

FRANKLIN PIERCE UNIVERSITY
COLLEGE AT RINDGE

2012 -2013

STUDENT HANDBOOK

REVISED: August 2012

Franklin Pierce University is an academic community dedicated to intellectual, moral, and the personal growth and well-being of its members. We come together with a common purpose, united by a commitment to the optimal development of our individual and collective talents and abilities. Our tasks, in one respect, have a seemingly selfish aspect, since we focus so much of our energy on our individual minds, on our own individual lives. The pursuit of personal excellence, however, though sometimes lonely, should not be thought of as selfish. The life of a university is a shared life, and the richest experience is possible only when we see ourselves not just as individuals, but as contributing, responsible members of the larger community... and that is what a good university must be.

There can be no sense of community without shared beliefs about what is valuable, what is enriching, and what is good. Franklin Pierce University believes that our greatest responsibility is to take full advantage of our time here together. Our years at Franklin Pierce University provide a rare, invaluable opportunity for the kind of personal growth that Western culture has always revered as the highest good: The freedom and responsibility to do one's best. The chance to make our lives better through determined, conscious effort is what Franklin Pierce University is committed to achieving.

This student handbook is a piece of this effort to help students do just that. It is a partial guide to the life of the University. To new students, it provides an introduction to co-curricular realities and expectations. It is not a mere list of "Thou-shalt-nots." It is a formal statement reaffirming the University's commitment to mutual respect, trust, and integrity as precious values in and of themselves. This document has emerged through our history as a way to create the best environment in which to most effectively pursue the fundamental goals of our university community.

The 2011-2012 College at Rindge Student Handbook contains information on policies and opportunities. We encourage and challenge you to seek out new areas of interest and get involved in activities that will make the university experience more rewarding in the years ahead. Education and learning are opportunities for personal growth and academic achievement. We expect you to identify concerns about the quality of life on campus and to participate with faculty and staff in achieving high standards of learning and growing in this beautiful setting. Maintaining a healthy campus environment requires a balance between individual rights and responsibilities and those shared experiences that contribute to the Common Good and give rise to establishing the university community.

SECTION ONE – STUDENT AFFAIRS

VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs, Dr. Jim Earle, works closely with individual students, a variety of student groups, faculty, staff, parents, and alumni to create and maintain an environment that is educational and participatory in nature, built upon cooperation, trust, and mutual respect. The Vice-President helps students to develop positive individual and community and assists students in resolving personal, interpersonal, and family problems. The Office of Student Affairs conducts on-going research and a variety of planning activities, and regularly consults with the Provost, Dean of Academic Affairs and academic departments to improve the student experience. The Vice-President coordinates all co-curricular programs. The staff of the Student Affairs Division maintains active working relationships with student leaders of about forty clubs and organizations and works closely with the students in the administration of student government and the student activities fee, which funds campus clubs and organizations.

CO-CURRICULAR PROGRAMS

Co-curricular programs occur outside the University classrooms, but are desired to compliment the goals of the Student Experience. This unique format endeavors to unify a student's social and intellectual experience. These programs are primarily designed by staff and students, in conjunction with the faculty, and occur in the residential and social arenas.

STUDENT DEVELOPMENT PROGRAMS

Student development programs encourage personal growth and assist students in developing life-management skills. The Outreach Education Center, Career Services Office, the Office of Community Service, Academic Services Center, Health Center, Men's and Women's Athletics, Campus Ministries, Recreation and Intramural Sports, student leadership, Residential Life and Student Activities are among the educational opportunities offered in the student development program. The faculty and staff encourage your involvement as active participants in personal development and in the daily life of the University. Students have special opportunities to participate in the operation, management, and planning of most phases of university life. We also encourage you to be responsible as citizens of the campus community and of the Monadnock Region. Student development provides the support, assistance, and teaching that expands your horizons and enhances the quality of your life as a student.

RESIDENTIAL LIFE

As a residential university, Franklin Pierce is focused on providing housing for all of our students and connecting academic with residential learning. The university provides opportunities for our residential students to interact and collaborate with peers from a variety of diverse backgrounds. We encourage our students to become active residents of the university so they can enhance their university experience.

The Department of Residential Life, administered by the Director of Residential Life and six live-in professional staff members, is responsible for the daily concerns that may arise within the university residences. Residential Life handles all room assignments, roommate concerns, maintenance issues and coordinates the Residence Hall Association (RHA) which provides residential students an opportunity to collaborate and further develop the sense of community. As a residential university, the centerpiece of the developmental process for our residents is co-curricular programming. Besides providing developmental and community based programs, we feel that an important component of the students' overall development is to provide educational programs that compliment the academic experience in the classrooms.

Room Changes - Students may not change rooms within the first two weeks of the semester. During the first two weeks of the semester the University puts a "freeze" on any room change activity in order to account for all residents and open rooms. Students may make room changes after the "freeze" All changes must be approved by the Department of Residential Life prior to any physical move taking place. There will be no refunds for any portion of the room charges, nor will there be additional charges added to the student's statement after the first two weeks. Once a student checks into a residence hall, he/she may not change status from a resident student to a commuter student. Any exception to this rule must have the approval of the Vice President of Student Affairs. Any refund will follow the schedule prescribed under "Withdrawal for Regular Terms."

Meal Plan Changes – All freshmen are required to be on one of the University's two unlimited meal plan options, regardless of where they reside on campus. Freshmen commuter students are exempt from this requirement, but may opt to participate in any one of the University's meal plan options by enrolling in the Residential Life Office. Sophomore, junior or senior year students living in Lakeview, Sawmill, Northwoods or Mountain View may elect one of the other plans or no meal plan. Any upper-class (non-freshman) student living in standard residences (Granite, Mount Washington, New Hampshire, Cheshire, Monadnock or

Edgewood) must elect one of the meal plans available to them. Any changes to meal plan options must be made before the Add/Drop Period ends and this must be done in the Office of Residential Life. Any exceptions (e.g., documented medical issue that necessitates being off the meal plan) must be approved by the Director of Residential Life before the end of the Add/Drop Period.

ALCOHOL AND OTHER DRUG ABUSE PREVENTION SERVICES

In accordance with Franklin Pierce University's focus on individual development, alcohol and other drug abuse prevention services are available which emphasize education, prevention, and intervention. Professional staffs in several departments coordinate services. Students may be self-referred or referred by concerned faculty, staff or fellow students as well as by the university judicial process for brief assessment and intervention. Off campus referrals are available. In addition, an Alcoholics Anonymous chapter holds open meetings on campus. For more information contact the Center for Outreach Education or a Residential Life Experience Director. Information relating to the Drug Free Schools and Communities Act can be found on the student life, judicial affairs page of the University website.

THE CENTER FOR COUNSELING & OUTREACH EDUCATION

The center was established to assist students with their growth and development through the university years. The focus is on furthering self-understanding while encouraging a sense of community. The Center emphasizes education in skills that can be used continuously throughout a person's life. Through group programs, one can learn how to change self-defeating behavior, manage anxiety, improve relationships, and develop leadership skills. The Center will meet individually with students to find appropriate on and off campus services. The Center also has a full-time woman's crisis advocate available. The Center for Counseling & Outreach Education is located in the lower level of Granite Hall with Health Services.

HEALTH CENTER

The Health Center is located on the lower level of Granite Hall and is open to all students. Students are seen by appointment only to allow sufficient time for assessment and avoid waiting time. Walk-in emergencies, however, are dealt with immediately. On-campus nurse practitioner appointments are available. All appointments with physicians, clinics, and hospitals are made through the Health Center to provide proper insurance coverage. The University health insurance will not cover students who are not referred by the Health Center. All appointments can be made by calling ext. 4130. In case of illness or accident

when the Health Center is not open, students should notify residence hall or campus safety staff, who will arrange for appropriate care. Student EMTs are available on campus for emergencies and will arrange emergency transportation when necessary.

If you are absent from classes for any length of time due to medical reasons, please notify the Health Center and Academic Affairs. This notification allows us to respond appropriately to your individual circumstances. The Health Center does not provide excuses for missing classes. Please contact us if you have any health care needs, need medical advice, have insurance questions, or would like educational programs provided.

CAREER SERVICES

The Career Center located in New Hampshire Hall, offers a variety of services for students and alumni around career decision-making and job search issues. These services include career assessment testing, individual career counseling, workshops, internet guidance, career panels and special programs, a career resource library, job and internship listings, on-campus recruiting, career fairs, and graduate school information. Assistance is available for choosing a major, developing a career plan, resume and cover letter preparation, applying to graduate school, job searching, interviewing, and making the transition to the world of work.

DEPARTMENT OF CAMPUS SAFETY

Located in St. Peter's House on University Drive, the Department of Campus Safety exists to provide protection and services to the university community. The Office of Campus Safety is open and officers are on duty around the clock, every day of the year. The Office of Campus Safety provides emergency services, including dispatching emergency medical technicians and the Franklin Pierce University Fire Company.

Should an individual observe any suspicious activity, suspicious person, any violation of law or campus regulation or should any crime be committed against a person, his/her property or any member of the university community, the Department of Campus Safety should be contacted immediately at extension 4210 or through our Immediate Service Number at extension **5555**. If you wish to report information about an incident and remain anonymous, you may call voicemail 4100 and leave a message for ext. 2795.

The Franklin Pierce University Crime Report has been compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The booklet is available in hard copy at Campus Safety, in the St.

Peter's building, University Drive, Rindge NH 03461. GPS Campus specific information is available in electronic form at:

<http://www.franklinpierce.edu/studentlife/dst/clery/2010CleryBooklet.pdf>

If you have, any questions please contact: Kevin Moore, Assistant Dean of Campus Safety or Campus Safety at 603-899-4210.

SECTION TWO – ACTIVITIES/RECREATION/ATHLETICS

LEADERSHIP DEVELOPMENT

Recruitment, selection and training for student leaders in the fall and spring semesters are led by a team of students nominated by their peers and professional staff members. Workshops bring together Community Assistants (CAs), Peer Leaders (PLs), SGA Executive Officers, class and club officers, and Student Leader Athletes (SLA) to build upon existing abilities in the development of new leadership skills. Together, these student leaders learn about themselves, gain confidence and learn how to use campus resources to accomplish the goals of their leadership positions.

ORIENTATION

Orientation is the University's opportunity to welcome new students and to help ease the transitions they will face in their first year at Franklin Pierce. Each new student is assigned to a peer group which has its own Peer Leader (PL) and Faculty Advisor. The objective is to educate new students about the academic and co-curricular life of the University. Workshops and social events are developed to promote active learning and participation among new students. All aspects of residence hall life are discussed by Community Assistants (CAs), who are readily available in the residence halls to help all students. The Orientation experience extends throughout the year with continued contact with the student leaders in a variety of specially designed programs, and faculty/staff members associated with the Individual and Community course.

STUDENT ACTIVITIES PROGRAM

Social activities, an integral part of student life at Franklin Pierce, are planned and managed by students with faculty and staff advice. The Pierce Activity Council (PAC) works closely with the Student Activities Department to provide a wide variety of activities and events. These and other activities from various clubs, organizations, and committees contribute to a master activities calendar that promotes social and educational opportunities on the campus. Professional entertainers, artists and speakers are hired to perform in comedy shows, coffeehouses, lectures, major concerts, hypnotist/ESP shows, band nights, etc. The Weekly Movie Series, a variety of game shows and student performances such as Talent Show are also big crowd-pleasers. Administrative and academic departments also sponsor recreational, social, educational, and/or cultural programs which include intramurals, Cheney Lecture Series, theatre/dance/music productions, art shows, Black History Month events, Women's History Month events and off-campus bus trips. Other theme-oriented

programs are sponsored by the Residential Life staff members for their respective floors. In addition to providing an important social outlet for students, many of the above mentioned programs expose students to new ideas and experiences that play a vital role in their education.

