



Franklin Pierce University
Student Handbook
Academic Year 2024 - 2025

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Introduction:

The 2024-2025 Franklin Pierce University Student Handbook contains information on policies and opportunities for all students at FPU including those applicable to our graduate students on our campuses in Manchester, Lebanon, Arizona and Texas. As an undergraduate or graduate student at Franklin Pierce University, Rindge, we encourage and challenge you to seek out new areas of interest and to get involved in activities that will make the university experience more rewarding. 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.

Information Regarding University Policies

This student handbook is designed to provide information regarding policies, services, and information pertaining to the Rindge campus. University-wide expectations, policies, and procedures can be found in the Academic Catalogue <https://catalog.franklinpierce.edu>

Title IX Grievance Policy, and other University publications. Students must refer to the University website, , Title IX Grievance Policy, and other University publications in order to be informed of all University policy and expectations. These documents can be accessed via the following links:

Sexual Misconduct: <https://franklinpierce.edu/sexual-misconduct-policy>

Division of Student Affairs

Vice President of Student Affairs & Dean of Students Office

The division of student affairs is led by the Vice President and Dean of Students. Departments included in the division include Student Engagement and Raven Recreation and Outdoor Wilderness, Residence Life and Community Standards, Campus Safety, Diversity & Inclusion, Counseling and Outreach Education and Health Services.

The Dean serves as an advocate for all students both undergraduate and graduate in Rindge and in all of the Centers, Manchester NH, Lebanon NH, Goodyear AZ and Round Rock, TX

Campus Safety

[\(603\) 899-4210](tel:6038994210)

cspatch@franklinpierce.edu

24/7, 365 Days a Year

The Department of Campus Safety is responsible for the protection of both persons and property. The office is located on the right at the Visitor Information Center as you enter the campus from Route 119. Officers patrol the Rindge Campus buildings and grounds around the clock and are always available to assist students, faculty, staff and visitors. The Department is also responsible for providing crime awareness education programs, issuing ID cards, and administering and enforcing parking regulations.

Cameras

Franklin Pierce University is committed to maintaining a safe and secure campus environment by leveraging advanced security technologies, including a comprehensive network of surveillance cameras. These cameras are strategically placed in public areas to deter criminal activity and safeguard the wellbeing of students, faculty, staff, and visitors. Monitored by Campus Security Officers 24/7, these cameras provide continuous oversight and record activity.

Our surveillance system focuses on high-traffic public areas and explicitly avoids private spaces such as restrooms. A Campus Security Officer monitors the cameras, and should they see behavior that constitutes misconduct or violates university policies, they will take the appropriate measures to notify the relevant parties, including the Office of Student Conduct and Community Standards.

Confiscated Property

The Department of Campus Safety or Residential Life may confiscate prohibited items found on campus. Items deemed a health or safety risk to the community will not be returned. This policy ensures the safety and wellbeing of the entire campus community.

Lost and Found Campus Safety maintains lost and found items on campus and if the item is labeled will attempt to notify the person. Other areas of campus also maintain lost and found bins, including residence life, the Bubble, and the Student Success Center.

Parking

All members of the Franklin Pierce community are required to register their vehicles with the Department of Campus Safety (through CampusWeb) and display a valid parking decal or permit on the vehicle. For specific policies and rules visit: <https://franklinpierce.edu/student-experience/safety-security/parking.html> It is the responsibility of all community members and visitors to park in lined spaces in the appropriately designated spaces. Vehicles found in violation of these policies may be ticketed, and/or towed at the owner's expense.

Counseling & Outreach Education

Location: New Hampshire Hall, First Floor (Above Residential Life)

Appointment Hours: Monday – Friday 8:30am – 4:30pm

Email: counseling@franklinpierce.edu

Phone: (603) 899-1029

Students at Rindge Campus

As a resource for students, The Counseling and Outreach Center provides a range of mental health services free of charge to enrolled students. These services include one-on-one counseling, group counseling, peer-to-peer counseling services, and off-campus referrals. Additionally, the Counseling and Outreach Center provides a variety of educational programming and prevention services such as group workshops and community-based programming designed to prevent personal challenges and enhance the overall well-being of the members of our campus. The Counseling and Outreach Center also works with a variety of student groups, clubs, and other departments to present sponsored educational events throughout the year that explore topics such as: sexual assault awareness, gender equality, suicide prevention, violence against women, LGBTQIA+ education, mental health stigma, empowerment models, and more.

The Counseling and Outreach Center is open for appointments Monday through Friday from 8:30 am-4:30pm during the fall and spring semesters and are staffed by licensed counselors, graduate-level counseling trainees supervised by our licensed counselors, social workers, and peer to peer counselors. Our mental health therapists are all professionally trained and able to provide services using various interventions and modalities. The modalities commonly used are mindfulness, visual and artistic expression, visualization, CBT (cognitive behavioral therapy), person-centered therapy (commonly known as “talk therapy”), empowerment, REBT (rational emotive behavior therapy), alcohol and drug awareness, trauma intervention, anger management, stress management, and many others. Peer-to-peer counselors are students specially trained and closely monitored by our clinical staff to support students who may not want to or need to speak with a mental health therapist.

Counseling appointments can be scheduled by emailing counseling@franklinpierce.edu or walking into the counseling center. Same-day appointments are not guaranteed, but the center aims to accommodate student needs. The Counseling and Outreach Center has an on-call professional staff member 24/7 in case of a mental health emergency, however, Campus Safety should be called at 603-899-5555, to initiate the weekend or after-hours emergency service. We also encourage students who need urgent care after hours or on the weekends to go to Heywood Hospital emergency room in Gardner, MA as they are best equipped to handle mental health emergencies.

Psychiatric medications are not prescribed or managed in the Counseling and Outreach Center, however, a referral to our Health Services department can be made at the student’s request. There is no cost for counseling services within the center, however, no show/no call or late cancellations will incur a \$10 fee which will be put on their student account.

We are legally and ethically bound to maintain confidentiality of what is discussed in a counseling session. We cannot confirm the use of counseling with outside sources without a release of information. Releases of information are needed for doctors, therapists, family members, friends, etc. unless it reaches a threshold of safety, in which the emergency contacts the student has on file, will be called. We want students to receive the help they need and to feel comfortable that their information will stay private.

Graduate Students (Lebanon, Manchester, Arizona, Texas)

For the remote graduate campus centers we have partnered with a company called BetterMynd, which provides telehealth counseling services. BetterMynd has counselors throughout the United States and account for the locations of each campus center and has appointment availability on nights and weekends that navigate busy clinical rotation schedules. Services offered by BetterMynd include individual therapy as well as wellness workshops that are offered on a rotating basis.

To make an appointment with a counselor in BetterMynd, you can visit their website at www.bettermynd.com and register for an account using their Franklin Pierce University e-mail. Each graduate student is given 6 sessions when they register. Should a student need more than 6 sessions, please reach out to counseling@franklinpierce.edu in order to request additional sessions. A maximum of 10 sessions per academic year can be used by graduate students. After your sessions have been exhausted there is an option to pay privately and continue services with BetterMynd. We encourage students to choose a counselor that takes their insurance in anticipation of exhausting their yearly sessions. If a student is a no show/no call for an appointment or is a late cancel, the student will incur an \$85.00 fee that will be charged to their student account. If you encounter any issues while using BetterMynd, please contact counseling@franklinpierce.edu or BetterMynd at students@bettermynd.com.

Diversity & Inclusion

The Office of Diversity and Inclusion leads the efforts to promote and further the University's commitment to diversity, equity, inclusion, and social justice. The office supports all students, with a particular focus on those from traditionally underrepresented groups, including but not limited to: Black, Indigenous, and People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/Questioning, Asexual + (LGBTQIA+); and First generation and students from low-income backgrounds. The office provides support for students at the Rindge Campus and serves as a resource to all graduate students in our centers to ensure broad-based support throughout the institution. Email diversity@franklinpierce.edu or visit Flo Joseph, the associate director of diversity and inclusion located in the Rindge Campus Center.

Health Services

Health Services' hours are Monday - Friday 8:00 a.m. - 4:30 p.m. during the academic year. Health Services offers WALK-IN hours Monday-Friday 9:00 - 11:00 a.m., for all other times of the day, students are asked to call (603) 899-4130 to set up appointments at Health Services. By calling for an appointment in advance, students decrease their waiting time and allow adequate time with the appropriate healthcare provider. Walk-in acute care situations and emergencies are given priority attention. For all emergencies call Campus Safety at ext. 5555 or 603-899-5555.

Health Services provide starter dosage of many over-the-counter medications. We have a limited in-house pharmacy for students and we utilize local pharmacies for prescription medications we do not have on hand. Please inquire regarding the fees for these medications. Gynecological services are available by appointment. Extensive education on Women's Health issues is always available. Health Services provides men's health services and information on contraception, education about testicular and prostate cancer, and provides education on infectious diseases.

Laboratory Services: Lab services available at Health Services are: Influenza A/B, STD, Strep A, Mononucleosis, pregnancy, urinary tract infection, and COVID-19. Several immunizations are also offered in the department. A small fee imposed for these vaccines with the exception of influenza.

Residence Life & Community Standards

[\(603\) 899-4176](tel:6038994176)

housing@franklinpierce.edu

Monday - Friday, 8 a.m. - 4:30 p.m.

Located on the lower level of New Hampshire Hall

The department of residence life offers undergraduate and graduate students a variety of housing options through a student's journey at Franklin Pierce. With nine distinct living areas students live in traditional halls in doubles, or triples, suites, townhouses, and 2, 4 and 6 person apartments. The residence life staff includes three full time live in resident directors, two live on assistant directors, twenty Community Assistants (undergraduate students who building community in their residence units) and a staff of part time residence directors who serve in the on-duty rotation.

Gender Inclusive Housing

At Franklin Pierce University, we are committed to creating an inclusive and welcoming environment for all our students. In line with this commitment, we offer Gender Inclusive Housing in both Edgewood Hall and on a dedicated hallway in the Freshman Mount Washington residence hall. This housing option provides a safe and supportive space for students of all gender identities and expressions to live together. Our Gender Inclusive Housing areas feature floor-to-ceiling privacy stalls in the bathrooms, ensuring that every student has the comfort they need. For more information contact the residence life office.

Student Engagement/Raven Recreation/Adventure Recreation

Campus Wide Events

There are many events that Student Engagement hosts every year, such as bus trips off campus and annual events that students love. Some past trips include apple picking, going to the movies and go-karting. Some annual events and traditions include The Grand Monadnock Climb, which happens every September, super bingo and paint night to name a few. Student Engagement also assists with Fall Fest, which is an event for the campus community and their families to enjoy the campus and the surrounding area. The sky is the limit when it comes to event planning!

Student Government Association

Student Government Association or SGA is an organization on campus that aims to advocate for the campus community and give a voice to the student body. Anyone is able to attend the weekly SGA meetings that occur every Wednesday at 6:30 pm in Marcucella 102. Each club that is a part of the SGA is required to have an SGA representative that attends each weekly meeting to collect information for the club and share event ideas. Elections for SGA positions are held in the fall semester and spring semester. In the fall semester, class boards do elections to fill positions. While in the spring semester, elections for the SGA executive board positions are held to appoint members for the upcoming year.

