>
<tr>
<td>Feb. 21 (F)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>Feb. 25 (T)</td>
<td>Last day to add/drop second 6-week classes</td>
</tr>
<tr>
<td>Mar. 11 (W)</td>
<td>Last day to withdraw from second 6-week class</td>
</tr>
<tr>
<td>Mar. 23 - 27 (M–F)</td>
<td>Last week of winter term classes</td>
</tr>
<tr>
<td>Mar. 30 (M)</td>
<td>Final deadline to report grades for 12-week and second 6-week classes</td>
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### SPRING 2020 (201903) – 12 WEEKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Jan. 28 (T)</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Mar. 25 (W)</td>
<td>Tuition and fee payments or documented payment arrangements, (including financial aid), are due for all students registered prior to March 25 th for first 6-week and 12-week classes. Due by 5:00pm ET.</td>
</tr>
<tr>
<td>Apr. 6 (M)</td>
<td>First day of spring term</td>
</tr>
<tr>
<td>Apr. 14 (T)</td>
<td>Last day to add/drop first half 6-week course</td>
</tr>
<tr>
<td>Apr. 17 (F)</td>
<td>Last day to add/drop 12-week course</td>
</tr>
<tr>
<td>Apr. 29 (W)</td>
<td>Last day to withdraw from first 6 week course</td>
</tr>
<tr>
<td>May 6 (W)</td>
<td>Tuition &amp; Fees Payment due for second 6-week term classes. Due by 5:00pm ET.</td>
</tr>
<tr>
<td>May 11-15 (M–F)</td>
<td>Last week of first six week term</td>
</tr>
<tr>
<td>May 18 (M)</td>
<td>First day of second 6-week term classes</td>
</tr>
<tr>
<td>May 18 (M)</td>
<td>Final grades due to Registrar for first 6-week term classes</td>
</tr>
<tr>
<td>May 22 (F)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>May 25 (M)</td>
<td>Memorial Day Holiday (College closed)</td>
</tr>
<tr>
<td>May 26 (T)</td>
<td>Last day to add/drop second 6-week classes</td>
</tr>
<tr>
<td>June 10 (W)</td>
<td>Last day to withdraw from second 6-week class</td>
</tr>
<tr>
<td>June 22-26 (M–F)</td>
<td>Last week of spring term classes</td>
</tr>
<tr>
<td>June 29 (M)</td>
<td>Final deadline to report grades for 12-week and second 6-week classes</td>
</tr>
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### SUMMER 2020 (201904) – 10 WEEKS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 5 (T)</td>
<td>Registration Opens</td>
</tr>
<tr>
<td>Jun. 24 (W)</td>
<td>Tuition and fee payments or documented payment arrangements, (including financial aid), are due for all students registered prior to June 24 th for first 6-week and 12-week classes. Due by 5:00pm ET.</td>
</tr>
<tr>
<td>July 4 (S)</td>
<td>July 4th Holiday – (College closed)</td>
</tr>
<tr>
<td>July 6 (M)</td>
<td>First day of summer term</td>
</tr>
<tr>
<td>July 10 (F)</td>
<td>Last day to add/drop 6 week course</td>
</tr>
<tr>
<td>July 17 (F)</td>
<td>Last day to add/drop 10 week course</td>
</tr>
<tr>
<td>July 29 (W)</td>
<td>Last day to withdraw from 6-week course</td>
</tr>
<tr>
<td>Aug. 17 (M)</td>
<td>Final grades due to Registrar for first 6-week term classes</td>
</tr>
<tr>
<td>Aug. 14 (F)</td>
<td>Last day to withdraw from 10 week course</td>
</tr>
<tr>
<td>Sept. 7 (M)</td>
<td>Labor Day Holiday (College closed)</td>
</tr>
<tr>
<td>Sept. 7-11 (M–F)</td>
<td>Last week of summer term classes</td>
</tr>
<tr>
<td>Sept. 14 (M)</td>
<td>Final deadline to report grades for 6 and 10 week classes.</td>
</tr>
</tbody>
</table>

### SUMMER 2020 (201904) – 10 WEEKS

<table>
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<tr>
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<tbody>
<tr>
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<td>July 4 (S)</td>
<td>July 4th Holiday – (College closed)</td>
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<tr>
<td>July 6 (M)</td>
<td>First day of summer term</td>
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<tr>
<td>July 10 (F)</td>
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<tr>
<td>July 17 (F)</td>
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<tr>
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