THE CAMPUS CENTER

The Campus Center is the community center for the University. Completed in 1986, this facility hosts a variety of programs, services and activities. It houses dining areas, a Bookstore, Post Office, Pub/ Snack bar, wired Greenhouse Lounge, ALANA Resource Room, Monadnock Lounge/Movie Theatre, meeting rooms, Information Desk, Automated Teller Machine and the offices of the Student Government Association, Student Activities, Community Service and Campus Ministries. Many of the programs and activities described under Student Activities Program take place in the Campus Center. Informal interactions and spontaneous discussions are likely to occur in this building where faculty, staff, and students come together between classes.

STUDENT GOVERNMENT ASSOCIATION

The SGA provides student governance interaction with faculty and administrators to meet the ever-changing needs of the university community. Students elect their representatives to this governance structure, which is the vehicle to express the student voice. A full description of the organization of the Student Government Association is found in their constitution. The following Recognized Student Clubs and Student Organizations can be found in the Franklin Pierce community:

AGAPE Christian Club
ANIME
ALANA
Anthropology Club
BSA (Black Student Alliance)
BRO (Brothers Reaching Out)
College Democrats
College Republicans
Criminal Justice Club
Education Club
Ecology Club
Franklin Pierce Fire Company
Freshman Class
Gamers Club
GSA (Gay/Straight Alliance)
Graphic Design Club

Jewish Student Alliance
International Club
Law Club
Medical Club
Mock Trial Club
Judicial Board
Junior Class
PAC (Pierce Activities Council)
Pierce Media Group:
Pierce Arrow (newspaper)
WFP – Radio
WFP - TV
Psychology Club
Raven Thunder Dance Club
Senior Class
Sistuh
Sophomore Class
Sports and Recreation Club
Students for a Better Tomorrow
SSDP (Students for a Sensible Drug Policy)
Underground Cinema
EMS Squad (Emergency Medical Services Club)
Student Alumni Council
Students in Free Enterprise
SGA (Student Government Association)
RHA – Resident Hall Association

CAMPUS RECREATION

There are four major components that make up our very active Campus Recreation Department. There are twenty active Intramural Programs, ranging from table tennis and chess tournaments to inner-tube water polo and flag football. Intramural sports are open to all students, faculty and staff and are offered throughout the academic year.

Adventure Recreation is comprised of multiple off-campus trips and on-campus programming as well.

Campus Recreation supervises the waterfront program and offers kayaks, canoes and sailboats for student use. Off-campus trips include whitewater rafting, ice climbing, caving, skiing and snowboard trips.

Our North Fields Activity Center also houses full circuits for strength training and cardio equipment. Any student looking for some Informal Recreation is welcome to our facility during normal operating hours to kick a ball on the turf, shoot some hoops on the two basketball courts, play tennis, badminton, table tennis, volleyball, Frisbee, etc.

On the 1100 acre Franklin Pierce Campus, exists over 15km of trails. These trails are used for mountain biking, hiking, nature watching, cross-country skiing, snowshoeing and more.

Always active, always ongoing, Campus Recreation provides many opportunities that address students' group or individual needs.

INTERCOLLEGIATE ATHLETICS

The Intercollegiate Athletic Program aims to guide it's students in the pursuit of knowledge and that development of character so that they may enhance the quality of their work and leisure, discover an underlying sense of self worth and dedicate themselves to lives of informal service to others (Department Mission Statement). The department offers a variety of NCAA Division II varsity sports that compete in the Northeast 10 Division.

MEN

Baseball
Basketball
Rowing
Golf
Ice Hockey
Lacrosse
Soccer
Tennis
Track and Field
Cross-Country
Sprint Football

WOMEN

Basketball
Rowing
Cross-country
Field hockey
Lacrosse
Soccer
Softball
Tennis

Volleyball
Track and Field
Ice Hockey

CAMPUS MINISTRIES

The role (and goal) of Campus Ministries is to be a presence and participant in the valuing of the student as a whole person in body, mind and spirit. We honor the spiritual diversity of the campus community and provide the coordinator as a contact and resource person for the individuals and groups seeking direction for and expression of their spiritual orientation. This time-honored tradition of diversity and pluralism holds one basic value for all religious and spiritual expressions and endeavors: NO HARM.

Campus Ministries assists and coordinates groups and interest and offers inter-religious and ecumenical opportunities for community building and service. Our web presence keeps you up to date on local and regional spiritual/worship opportunities and special seasonal events. We offer various opportunities for celebration, worship and discussion on campus.

The Office of Campus Ministries is located in the Campus Center. Additional information may be obtained by calling the Coordinator of Campus Ministries at 899-4188.

COMMUNITY SERVICE

The Community Service Office staff works closely with students, faculty and community organizations in the local area to develop and coordinate service opportunities for students. Students often create programs with staff support that meet community needs. The staff members and participants play an important role in promoting the spirit of volunteerism within the university community. Students are able to connect these volunteer, out of class experiences, with their formal academic curriculum. This office provides a vital link for students in their career exploration and development of transferable skills, as well as opportunities for leadership and personal growth. The Community Service Office is located in the Campus Center across from the information desk. For current information and opportunities call 899-4166 during the academic year or get in touch with us via our website at <http://eraven.fpc.edu/commservice/>.

SECTION THREE – STUDENT SERVICES

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services is located in Rindge Hall. The Office processes all financial aid and financing for the student's cost of attendance at Franklin Pierce. In addition, all students account functions, raven card, and student employment is coordinated through this office.

Most student financial aid is awarded based on financial need that is established by filing the Free Application for Federal Student Aid (FAFSA) for the next award year. A comprehensive guide to the specific nature of each of the assistance programs offered at Franklin Pierce can be found in the financing section of the University Catalog and the internet web site. The offerings described include both those awards based on need and those that are earned through academic excellence and service to the university community. If unexpected circumstances arise during the school year that endangers your ability to continue, you should inform the Office of Student Financial Services and seek their advice and assistance.

Throughout the year, the staff of the Student Financial Services provides the following services and assistance:

- Financial Aid counseling
- Group loan information and processing of loan paperwork.
- Processing of the Stafford Student Loans
- Distribution of Financial Aid Forms
- Information about specific scholarship and loan programs
- Help with revisions of your aid application if your family financial situation changes.
- Loan counseling for Stafford and Perkins loan recipients as you enter or leave Franklin Pierce.
- Opportunities for on-campus part-time employment are available to qualified students. Campus job vacancies are posted on the job board in the Monadnock Lounge and the Financial Aid Office.

Since the University prefers to pay all employees by direct deposit, students who work on campus should have a checking or savings account at a bank and submit paperwork to authorize the University to deposit their check. Students wishing to have immediate access to their earnings must obtain an ATM (Automatic Teller Machine) card from their bank (see the Checking & Savings Accounts section).

CENTER FOR ACADEMIC EXCELLENCE

The Center FOR Academic Excellence provides a comprehensive set of services to assist students in maximizing their academic experience at Franklin Pierce. The University's Academic Advising Program, which assists students in making decisions about major and course selections, is coordinated through the center. In addition, students, guided by a professional member of the Learning Assistance staff, assess their individual interests, needs, and competencies in order to determine which academic strategy will suit their particular learning style. Strategy sessions on time management, reading comprehension, note taking and study skills are available to all students, individually and in small groups. Services for Students with Learning Differences are coordinated through the Center for Academic Excellence..

The Center, is open daily throughout the academic year and summer, is staffed by a team of professionals who coordinate the services and programs offered to students.

INFORMATION AND TECHNOLOGY

Telephones in Student Residences

Franklin Pierce University provides local dial tone to each residence hall room and each bedroom of the special living options **upon request**. Each student and their roommate need to provide one analog telephone per room for making and receiving calls, and access to 911. Long distance calls can be made by using a calling card, either pre-paid or billed, purchased by the student or parent.

Calling a student in a campus residence:

From off campus, people can either dial 603-899-4100 and your voicemail number or call 603-899-4000 and the campus operator will connect them to your room, provided you have requested telephone service and have provided an analog telephone.

Voicemail

Voicemails will be provided to students upon request. If you are a member of a club or organization on campus, you may be required to have a campus voicemail. If you live on campus, this number can be programmed to ring in your room so that people from off campus can reach you and your personal voicemail directly. To request a voicemail number, go to the link provided on the

Accepted Students Page from: www.franklinpiercedu.edu.
(<http://www.franklinpiercedu.edu/pages/ataglance/students/itinfo.htm>)

Cell Phone Service

US Cellular is the cell phone provider in Rindge, NH. They have installed a repeater on campus, and service is reasonably reliable in most buildings. Verizon Wireless has a reciprocal agreement with US Cellular and service from Verizon is also fairly dependable. Nextel has a tower on Pac Monadnock and their service has recently improved. Rindge is a rural area, surrounded by granite ledges and at the base of Mt. Monadnock. It is beautiful – however wireless phone service is not guaranteed.

TTY and FAX Service

The University provides TTY service for the hearing impaired, located on the first floor of the library and available for student use. The telephone number is 603-899-1125. Faxes can be sent and received 24 hours a day from the Campus.

Cable Television System

The University Cable Television provides service to all campus residences. Students may bring a television from home and receive cable programming in their residence hall rooms. RG6 quality cables are recommended and may be brought from home or are available for purchase at the University Bookstore. Televisions should be "cable ready."

E-Mail

Franklin Pierce e-mail is the university's official method of communication. E-mail provides faculty, staff and students with an efficient and economical means of communicating among themselves, parents, home and others. Students are required to access their Franklin Pierce e-mail daily for up-to-date community information and individual communications.

POST OFFICE ANNEX

The Post Office Annex, located in the Campus Center, is a unit of the US Postal Service with the title Franklin Pierce University Contract Station. Mail should be addressed as follows:

Name

Franklin Pierce Box # (your po box #)

40 University Drive

Rindge, NH 03461

The Post Office Annex is open Monday through Friday 8:30 - 4 pm. Stamps and postal money orders are sold from 10-2 pm only. All other services are available during the hours of 8:30 - 4 pm. Correctly addressed mail will be placed daily in the student mail boxes by 1 pm. Any student receiving packages will be notified via their mail box. Students must present a picture ID to pick up any packages, express or certified mail. There will be no exceptions. If a post office key is lost, a replacement will be ordered at a cost of \$5. Upon leaving school you must hand in your post office box key to the post office. Failure to do so will result in a \$25 charge.

CHECKING & SAVINGS ACCOUNTS

Banking services on campus are available only through the TD Bank Automatic Teller Machine (ATM) located on the Campus Center plaza. YANKEE 24, CIRRUS, DISCOVER, AMERICAN EXPRESS, CASH STREAM or MASTER CARD (VISA IS NOT AVAILABLE AT THIS TIME) are available at our ATM. Students generally open a checking and/or savings account at a home town or local bank which may be accessed through these networks. An initial waiting period (up to three days) is usually required by any bank on all deposits before funds become available. Checking accounts and ATM cards should be applied for during the summer to be available for the fall semester.