2024-2025 Officers:

President- Nicole Stewart, Class of 2025

Vice President- Elizabeth Gagne, Class of 2025

Treasurer- Ben Fleury, Class of 2025

Secretary- Mackenzi Drouin, Class of 2025

Parliamentarian- Connor Burt, Class of 2025

Clubs and Organizations

Clubs are open to all students and can join throughout the school year. On the first Friday of the fall semester (at the end of the first week), a club fair is held in the Freshman Courtyard, located between Granite Hall and New Hampshire Hall. At the club fair, students can look at all active clubs on campus to see if any spark interest. Students can sign up for the club(s) they are interested in. Following this event students will be contacted by the club with information about meeting times and locations, and potential upcoming events. Students can join any of the clubs throughout the school year, whether they signed up at the club fair or not.

Active clubs (as of July 2024)

ALANA:

ALANA or African American, Latino/a, Native American, Asian American Diversity Initiative, is an

organization that serves as a support system that works with ALANA students, and others that are committed to the values of justice and equality for all. Through this institutional initiative, ALANA sponsors sustained dialogues through our student discussion group, Pierce Perspective. ALANA also organizes films, guest speakers, and other programs that highlight our goals.

Anime Club:

The Anime club is a social club that engages and explores the world of Anime and Manga, as well as other aspects of Japan and East Asian Cultures. This club watches short films, and other modes of Anime. Together we play games and talk about our favorite Anime's and share them with others!

Art Club:

Art club is a student-run organization on campus that allows students to express themselves through different art media while learning, sharing, and communicating with other students. This club's weekly meetings consist of participating in different types of art, such as painting and crafting.

BRO's (formerly MEGGA):

Brothers Respecting Others or BRO's seeks to transform traditional ideas of male identity and works to end dating violence through service and education. BRO's has sponsored various workshops and trainings to educate the campus community on warning signs of dangerous relationships and works to de-escalate violence.

Business Minds:

The Business Minds club is a student-run organization that seeks to provide an opportunity for students that are interested in business, while discovering career opportunities and increasing their knowledge of current business events. This club also produces their own Maple Syrup brand, called Top of the 'Nock, which is made from the finest maple trees in the Monadnock region. Club members sell this maple syrup at farmers' markets and family weekend events.

Criminal Justice Club:

Criminal Justice club is a social club on campus that discusses topical issues within the study of criminal justice. Within the club, there are opportunities to meet with criminal justice professionals and enjoy other criminal justice events.

Education Club:

Although the education club is mainly organized to further the study of students within the education major, it also educates the campus community on various issues affecting education. Meetings include discussion on topical issues, support for students in field studies, career exploration, and event planning.

Environmental Club/ICA (Institute for Climate Action):

Pierce Environmental Club or PEC celebrates the nature and place that Franklin Pierce University calls home. Through programs such as Earth Day celebrations and campus cleanups, PEC educates on the need for conservation while enjoying the beauty of nature.

The Institute for Climate Action seeks to raise awareness of the unprecedented and urgent challenges surrounding global climate change to the natural environment and to the quality of human life. This organization also educates and promotes efforts on how to improve the challenges.

Film Club:

The film club is a student-run organization that allows students to come together to discuss the history of films, as well as the process of creating and directing films, and directors of films.

Gamers Club:

The Gamers club provides a space for students to engage in all types of gaming. The club has access to multiple cards, board, role playing, and digital gaming units.

GSA:

The GSA or Gender and Sexuality Acceptance aims to support LGBTQ+ students and allies, and works to educate the campus community on the necessity for inclusion of all people. Meetings include topical discussions, and educates one another on advocacy work on LGBTQ+ issues. The GSA also works with the University's Safe Space program to train faculty, staff, and students to become safe spaces on campus.

Health Science Club:

The Health Science club supports students interested in health sciences and the academic majors connected to science programs. Each week students engage in topics connected with the study of health or the health industry. The club also provides academic support through tutoring and explores career and continuing education opportunities.

History Club:

The History club explores all aspects of history. This club has weekly discussions about various eras of history and weekly trivia games. At least once a week the club has an offshoot within their club that engages in historical fencing and role-playing.

Morgan's Message:

Morgan's Message is a 502(c)(3), which is a type of nonprofit organization with a dedicated mission, that strives to eliminate the stigma surrounding mental health within the student-athlete community and equalize the treatment of physical and mental health in athletes. This organization aims to expand the dialogue on mental health by normalizing conversations, empowering those who suffer in silence, and supporting those who feel alone.

For more information, here is a link to the organization's main website:

<https://www.morgansmessage.org/>

Music Club:

The Music club is a group on campus that celebrates the art of music. All types of music and performances are welcome as part of the club. This club hosts frequent open mic nights, as well as student run concerts.

NMDP (formerly Be the Match):

The National Marrow Donor Program, or NMDP, is a nonprofit organization that focuses on identifying donors for both bone marrow and stem cell stores for patients in need internationally.

PAC:

PAC or Pierce Activities Council is established to offer a wide variety of high quality and fun programs for the campus community. Through this student-run organization, the Pierce Activities Council invites students to create, plan and implement all their events. All students on the Rindge campus are invited to join this dynamic organization.

Psychology Club:

Psych club is an academic based club that brings together fellow psychology lovers! This club aims to connect students with other students and faculty to discuss what is current in the field and to create better career and internship possibilities. They also have fun by hosting social events and planning activities.

Public Health Club:

The Public Health club is a student-run organization that aims to bring awareness to public health issues by educating students on these issues and ways to resolve them. This club also allows students with an interest in public health to communicate with their peers to gain better understanding of the public health issues impacting our everyday lives.

Raven Marching Band:

The Raven Marching Band, which was created in 2021, is a collaboration between the music department and athletics. This collaboration allows students with musical interests and talents to come together to perform at various school events, which include sporting events and Academic Showcase.

SGA:

SGA or Student Government Association is dedicated to the vision of being the agents of change for the Franklin Pierce University community. The SGA is built upon the foundation of communication between students and the campus community. Comprised of class officers, class senators, club senators and executive board officers, the SGA meets weekly as they discuss topics of community interest and concern, budgeting and campus policy initiatives.

SISTUHs Advocacy Club:

SISTUHs is an advocacy club on campus that seeks to support women on campus, engage in dialogue about issues facing women, and educating the campus community on issues of equality and access. One of the main events that SISTUHs hosts is Mr.FPU, which is an event that is used to educate about sexual violence.

How to start a club

Even with our wide variety of clubs and organizations currently on campus, there are always opportunities to start your own group. If you are interested in starting a new club on campus or even restarting one that may have been active in the past, contact Doug Carty, Director of Student Engagement, Raven Recreation and Wilderness Adventure Programs. You can stop by his office, which is located in the Campus Center behind the Information Desk, or by email at Cartyd@franklinpierce.edu.

Raven Nation App

The Raven Nation App is a tool to connect students, faculty and staff, share ideas, and create community. The goal of this community is to be safe, supportive, encouraging and accepting/tolerant of all its members. We ask that all those engaging in the app do so respectfully and with a spirit of care for others.

The university reserves the right to remove content or block users for any reason, including those that are not in alignment with the University's mission and code of conduct. Content that includes vilification of individuals, peer disapproval of inconsiderate behavior and violations of the code may be address in an informal educations conversation or a student conduct hearing, if necessary.

Raven Recreation

Recreation provides a wide range of programming for students. North Fields Activity Center, aka **The Bubble**, houses a full cardio-strength area; free weight area, full-size tennis, pickleball, basketball, and volleyball courts; a 50-yard turf field, batting cages, and a two-lane track. In the attached Clubhouse, there are pool and ping pong tables, darts, foosball, and arcade games. There is no fee for students and equipment for use in the Bubble is available at the reception desk and can be checked out with student ID. The Bubble hours of operation:

6:30am – 10pm M-Th

9am – 7pm Saturday

6:30am – 7pm Friday

9am – 10pm Sunday

All students must check in/check out at the Bubble using the Raven Nation App to scan the QR code for the location they are using. A shoe change is required during inclement weather, and the facility is water and gum only, no other beverages or food permitted. If you have any questions about equipment or space, ask the front desk staff or reach out to Assistant Director of Raven Recreation Laura Harding hardingl@franklinpierce.edu or stop by her office inside the Bubble.

The **Boathouse** on Pearly Pond stores kayaks, paddleboards, canoes, and fishing poles (students must purchase their own NH Fishing License) available for checkout with student ID. Boathouse opening and hours will be posted on the Raven Nation App and Raven Recreation Instagram ([Raven Recreation](#)). Lakeside Park provides a dock, beach area, picnic tables, and firepit for relaxing. Please email Director of Student Engagement and Raven Recreation Doug Carty cartyd@franklinpierce.edu for fire pit permissions.

Club Sports present opportunities for students to develop a team or group with the aspiration of learning new skills and competing. The Club Sport program complements the University's intercollegiate athletic programs, intramural activities, and North Fields Activity Center programs. Each club is formed, developed, governed, and administered by its student membership. The key to success with this program is student leadership, interest, participation, and involvement. Club Fairs are held on the first Friday following New Student Orientation. Current Club Sport offerings and team contact information:

Disc Golf	discgolf@franklinpierce.edu
Men's Rugby	mensrugby@franklinpierce.edu
Women's Rugby	womensrugby@franklinpierce.edu
Men's Soccer	menssoccerclub@franklinpierce.edu
Women's Soccer	womenssoccerclub@franklinpierce.edu
Raven Thunder Dance Team	ravenstunder@franklinpierce.edu
Ultimate Frisbee	ultimatefrisbee@franklinpierce.edu

Interested in starting a new club? Please contact Assistant Director of Raven Recreation Laura Harding hardingl@franklinpierce.edu or stop in her office inside the Bubble.

Intramurals are offered throughout the Fall and Spring Semesters as season-long sports, and special event tournaments. These events primarily take place in the Bubble, but some events occur in other locations such as the Melissa Bisaccia Softball field, outdoor basketball courts, and even offsite locations.

Fall sports

Beach Volleyball

Kickball

Pickleball

Fall Special Events

Rec Fest

Yard Game Olympics

Wildside 5K

Indoor volleyball
Basketball
Soccer

Mini golf tournament
All Star Basketball tournament

Spring Sports

Indoor volleyball
Basketball
Wiffleball
Spike ball
Dodgeball
Pickleball

Spring Special Events

Punt, Pass, Kick Superbowl event
Ping Pong tournament
Mikey Leavitt Memorial Wiffleball tourney
Pond Ice Hockey/skating *weather dependent

Full color posters throughout campus, large event banners, Raven Nation App announcements, Instagram posts and email blasts inform students of sports offered, the days/times they are run, and a QR code for signing up. The QR code is linked to a JOTform and quickly allows students to sign up teams. Students without a team can still register as free agents and Recreation staff will assign them to a team. Have an idea for additional sports/events? Reach out to Laura Harding, Assistant Director of Raven Recreation at hardingl@franklinperce.edu or 6038994151.