COLLEGE BOOKSTORE

The University Bookstore is located in the Campus Center and stocks a wide variety of merchandise. Books, supplies, and convenience store items can be purchased by cash, check, Visa, MasterCard, and Discover card. Merchandise can also be purchased on a declining basis through funds set aside by advanced payment at the Student Financial Services Office, located in Rindge Hall.

The Bookstore is open six days a week during the academic year. Hours of operation are as follows:

Monday 8:30am - 5:00pm

Tues – Thurs 8:30am - 6:00pm

Friday 8:30am - 4:00pm
Saturday Closed
Sunday 12:00pm - 4:00pm

FIRE COMPANY

The University Fire Company is comprised of interested students, staffed on a volunteer basis, supervised by the Assistant Dean for Campus Safety, and equipped with fire-fighting equipment, including a university fire truck. Duties of the Fire Company include inspection of buildings and contents, extinguishers and fire alarms, and initial response to all alarms prior to the arrival of the Rindge Fire

Department. Members also have the opportunity to attend training for N.H. State Firefighter Certification.

Report all fires to the Department of Campus Safety Immediate Service (Ext. 5555) immediately.

COMPUTER LAB

Located in the Library Basement and Marcucella Hall, Room 218, the University has fully operational computer labs that students may use. Each student receives an account through which he/she may access the computer system. The system contains, among other things, Microsoft Office, the Internet, E- mail, and Dbase. Lab assistants are always present in all labs to answer any questions or to provide assistance.

FOOD SERVICE

Sodexo manages our dining services, located in the Campus Center. The Marketplace Cafeteria offers meals to all board plan students. These meals are served cafeteria style all you can eat while you are in the dining room. Students on meal plans must present their valid ID in order to enter the dining room. Meal plans are not transferable; this means that the person whose picture is on the card is the only one that can use it. This year students will be offered a variety of different meal plan options:

Continuous Dining Plans – This plan allows the student to enter the dining room as many times per day or week that they want. There are no restrictions except that the meals are to be eaten in the dining room by the cardholder. This plan is offered with or without dining points. These plans also come with 2 guest meal passes that will allow the Franklin Pierce student to treat a friend.

Traditional 15 Meal Plan – This plan allows a student to eat 15 meals in the cafeteria during each week. The student may enter as many times per day as they wish. If the student uses all 15 meals, they must pay for any additional meals that week. These meals are reset each Friday morning and are on a “use it or lose it” basis each week. This plan also comes with 2 guest meal passes that will allow the Franklin Pierce Student to treat a friend.

Block & Point Plans - A student choosing these meal plans will start the semester with the number of meals in their block (for example 150). Each time the student enters the dining room a meal will be deducted from their balance. A student on the block plan may bring another student or guest with them to the dining room and allow them to use one of their meals. The cardholder must be present with the guest. Dining Points can be used to purchase additional meals in the cafeteria or for food in the Raven's Nest. These meals are “use it or lose it” at the end of the semester.

Emergency Block – A student already on a block plan who runs out of meals before the end of the semester may purchase a block of 25 meals to add on to their existing block plan.

Points – Points come in two varieties. Raven’s points are purchased at the Student Financial Services’ Office. This works similar to a debit account; you deposit money and each time you make a purchase it is deducted from that balance. Raven Points may be used in any dining service location or at the university bookstore. Dining Points are part of a meal plan package and may ONLY be used in dining locations. It is possible for a student to have both types of points on their ID cards. In the dining service locations the computer will search first for dining points and then for Raven Points.

The Marketplace Cafeteria is Open:

Monday -Thursday 7:15 am - 7:00 pm

Fridays 7:15 – 6:30 pm

Weekends & Holidays 11:30 am - 6:30 pm

Please be sure to check the hours of operation, special menus and special events in the Marketplace that will be posted in the Campus Center daily. The dining room hours do change for special events or times of the year. Students not on a meal plan or guests may purchase meals in the cafeteria using either cash or Raven Points.

The Raven's Nest is located on the lower level of the Campus Center (enter from the driveway along the side of the campus center or come down the stairs behind Pierce Hall. It is open as a coffee/grab & go shop in the morning and then reopens in the evening as a favorite hang out!

From 8am - 1:30pm Monday - Friday the Raven's Nest is a coffee shop featuring Aspretto Coffee & Zeppy's Bagels. Aspretto is a premium coffee that is our answer to the market's call for a sustainable, "green", product. It is fair-trade purchased and trans-fair certified. Everything that touches the product is green, from the 10%PCF cups to the renewable resource stirrers to the fair trade sugar wrapped in recyclable paper and printed with vegetable dye. It will also feature our Simply to Go program - food ready when you are! A full line of sandwiches, salads, snacks, and beverages.

From 6:30pm - 11pm every evening with the exception of long weekends or some holidays. It offers all your favorite fast food for eat-in or to go. The Pub accepts cash, Raven Points or Dining Points and has a big screen TV for watching favorite shows or sporting events. Stop by to meet friends or to make new friends.

Dining Hall Regulations – Regulations reflect common sense and courtesy to all other diners and the dining staff. Everyone is expected to return trays, dishes and silverware to the designated location after each meal. No dining service utensils including trays, dishes or silverware are to be removed from the dining hall without permission of the manager. No food may be taken from any area without authorization. Violations of dining hall regulations, which include unauthorized entrance, false identification, food throwing or other disruptive behavior, may result in suspension from the dining hall and other judicial action. Special Dietary Needs – Please bring your special needs to the general manager and all possible efforts will be made to accommodate your doctor's restriction or recommendations.

Class or work schedule conflicts – If you are unable to attend a meal because of a class or work schedule please bring your schedule to the general manager and arrangements will be made to have a boxed meal prepared for you.

Dining Service

For more information and questions, please call 603-899-4196

LAUNDRY FACILITIES

The university understands the challenges students face with the costs of being a university student, therefore, all washer and dryer units on campus have been upgraded and are FREE of charge. The University utilizes LaundryView, which can be accessed through eRaven. LaundryView allows students to check the status of their laundry and the availability of machines. Franklin Pierce University is not responsible for any damage to clothing or contents placed in the washer or dryers. As such, students should use appropriate precautions when utilizing these facilities.

VENDING MACHINES

We offer a variety of coin-operated beverage and snack machines available for use. Should there be a problem with any of these machines malfunctioning or if you need a refund, please call extension 4022 or stop by the processing center located behind Campus Safety. A student ID is necessary to receive a refund.

LIBRARY

The Franklin Pierce University Library is the center for study, research, group work, and leisure reading material. Open 90 hours a week during the academic year (and extended hours during exam weeks), the Library offers a variety of services including reference assistance, online databases, interlibrary loan, and media services. Formal library instruction is integrated into the University's core curriculum and is delivered in a wireless laptop lab environment. Library faculty provides additional instruction sessions and one-on-one assistance. The collection includes books, microform, compact discs, slides, software, audio/video cassettes and DVDs as well as subscriptions to full-text electronic and print periodical titles. Many licensed, web-based databases, including EbscoHost and Lexis-Nexis, provide full-text access to many periodicals and enhance the physical collection. Through the university's membership in the New Hampshire University and University Council, students are accorded borrowing privileges at twelve university libraries throughout the state of New Hampshire. The library catalog and other resources and services are available on the web at: <http://library.franklinpierce.edu>. Students are encouraged to use the Library as much as possible and to consult librarians and staff members for assistance. A bar-coded FPU ID card is required for all library transactions.

STUDENT PAYROLL

All students employed at Franklin Pierce University are encouraged to sign up for direct payroll deposit. Funds are deposited into individually designated bank accounts for access on payday at the ATM in the Campus Student Center.

Payroll Direct Deposit forms can be found in the Office of Student Financial Services and must be completed prior to working on campus.

TRANSPORTATION SERVICE

During the academic year, the Department of Transportation provides shuttle service around the Franklin Pierce Campus and shuttle service to local merchants. This is a free service available to all students, faculty, staff and registered guests. The shuttle follows a set schedule and stops at all shuttle stops around the campus. A complete schedule of services is available at the Office of Transportation. For additional information, call x4388.

Safe Rides is available on Friday and Saturday nights. Safe Rides service is provided by student organizations and run by the Student Government Association. For information regarding the Safe Rides program, call x 4357. Transportation to Logan Airport (Boston, MA), Manchester Airport (Manchester, NH) & Bradley Airport (Hartford, CT) is provided by Thomas Transportation of Keene 1-800-526-8143.

RAVEN CARD

The Raven Card is the Student ID. Funds are deposited at the Office of Student Financial Services in Rindge Hall and each purchase made using the Raven Card will be automatically deducted from the student's account. The Raven Card will provide access to purchase in the Dining Hall, the Raven's Nest, as well as the Bookstore.

BULLETIN BOARDS

Glass-enclosed bulletin boards are used to post official announcements and information about campus events. The bulletin boards on the south side of the library and at the library circulation desk are reserved.

Several other bulletin boards located in the Campus Center are available for general student use to post for sale notices, club meetings, and other campus events. The glass bulletin board located in the Monadnock Lounge is reserved for job and placement information.

Students clubs and organizations must have their publicity stamped through the Department of Student Activities. Any publicity which a student or student group wants to post on campus must be dropped off at the Information Desk in the Campus Center for stamping. The stamping policy was put into effect to ensure that the Publicity Guidelines are being followed. Contact the Assistant Director of Student Activities for a list of the guidelines. Failure to follow the

prescribed procedure may result in publicity being removed or loss of posting privileges.

SECTION FOUR – POLICIES

INCIDENTS OF HATRED: POLICY STATEMENT

Franklin Pierce University values the great diversity of its people and recognizes that a threat against any portion of our community is a threat against our entire community, as well as our diverse way of life. Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community.

An incident of hatred is an act including words directed against a person(s) based on that person's actual or perceived race, nationality, religion, sexual orientation, disability, or gender. Incidents of hatred include, but are not limited to, graffiti, distribution of hate material in public places, posting of hate material that may or may not result in property damage, and the display of offensive material on one's own property.

It is the policy of Franklin Pierce University to ensure that the rights and safety of all community members are protected. This includes the right of all community members to live without fear of attack by or threat from an individual or group due to hatred or prejudice. When any act motivated by hatred or prejudice occurs, the University will ensure that it is dealt with on a priority basis and use every necessary resource to rapidly and decisively identify the suspects and bring them to justice. The judicial system will view incidents of hatred as a serious violation of our Student Code of Conduct, and judicial outcomes may include any sanctions indicated in the Student Code of Conduct, including expulsion. Students suspected of perpetrating an incident of hatred will normally be charged with "Verbal Abuse," and/or "Disorderly Conduct or Disruptive Behavior," in accordance with the Student Code of Conduct. Incidents should be reported to an Experience Director in Residential Life (ext. 4176), or the Department of Campus Safety (ext. 4210).

MEDICAL AMNESTY/GOOD SAMARITAN POLICY

In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individual(s) involved. Individuals are strongly encouraged to call for medical assistance for one's self or for a friend/acquaintance who is dangerously intoxicated. No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University discipline for the sole violation of using or possessing alcohol or other drugs. This policy shall extend to another student seeking help for the intoxicated student.

Amnesty will apply to medical emergencies involving alcohol or other drugs but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances.

In order to qualify for medical amnesty, the student must seek and obtain medical attention at the time of the incident. The student must meet with a representative from the Division of Student Affairs within 2 business days of the incident and agree to comply with the conditions set forth by the representative, which among other things may include an assessment and treatment plan. If these conditions are met, there will be no judicial case brought forward. If the student does not follow these stipulations, she or he does not qualify for medical amnesty and is subject to the conduct process as provided by the University's Student Code of Conduct.