Our campus' 1200 acres lend themselves to a wonderful network of trails. Our **Trail System** includes nine trails: Blue Trail, French Farm Trail, Gates Farm Trail, Hodge Pond Trail, Lower Blue Trail, Pearly Pond Trail, Place Trail/Carty's Loop Trail, Rabbit Hole Corridor, and Red Trail. Directions for locating trailheads can be found in the Raven Nation App. Open the app, choose the Library icon from the bottom menu, then click on Map, type Trail in the search bar, and then choose the trail you would like to explore. For more information on our trail system, reach out to the Director of Student Engagement and Raven Recreation, Doug Carty at cartyd@franklinperce.edu or 6038994383 or stop by his office in the Campus Center.

Student Support Services

Student Success Center

SSC MISSION: To assist students in developing the skills and strategies to be confident, independent, active learners, and to provide equal opportunity for academic development and excellence to all students. The Student Success Center is home to our Navigator program, peer-to-peer course and writing tutoring, Text Rocky, and the Peer Leader program. Additionally, the Student Success Center is a place for individual study. We are also known to be a place that provides great snacks! We are staffed by a team of professionals dedicated to assisting you in your pursuit of academic success. The Student Success Center is located on the 4th floor of the library. To learn more about our programs and supports, please stop by or email us at ssc@franklinperce.edu

Student Success Navigators (for all Rindge and Graduate Students)

The Navigators are responsible for providing a range of support and navigation services to students on the Rindge Campus. They will meet with students to discuss goals and assess their academic progress. Through asset-based coaching, they will work with students to develop strategies for success, study skills, and the ability to overcome challenges. This vital initiative also empowers the Navigators to work

with students to proactively and creatively identify barriers to academic success and develop solutions that improve retention, persistence, and the ability for the student to thrive at Franklin Pierce.

Navigators are trained to help students with individualized time management skills, study skills, and other trainings that will enhance academic engagement. They are also a great resource to learn more about the other Franklin Pierce initiatives and programs. We like to think of Navigators as your go to person for help and development.

Each Navigator is assigned a cohort of students who have been identified through faculty referrals, and who have self-identified as needing support through our EdSights “Text Rocky” program. Students can also stop by and request to meet with a Navigator. Navigators serve students in the Student Success Center on the 4th floor of the DiPietro Library, and are supervised by Derek Scalia, Director of the Student Success Center. A schedule of Navigator office hours will be published each semester and can be found here <http://eraven.franklinpierce.edu/s/cae/tutor/student-success-navigators.htm>

PEER-TO-PEER TUTORING

Our Peer-to-Peer Tutoring offers both course and writing support. Tutors are supported by faculty and managed by the Director of the Student Success Center. These students are identified for their academic excellence and for their ability to support students through the course material and/or writing process. All tutoring sessions take place in the Student Success Center and are free to all students.

Course Tutors: The Student Success Center provides tutoring support for more than 25 courses. A list of courses and the tutoring schedule is published each semester and can be found at

<http://eraven.franklinpierce.edu/s/cae/>

Tutors have access to lectures and course material to better assist you during the tutoring session. To participate, simply show up to the session and sign into the session upon your arrival. Sessions are typically 2 hours, but students can stay for as long as they see necessary. All tutors have been identified by faculty for their excellence in the subject and course. If you are interested in becoming a tutor, please connect with your faculty.

Writing Tutors: In partnership with the Writing Center, the Student Success Center, supports numerous writing tutors who are trained by faculty to effectively support students throughout the writing process. Students can make appointments or simply stop by during a scheduled tutor session. Trained tutors are available to support students of all abilities from any course at any stage in the process, from understanding (or crafting) instructions for a written or oral communication project, to producing a final draft. To make an appointment click here

<http://eraven.franklinpierce.edu/writingcenter/appointments.html> To learn more about writing resources and services click here <http://eraven.franklinpierce.edu/writingcenter/index.htm>

Text Rocky

Text Rocky, combines Artificial Intelligence, behavioral science, and texting to hear the voices of students and ensure a path to success for all learners. Students are sent weekly texts asking about their experience and provides information about university resources depending on how students respond. Additionally, students are able to ask Rocky more than 380 questions at any moment to learn more about our support services and opportunities at Pierce. For example, instead of searching the web to learn how to make an appointment to counseling, students can text Rocky, and they will be given the link via an immediate text response. Rocky is available 24/7 to answer their questions. Students will be sent a text message at the start of each semester inviting them into the texting program.

Peer Leaders

A Peer Leader is an upper-class student selected for their academic achievement, positive citizenship record, and interest in helping other students. The ability to listen, understand and be available to others, and exude a positive attitude and commitment to Franklin Pierce University are key qualities of effective peer leaders. Peer Leaders are embedded within an FYI course and visit the class once a week to connect with students and link students to vital student support and engagement opportunities. Peer Leaders are volunteers and are trained advocates who foster the values of the university. The Peer Leader program is supported by the Director of the Student Success Center and four senior student leaders called Peer Leader Trainers (PLTs). To become a Peer Leaders, students must maintain a 2.5 GPA and be in good social standing. Applications are announced via Raven Nation and email during the Spring Semester.

Accessibility Services

Service Animal Policy

Franklin Pierce University is committed to creating an environment where all individuals are welcome and are able to participate within the community.

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

In accordance with American with Disabilities Act (ADA) students who wish to have a service animal in residence must notify Residential Life of a need for an accommodation for a service animal. For more information please refer to the Assistant Director of Residential Life or the Coordinator for Student Accessibility Services.

Emotional Support Animal (ESA) Policy

In accordance with Housing and Urban Development (HUD) and the Fair Housing Acts (FHA), students requesting an emotional support animal in residence must request an accommodation through the Coordinator of Student Accessibility Services. In accordance with American with Disabilities Act (ADA), students who wish to have a service animal in residence must notify Residential Life of a need for an accommodation for a service animal. For more information please contact the Assistant Director of Residential Life or the Coordinator of Student Accessibility Services.

Office of Career Education

The [Office of Career Education](#), located in the Lloyd & Helen Ament Astmann '69 Career Center provides all students and alumni with exceptional career development support through a five-stage model of career planning that ensures all students discover campus resources, explore career opportunities, engage in experiential learning and internships, prepare for their college to career transition, and implement strategies to remain competitive in the world of work.

Services and support include, but are not limited to:

- Career Exploration Advice and Support
- Resume and Cover Letter Writing
- Internship and Job Search Support
- Industry and Alumni Connections
- Graduate School Admission

- LinkedIn and Networking
- Interview Preparation
- Workshops and Events

Handshake enables students to connect with our expansive network of employers and to incredible internship and employment opportunities around the world. Log on [here](#) with your username and password. You can schedule an appointment in Handshake.

The [Canvas Career Center](#) is available to all students within the Canvas platform; right alongside your classes. Resources include handouts, links to articles and online tools. This dynamic platform allows the Career Center to provide you with the most up to date resources including LinkedIn Learning courses and workshops that you can view on your schedule.

International Student Services

International Student Services is a part of the Student Success Center and located on the fourth floor of the Library. The Coordinator of International Student Support, is the primary point of contact for all international students at the university (Rindge and all Centers). In addition to helping students adjust to American culture and society, the Coordinator of International Student Support advises international students how to stay in compliance with U.S. immigration laws and regulations.

Common services provided by the Coordinator of International Student Support include advising on:

- Maintaining F1 immigration status
- On campus work authorization and obtaining a Social Security Number (SSN)
- Internships, Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- Travel signatures
- Post graduation plans or transferring to another school

If an international student has any questions about these areas or other aspects of their immigration status or I-20, they should contact the Coordinator of International Student Support in the Student Success Center or email internationalstudents@franklinperce.edu .

Campus Resources

Bookstore

Franklin Pierce University Bookstore

Monday - Friday 7:30am - 3:30pm

Saturday: 10:00am - 2:00pm

Telephone: 603-899-1090

Entrance: East side of the Campus Center

<https://www.bkstr.com/franklinpiercestore/home>

The Franklin Pierce Bookstore operated by Follett has all the books you need for your courses whether you are taking a class in person or online. Need a snack or a drink, stop in and check out the wide selection. Need to show your school spirit, we've got you covered. Explore the FPU bookstore website as there are numerous items on line that are not in the store. Family members can log on to the website and order Franklin Pierce logo items and other gifts that can be shipped.

Computer Labs

There are a number of Computer labs on campus. Two are Mac labs, located in the Fitzwater Center (Fitz105) and Petrocelli 214. There is also a PC based lab available in Marcucella 218.

These labs are regularly used as classrooms, but the facilities are open to all outside of class schedules until the buildings are locked up for the night.

24 Hour Study Space

Located in the Bray (library lower level) are a number of computers, both PC and Mac that are available to students 24 hours a day. There is no support after hours for issues involving these machines but if you do experience an issue, please put in a ticket with the IT help desk so that we may address it during business hours.

Copy Center

The Franklin Pierce University Copy Center is located within the Warehouse/Facilities building, behind the Campus Safety Building. The complete information about the services provided can be found on eRaven under Processing Center. If you have any questions regarding a print request, please feel free to contact Lynn Dodge at: Phone: (603) 899-4091 or Email: dodgel@franklinpierce.edu. Office Hours are Monday through Friday 8:00a.m. to 4:30p.m.

The Copy Center offers the following services upon request:

- Black & White Print/Copying
- Color Print/Copying
- GBC Comb Binding
- Lamination
- Padding
- Cutting/Drilling/Folding
- 3-hole Punch
- Tabs
- Booklets (saddle-stitch)
- Collating/Inserting/Stapling
- Mounting on Foam Core
- Posters/Banners/Wide Format

The FPU Copy Center as a resource for any project you may have! When submitting a copy or print job, a [Print Request Form](#) must be provided with clear instructions indicating an exact date and time that your request is needed and include print ready materials. Student request emails will receive an initial quote for the project. Upon completion, the student will receive an invoice and will need to bring cash only to pay for and pick up the completed request. Every effort is made to complete jobs within the time requested or as noted on the Print Request Form. All jobs requiring a large volume will require more time. Rush Jobs are determined when they are requested, or the deadline is within 24 hours of receipt. Contact Lynn Dodge in advance for RUSH jobs.

Dining (see Sodexo Dining)

Email and Electronic Signatures

The University uses the Franklin Pierce email account as an official means of communication with students. University staff, faculty and departments will communicate to students directly through Franklin Pierce email and in many instances will consider this email correspondence as the student's.

Faculty may communicate to an entire class of students in the same email and may expect students to signature reply in-kind. Students are responsible for maintaining their University email account so that it is open for new mail and are expected to read their University email regularly and respond appropriately. If students choose to forward their University email to another email provider, they are still responsible for receiving all University communications.

ID Card

Every student is required to possess an official university identification card issued by the Department Campus Safety and to produce it upon request by university officials. The ID is required to check materials from the library, eat in the dining commons (for students on the meal plan) and use athletic facilities. Identification must also be presented to a Campus Safety Officer or other University official, upon their request in accordance with the Student Code of Conduct. ID cards are issued and/or validated at time of entry and replacements can be obtained throughout the year at the Campus Safety Office (a fee will be applied to the student's university account).