MOTOR VEHICLE REGULATIONS

All motor vehicles that are operated on campus must be operated in compliance with the laws of the State of New Hampshire and Franklin Pierce regulations. All vehicles are required to be registered with the Department of Campus Safety upon entering the campus.

Privately owned snowmobiles/dirt bikes are not allowed on campus. The individual in whose name a vehicle is registered with the university will be responsible for all parking and moving violations involving the vehicle. It is the responsibility of the registrant to remove decals from vehicles which are sold or traded or when student status at the University is terminated. Failure to register a motor vehicle will result in a citation per offense and/or towing at the owner's expense. A full copy of the motor vehicle regulations is available at the Department of Campus Safety and on the web. You must register on-line by visiting www.thepermitstore.com.

Parking and operating vehicles on university property is a privilege and is done so at the owner's risk. The Assistant Dean for Campus Safety may suspend this privilege for unsafe operation or violation of the State of New Hampshire or Franklin Pierce motor vehicle regulations.

The university assumes no responsibility for loss or damage to any vehicle or personal property on campus. Please park in designated student parking. White lines designate student parking spaces. Yellow lines indicate staff and faculty parking. If you park in areas designated for staff, you are subject to fines and/or towing. Students are financially responsible for any motor vehicle violations committed by their guests.

PARKING FINES

Parking fines are as follows:

- \$25 for parking/vehicle violations
- \$100 for handicapped, fire hydrant and fire lane violations.
- Additional \$25 for fines not paid within 20 days.
- \$75 for Towing

VEHICLE REGISTRATION/ PARKING DECALS

All motor vehicles must be registered with the Department of Campus Safety. A valid state operator's license and the current registration for the vehicle are necessary to register a vehicle.

University parking decals must be purchased on-line through 'iParq'. To order a parking decal, have your vehicle registration ready and follow these instructions:

1. Visit <http://www.ThePermitStore.com>
2. Type Franklin Pierce as your parking destination
3. Select Franklin Pierce from the list that follows
4. Click "Apply" to apply for a permit
5. Follow the instructions on the screen

Please take the time to read the parking policies at::

<http://old.franklinpierce.edu/pages/StudentLife/dst/imagesdst/parking.pdf>

A copy of the University's Vehicle Regulations may be obtained at the Office of Campus Safety or on it's web page.

Confiscated Property - Some property confiscated by the Department of Campus Safety may be reclaimed by the owner when leaving the University to return home. The following is a list of (but not limited to) property that shall not be returned: (1) kegs, beer balls, beer pong tables, (2) any form of controlled substances (i.e., marijuana, bong, pipe, etc.), (3) any property that has been stolen (i.e., signs), and (4) any property which is explosive, such as propane tanks, gasoline. All confiscated property not claimed within two weeks after the end of the academic year shall be destroyed unless prior arrangements are made in writing with the Assistant Dean for Campus Safety.

WEAPONS POLICY

Possession or use of firearms, other weapons, or explosives, is not permitted on any campus location. Violation of this policy is considered a serious offense and may lead to immediate separation from the university. Examples of weapons or

explosives includes, but is not limited to: fireworks, handguns, rifles, pellet guns, BB guns, swords, bow and arrow, martial arts weapons, brass knuckles, small pocket knives, sling shots, bullets, pellets, ammunition, etc. The University does not store such weapons or explosives nor may they be stored in vehicles, apartments, or any other place on campus.

COURTESY AND QUIET HOURS

At all times, residents must be courteous and respect the wishes of their fellow residential peers with regards to noise levels. Noise, regardless of the time of day, should not disrupt hall mates, classes in residential areas or any university sponsored activity.

Quiet Hours are in effect in all residential areas:

Sundays – Thursday 10:00pm – 8:00am

Friday & Saturday 1:00am – 8:00am

DRUG-FREE SCHOOLS AND COMMUNITY ACT

As a member of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, Franklin Pierce University has adopted and implemented a drug abuse prevention program. This program is directed to all students and employees and includes:

A. Policy - Annual notice of standards of conduct prohibiting unlawful possession, use, and distribution of illicit drugs and alcohol on university property and at university functions.

B. Enforcement - Sanctions which will be imposed by the University and applicable legal sanctions under local, state, and federal law.

C. Prevention and Education - Programs on the health risks associated with the use of drugs and the abuse of alcohol. Information on Drug Free schools can be found on the Department of Judicial Affairs' web page at <http://www.franklinpierce.edu>, Pages – Student Life – Judicial Affairs.

D. Referral services and outreach - Programs on alcohol and drugs are coordinated through the Center for Outreach Education.

NON-SMOKING LAW

The "Indoor Smoking Act" enacted by the New Hampshire Legislature, became effective for all public buildings and institutions in January 1991, and then for

private institutions and workplaces, such as Franklin Pierce University, on July 1, 1993.

To comply with this law, all university buildings are designated as nonsmoking, including all offices and restrooms. The only exceptions will be student resident facilities where the Associate Dean of Student Affairs may designate some effectively segregated smoking areas. There is no smoking in any common area within the residence facilities; this includes all hallways, restrooms, stairwells, etc.

In addition, there is no smoking in New Hampshire, Granite, Mount Washington, Monadnock, Edgewood and Cheshire Halls.

This legislation includes a complaint procedure for the benefit of nonsmokers who feel their health and well-being are being endangered by involuntary exposure to ETS (Environmental Tobacco Smoke), or passive smoke. The resulting investigation of such a complaint, where if a person is found to have been smoking in a place where smoking is prohibited, will result in that person being declared guilty of a civil violation and subject to a fine of not less than \$100.

Complaints should be directed to the Department of Campus Safety, where they will be investigated. The resulting report will be forwarded to Associate Dean of Student Affairs for adjudication. Faculty-staff violations are forwarded to the Office of Human Resources.

During the spring 2003 semester, the SGA passed legislation entitled, "Smoking Zone Policy." This policy prohibits smoking within ten (10) feet of any building doorway. The goal of this policy is to ensure a smoke free zone surrounding all entranceways to buildings.

DEBTS, DAMAGE AND FINES

Students are responsible for damage to university property and the false activation of a fire alarm. Any charge resulting from damage to, theft of university property or false activation of fire alarms will be billed to the responsible student's account. When this person cannot be identified, the charge may be assessed to all students residing on the particular hallway, floor or building. Damage charges are determined on a monthly basis and are reflected on the student(s) account accordingly. Students charged with damaging property may also be referred to the University Judicial System and may be subject to arrest with local law enforcement agencies.

The university does not cover damage to or theft of students' personal property. As such, students are encouraged to ensure that their parents' homeowner

policy will cover such events. The university provides literature about a policy that can be purchased to protect against damage and theft to personal property. Information can be obtained through the Residential Life Department.

Returned checks from purchases made in the Bookstore or anywhere on campus will result in a \$25 service charge (in addition to the amount of the check). This charge will be assessed for each return of each check (i.e. a check returned, re-deposited, and returned again will be charged two \$25 service charges).

Returned checks will automatically be re-deposited and no additional checks will be accepted for three weeks following the date of redeposit. The return of a second check will result in the loss of on-campus check purchasing privileges for the remainder of the academic year.

FURNITURE POLICY

The university supplies bedroom and common area furniture respective to your residence that meets the fire deterrent standards set forth in the California Code that further insures your safety. We hope that by providing you with furniture and your understanding that furniture will no longer be removed from the units, that you will decide not to bring any personal furniture. If you do decide to bring personal furniture, please understand that if it is not removed at the end of the academic year, you and your roommates will incur a removal charge. All of your university issued furniture must remain inside your residence and must not be found in areas that present a fire hazard.

RESIDENCY

As a residential university, full-time students typically reside on-campus in university owned or operated housing. First year students who are full-time status are required to live in University owned or operated housing. Upper-class students (SO, JR, or SR) are housed according to a lottery, but are not guaranteed housing. Students who wish to reside off-campus must notify the Residential Life Office of their intention.

If a student is registered as a part-time student, enrolled in less than twelve credit hours during the semester, he/she is not eligible to reside in university owned or operated housing unless he/she first gains permission from the Director of Residential Life. Second semester seniors who register for the number of credits necessary for graduation requirements will be permitted to reside in university housing even though this may be less than twelve credits hours. This residency requirement does not apply to summer school.

FIRE SAFETY AND FIRE REGULATIONS

As a community, we are concerned about the health and safety of all members. Persons pulling false alarms, tamper with fire equipment, including extinguishers, bells, and detectors, engage in a serious infringement on the rights of others. As such, tampering with any life-safety equipment is considered a separation level offense through the judicial process. Students accused of tampering with fire safety equipment are subject to arrest as well.

False alarms can create injury to persons attempting to evacuate a building. Tampered or missing equipment may not be available in a life-threatening situation requiring immediate response. Students living in areas where a false alarm occurs will be assessed the following fines and be subject to possible disciplinary action.

Common Areas (i.e. hallways, bathrooms, laundry rooms) - \$5.00 per person

Individual room/unit/suite - \$150.00

Malicious - \$300.00

Resident students are required to practice prudent and sensible fire safety measures. Do not over-load electrical outlets. The hanging of tapestries, flags, blankets, etc. on the ceilings and walls is prohibited. Limit clutter and excessive amounts of combustibles. Open flame devices, candles, oil or kerosene lamps, burners and incense are similarly prohibited. Fire doors in hallways and stairwells may not be blocked open at any time. Private gatherings must be limited to 10 people in any given room due to fire safety regulations. A window is both an additional exit for the resident and an egress for fire personnel in case of emergency, therefore, under no circumstances should the windows be blocked. Fans may be used but the screens should not be removed at any time.

The following electrical appliances are permitted in residence halls provided their use does not disturb other occupants and do not constitute a fire hazard: television sets, radios, stereos, electric razors, hot pots, clocks, hair dryers, irons, lamps, fans and small (3 cubic feet or less) compact refrigerators. Make sure all appliances are marked Underwriters Laboratories (UL) inspected. All extension cords must be equipped with an over current protection device in them such as a circuit breaker.

Prohibited Items
for
All TRADITIONAL HALLS

The following appliances and other items are prohibited in all traditional residences. These items are responsible for actual fires in college and university housing units throughout the United States.

Hot Plates	Oil Lamps	Sparklers
Smoke Bombs	Chemicals	Space Heaters
Smoke Machines	Immersion Coils	Fireworks
Candles (This includes for religious purposes)	Refrigerators Larger than 3 Cubic Feet	Microwaves not provided by Microfridge
Electrical wiring that is home made or modified creating a shock or fire hazard.	All flammable & combustible liquids. Includes art supplies such as thinners	Gasoline-powered items motorcycles, mopeds, or their components.
Devices with open flames	Electric Toaster Ovens	Halogen Lamps
Incense and Burners	Air Conditioners	Electric Skillets or Pans
Electric Woks	Rice Cookers	George Forman Grills
Propane Grills or Tanks	Toasters	Ceiling Fans
Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker. Nothing Combustible attached to ceilings.	Extension cords longer than six (6) feet. Ext cords must be in plain view, may not be run under rugs, doors or secured to building or furniture.	Any decorative lighting that is hung from the ceiling or is in contact with any combustible materials tapestry, posters, pictures.

Cooking is not allowed in residence halls or suite rooms, or in any other room except the kitchen.

Prohibited Items
for
ALL NON-TRADITIONAL HALLS

The following appliances and other items are prohibited in all non-traditional residences. These items are responsible for actual fires in college and university housing units throughout the United States.

Hot Plates	Oil Lamps	Sparklers
Smoke Bombs	Air Conditioners	Space Heaters
Smoke Machines	Immersion Coils	Fireworks
Candles (This includes for religious purposes)	Refrigerators over 3 Cubic Feet	Propane Grills and Tanks
Devices with open flames		Ceiling Fans
Incense and Burners	Chemicals	Halogen Lamps
Any decorative lighting that is hung from the ceiling or is in contact with any combustible materials tapestry, posters, pictures.	Extension cords longer than six (6) feet. Cords must be in plain view, may not be run under rugs, doors or secured to building or furniture.	Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker. Nothing Combustible attached to ceilings.
Electrical wiring that is home made or modified creating a shock or fire hazard.	Gasoline-powered items motorcycles, mopeds, or their components.	All flammable & combustible liquids. Includes art supplies such as thinners

The following appliances ARE APPROVED for use in the KITCHEN AREA ONLY of Junior and Senior Area residences. Approval is granted only if the appliance is Underwriters Lab (UL) listed and the unit is properly connected to the wall outlet:

Microwaves not provided by Microfridge	Electric Toaster Ovens	Forman Grills
Toasters	Electric Skillets / Electric Frying Pans	Rice Cookers
Electric Woks		

Cooking is not allowed in any rooms except the kitchen.

Decorative lighting may not be hung in such a way as to touch combustible materials such as, but not limited to: posters, mattresses, clothes, etc. No items

may be hung from sprinkler heads, sprinkler system pipes, smoke sensors, ceiling or any metal fixtures.

Any Fire Company officer and/or a member(s) of the Department of Campus Safety may conduct periodic fire and safety inspections of rooms with a member of the Residence Life staff. Sanctions for violations of fire safety regulations are dealt with in accordance with the College at Rindge Student Code of Conduct. Outside fires of any kind are prohibited without first obtaining a fire permit from the Department of Campus Safety. A fire permit must be requested a minimum of 24 hours in advance.

Charcoal grills may be used but no closer than 20 feet from any building or structure. Coals must be properly extinguished after grilling. Propane or gas grills are prohibited.

ROOM SAFETY INSPECTION

Residential Life in conjunction with the Facilities Department coordinates at least six room safety inspections throughout the academic year. These inspections ensure that fire safety along with maintenance and damage concerns are addressed and that rooms are maintained in the condition they are found in at the beginning of the year. Residents are held responsible for any damage or policy violation within their room or respective common area (i.e. hallway, stairwell, bathroom, kitchen, study lounge, etc.) Students who demonstrate that they are unable or unwilling to reside in a safe, clean, undamaged residence will be suspended from the residence halls or moved to another on-campus residential location.

FUND RAISING

The University Relations Office is responsible for the solicitation and recording of all gifts to Franklin Pierce University. The University's fund raising policy states that no solicitation of funds or merchandise either off-campus or by outside organizations on-campus, may be undertaken by any department, student organization, or individual representing Franklin Pierce University without prior written approval from the Office of University Relations. Any solicitation of any kind during Alumni Homecoming or Family Weekend also requires the approval of the Office University Relations.

Student organizations interested in on-campus fund-raisers should get approval from the Assistant Director of Student Activities. Solicitation of gifts, prizes, etc. from local merchants requires the approval of the University Relations Office.

When a recognized club or organization does receive the appropriate approval, as stipulated on the solicitation form, they must agree to exchange, replace or

refund an item purchased that is faulty or that is unsatisfactory to the buyer. A reasonable amount of time for exchange (refund should be established, normally between one and two weeks after receipt of goods). Any dispute or discrepancy between solicitor and customer should be settled at the lowest possible level, with the club. If the problem cannot be resolved at this level, the Assistant Dean of Student Involvement and Co-curricular Programming becomes the arbitrator/mediator. If the problem still cannot be resolved, the matter can be appealed to the Vice President for Student Affairs, who becomes the final authority.

GUESTS

Resident students may entertain guest(s) in their residences. These guest(s) may be Franklin Pierce students living in University facilities, Franklin Pierce students living off campus, or non-students. This privilege requires the approval of the host's roommate(s) and the knowledge of the Community Assistant. Further, the exercise of this privilege requires that the rights of one's roommate(s) take priority over the privilege of having a guest.

A resident student may not have an overnight guest for more than two (2) nights in any given seven day period. An overnight guest may not stay more than two nights in a given seven day period. When a guest is not a currently registered FPU student, she or he must obtain a guest pass from the Department of Safety. It is the host's responsibility to inform the guest of the necessity of obtaining the pass. The guest must present the pass to any University official when requested. The guest should carry the pass at all times during his or her stay. Minors who are 16 years of age or younger, unless a relative of a resident, may not stay overnight.

The student host is responsible for seeing that his or her guest(s) observes University rules and regulations while on campus. Hosts will be held financially responsible for damages done by guests and may face disciplinary action for failure to control the behavior of guests, including possible termination of residence privileges.

POLICY ON SEXUAL HARASSMENT

Sexual harassment involving faculty, staff or students is unacceptable and prohibited. This policy is consistent with the University's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs and services. Sexual harassment shall be considered conduct which undermines overall morale and prevents the development of a truly productive

learning and working environment, and may result in the severest form of disciplinary action.

POLICY:

- I. Franklin Pierce seeks to maintain a learning and work environment free from unlawful discrimination, including sexual harassment that may render the educational and working environment hostile, intimidating, and offensive. In its misuse of power and authority, it subverts the mission of the University and may threaten the careers, educational experiences, and well being of faculty, staff and students. Therefore, the University will not tolerate the harassment of any or by any, faculty member, staff member, student or visitor on the basis of sex. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical, and nonphysical conduct of a sexual nature when:
 - A. Submission to such conduct is made explicitly or implicitly a term or condition of employment or status as a student;
 - B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual, or for awarding or withholding favorable employment or educational opportunity, evaluation or assistance; or
 - C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in the classroom, and creates an intimidating, hostile or offensive environment in which to work or learn.
- II. Sexual harassment includes a wide range of behaviors from the actual coercion sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional. The definition of what constitutes sexual harassment will be applied and interpreted by the University consistent with accepted standards of reasonable judgment, mature behavior and academic freedom.
- III. This policy prohibits all of the aforementioned activities whether engaged in by a member of University administration, faculty, staff, co-worker, student or anyone who is on University premises or who comes in contact with University employees or students.
- IV. Faculty, administrators, supervisory staff, or others in positions of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are involved.

- V. In addition, the University will not tolerate the harassment of any employee, student, visitor or other third party on the basis of race, color, religion, sex, national origin, age, disability sexual orientation or other unlawful reason.
- VI. Retaliation against faculty, staff or students who report incidents of sexual or other unlawful harassment and/or who are involved in an investigation is a violation of the University's policy and is prohibited by State and Federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other allegations of sexual and other unlawful harassment.
- VII. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Faculty, staff or students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so.
- VIII. Individuals who believe they have been subjected to unlawful harassment should report it under the procedure outlined in this policy. In addition, managers and supervisors and others in position of authority should report any concerns of this nature that they become aware of in accordance with the reporting procedure outlined below.
- IX. All complaints of sexual and other unlawful harassment will be investigated promptly and appropriate action will be taken. The response of the University may include a range of sanctions up to and including immediate termination from employment and may also include counseling or mediation in the discretion of the University.

PRACTICES AND PROCEDURES:

I. REPORTING PROCEDURE

- A. Sexual and other unlawful harassment is unacceptable and will not be tolerated by the University, after persons who believe they are or have been subjected to such conduct or have witnessed such conduct are encouraged to make their concerns known.
 - 1. Faculty, staff, and visitors who believe that they have been subjected to sexual and/or other unlawful harassment should bring their complaints or concerns to any manager, supervisor, vice president and/or to the Manager of Human Resources. If the concern involves the Manager of Human Resources the complaint or concerns should be made to the Vice President of Finance and Administration.

2. A manager, supervisor and/or vice president who receives a complaint/concern regarding possible harassment or who otherwise observes/receives information about possible harassment shall promptly notify the Manager of Human Resources. If the concern involves the Manager of Human Resources the report should be made to the Vice President of Finance and Administration or his/her designee.
3. Students, including those at the Professional & Graduate Studies campuses, who believe they have been subjected to sexual harassment should bring their complaints or inquiries to one of the following individuals depending on the case:
 - a. If the complaint is against a faculty member or coach the student or former student should speak with to any manager, supervisor, vice president and/or to the Manager of Human Resources.
 - b. If the complaint is against any staff member, including but not limited to food service, health services or a visitor, the student should speak with any manager, supervisor, vice president and/or to the Manager of Human Resources.
 - c. If the complaint is against a student, the complainant should speak with to any manager, supervisor, vice president, Manager of Human Resources and/or to the Vice President & Dean of Student Affairs. Such complaints will be handled through the procedures outlined in the Student Code of Conduct. (Professional & Graduate Studies students should speak to their respective Campus Manager.)
4. If unsure where to initiate a complaint, students may obtain further information from the Human Resources Office, the Student Affairs Office, or the Professional & Graduate Studies Campus Manager's Office.
5. Students may designate a member of the University faculty or staff to act as a contact person/advocate in connection with a complaint of sexual or other unlawful harassment. The contact person/ advocate should support the student in the complaint and investigation process which can include accompanying the student making the initial report of harassment under the

complaint procedure, and sitting in on meetings with the student, and others.

- B. Sexual and other unlawful harassment complaints will normally be investigated by the Vice President & Dean of Student Affairs, or the Manager of Human Resources. However, in certain circumstances if the accused harasser is in the investigator's chain of command or if the complaint involves the Chairman of the Board of Trustees, the President will appoint an investigator.

II. SANCTIONS

Sanctions for violations of this policy will be determined by the University in its discretion, and may include a written apology and/or other disciplinary action up to and/or including termination from the University and/or the sanctions described in the Student Code of Conduct depending on the circumstances of any proven incident.

III. APPEAL PROCESS

- A. If either party involved in a sexual or other unlawful harassment complaint is dissatisfied with the results of the investigation, the party may appeal the determination of the investigation within ten (10) calendar days from notice of the investigation determination. Appeals must be made in writing to the President. The President, working with an Ad Hoc Advisory Committee, will review the determination of the investigation together with the written appeal of the dissatisfied party, and conduct further inquiry and/or investigation as the President deems appropriate.
- B. The Ad Hoc Committee will be comprised of three (3) men and three (3) women of the Franklin Pierce University Community appointed by the President to serve in an advisory capacity to the President on all appeals. Alternates will also be named to the Ad Hoc Committee in the event a regular member is unavailable or disqualified (for example, if he/she is a party to the complaint). In the case of a student complaint against any faculty or staff member, a student representative will be appointed by the President to serve on the Ad Hoc Committee.
- C. The President will normally render a decision within thirty (30) calendar days in writing to both parties. If a decision cannot be rendered within thirty (30) days, the President will so notify the parties and will then

render a decision as soon as possible. The President's decision shall be final.

- D. If a student is the accused wrongdoer in a sexual or other unlawful harassment complaint, the appeal process outlined in the Student Code of Conduct, Article IV: Judicial System and Process shall be followed.