Inclement Weather

In the case the university must close for weather related events, students will get a RAVE notification on their phones as well as an email. Additionally visit <https://franklinpierce.edu/student-experience/safety-security/storm-alerts.html> for the list of radio and television stations that will broadcast the information

Information Technology Service- Rindge

The Franklin Pierce University IT department main office is located in the lower level of the library building. We also have technician offices in both Marcucella (rm221) and Petrocelli (rm306).

Monday – Friday 8am – 4:30pm

603-899-4214

ithelpdesk@franklinpierce.edu

Intranet: connect.franklinpierce.edu

There are no IT hours on nights, weekends and holidays. If you experience a major outage during these times whether with WiFi, network, printing, etc. please contact Campus Safety. Please be as detailed as possible when messaging the Help Desk. Instructions for connecting to Wi-Fi are available on our intranet connect.franklinpierce.edu

Printers on Campus

There are printers available in most academic buildings on campus.

Library 5 (1 – Bray, 3 – first floor library, 1 – second floor library)

Petrocelli first floor student lounge

Petrocelli second floor room 214 (Mac lab)

Marcucella second floor room 218 (PC lab)

Fitz105 (Fitzwater Center Journalism lab) outside of the classroom in the hallway

Library

The DiPietro Library is located on the Rindge campus. Open 92 hours a week during the academic year, the Library offers a variety of services, including individual and group study rooms, printing and scanning, reference consultations, and research guidance. A 24 x 7 study space is available in the basement of the library.

Monday-Wednesday 7:45 a.m. to midnight.
Thursday 7:45 a.m. to 11 p.m.
Friday 7:45 a.m. to 6 p.m.
Saturday noon to 6 p.m.
Sunday noon to midnight
Group and individual study rooms are available on the second floor.

All Franklin Pierce students, regardless of campus location, may borrow materials from the Library. You may also request items not owned by Franklin Pierce via interlibrary loan (ILL). ILL articles will be sent to you electronically. The University is a member of the New Hampshire College and University Council (NHCUC), which extends borrowing privileges to Franklin Pierce students at other member institutions.

Mail Services

The Campus Post Office, located in the Campus Center, is open from 8:30am to 4:30pm, Monday through Friday for students to pick up mail and packages. Stamps may be purchased at the Bookstore. Student mailbox keys are picked up from the campus post office in the fall and returned to the campus post office prior leaving campus in May. Failure to return mailbox keys each year will result in a replacement charge. To reach the Campus Post Office, call Roxanne Monteverde at ext. 4002 or email: monteverder@franklinpierce.edu.

Student mail must be addressed as follows:

Student Name
40 University Drive
FPU# XXXX (Where X is the student mailbox number)
Rindge, NH 03461

Student Pickup/Delivery.

Mail and packages are picked up at the Rindge NH Post Office between 9:00 am and 10:00am. Incoming mail is batch sorted at the Processing Center. FedEx and UPS packages are usually delivered by 11:00am to the Campus Post Office. The mail is then fine sorted into student boxes between 11:00am and to 12:30pm for pick up by students. Packages are logged in our tracking system and email notifications are sent to students from nolank@franklinpierce.edu when packages are ready for pick up. Student Clubs and Organizations wanting to place mail in student's boxes must have approval from their advisor and do so between the hours of 2:00 pm and 4:00 pm.

Maintenance and Work Orders (Dude)

Members of the FPU Community can submit work orders through the Dude System. Student can access the system through the link below or through RAVE APP. It is important to make sure you complete the required fields correctly. http://eraven.franklinpierce.edu/s/dept/facilities/Facilities_New.htm

Places of Worship

There are many places of worship in the surrounding area. Listed below are a sampling of area churches, chapels and mosques.

Rindge:

West Rindge United Methodist Church
9 Mountain Road, Rindge
<https://westrindgeumc.org/>
603-762-0764

Cathedral of the Pines (Multi-faith Center)
10 Hale Hill Road, Rindge
Open M-F for prayer and meditation
<https://www.cathedralofthepines.org/>
603-899-3300

Jaffrey:

United Church of Jaffrey (UCC)
54 Main St., Jaffrey
10am Sunday Service
<https://unitedchurchofjaffrey.org/>
603-532-7047

St. Patrick Catholic Church
87 Main St., Jaffrey
9am Sunday Mass
<https://stpatricksjaffrey.com/>
603-532-6634

Harvest Christian Fellowship (Non-Denominational)
1 Main St, Jaffrey
10:30am Sunday Service
<https://www.weareharvest.org/>
10am Saturday Prayer
<https://fitchburgis.com/>
978-502-7846

Peterborough:

Peterborough Unitarian Universalist
25 Main St, Peterborough
<https://uupeterborough.org/>
603-924-6245

All Saints Episcopal Church
51 Concord St., Peterborough
9am Sunday Service
<https://allsaintsnh.org/>
603-924-3202

Peterborough United Methodist
43 Concord St., Peterborough
10am Sunday Service
<https://www.peterboroughumc.org/>
603-924-4294

Keene:

Congregation Ahavas Achim (Jewish)
84 Hastings Ave., Keene
7pm Friday Service
<https://keenesynagogue.org/>
603-352-67

Fitchburg, MA

Fitchburg Islamic Center
283 Main St., Fitchburg, MA

Shuttle Bus

The Campus Shuttle is available to transport students for their convenience during inclement weather, when parking availability is scarce and for safety or because a student may not want to walk from the Bubble to Lakeside. The Shuttle is operated by the Department of Transportation and operated by Student Drivers. Pick-up locations are all over campus, primarily at classroom and residential hall buildings. Generally, the shuttle runs Monday- Friday 7:30 am to 8:00 pm

Off Campus Service after 4:00pm Weekdays from 4pm until 8pm, the Franklin Pierce Campus Shuttle stops at Market Basket, Hannaford's, Marshalls and Wal-Mart, returning to all locations approximately every 50 minutes *Weekends and Holidays* 2pm - 6pm Full Campus & Off Campus service
Student can track where the shuttle is using the **RavenNation app**.

Sodexo Dining

There are several dining locations on campus including The Marketplace loc, the Library Café and Ravens Nest operated by Sodexo food service. Our manager John Benouski is available to speak with you if you have certain dietary restrictions and needs. We also have a dietitian on staff who is available for Zoom and in person visits. Students who would like an appointment with our dietitian can contact our dining manager who will put you in touch with Chelsae. The Marketplace café is the name of our dining hall. It is located in the Campus Center and is where you will eat your meals using your ID to tap in.

Open Monday through Friday 7:15AM – 7PM. Weekends The Marketplace opens at 9:00 – 6:30.

The Marketplace has many stations from which to select from. Student favorites include: *TACO TUESDAY; Pizza, BUFF CHICK WEDNESDAY!!*

Simple zone is a separate dining area that is **free of the major allergens**. Chef Charlie will work with students who have dietary concerns so they can fully enjoy their dining experience.

Other venues include:

The Library Café is open 7:30 – 3:00 Monday through Friday

Coffee, espresso beverages, chai latte fresh baked pastries, smoothies and a variety of grab n' go options!

Raven's Nest Opens at 4:00 pm and close at 11:00 Monday through Friday.

Enjoy your favorite late-night cravings, with our burger creations menu, and fried food favorites including mozzarella sticks, mac n' cheese bites and chicken tenders.

Mobile Ordering

Download the **Everyday** app to place an order in our retail locations! You can also check out our menus, hours of operations or review your dining points or raven dollars on the app!

Working on Campus (Rindge)

More than half of the undergraduate student population receive a work-study award enabling them to work on campus in a part time job. Working on campus is by far the best way to get to know new people, how the university runs and to feel a sense of belonging. We encourage ALL students who receive a work study award to actively seek out employment on campus. From tutoring your peers, working in the bubble, refereeing intramural sports, helping in the library, or working in the post office, there are many jobs open to students. The Human Resource department manages the postings for all

jobs for students (faculty and staff). To find a list of the open positions on campus, navigate to the Human Resources Department website through eRaven, or click on Student Jobs. <http://eraven.franklinpierce.edu/> Scroll to the bottom of the list of current openings; click on the job(s) you are interested in, complete the form on the right of the screen (**DO NOT CLICK APPLY THROUGH INDEED**). Upload a copy of your resume, keep completing the form all the way to the bottom. Complete your name and date and check the box I am not a robot and Submit an Application. Repeat the same steps for other positions you are interested in. It is also a good idea after you have submitted your application on line to visit the department and speak to the hiring manager(s). If you do not have a resume and need one, please visit the Career Center on the fourth floor of the Library or visit this site for resume assistance. <https://franklinpierce.instructure.com/courses/9113/pages/resumes>

Rules and Regulations

Drones The use of drones in or around University residence halls or on campus grounds without prior permission is prohibited

Fire Safety and Fire Regulations

As a community, we are concerned about the health and safety of all members. Persons pulling false alarms, tampering with fire equipment, including extinguishers, bells, and detectors, engage in a serious infringement on the safety of others. As such, tampering with any life safety equipment may be considered a separation level offense through the Student Conduct 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 may be assessed possible fines and may be referred to Student Conduct.

Fire alarms will be billed to residents in accordance with the damage and vandalism policy. Because there are costs associated with false alarms and billed to the University by the town fire department as dictated by ordinance, costs are billed back to residents accordingly. If the individual(s) responsible for the false alarm can be determined, they will be billed, but if this cannot be determined, the building or area will be billed.

Students who are found responsible for covering a smoke detector will be sanctioned with at least the following;

- 1st Offense: will result in a \$100 Fine and Conduct Probation for the semester
- 2nd Offense: will result in a \$200 Fine and Deferred Residence Hall Suspension
- 3rd Offense: will result in University Residence Hall Suspension

In instances where a student violates fire safety regulations, Rindge Fire Department and Rindge Police Department have the authority to summons that student to court for a Misdemeanor Charge of "Disorderly Conduct."

Residential students are required to practice prudent and sensible fire safety measures. Do not overload electrical outlets. The hanging of tapestries, flags, blankets, etc. on the ceilings 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/**propped** open at any time. Private gatherings must be limited as stated in social gathering policy 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. Window fans may be used, but the screens cannot be removed at any time.

AMNESTY POLICY

The health, safety, and general well-being of students are of primary concern to Franklin Pierce University. Students who are aware of a medical emergency or are aware of or themselves victims of illegal or prohibited activities, are obligated to call for help, even when the situation may be linked to illegal or prohibited activities such as alcohol or other drug use. If someone is severely intoxicated or is injured as a result of illegal or prohibited activities, students should seek emergency medical help immediately. Students and those assisting them run no risk of penalty from the University for alcohol and other drug violations, so long as someone has called for help. In those cases, students may be required to take advantage of educational or counseling opportunities, but no record of a conduct violation will be created. Failure to complete the recommended educational or counseling opportunity may result in further disciplinary action. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning.

HAZING

Hazing is a violation of New Hampshire law and University policy. Any student violating this policy will be subject to disciplinary action and will be reported to law enforcement authorities. In addition, when this policy is violated, action may be taken against all participants. Hazing risks human lives, mistreats those involved and jeopardizes the affiliation of campus organizations at the University. Hazing is defined as any act (occurring on or off campus) that is likely to be perceived by a reasonable person as: physically, emotionally or psychologically humiliating or abusive or that endangers the health or safety of an individual or select group of individuals as part of the process of gaining entrance or acceptance into an established group, team, or organization.

MOTOR VEHICLE POLICIES

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 University regulations. All vehicles remaining overnight 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 could result in the vehicle being booted by Campus Safety and/or towing the vehicle at the owner's expense. If the vehicle is towed off campus, the vehicle's owner is responsible for paying any additional storage fees associated with the towing. A full copy of the motor vehicle regulations is available at the Department of Campus Safety and on the web.

Parking and operating vehicles on university property is a privilege and is done so at the owner's risk. The Director of 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. White lines designate student parking spaces. Yellow lines indicate staff and faculty parking. If you park in areas designated for staff/faculty, you are subject to fines and/or towing. Students are financially responsible for any parking fines committed by their guests.

PARKING FINES

\$100

Fire lane/Restricted Area
Handicapped Parking
Blocking Fire Hydrant
Towed Vehicle

\$75

Hindering Snow removal

\$50

Failure to display/unregistered vehicle
Unsafe Operation
Wrong Way
Blocking Traffic/Roadway/Dumpster

\$25

Driving/Parking on Sidewalk/Lawn Crosswalk
Unauthorized Parking (Staff/faculty/visitor)
Not a Parking Space

NON-SMOKING POLICY

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. There is no smoking in any common area within the residence halls; this includes all hallways, restrooms, stairwells, etc.

All residence halls are smoke free, this includes but is not limited to cigarettes, hookahs, and electronic smoking devices (vaping devices). Students who are found responsible for violating this policy will be sanctioned with at least the following;

- 1st Offense: will result in a \$100 Fine and Conduct Probation for the semester
- 2nd Offense: will result in a \$200 Fine and Deferred Residence Hall Suspension
- 3rd Offense: will result in University Residence Hall Suspension

RESIDENTIAL POLICIES

As a residential university, full-time students typically reside on-campus in university owned or operated housing. All full-time undergraduate students at Rindge are required to live in University owned or operated housing. Students who wish to reside off-campus, must complete an Off-Campus Petition, and receive approval from the Residential Life Office in advance of signing any lease or making any commitments to live off campus. Approval is not guaranteed. Reasons for approval of an off-campus petition include, medical accommodation, financial hardship, non-traditional age students and extenuating circumstances. Graduate students who live on campus at Rindge, are also expected to abide by the policies in the Rindge Student Handbook.

If an individual is registered as a part-time student, enrolled in less than twelve credit hours during the semester, that student is not eligible to reside in university owned or operated housing unless they first gain permission from Residential Life. Student who are part-time in their final semester prior to graduation (taking remaining credits necessary to graduate) are eligible to live on campus.

Emotional Support Animal (esa)

In accordance with Housing and Urban Development (HUD) and the Fair Housing Acts (FHA), students requesting an emotional support animal in residence must request an accommodation through the

Coordinator of Student Accessibility Services. In accordance with American with Disabilities Act (ADA), students who wish to have a service animal in residence must notify Residential Life of a need for an accommodation for a service animal. For more information, please contact the Assistant Director of Residential Life or the Coordinator of Student Accessibility Services.

PET POLICY

Students are not permitted to have pets in any university building or on university premises. All pets, with the exception of fish in a one gallon or smaller tank, are prohibited from university residence halls. Violations of this policy will result in confiscation of the pet as well as potential suspension from on-campus housing.

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 hallmates, classes in residential areas or any university sponsored activity.

Quiet Hours are in effect in all residential areas:

Sundays – Thursday: 10 p.m. – 8 a.m. Friday & Saturday: 1 a.m. – 8a.m.

Residential Life has the ability to implement 24 hour quiet hours at any time.

EMERGENCY EXIT DOORS

Individuals who prop open exterior doors, and/or grant access to individuals who are not allowed to be in the residence halls will be held accountable through the Student Conduct process. Emergency exit doors are to be used for emergencies only. If a student exits a building through an emergency exit door, an alarm will sound. The doors are clearly marked.

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 ensures your safety. Personal furniture is allowed if it meets all fire safety criteria and is approved by Residential Life. 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 university issued furniture must remain inside your residence and must not be removed or block appropriate exits in case of a fire.

HEALTH AND SAFETY INSPECTIONS

Residential Life coordinates health and 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. Additionally, prohibited items found during health and safety inspection, such as drugs or alcohol, will subject the residents of the space to the Student Conduct Process. Residential students will be notified by the Department of Residential Life at least 24 hours in advance of a scheduled Health and Safety inspection.

MEAL PLANS

First year students living in Granite, Mount Washington or New Hampshire Halls, are required to be on the all access meal plan. Upperclass students living in Cheshire, Edgewood, Granite or Monadnock, have the option of the all access or 15 meals per week plan. Students living in Mountainview, Northwoods, or Lakeview may select any meal plan or no meal plan.

Students can lower their meal plan up until the end of Add/Drop Period; and can increase their meal plan at any point in the semester. Changes to meal plans can be done by contacting the Assistant Director of Residential Life. Students needing a meal plan accommodation, due to a documented medical issue, should contact the Coordinator for Student Accessibility Services before the end of the Add/Drop Period.

Prohibited Items

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 detectors, 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 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.

The following electrical appliances are permitted in residence halls: hair dryers, irons, compact refrigerators (3 cubic feet or less). Make sure all appliances are marked Underwriters Laboratories (UL) inspected.

All extension cords must be equipped with an over current surge protection device in them such as a circuit breaker/surge protector.

PROHIBITED ITEMS FOR GRANITE, NEW HAMPSHIRE, MOUNT WASHINGTON, EDGEWOOD, AND MONADNOCK HALLS

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 homemade or modified creating a shock or fire hazard.	All flammable & combustible liquids: includes art supplies such as thinners.	Hoverboards and 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. Extension 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, and pictures.

Cooking is not allowed in these residence halls except in Granite Hall in the community kitchen.

PROHIBITED ITEMS FOR MOUNTAINVIEW, NORTHWOODS, CHESHIRE, AND, LAKEVIEW

Hot plates	Oil lamps	Sparklers
Smoke bombs	Air conditioners	Space heaters
Smoke machines	Immersion coils	Fireworks
Candles (this includes for religious purposes)	Refrigerators larger than 3 cubic feet	Propane grills or tanks
Incense and burners	Chemicals	Halogen lamps
Devices with open flames	Ceiling fans	
Any decorative lighting that is hung from the ceiling or is in contact with any combustible	Extension cords longer than six (6) feet. Cords must be in plain view, may not be run under	Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker.
materials tapestry, posters, and pictures.	rugs, doors or secured to building or furniture.	Nothing combustible attached to ceilings.
Electrical wiring that is homemade or modified creating a shock or fire hazard.	Hoverboards and 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 Cheshire, Mountainview, Northwoods, and Lakeview. 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 & woks	Forman grills
Toasters	Electric skillets / frying pans	Rice cookers

PROPPING DOORS

Propping of exterior doors to any residence hall is strictly prohibited. If an exterior door is found to be propped open, a \$200 fine may be assessed to the residence hall and will be evenly split amongst the residents. If the individual(s) responsible for popping the door can be identified, they will be assessed the \$200 fine.

ROOM CHANGES

Students may not change rooms within the first two weeks of the semester. During this time, the University puts a “freeze” on any room change activity in order to account for all residents and open rooms. All room changes must be approved by the Assistant Director of Residential Life prior to any physical move taking place. Once a student checks in to a residence hall, the student may not change status from a resident student to a commuter student. Any exception to this rule must have the approval of the Assistant Director of Residential Life. Any refund will follow the schedule prescribed under “Withdrawal for Regular Terms.”

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 they believe a violation of university policy is occurring, has occurred, or if the health and safety of the occupant is called into question. 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 Student Code of Conduct. In addition, the University will periodically inspect student rooms for 1) health and safety, 2) maintenance issues, or 3) any official closing of the residence halls. These inspections are scheduled through Residential Life.

SOCIAL GATHERING POLICY

Students who reside in Northwoods, Mountainview, or Lakeview have the privilege of living in spaces that can physically accommodate a greater number of students and/or registered guests. All students and apartments/townhouses interested in hosting an event that exceeds the individuals that live in the space and the maximum of two additional registered guests per student, must understand the responsibilities necessitated to host and required University expectations. All hosts and attendees of social gatherings must adhere to Federal, State, and Local laws, as well as Franklin Pierce University policies.

Criteria to having a Social Gathering if alcohol is present:

1. At a minimum, 50% of the residence must be at least 21 years of age.
2. As hosts, alcohol cannot be provided to anyone.
3. Requests for hosting must be made by completing the online social gathering registration form which can be located as a tile on Raven Nation or on the Residential Life website.
4. The hosting location must have a door monitor. This person selected must be a resident of the apartment or townhouse unless another individual is approved to serve as door monitor by a professional staff member.
5. Only one exterior door must be used to gain entrance into the residence.

6. An official social gathering ends at 10:00 p.m. Sunday-Thursday or 1:00 a.m. on Friday and Saturday.

Maximum Number of Guests for a Social Gathering (in addition to the residents of the specified space):

Mountainview, Northwoods: Capacity 12, Social Gathering capacity 16 visitors/guests

Lakeview Townhouses: Capacity 18, Social Gathering capacity 24 visitors/guests

Lakeview Efficiency: Capacity 6, Social Gathering capacity 8 visitors/guests

The host students are responsible for all guests, including the door monitor, and their actions. It is imperative that University policy is followed specifically but not limited to; any trash, damage, noise, or other violations that could occur.

The responsibilities of the Door Monitor:

Must not be under the influence of alcohol on the night of the Social Gathering

Ultimately decides who is allowed access to the Social Gathering

Regulates the number of people entering the Social Gathering

Prevents anyone from leaving the gathering with open containers of alcohol

Contacts Campus Safety or a Professional Staff Member on duty of any issues that may arise

A representative of Residential Life will routinely visit to ensure the hosts are abiding by the regulations set forth by this policy as well as University policies.

The Department of Residential Life, in conjunction with Campus Safety, reserves the right to immediately end any Social Gathering and/or inform a residential space that they are no longer eligible to host a Social Gathering if at any time they feel it is in the best interest and well-being for the students and/or the University. This decision will remain in effect until the conclusion of a formal Student Conduct process or a time otherwise deemed necessary by the University to ensure the health and well-being of the students and/or the University.

Students who are found responsible for violating the Social Gathering Policy will be sanctioned with at least the following:

1st Offense: will result in either the loss of guest privileges for residents of the host space for a specified period of time or an individual fine of \$250 each to the residents of the host space

2nd Offense: will result in an individual fine of \$250 each to the residents of the host space

3rd Offense: will result in University Residence Hall Suspension

STUDENT GUEST POLICY

Students may entertain guests in their residences. These guests may be Franklin Pierce University students living in other residence halls, Franklin Pierce University students living off campus, or non-students. This privilege requires the approval of the host's roommate(s). 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 residential student may not have an overnight guest for more than two

(2) nights in any given seven-day period. When a guest is not a current Franklin Pierce University student, they must be registered. It is the host's responsibility to register the guest.