HEALTH POLICIES

Franklin Pierce University requires each student to have a completed Health Assessment Form on file in the Health Center. Included in the Health Assessment Form are a health history, physical examination report, and immunization records. In accordance with the New Hampshire Division of Public Health Services, the University requires proof of immunity to measles, mumps, rubella, tuberculosis, tetanus and meningitis. Guidelines for immunity standards follow recommendations from the Center for Disease Control, Atlanta, GA. Students wishing an exemption from the immunization requirement on religious grounds must make a written request to the Director of Health Services. Any student who does not comply with the above will be excluded from class registration until such information is provided.

ADMINISTRATIVE WITHDRAWAL

The VP for Student Affairs, or his/her designee in consultation with other student services staff, may require withdrawal for medical or emotional reasons when a student exhibits behavior which is dangerous to self or others and/or disruptive to the normal activities of the University. Students will be informed of the recommendation to withdraw, and ordinarily parents or guardian will be asked to participate in the process. If the student does not choose to file a voluntary withdrawal for medical reasons, action under disciplinary procedures may be initiated. Conditions for readmission will be specified in writing, and the Center for Counseling & Outreach Education or Health Services staff will review conditions and make recommendations to the VP for Student Affairs or his/her designee prior to a student's readmission to the University.

SUMMER SCHOOL

Certain services typically offered during the academic year may not be provided during the summer sessions. Examples are Health Services, Counseling & Outreach Center, Transportation, Activities, and at select times Food Services. Students should inquire about what services would be available before registering for the summer.

ATTENDANCE

Students are expected to attend classes and to honor all academic appointments. Since most courses are planned and conducted with a high premium on student participation, absence from class or laboratory sessions may well be reflected in lower grades.

The faculty member determines satisfactory class attendance. At the beginning of the semester, each faculty member will announce the attendance policy and requirements. Many faculty members keep accurate daily records of class attendance and most faculty report the total number of absences for each student on mid-semester evaluations. Continued unsatisfactory attendance may result in withdrawal from or failure in the course.

ALCOHOL AND DRUGS

Possession and use of non-prescribed drugs is incompatible with the educational process and inconsistent with the purposes of the university community. The possession of drug paraphernalia is prohibited on campus, and the sale of drugs will result in separation from the University. Franklin Pierce prohibits alcoholic beverages in all public areas of the campus, including lounges and corridors of residence halls and outdoor areas unless special permission is received, from the Vice President for Student Affairs or his/her designee, for a particular function. All first and second year living areas (NH, MW, GH, MO, ED & CH) are designated as alcohol free.

Common sources of alcohol are prohibited by the University. Common source is defined as a large amount of alcohol present which is in excess, or beyond a reasonable amount, for the number of people present who are 21 years of age or older. Common sources include, but are not limited to, kegs, beer balls, and around the world parties. This regulation is due to the University's recognition that too often common sources of alcohol contribute to irresponsible consumption and associated negative behaviors. Further, parties where money is collected or tickets are sold are prohibited. Any alcohol paraphernalia, such as, funnels, taps, kegs, etc. are prohibited and will be confiscated. These items will not be returned to students.

NEW HAMPSHIRE STATE LAWS

As a member of the Franklin Pierce University community, students reside in the state of New Hampshire, and therefore are responsible for knowing and abiding by all the state laws. State law forbids the possession of alcoholic beverages as a minor.

No licensed sales agent, nor any other person, shall sell or give away or cause or permit or procure to be sold, delivered or given away any liquor or alcoholic beverages to a person under the age of 21 years, to an habitual drunkard, to an insane person, to a person under the influence of liquor, or to any other person to whom any court, selectman of a town, chief of police, overseer of public welfare or the commission shall prohibit sale.

NH RSA 179:5

Students over 21 are subject to prosecution if they sell or give alcoholic beverages to a minor. Also RSA 265:821 is amended to provide that a driver under the age of 21 with a Blood Alcohol Content (BAC) of 0.02 or more may be charged with DWI. For an average person, 0.02 BAC would be less than the equivalent of one beer or light drink.

Alcohol and Other Drugs Concerns Committee is assembled periodically to review these and other related regulations. An Alcohol and Other Drugs Committee recommends to the Vice President for Student Affairs the appropriate campus policies and programs.

The University has adopted the following guidelines:

1. The University has the responsibility to exercise prudent control over the use of alcohol on and off-campus at university-sponsored events.
2. Food and non-alcoholic beverages of sufficient quantity must be available whenever alcoholic beverages are served at events on or off-campus.
3. Individuals and/or sponsors of activities, events, or parties where alcohol is served are responsible for clean-up and damage.
4. No alcoholic beverages are permitted in or out-of-doors, except in the Raven's Nest and designated special living options. Special permission must be obtained for special functions in other locations (on or off-campus) from the appropriate member of the Senior Staff.
5. Incident reports from the Department of Campus Safety indicate if the incident is alcohol-related and are reported to the Associate Dean of Student Affairs.
6. In promoting university events, alcoholic beverages may not be mentioned in advertising material.
7. Specific alcohol policies can be found in the College at Rindge Student Code of Conduct.

ANIMAL POLICY

Animals are not allowed in any university building or on university premises. All pets, with the exception of fish kept in an aquarium no larger than twenty-five

gallons, are prohibited from university residence. Violations of this policy will result in confiscation of the pet as well as potential suspension from on-campus housing.

ROOM ENTRY POLICY

Franklin Pierce University recognizes the privacy rights of its students, but wants to indicate clearly that any university official has the authority and the obligation to enter any student room where she/he believes a violation of university policy is occurring, has occurred, or if the health and safety of the occupant is called into question. Resident students can expect staff response when noise, partying activity, offensive odors including smoking, and violation of fire regulations extend beyond the privacy of the room. Consequences of violations are stated in the sanctions guidelines of the College at Rindge Student Code of Conduct. In addition, the University will periodically inspect student rooms for 1) fire safety and 2) for maintenance issues. These inspections are scheduled through Residential Life.

IDENTIFICATION AND DIRECTORY INFORMATION

Every registered student is required to possess an official university identification card issued by the Campus Safety Office and to produce it upon request by university officials. University officials include all university employees; faculty, staff. Failure to do so may result in treatment as a non- student. Upon withdrawal from the University, the ID card must be returned.

The University requires an accurate local address and telephone number for each student as part of registration for each semester. The Residential Life Office must receive this information prior to the end of the add-drop period.

COMPLIANCE WITH OFFICIAL REQUESTS

Students are required to respond in a timely manner to reasonable requests from any university office or official. Notification may be requested verbally, in writing, campus e-mail, or by the Voice Mail phone system. Failure to do so may result in judicial proceedings for "failure to comply" with the request of a university official. Students are responsible for checking their voice mail, e-mail, and post office box on a daily basis. E-mail is the preferred method of University communication.

GRIEVANCE

FRANKLIN PIERCE UNIVERSITY GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA

It is the policy of Franklin Pierce University to comply with Section 504 Regulations of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other applicable state regulations. Accordingly, any member of the University community who believes that there has been a violation of the regulations is encouraged to discuss the matter with the Section 504/ADA Compliance Coordinator (see notice of nondiscrimination), or other persons identified by the Compliance Coordinator, in order to resolve the matter in a prompt and equitable manner. If such discussions do not resolve the matter, the individual may then initiate a grievance by taking the steps outlined below:

1. It is the intention of this policy to address and remedy complaints at the lowest administrative level possible. However, as this policy outlines, grievances can be pursued up to a presidential committee. As such, community members who feel as though they have been discriminated against on the basis of disability should consider that their grievance is being made to the President of the University.
2. In the case of a grievance, the individual should discuss his/her objection with the person responsible for the office or department where the objection was originally raised. The 504/ADA Compliance Coordinator can be of assistance in referring the individual to the appropriate person and office. The address and telephone number for the Section 504/ADA Compliance Coordinator is listed below, under #4.
3. If not satisfied, the individual should discuss the objection with the senior staff member under whose jurisdiction the department falls. The Section 504/ADA Compliance Coordinator can help the individual in identifying who the senior staff member is.
4. If the grievance is not satisfactorily resolved, the individual should write a letter appealing the grievance, requesting a formal hearing with the President's Advisory Committee on The Needs of Persons with Disabilities. The request must be filed with the Section 504/ADA Compliance Coordinator in Student Affairs, New Hampshire Hall, second floor (telephone 899-4162).
5. Upon receipt of the written request for a formal hearing, an Ad Hoc committee of the President's Advisory Committee will hold a hearing

within three (3) calendar weeks. The chair of the Committee will hear the grievance with two other members of the full Committee. The two other members shall be selected by the chair. The senior staff member, under whose jurisdiction the matter falls, will be invited to the hearing. The Ad Hoc Committee must allow a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, by any party, as deemed appropriate by the Ad Hoc Committee. The Ad Hoc Committee must render a decision in writing to the grieving individual, as well as University personnel affected by the decision, within one week of the conclusion of the hearing.

NOTICE OF NONDISCRIMINATION

Franklin Pierce University, in recognition of its obligation under Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1984, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act (A.D.A), and the Age Discrimination Act (ADEA), has established the following policy on non-discrimination: Franklin Pierce University does not discriminate on the basis of sex (including sexual harassment and sexual violence in accordance with Title IX which requires that the University not discriminate in this manner), race, color, religion, age, disability, national or ethnic origin, sexual orientation, marital status or other legally protected classification in hiring, promotion and terms and conditions of employment and/or administration of educational policies, admissions policies, scholarship or loan programs, athletic and other University administered programs and activities.

Pursuant to Title IX, the following persons have been designated Compliance Coordinators to handle all inquiries regarding non-discrimination policies (including section 540/ADA):

Mr. Richard Marshall
Senior Compliance Coordinator
Vice President for Finance and Administration
DiGregoria Hall, Second Floor
603-899-4244
marshallr@franklinpierce.edu

Ms. Sharon Burke
Coordinator of Compliance for Faculty, Staff, and Vendor Matters
Director of Human Resources
DiGregorio Hall, First Floor
603-899-4077
Burkes@franklinpierce.edu

Dr. James Earle
Coordinator of Compliance for Student Matters

Vice President for Student Affairs
Astmann Career Center
603-899-4162
earlejp@franklinpierce.edu

In addition, for inquiries regarding the application of non-discrimination policies, people may also wish to contact:

United States Equal Employment Opportunity Commission
Boston Area Office
475 JFK federal Bldg.-Government Center
Boston, MA 02203-0506
Tel: 617-565-3200
Fax: 617-565-3196

Office of Civil Rights
U.S. Department of Education
J.W. McCormack Post Office and Courthouse
Room 701, 01-0061
Boston, MA 02109-4557
Tel: 617-223-9662
Fax: 617-223-9662
TDD: 617-223-9695

Processing of Complaints/Resolution: Upon receipt of a complaint of discrimination or other information which causes concern about possible discrimination, the University will promptly look into the situation and conduct an investigation as may be reasonable, and it will seek to address the matter promptly and take appropriate disciplinary and/or remedial action(s) if warranted. The University will conduct investigations discretely. Franklin Pierce University does not tolerate retaliation against persons who report incidents of discrimination (including sexual harassment or sexual violence, or other unlawful harassment), or against those who participate in investigations of discrimination. Any person who believes that they have been subject of retaliation should report the matter to one of the University's three Compliance Coordinators.

Title VI, VII, IX, ADEA, ADA/504 compliance coordinators shall coordinate University compliance with the above referenced complaints including identifying and addressing any patterns or systemic problems that arise during the review of such complaints. If it is determined that the Compliance Coordinator dealing with a specific case has a conflict of interest or is directly involved in a complaint, then the President of the University shall be called upon to assign another faculty or staff member to act as Interim Compliance Coordinator to handle the complaint.