To register a guest, the student must:

1. Go to the Raven Nation App
2. Select the "Guest Registration" tile
3. Complete the form and receive a guest pass to your student email

The guest must stay with the student who is sponsoring them, have the pass on them at all times (either printed or email confirmation) and must present the pass to any University official when requested. If an off-campus student decides to stay overnight in a residence hall, they must be sponsored by a residential student and sleep in their respective residential space.

The host is responsible for seeing that their guest 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 guest, including possible termination of residence privileges. Guests without proper identification and/or are 17 years old, will need the consent of the Residence Director of the area, or the on duty Residential Life professional staff member to be allowed to register and remain on campus. Minors who are 16 years of age or younger, unless a relative of a resident, may not stay overnight.

CODE OF CONDUCT / COMMUNITY STANDARDS

INTRODUCTION

As a part of its educational mission, the University has developed Community Standards and a Student Code of Conduct. The University believes that its proper role is to offer opportunities for the personal growth of its students. Hence, the Franklin Pierce Community promotes the development of responsible conduct. Students are expected to become familiar with and adhere to the University's standards and policies for student conduct. Furthermore, students are responsible for their actions, and those who violate the Code of Conduct will be subject to disciplinary action. Membership in the Franklin Pierce Community is a privilege that shall not be abused.

Students accepting the offer of admission and matriculation at Franklin Pierce University (which includes Rindge and all of the Graduate Centers) assume the obligation of conducting themselves in a manner compatible with the University as an educational institution, and agree to abide by all published regulations governing the student body. Minimal regulations are necessary to ensure respect for basic individual rights. The University acknowledges and respects the rights of each student, and does not view itself as a sanctuary from the law.

MISSION STATEMENT

Franklin Pierce University is committed to creating and maintaining a safe and productive learning environment within our community. The Franklin Pierce Student Conduct process exists to promote justice and fairness, by providing students who are accused of violating the Student Code of Conduct with an opportunity to be heard. It is expected that each person will grow to have a greater respect for self, others, and property.

PHILOSOPHY

The philosophy of Student Conduct is one of education. Franklin Pierce University has developed a conduct system, which will assist students as lifelong learners. This will facilitate the students' cognitive and social development. The goal of Student Conduct is to help students grow and learn from their mistakes, rather than imposing arbitrary punishment.

A developmental student conduct program is built to discover teachable moments in all conduct cases (from documentation through the hearing). The teachable moment is the point at which the student displays an interest in, or an ability to understand key developmental challenges. This is when a student sees the source of their behavior, or can be motivated to change the source of the behavior.

ARTICLE I: DEFINITIONS

All of the terms in this Student Code of Conduct (“Code”) have their common dictionary meanings unless otherwise specified. The following terms, however, should be interpreted to have the specific meanings listed below.

1. The term “University” means Franklin Pierce University.
2. The term “student” includes all persons taking courses at the University, both undergraduate, and graduate, fulltime and part-time and online. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students.
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” and “University employee” includes any person employed by the University performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, staff member, or University official. A person’s status in a particular situation shall be determined by the Student Affairs Office.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, including adjacent streets and sidewalks.
7. The terms “conduct body” and “hearing officer(s)” mean any person or persons authorized by this document or by the Vice President of Student Affairs to determine whether a student has violated the Student Code of Conduct and to recommend or to assign imposition of sanctions.
8. The term “organization” means any number of persons who have complied with formal requirements for recognition by the University.
9. The term “appellate authority” means any person or persons authorized by this document or by the Vice President of Student Affairs to consider an appeal resulting from a conduct body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by that body.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The term “policy” is defined as the written regulations of the University as found in, but not limited to this document, the Student Handbook and the University Catalog.
13. The term “advisor” is defined as a member of the University community (faculty, staff or student) selected by a respondent for support at any conduct hearing. The role of the advisor is limited to direct support to the student; as it is the responsibility of the student to present their own testimony, evidence, etc. The advisor may not address the hearing officer(s) directly or on behalf of the student unless requested by the hearing officer(s) to do so, or, upon request of the respondent, the hearing officer grants such request upon good cause shown.
14. The student may not bring a family member as an advisor. If the hearing officer deems that a conflict of interest exists with the advisor, the hearing officer, at their sole discretion, may disqualify the advisor. As such, all advisors must be approved by the hearing officer in advance. There is an exception that relates to cases that involve “Sexual Misconduct.” External advisors are allowable under certain circumstances (review exceptions related to cases involving Sexual Misconduct).

15. The term “sanction” is defined as the action/outcome issued by a conduct body as a result of a student being found responsible for violating a university policy. Such action may be educational and/or punitive in nature.
16. The term “complainant” refers to an individual or body bringing forth a complaint.
17. The term “respondent” refers to a student who stands accused of a violation of the code.
18. The term “public areas” includes residence hall lounges, academic facility lounges, hallways, stairwells, stoops, parking lots, courtyards, etc.).

ARTICLE II: CONDUCT AUTHORITY

1. The Vice President of Student Affairs is the person designated by the University President for the oversight and administration of the Franklin Pierce University Student Code of Conduct, to include determination of definition of all policies and statements within the Code and shall develop policies for the administration of the conduct system and procedural rules for the conduct of hearings, which are consistent with provisions of this document and established university policies. .
2. The Director of Residential Life and Community Standards or designee, shall ensure the composition of conduct bodies and appellate authorities in accordance with this document and established university policies. The Director of Residential Life and Community Standards, or designee, shall determine whether or not charges are brought against a student, and which conduct body or appellate authority shall be authorized to hear each case.
3. The University is responsible for the investigation of all possible violators of this code. Investigations will typically be investigated by either Campus Safety or members of the Division of Student Affairs, or other staff member deemed appropriate by the Vice President of Student Affairs or designee.
4. Decisions made by a conduct body shall be final, pending the established appeal and review process.
5. Violations of the University’s Honor Code/Academic Catalog and Student Code of Conduct relating to academic integrity are referred to an Academic Dean. In cases involving academic integrity and other Student Code of Conduct violations, the Director of Residence Life and Community Standards and an Academic Dean, will determine whether the case will be handled under the Student Code of Conduct, through academic procedures, or jointly.

ARTICLE III: PROSCRIBED CONDUCT

A. JURISDICTION OF THE UNIVERSITY

Generally, university jurisdiction and discipline shall be limited to conduct which occurs on university premises, on university owned technology, or at university-sponsored events off university premises (ex: an athletic competition or student organization or group sponsored event) or which adversely affects the university community and/or the pursuit of its objectives.

Off-Campus Study

Students who participate in any university or university-affiliated program off-campus (included but not limited to Academic, Athletic, or Social) are subject to student conduct regulations described in this Code of Conduct, in addition to any laws governing the town, state or country where they are studying.

In addition, students attending universities abroad or on a domestic exchange are subject to the conduct regulations of that university.

B. CONDUCT - RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV., F. (Violations below are not ranked in any specific order).

1. Acts of dishonesty, including but not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. (See Academic Catalogue: "Plagiarism or Other Forms of Cheating").
 - b. Furnishing false information to or withholding pertinent information to, or withholding pertinent information from the University or any official, faculty member or office (eg: failing to produce University identification to a University official, not communicating updates to any university record).
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - d. Tampering with the election process of any University-recognized student organization.
2. Physical abuse to include any physical act which is abusive, intimidates, threatens or endangers the physical health or safety of any person.
3. Sexual Misconduct includes all forms of sexual harassment, sexual violence, and sexual discrimination, domestic violence, dating violence, and stalking.
 - a. Sexual harassment is defined as Unwelcome conduct of a sexual nature, determined by a reasonable person to be so severe, pervasive, or objectively offensive.
 - b. Sexual violence includes non-consensual (definition of consent is below) sexual intercourse, non-consensual sexual contact and sexual exploitation.
 - c. Non-consensual sexual penetration includes, but is not limited to, penetration of bodily orifice (vagina, anus, or mouth) by an object or body part, or attempts to commit the same, without effective consent.
 - d. Non-consensual sexual contact includes, but is not limited to, physical contact or direct physical contact of the clothing covering a body part in a sexual nature (i.e., touching breast, buttocks, or pubic area) of anyone without their effective consent. In addition, any disrobing or other exposure to another without effective consent also constitutes non- consensual sexual contact.
 - e. Sexual exploitation occurs when one person takes advantage of another without their consent for their own benefit, or to the benefit of anyone other than the person being exploited (examples might include: nonconsensual video, photography, audio-taping, or other mediums such as the Internet; peeping or voyeurism).
 - f. Sexual exploitation occurs when one person takes advantage of another without their consent (examples might include: nonconsensual video, photography, audio-taping, or other mediums such as the Internet; peeping or voyeurism).
4. Sex Discrimination occurs when a person is treated less favorably because of a person's actual or perceived sex, which includes sexual orientation, gender identity or expression, pregnancy or pregnancy-related condition or a sex stereotype.
 - a. Domestic Violence committed— By a current or former spouse or intimate partner of the victim; By a person with whom the victim shares a child in common; By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate

partner; By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. *To categorize an incident as Domestic violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- b. Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— Fear for the person's safety or the safety of others; or Suffer substantial emotional distress. For the purposes of this definition
5. **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for their, or for others' safety, or to suffer emotional distress.
 6. **Acts which endanger the safety, welfare or well-being of any person(s).**
 7. **Verbal and other forms of non-physical abuse** including, written and/or pictorial/video abuse that harms or attempt to harm and may include profanity, intimidation, harassment or other conduct which is abusive (e.g., bullying), threatens, intimidates, or endangers the health or safety of any person.
 8. Disorderly Conduct or Disruptive Behavior(s) which is lewd, indecent, a breach of peace, or negatively impacts the community. This is to include, but not be limited to, obstruction or disruption of teaching, research, study, residential living, administration, conduct proceedings, other university programs and activities or other authorized non-university activity on university premises.
 9. **Alcohol Policy and Regulations**
 - a. Underage possession or use of alcoholic beverages is prohibited. By federal law, no one under 21 years of age is permitted to consume, purchase, transport, or possess any alcoholic beverage. The University does not condone violation of criminal law, including underage drinking. All matters relating to alcohol on university premises, or at university-sponsored events, are governed by state and federal law. As members of the general public, students are charged with full knowledge of these laws.
 - b. Open containers of alcohol are prohibited in public areas unless authorized for a university event
 - c. Intoxication as exhibited by impaired behavior or excess consumption that could cause personal injury is prohibited and will subject the student to disciplinary action. This may include driving under the influence.
 - d. Common sources of alcohol are prohibited by the University unless authorized for a university event. "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, or punch bowls.