SECTION FIVE – STUDENT RECORDS AND DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA - 20 USC § 1232G; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents/legal guardians certain rights with respect to their children's educational records. These rights transfer to the student when s/he reaches the age of 18 **or** attends a postsecondary institution. Students to whom the rights have transferred are "eligible students." (Franklin Pierce University defines "attends a postsecondary institution" as the first day of classes of the student's start term; applicants who do not become students have no FERPA rights).

Definition of Education Records, School Official and Legitimate Educational Interest

Educational records are defined as records, files, documents and other material which contains information directly related to a student. Educational records do not include personal files of faculty and staff, law enforcement records, or parent's financial records. Nothing in FERPA prohibits a University official from sharing information that is based on that official's personal knowledge or observation and that is not based on information contained in an educational record.

A "school official" includes any person employed by the University to fulfill the University's mission, such as, but not limited to, faculty, administrators, staff, counselors and health and safety personnel; people or companies contracted with the University such as, but not limited to, an attorney, auditor, consultant or collection agent; or a student serving on an official committee or assisting another school official in performing his/her tasks.

A school official generally has a "legitimate educational interest" if that official needs to review an educational record in order to fulfill his or her professional responsibilities as described in his/her job description.

1. Right to Inspect Educational Records

A student has the right to inspect and review his/her educational records within 45 days of the day the University receives a request for access. Requests must be made in writing and directed to the office in which the record is kept (see below: location of records). The University will make arrangements for access and notify the student of the time and place where the records may be inspected.

Location of Records

Franklin Pierce University collects and maintains student's information for both statistical reporting and operation of the University. The information is retained electronically and/or on paper records kept in the following

offices: Registrar, Center for Academic Excellence, Student Financial Services, Student Affairs, Health Center, College Relations, Outreach Education Center, and Campus Safety.

2. **Amending a Record**

Students may ask the University to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. The student should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Appeals are directed in writing to the Vice President or Dean with jurisdiction for the area where the record is maintained. A decision will be returned within twenty business days of receipt of the appeal. The decision by the Vice President/Dean will be final. The student, however, does have the right to insert his/her own statement into the record. *Grades, opinions or substantive decisions are not amendable.*

3. **Release of Information**

Students have the right to provide written consent before the University discloses personally identifiable information contained in a student's educational records, except to the extent that FERPA authorizes disclosure without consent. The student also has the option to complete a Release of Information form to grant access to parents or others to his/her education records. Release of Information forms must be returned to the Registrar's office.

The following exceptions exist under which the University is permitted (but not required) to disclose personally identifiable information from educational records without prior consent:

- Disclosure to school officials with legitimate educational interests.
- Directory information (as outlined below, in next section)
- To another school in which a student seeks or intends to enroll or is enrolled
- To Federal, State, and local authorities conducting an audit, evaluation or enforcement of educational programs
- In connection with Financial Aid
- To organizations conducting research on behalf of the University
- To accrediting organizations
- To parents of a dependent student
- To comply with a judicial order or subpoena
- In health or safety emergency.
- Results of a disciplinary hearing to an alleged victim (or next of kin) of a crime of violence

- Disclosure to parent of student under 21 if the University determines that the student has committed a violation of drug or alcohol policies or rules.

Directory information

Directory information includes the following: The student's name, campus/home address, telephone number, major field of study, dates of attendance, enrollment status (i.e. class, undergraduate or graduate, full or part-time), degrees and awards received, the most recent prior educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. *Any student who does not want such information released, may file a form in the Registrar's Office. Students must submit this form by the end of the add/drop period for which s/he is registered. Students are asked to inform the registrar of any corrections to their biographical information immediately.*

4. Complaints

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of FERPA. The address is:

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

Communications With Student and Parents

Written Communications from the University are sent directly to the students, unless otherwise stipulated (i.e. code of conduct). Students account statements are mailed to students at their permanent address and to their Franklin Pierce University mailbox. Student grades are obtained on Campus Web after grading period has closed. Every student is assigned a mailbox, e-mail, and voicemail (upon request) is required to check it frequently.

Information Requested

The University gathers information on a variety of areas. Explanation of some of these may be helpful.

Citizenship must be indicated as we are bound by federal law to provide information certification for citizenship for citizens of the United States and foreign counties.

Dependent/Independent status is determined by whether or not a student's parents have claimed them as dependent on their federal tax return in compliance with Internal Revenue Service regulations.

Veterans or dependents of veterans eligible for the various programs of educational assistance must indicate their status and submit certain documents to the Registrar's office. It is most important that this process be completed promptly as no benefits can be certified until documentation is complete.

The Development Office gathers information and maintains a file on student's parents for contact with them for important events such as Family Day and distribution of various university publications, including Parents Newsletter and Pierce Magazine. In addition, this file is used to enlist parent's support in a number of University Activities.

Photographs are taken at university programs and activities, and may be used at the University's discretion in publications.

SECTION SIX – RIGHTS AND RESPONSIBILITIES

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES REVISED JULY 1994

PREAMBLE

Recognizing that the Board of Trustees of the University is the final authority in all matters pertaining to the University, the students of Franklin Pierce University do affirm and declare that the rights and responsibilities herein enumerated are basic and necessary to human development and to the scholarly pursuit of truth within the Franklin Pierce University community.

ARTICLE I

ADMISSIONS POLICY

1. The University shall provide a statement delineating the criteria for admissions upon which the prospective student shall be judged, the nature of the programs offered, and the academic and disciplinary standards, regulations and procedures for students.
2. No student shall be denied admission to the University on the basis of gender, age, disability, race, color, sexual orientation, religion or national origin.

ARTICLE II

ACADEMIC POLICY

1. Each student shall have protection, through procedural review and appeal, against prejudicial or capricious academic evaluation. At the same time, each shall be responsible for maintaining standards of academic performance established for each course in which he is enrolled.
2. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matter of opinion. Knowledge and academic performance shall be the criteria by which students shall be graded.
3. The responsibility to secure and to respect conditions necessary for the freedom to learn is shared by all members of the University community.

Regulations pertaining to academic and curricular policies shall be clearly stated in a document freely accessible to all students.

ARTICLE III

STUDENT RECORDS

1. Academic and social counseling records shall be made available only to appropriate University personnel. Student academic records shall be made available to other persons outside the university only upon written authorization of the student concerned, except under the compulsion of a subpoena or warrant in accordance with the law. Information in a student file may be shared with staff and faculty within the university only if there is a legitimate need to know.
2. Disciplinary records shall be kept separate from academic records. The same disclosure restrictions as are found in Article III, Section 1. No records shall be kept which reflect the political, social or religious activities or beliefs of student if the student so requests.
3. Each student shall have access to his or her records. Provisions are made for periodic routine destruction of non-current disciplinary records. Students wishing to inspect their file should make an appointment with the Vice President for Student Affairs.

ARTICLE IV

CO-CURRICULAR AFFAIRS

A. Student Organizations

1. Students shall have the right to organize, join and support organizations for purposes of interest to them, except such organizations of which the existence is judged by the President or his/her designee, to be contrary to the welfare of the University and/or the students, and such organizations as are in violation of laws of the State of New Hampshire or of the United States.
2. No student organization shall discriminate against any student because of race, age, disability, sexual orientation, religion or national origin, except for such religious qualifications as may be required by student organizations which have primarily sectarian aims.

3. Student organizations newly formed shall request recognition from the Student Government Association in accordance with the procedure established in its Constitution. Each student organization shall conduct its business in democratic fashion. Affiliation with a non-university organization shall not, in itself, disqualify a student organization from recognition or from rights and privileges enjoyed by other student organizations. After recognition by the Student Government Association, a student organization may apply for funding from the Student Government Association.
4. Each recognized student organization shall have the right to invite to and hear on campus any speaker of its choosing provided that the Vice President for Student Affairs shall be informed of the identity of any speaker so invited at least fifteen (15) days prior to his arrival. Each of such speakers shall have freedom of speech; actions by students or student organizations interfering with that right will result in disciplinary action.
5. A student organization shall not claim, without authorization, to speak or act for or represent the opinion of the University or the University community. Except for such unauthorized action, no sanction shall be taken against a student organization for legal off-campus activities.

B. Student Media

1. The right of students to disseminate their personal views, without abridging the rights of others, shall be guaranteed.
2. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage within the bounds of responsible journalism.
3. The integrity and responsibility of student media shall be encouraged.
4. Editors and managers of student media shall subscribe to canons of responsible journalism. They shall be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content and shall only be subject to removal for cause by the agency responsible for their appointment.

C. Student Government

1. The students of Franklin Pierce University may establish a student government in such form as they deem best. The student government so established shall have authority to administrate, legislate and adjudicate in all areas

- within its jurisdiction free from arbitrary intervention, subject to adequate safeguards against the abuse of power as set forth by its own Constitution and by this Statement of Student Rights and Responsibilities.
2. Participation of any student in the functioning of the student government shall be restricted only by the Constitution of that government.
 3. The Student Government Association, through its officers, has the right and the responsibility to serve student needs and interests and to protect and to fulfill the requirements of its Constitution and this Statement of Student Rights and Responsibilities.
 4. It shall be the duty of the Student Government Association to obtain student participation in the determination of university policies affecting academic affairs, planning of physical plant, admissions and student welfare. It shall be responsible for accurately representing student views to faculty and administration.
 5. The Student Government Association shall be the official representative of the student body. The Board of Trustees may consult with the Student Government Association in such a manner as the Board shall determine relative to the selection or appointment of officers of the University.

ARTICLE V

RIGHTS OF STUDENTS AS CAMPUS CITIZENS

1. Students of Franklin Pierce University are entitled to any and all rights and liberties essential in obtaining an education as free as possible from imposed limitations that have no direct relevance to their education.
2. No disciplinary action shall be taken by the University against a student for engaging in legal off-campus activities provided that the student does not claim to act or speak in the name of the university and/or unless the off-campus activity is contrary to the welfare of the University or its students.
3. If a student is charged with a violation of civil law, no disciplinary action shall be taken against him/her for that alleged violation while legal proceedings are pending provided, however, that disciplinary action may be taken if the presence of the student on campus, in the opinion of the Vice President for Student Affairs or his/her designee, is contrary to the welfare of the University or its students. If, after due process of law, the student is found guilty by civil authorities of violation of the civil law, such disciplinary action may be taken against him/her as shall be deemed appropriate by the Vice President for Student Affairs or his/her designee.

4. Each student shall act in a mature manner adhering to University regulations, laws of the State of New Hampshire and of the United States and shall be held accountable for his/her actions that violate these standards through the University's Code of Conduct.

ARTICLE VI

RIGHTS OF RESIDENCY

1. The residence halls operate as an adjunct to the educational process and as such should function under the guidance of all portions of the University community.
2. The determination of the conditions under which students may gain residence and the establishment of priorities for room allocations within the student body shall be determined by the University with appropriate consultation with the Student Government.
3. No person other than the resident students to whom the room is assigned shall have the right to use a residence hall room without first obtaining the explicit permission of those resident students.
4. Entrance to residence hall rooms shall be subject to one of the following conditions:
 - a.) Permission of the student(s) who occupy the room.
 - b.) A clear and present danger to life and property, or reasons that relate to health, safety or welfare.
 - c.) If a member of the housing staff has evidence of illegal activities in the room, he may enter provided that he is accompanied by another student, staff member, or provided that the student(s) who occupy the room are present.
 - d.) For maintenance or fire safety inspections.
 - e.) An official member of the Campus Safety Department or Judicial Affairs of Franklin Pierce University may make a search of a student's person or belongings or campus living quarters with the permission of the President of the University, the Vice President of Student Affairs, or by the administrative officer the Vice President designates, except that a student may be searched without such permission if there are reasonable grounds for believing the student is armed or that a student (including him/herself) is in eminent danger. The official making a search of a student's room or belongings shall preferably do so accompanied by the student involved or, if he cannot be located,

by one of his roommates. In the event that neither the student nor one of his roommates can be found, another staff member shall be considered a reasonable substitute.