- e. Drinking contests/games and potentially dangerous actions such as, but not limited to, the use of “funnels,” drinking contests/games, “keg stands,” “beer pong tables,” etc. Devices for this purpose will be confiscated by the University.
 - f. Providing, distributing or selling alcohol to a person under the age of 21 or a person impaired by alcohol is prohibited.
 - g. Glass beer bottles are prohibited on the University campuses, except at University sponsored, catered events.
 - h. Full and/or empty alcohol containers (i.e., cans and boxes, wine bottles and boxes, and spirit bottles) cannot be displayed in University owned buildings (including residential student spaces) where they are reasonably visible from the exterior of the building (e.g., through windows or exterior doors when they are open).
2. **Use, possession, sale or distribution of narcotics or other controlled substances**, except as expressly permitted by law (e.g. prescription drugs), is forbidden. Drug related devices are prohibited on university premises.
 3. **Theft**, attempted theft, or possession of property belonging to the University, a member of the university or external community, or a campus guest is a violation.
 4. **Illegal entry**, or any attempt to illegally enter a university space without the permission of one or more residents of the room (if within a student residential community) or approved personnel.
 5. **Vandalism**, damage to, or attempted damage to property belonging to the University, a member of the university community, or a campus guest, is violation
 6. **Misuse, abuse, or tampering of fire safety equipment**, including the activation of false alarms, the misuse of emergency exits, the wrongful discharge or removal of fire extinguishers, or tampering with alarm systems, sprinkler systems, and smoke alarms constitutes a serious violation. Such violations endanger the life safety of the community. Students may be fined for activation of an alarm system.
 7. **Weapons**. Any instruments/devices that are designed or may be used as a weapon to injure or threaten another individual. 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. To prevent unnecessary panic, anything that appears to be an actual gun, handgun, rifle, or otherwise, is prohibited from the campus. Examples of weapons or explosives includes, but is not limited to: fireworks, handguns, rifles, pellet guns, Orbiz guns, BB guns, paintball guns, box cutters, Tasers, swords, bow and arrow, martial arts weapons, brass knuckles, including non-culinary knives with a blade greater than three (3) inches, sling shots, pellets, bullets, ammunition, etc. Any toy, replica, look-alike, imitation, 3D printed, decorative, or antique item meant to look like an actual weapon regardless of functional ability of the item and 5) any device from which a shot, projectile, or other object may be discharged by force (whether operable or inoperable, loaded or unloaded). The University does not store such weapons or explosives nor may they be stored in vehicles, apartments, or any other place on campus. There are multiple items not specifically recognized as “weapons” under this code: culinary knives, a knife with a 3 inch or less blade, pepper spray intended for personal protection; however, the misuse of any item in a threatening or potentially harmful manner would punishable as a violation under the code of conduct.

8. **Failure to comply** with the directions of a University official in the performance of their duties or failure to identify oneself to a University official by producing a Franklin Pierce student identification card or a valid guest pass, when requested to do so.
9. **Abuse of the Conduct System.** This policy shall include, but not be limited to:
 - a. Failure to obey the summons of a conduct body or university official;
 - b. Falsification, distortion, or misrepresentation of information before a conduct body
 - c. Disruption or interference with the orderly conduct of a conduct proceeding;
 - d. Falsification of report(ing)
 - e. Attempting to discourage, hinder or present an individual's proper participation in, or use of, the conduct system;
 - f. Harassment (verbal or physical) and/or intimidation of a member of a conduct body or witness prior to, during, and/or after a conduct proceeding;
 - g. Failure to comply fully with the sanction(s) imposed by a conduct body under the Student Code; and or
 - h. Influencing or attempting to influence the integrity and/or the impartiality of a member of a conduct body or witness prior to, and/or during the course of the conduct proceedings.
10. Motor vehicle regulations, as published by the Department of Campus Safety.
11. Littering, or failure to dispose of trash and other discarded materials in the proper receptacles.
12. Violation of published University policies, rules, or regulations. Included in this policy, but not limited to are all regulations published by Residential Life or any department within Student Affairs (e.g., Student Engagement and Recreation) such as, quiet hours, registration of guests, residence halls closing, and all regulations contained within University Catalogue all other University publications.
13. Violation of any federal, state or local law.
14. Participating in, leading or inciting others to participate in an on-campus or off-campus demonstration, riot or activity that disrupts the operations of the University and/or infringes the rights of members of the University community.
15. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
16. Disorderly conduct; breaches of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by the University, participated in by the University, or by members of the University community.
17. Unauthorized, unsanctioned, or inappropriate use of the University's technological equipment or services (i.e. computers, services, telephones, voicemail, etc.). This policy includes, but is not limited to:
 - a. Unauthorized entry into a file, to use, read, or change, the contents, or for any other purpose;
 - b. Unauthorized transfer of a file;
 - c. Unauthorized use of another individual's identification, access code, security code, or password;
 - d. Use of computing and voice mail facilities to interfere with the work of another student, faculty member or university official;
 - e. Use of computing and voice mail facilities to interfere with normal operation of the University computing system; and or
 - f. Use of the telecommunications and computing system to harass (including obscene and/or abusive messages), intimidate, or threaten another individual.

- g. Use of technology to record (audio, visual, or other), without consent; RSA § 570-A:2: The recording of oral or electronic communications between parties who were under a reasonable expectation of privacy without the consent of all involved is a felony offense.
 - h. Use of technology to share negative and/or hostile information of another person or of the University;
 - i. Violation of any rules outlined in the Student Computer Use Policy.
 - j. Disorderly conduct with use of the Raven Nation App. This includes, but is not limited to posting inappropriate information or behaviors.
18. **Actions of a student's guest(s)** which violate any university policy are the responsibility of the host student. Therefore, if a student's guest(s) violates university policy, the guest(s) may be required to leave university premises or may be banned from university premises.
 19. **Presence**, actively or passively, on-line or in person, supporting another individual to violate any University policy is a violation.
 20. **Retaliation**, on-line, in person, or by 3rd party, which includes any act which would intimidate, threaten, coerce or in any way discriminate against an individual because of their complaint or their participation in the conduct process, is a violation.
 21. **Hazing**, which is defined as any act (occurring on or off campus) that is likely to be perceived by a reasonable person as: Physically, emotionally or psychologically humiliating or abusive or that endangers the health or safety of an individual or select group of individuals as part of the process of gaining entrance or acceptance into an established group, team or organization, is a violation.
 22. **Smoking/Vaping** is prohibited in all residence halls and university buildings, as well as within 25 feet of any dwelling egress or window.

C. VIOLATION OF LAW AND UNIVERSITY RESPONSES

1. If a student is found guilty of violating federal, state, or local law, this may constitute a violation. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the Student Code; the University may inform off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the university community.
2. If a student is the victim of any crime, the student is encouraged to report it to law enforcement officials. Campus Safety can assist the student in contacting the local law enforcement agency. In matters of Sexual Harassment or Sexual Violence crimes, please review the policy for confidential reporting parties.

ARTICLE IV: CONDUCT SYSTEM

Any person may file a report regarding any student or Student Organization alleging misconduct. To initiate The Student Code of Conduct process, reports shall be prepared in writing and directed to the Director of Residence Life and Community Standards or to the Vice President of Student Affairs. A report should be submitted as soon as possible after the alleged misconduct takes place.

The Director of Residence Life and Community Standards shall determine if there is reasonable cause to address a potential violation of The Student Code of Conduct and will notify the respondent of such

allegations. The decision to continue a complaint through the process is the decision of the Director for Student Conduct & Community Standards or designee

The Director of Residence Life and Community Standards will assign a Hearing officer(s) to the case who will investigate, schedule a meeting with the respondent(s) and other individuals as deemed necessary and appropriate.

Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but not limited to: Interviewing the complaint(s), responding party(ies), and witness(es), Gathering relevant documents and/or other information from the University, party(ies) and witness(es) The Hearing officer , will determine what testimony, witnesses, or other information is relevant and may exclude information or witnesses that are deemed irrelevant.

Complaints against former students will not be processed. Complaints against seniors, 5th year students, and/or graduate students must be filed prior to their graduation. This is to allocate sufficient time before graduation for an investigation, hearing, and appeal to occur.

The Director of Residence life & Community Standards in their discretion, may determine the type of hearing body to hear the case and whether conduct proceedings will be conducted separately or jointly in the following instances:

- If an incident report involves more than one charged student.
- If there is more than one incident involving the same student.

Student Conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under The Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under The Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the defendant in the criminal matter.

HEARING PROCEDURES

Conduct Hearings *(includes cases heard by an individual conduct officer or team of hearing officers)*

1. The respondent shall receive a letter of alleged violations (charge letter) electronically from the appropriate conduct body requesting a meeting for a hearing by a specified date to discuss the alleged incident. Such a meeting date being at least two (2) days after the date of the letter and not more than fourteen (14) days. It is the responsibility of every student to check their university e-mail account regularly to receive hearing information, as well as other important university communications. The software system that Student Conduct utilizes is Maxient and students are required to check those communications.
2. Each student is expected to attend the hearing. If the student fails to meet with the conduct body on the date specified, the conduct body shall decide the matter, including potential disciplinary sanction, without the benefit of the respondent's input.

3. An administrative hearing is normally conducted as an educational dialogue between the conduct body and the respondent, and is done for the purpose of learning from the situation, as well as upholding community standards. Administrative hearings are conducted in private.
4. The only witnesses permitted to present testimony at the hearing will be those persons with direct (not second-hand or hearsay) knowledge about the events or matters under consideration by the hearing body. Witnesses must be approved by the conduct body. Both the respondent and complainant have the right to bring witnesses. Decisions regarding who is present-beyond the respondent, complainant, advisors, and approved witnesses will be at the complete discretion of the conduct body
5. A respondent, complainant or witness may have an advisor of their choosing from within the university community present at the hearing. The advisor may be selected from faculty, staff, and students. The advisor shall not participate directly in any aspect of the hearing; the advisor may only address the student they are advising. It is the student's responsibility to present all aspects of their own defense.
6. In cases that relate to Title IX Grievance or Sexual Misconduct, both the complainant and the respondent are permitted to have advisors from outside the University community (i.e., parents, attorney, etc.). Reference the Title IX Grievance Policy and/or Sexual Misconduct policy regarding rights of advisors within those cases.
7. Accommodations for a conduct hearing must be requested of the Coordinator of Student Accessibility Services at least 24 hours prior to the date of the hearing.
8. The conduct body's decision shall be made on the basis of whether it is more likely than not that the respondent violated the Student Code.
9. Decisions are made using the preponderance of the evidence threshold.
10. To protect privacy rights, physical and digital copies of reports and statements are not provided to anyone but the hearing officers. Specific and relevant details contained within the report will be shared verbally at the time of the hearing. In cases that relate to Title IX Grievance and Sexual Misconduct, and only in these cases, both the complainant and the respondent are permitted to access to the investigation packet.

INTERIM ADMINISTRATIVE ACTION

In cases where the Vice President of Student Affairs (or a designee) believes, based upon the information available, that a student has engaged in a serious violation of *The Student Code of Conduct* and/or federal, state, or local law, the Student Affairs office or designee may impose an interim restriction. Interim restrictions become effective immediately without prior notice and remain in effect until after the hearing and appeal process is completed.

Interim restrictions may include: separation from the University or residence area, relocation of residence, restriction to designated campus areas or other campus facilities by time or location, restriction of communication with individuals or groups or the requirement to obtain advance authorization to engage in a specified activity. Violations of interim restrictions may result in separation or expulsion from the University.

NO-CONTACT ORDERS

The purpose of a no-contact order is to protect all parties involved in an alleged incident. The no-contact order is not punitive. The no-contact order prohibits any contact or communication between all

parties involved; either directly or through a third party in any form (e.g., all social media, text, phone or any other form of communication).