5. Inspection of rooms by appropriate Residence Life, Safety Staff, or maintenance staff may be made as required to maintain standards of health and fire prevention or as required for maintenance or life safety.

ARTICLE VII

DISCIPLINARY PROCEDURES

1. Students detected or detained in the course of violations of institutional regulations shall be informed of their rights under University Regulations.
2. An accused student is entitled to judgment according to the procedures specified in the current Student Code of Conduct. This policy shall be made readily available to all students.
3. The university shall publish, in a freely accessible document, university regulations and the rights of students.
4. Students shall have the right to appeal a disciplinary decision according to procedures outlined in the Student Code of Conduct or academic decision to the Chairman of the Department concerned.

ARTICLE VIII

RESPONSIBILITIES AND IMMUNITIES OF OFFICERS OF STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS

1. No student, having been elected or appointed to an office or position within the student government or any student organization, shall use that office or position for illicit, personal gain.
2. No student, having been elected or appointed to an office or position within the student government or any student organization shall be subject to any intimidation or punitive action for executing his/her office. However, such student shall not be immune from existing academic or disciplinary regulations and procedures.

ARTICLE IX

1. This Statement may be amended by two-thirds of the members of the student body voting on an amendment previously adopted by two-thirds of the Student Government Association.
2. Amendments shall be drafted by a committee comprised of two representatives of the Student Government Association, two representatives of the Faculty and two representatives of the Administration of the University, one of whom shall be the Vice President for Student Affairs. Proposals for amendments may be submitted to the

committee for consideration by members of either the student body, faculty, or administration of the university.

3. After adoption by the student body as above provided, an amendment shall be submitted through the Vice President For Student Affairs to the President and Board of Trustees of the University and shall become operational policy of the University upon its approval by the Board of Trustees.

SECTION SEVEN – OTHER

IMPORTANT CAMPUS NUMBERS

EXTENSION	LOCATION
4107	Center for Academic Excellence
1110	Cable TV Repairs
5555	Campus Safety IMMEDIATE SERVICE
4210	Campus Safety (Non-Emergency)
4133	Center for Counseling & Outreach Education
4176	Experience Directors (All)
4136	Health Services
1110	IT Help Desk
4177	Judicial Affairs
4140	Library Resource Center
4068	Registrar
4176	Residential Life
4177	Student Affairs
4230	Student Financial Services
4162	Vice President for Student Affairs

COMMUNITY RELIGIOUS SERVICES

AREA CHURCHES

Rindge:

Cathedral of the Pines - 899-3300. Services during summer only.

Congregational - Main Street, 899-5722.

Methodist - Mountain Road, W. Rindge.

Advent Lutheran - 202 South, 899-3095.

Jaffrey:

First Congregational Church - Jaffrey Center, 532-7979. S

Jaffrey Bible Church - Route 124, 532-8386.

St. Patrick's Catholic Church - 220 Main Street, 532-6634.

United Church - 532-7047.

Peterborough:

All Saints Episcopal

Christian Science - 26 Concord Street, 924-7412.

Friends (Quaker) - AAD Center Hall. W.

Methodist-43 Concord Street, 924-3555.

Devine Mercy Parish - Catholic - 18 Vine Street, 924-3819.
Sunday 7, 8:30, and 11:00 a.m.
Union Congregational - 33 Concord Street, 924-3272.
Unitarian-Main Street, 924-6245.

Fitzwilliam:

Fitzwilliam Community Church – General James Reed Highway – 585-3352
Trinity Baptist Church - General James Reed Highway – 585-3437

Keene:

Congregation Ahavas Achim - Hastings Ave - 352-6747
The Church of Jesus Christ of Latter-Day Saints - Park Avenue
St. Bernard's Catholic Church - Main Street - 352-3525

BANKS

TD Bank – Rindge Rte. 202 - 899-7000
Jaffrey 28 Main St 532-1400
Peterborough 120 Grove St 924-4700
Troy 15 Central Sq. 242-4300
Ocean Bank - Jaffrey 62 Peterborough St. - 532-4448
Peterborough 34 Main St. 924-7111
Keene 122 West St. 352-1600
Bank of America –
Keene 20 Central Square 800-841-4000
Citizens Bank –
Keene 15 Main St. 352-5050

THEATERS

Key Cinemas- Key Road, Keene, 357-5260
Northfield Drive-In Theater Rte. 63, Winchester, 239-4054
KSC Film Society Series - Drennan Auditorium, Keene, 352-1909
Colonial Theater- Main Street, Keene
The Wilton Community Movie Theatre in Wilton Center
Peterborough Community Theatre, 6 School St, Peterborough 924-2255

CAR CARE

Bailey's Garage - Rte. 12 South, Fitzwilliam, 585-2282
Donaway's Motor Maintenance - 86 Webster, Jaffrey, 532-6109

Mr. Mike's Sunoco - 136 Peterborough, Jaffrey, 532-7391
Red's Arco - 31 River Street, Jaffrey, 532-6642
Gauthier's Auto Service - Rte. 202, Jaffrey, 532- 7391
Rindge Quality Auto, 899-6604

RESTAURANTS

Family:

JP Steven's, Rt 202, Rindge, 899-3322
Kimball Farms, Turnpike Rd, Jaffrey 532-5765 (seasonal)
Aylmer's Grille – 21 Main St., Jaffrey, 532-4949
Brady's American Grill – Rt. 202, Peterborough, 924- 9322
The Flip Side Grille - Rte. 12, Fitzwilliam, 585-7702
Dunkin' Donuts, Rt. 202, Rindge
Mrs. Murphy's Donuts - Rte. 202, Jaffrey, 432-6885
Kimball Farms, Rte. 124, Jaffrey, 532-5765

Italian:

Pizza Haven - Rte. 119, Rindge, 899-2828
Athen's Pizza Rt. 202 Jaffrey 532-4466
Pizza Barn - 9 Blake Street, Jaffrey, 532-8383
Ed's Crossroad Pizza & Sub – Rt 12 – Fitzwilliam – 585-7077
Papagallo's – Rt. 12, Swanzey, 352-9400
Del Rossi's Trattoria - Rte. 137 North, Dublin, 563-7195
Tony Clamato's – 15 Court St, Keene, 357-4345
The Pub – 131 Winchester St, Keene, 352-3135

Mexican:

Margarita's 77 Main St., Keene, 357-4492
Taco Bell, Rt 202 Rindge (across from Wal-Mart)

Chinese:

Typhoon Asia - 114 Rt. 202 Rindge 899-9933
Jade Ocean - Jaffrey, 924-6698
Friend's Garden – 56 Central St, Winchendon, 978-297-2277
Yen Yen - Peterborough Shopping Village, Peterborough, 924-9224
Dragon Palace – Marlborough Rd, Troy, 242-3898
Marco Polo – 601 S. Main St., Keene, 357-3464
Keene Buffet – West St, Keene, (Sears Plaza) 352-1538

Japanese:

Sakura – 601 Main St, Keene 358-9902

Thai:

Thai Garden – 118 Main St. Keene, 357-4567

Seafood:

Kimball Farms , Turnpike Rd, Jaffrey 532-5765 (seasonal)

Little Anthony's, 678 Spring St (Rt 12 South) 978-297-2669

Nick's , Rt 10, W Swanzey, 352-6664

Ocean Harvest Seafood, 433 Winchester St, Keene 357-3553

Fast Food:

Salad & Sandwich Spot, Rt. 119 Rindge (inside Fogg's) 899-2211

McDonald's - Rte. 202, Jaffrey, 532-4517

Kentucky Fried Chicken/Taco Bell, Rt. 202, Rindge

Dunkin' Donuts, Rt. 202, Rindge

Subway, Rt 202 (Inside Wal-Mart)

KFC/Taco Bell – Rt 202- Rindge

Other:

176 Main - Main Street, Keene, 357-3100

Cyprus Grove - Rte. 119, Rindge, 899- 5234

The Inn at Jaffrey Center, Rt. 124, Jaffrey Center

John Hancock Inn - Hancock Center, 525-3318

Firehouse Sports Bar & Grille - 815 Court St, Keene 352-1032

Mike's Jaffrey Manor - Jaffrey, 532-8555

Peterborough Diner- Depot Square, Peterborough, 924-6202

The Rusty Bucket - Main Street, Jaffrey, 532-4101

Twelve Pine - Peterborough, 924-6140

Woodbound Inn - Woodbound Road, Jaffrey, 532-8341

FITNESS CENTERS:

Clark Memorial Recreation & Fitness Center - 155 Central Street, Winchendon,

MA, 413-297-0869

Keene Family YMCA - 38 Roxbury Street, Keene, 352-6002

Monadnock Fitness Center - Rte. 202, Peterborough, 924-9010

Gold's Gym-149 Emerald Street, Keene, 358-6606

SHOPPING CENTERS:

Cheshire Market Place - Route 202, Rindge:

Heidi's Hallmark

Market Basket Supermarket

Olympia Sports

Payless Shoes

TD Bank North

Aubuchon Hardware

Wal*Mart, Rt. 202, Rindge 899-6882

Colony Mill Marketplace - West Street, Keene

Northgate Plaza - Rte. 202 North, Peterborough

Park Place - Rte. 202, Jaffrey

Peterborough Plaza - Rte. 101, Peterborough

Peterborough Shopping Village - Rte. 202, Peterborough

Rite Aid Pharmacy , Intersection of Rt.202 and Rt. 124, Jaffrey, 532-8895

Riverside Plaza - Key Road, Keene

T.J. Maxx - Keene, 358-4090

West Street Plaza - West Street, Keene

PHARMACIES:

Wal*Mart, Rt. 202, Rindge 899-6965

Rite Aid, Intersection of Rt.202 and Rt. 124, Jaffrey, 532-8895

SUPERMARKETS/GROCERIES:

Hannaford's, Rt. 202, Rindge

Market Basket, Rt. 202, Rindge

Fogg's Mini Mart/Gas, Intersection Rt. 119 & Rt. 202, Rindge

LAUNDROMATS:

The Clothes Line - Rt. 202, Jaffrey, 532-5691

Soaps n' Suds - Park Place, Jaffrey, 532-4400

BARBERS:

Gentlemen's Choice - Peterborough Plaza, 924-3885

Haircuts – 90 Main St., Jaffrey 532-4260
Stan's Barber Shop - River Street, Jaffrey, 532-7406
Givey's – 102 River St., Jaffrey, 532-7775

HAIRDRESSERS:

Timeless Hair Design, Wendy Sheehan, 170 Main St., Marlborough, 876-4496
Manhattan East - Rte. 202, Peterborough, 924-9003
Shear Magic - 91 Water Street, Keene, 357-7550
The Looking Glass, Rt. 119, Rindge, 899-6510
JCPenny Salon – West St., Keene, 352-1251

Local telephone directories and The Yellow Pages are available from the
Residence Hall Staff.