1. The no-contact order is an administrative order issued by the University and is not a conduct sanction. As such, no-contact orders cannot be appealed.
2. A no-contact order can be issued upon request by any campus community member and is determined to be in the best interest of the parties involved and/or the campus community by any Campus Safety or Residential Life/Student Conduct staff member.
3. Upon receiving a no-contact order it is the responsibility of the student(s) to report any classes/co-curricular activities in which they may have contact with other parties involved. It is the student's responsibility to work with the Faculty/Staff member to determine the necessary course of action to avoid additional violations/conflict.
4. Restrictions to spaces on campus may be included on the No Contact Order.
5. Every non-Title IX/Sexual Misconduct no-contact order will expire on August 1 of the academic year it was issued, unless otherwise specified by the Director of Residential Life and Community Standards. The students involved can request through Student Conduct or Campus Safety a new no-contact order, at the beginning of the new academic year. The no-contact order can also be re-issued if deemed necessary by any staff member of Residential Life or Campus Safety. In cases that relate to Title IX/Sexual Misconduct, no-contact orders will not expire unless requested by the complainant.
6. No Contact Orders are issued electronically through the Maxient software system.

SANCTIONS

If the student is found responsible for violating *The Student Code of Conduct*, appropriate sanctions will be imposed. Sanctions are determined by:

- The nature of the misconduct
- Precedent regarding such misconduct
- The respondent's complete student conduct record
- The community impact statements
- Mitigating or aggravating factors

Potential Sanctions

The following sanctions may be imposed, individually or in various combinations, on any student found to have violated The Student Code of Conduct. Please note that this is not an exhaustive list of sanctions:

Written Warning consists of formal notification that the student has violated the Student Code and advises that repetition will result in a more severe sanction. A written record of the warning is made.

Educational Sanction is usually imposed in conjunction with another sanction. Educational sanctions may include, but are not limited to, evaluation/counseling, change in residence hall, participation in an educational program, writing a research paper, a supervised work project, etc. The educational sanction must be completed within the manner and time stated as part of the sanction. Participation in certain programs may be withheld or restricted until educational sanctions are completed (e.g. participation in room selection).

Restitution is full payment for the cost of damage(s), as determined by the University, of materials and labor for repair or replacement of damaged, destroyed, or stolen university property.

Fines may be assessed by the University for certain actions such as (but not limited to) false activation of a fire alarm.

Conduct Probation is a serious reprimand for a violation of a specific university policy. The loss of specified privileges may also be involved. Conduct Probation is for a specified period of time, and more severe disciplinary sanction(s) will be imposed should the student further violate any university policy.

Ban from a space on campus separates a student from the space they are restricted from for a certain time period.

Residence Hall Suspension separates a student from the residence halls for a specified period of time, or until specified conditions are met. A student suspended from the residence halls may continue to attend classes and utilize the University's dining hall. However, the student shall not enter, nor be in the immediate vicinity of, any residence hall; this includes lawn areas, sidewalks, parking lots near the residence halls, etc.

Residence Hall Expulsion is a permanent separation of the student from the residence halls. A student expelled from the residence halls shall also lose all future visitation privileges and utilization of the University's dining hall; the rationale for this is that a student permanently separated from the residence halls and group activities shall also lose the privilege of gathering in the dining hall with other students. The student may not enter, nor be in the immediate vicinity of any residence halls.

Suspension from Non-Academic Activities is a separation of the student from all nonacademic activities and functions (e.g. visitation to the residence halls, student activities and programs, sport events, intramural/recreation programs, recreation facilities, athletics, etc.) for a specified period of time.

Expulsion from Non-Academic Activities is a permanent separation of the student from all nonacademic activities and functions (e.g. visitation to the residence halls, student activities and programs, sport events, intramural/recreation programs, recreation facilities, athletics, etc.).

University Suspension is a separation of the student from the University and all university premises, for a specified period of time and/or until certain predetermined conditions are met. Readmission after university suspension is not automatic and must have the approval of the Vice President of Student Affairs.

University Expulsion is the permanent separation of the student from the University, and all university premises. The expulsion will be noted on the student's academic transcript as follows "Expelled per Student Code of Conduct," and the effective date of the expulsion will be noted. This notation will be a permanent part of the student's academic transcript. Individuals who receive University Suspension or University Expulsion are banned from returning to any university premise or participating in any University events.

THE APPEAL PROCESS

A student found responsible may appeal a decision of any level of the conduct system within five (5) business days of written notification of the decision. A person(s) bringing the complaint or accusation does not have the opportunity for appeal, except in cases involving sexual misconduct. The decision of any appellate authority is final.

Process for Appeals

The appeal must be submitted electronically utilizing the appeal link in the outcome letter and must identify the specific ground(s) for appeal.

A student who has participated in the discipline process and has been found in violation of The Student Code of Conduct may file a written appeal within five business days of issuance of the hearing decision letter. If the written appeal is not filed on time, it will be dismissed. A party is allowed only one appeal per administrative process.

All appeals shall be submitted through the Appeal Submission form. The appeal form must state the reasons for the appeal and provide information as to the basis of the appeal. Basis for appeal include:

- New information that was not available at the time of the hearing which may affect the outcome of the hearing.
- The hearing did not substantially follow the Guidelines or a change from the Guidelines substantially affected the outcome of the hearing.
- A review of the imposed sanction(s), citing that it is disproportionate to the violation(s) committed.
- The investigator or hearing officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The Appeal Officer may speak to the underlying decision maker, the appealing party, and the responding party, review all information taken during the underlying hearing and seek additional information. The Appeal Officer may uphold or alter the original decision. Alterations to the original decision may include a change in the findings on violations and/or change of imposed sanction(s) (reduce or increase).

The decision made in the appeal process is final.

Notice to Others

Parents or guardians of undergraduate students may be informed in any instance of their student being sanctioned with Conduct Probation or a more severe sanction. A student's academic advisor and/or coach through the Department of Athletics may also be informed in any instance of a student being investigated, the notification of alleged violations and the student being sanctioned. In cases of Title IX Grievance Policy or Sexual Misconduct, the hearing board chair will determine if the student's academic advisor and/or coach have a legitimate educational need to know. Administrators/staff determined to have a legitimate educational need to know will also be notified.

Maintenance and Review of Student Conduct Files

Student conduct files are maintained separately from any other academic or official file at the university by the Student Affairs Office Generally, information from the files is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Please refer to the federal Family Educational Rights and Privacy Act of 1974, as amended. A student conduct file, including related documents, will be kept for seven (7) years from the date of the incident. This may include electronic and hard copy files. The student conduct file of an expelled student shall be retained indefinitely. The Vice President of Student Affairs or designee has the final authority regarding the inspection, review, or release of any conduct file.

University Changes to Student Code of Conduct

The University reserves the right to add, change, or remove any policies, procedures, or substantive provisions indicated in this document as needed due

to a pandemic or national/regional/local emergency. These changes may be made at any time by the University for any reason without notice in order to ensure the health and safety of the University community. The University community will be made aware of major changes to this document in a timely manner via the University email system as deemed necessary by the Dean of Student Affairs or their designee.

Additional University Policies

Title IX Grievance Policy: <https://franklinpierce.edu/grievance-policy>

Family Educational and Rights to Privacy Act (FERPA)

Administrative Leave of Absence

What is an administrative leave?

An administrative leave is a short-term leave from the university, deemed necessary by a university mental health professional, in which students are able to seek and accept intensive services for mental health concerns that are not available at the college. These services often include in-patient medical/psychological evaluation and/or intensive mental health treatment. Administrative leaves, should be considered short term, lasting between a few days to 2 weeks, however, it is impossible to predict these timelines.

When is an administrative leave initiated?

An administrative leave is initiated if a student exhibits behavior which is dangerous to themselves, others and/or disruptive to the normal activities of the University.

Administrative leaves are determined by a university mental health professional on campus who are trained to assess and work with the student in crisis and emergency situations.

Once a student is placed on administrative leave, they must be cleared by a university administrator before returning. Students are made aware of an administrative leave through verbal communication and written documentation sent to their FPU email account.

Administrative Leave Process

1. Identification of a need for an administrative leave for a student occurs
2. Student is cared for and emergency contact is called. Student is transported or picked up for medical/psychological evaluation.
3. Notification is sent to the student and copied to the appropriate offices (and emergency contact). It is important to note that when a student receives the letter or discusses the administrative leave, they may or may not be able to understand or retain the information at the time due to trauma or medical condition. The Director of student success will work with the student's faculty members to identify academic requirements and weekly contact with be made by either student success or counseling to check on the student.
4. When a student indicates that they are ready to return to campus, a meeting with the student and counseling or health services will take place. If return is approved the student success office will be notified and a plan will be developed to insure there is appropriate supportive measures identified to assist the student upon return. An email will be sent out to eh original recipients lifting the administrative leave and noting the time and date of return. **STUDENTS WILL NOT BE PERMITTED TO RETURN TO CAMPUS ON A FRIDAY EVENING.** Counseling and/or Health Services will follow up with a face to face meeting 24 to 48 hours after students return.

Returning from Administrative Leave

It is expected that a student returning from administrative leave, will follow all treatment, academic and supportive plans created during the leave and return process. If a student returns and is not able to be a functioning member of the community the student will be asked to withdraw from the university.

BIAS INCIDENT REPORTING

Franklin Pierce University values diversity and inclusion within our community, classrooms and extra-curricular programming. Biased incidents can disrupt how we learn and impact our ability to be and do our very best. Each of us are responsible and accountable to each other and must work to foster and maintain an inclusive environment. These values are the primary drivers related to academic and student success and our institutional effectiveness as codified in our strategic objectives.

Bias Incident /Hate Crime

A Bias incident, involving actions, writing, images or speech based, in whole or in part, by a bias against a protected class including race, religion, sex, sexual orientation, gender, gender expression, gender identity, national or ethnic origin, age, disability or other as required by law and that interferes with one's educational opportunities or disrupts the learning environment. If you believe you have been the target of, or witness a bias incident, please submit a Bias Incident Reporting form. It can be accessed at the following link: https://cm.maxient.com/reportingform.php?FranklinPierceUniv&layout_id=14

Reports will be reviewed by the Vice President and Dean of Student Affairs during regular office hours. The goal of the BIR mechanism is to repair harm, rebuild trust and restore community.

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 will be held throughout the academic year. Information on Drug Free schools can be found at the following link:

<https://www.franklinpierce.edu/student-experience/studentaffairs/conduct/drug-free.html> .

- D. Referral Services and Outreach - Programs on alcohol and drugs are coordinated through the Counseling Center and/or the Student Health Center.

Preferred First Name Policy

Franklin Pierce University recognizes that community members may wish to use a first name other than a legal first name to identify themselves. The University refers to this as a preferred first name. As long as the use of this different first name is appropriate and not for the purpose of misrepresentation or an attempt to avoid a legal obligation, the University will display a preferred first name in place of your legal first name in many, but not all, internal systems and reports. Franklin Pierce University reserves the right to remove any preferred first name that is deemed inappropriate.

Who is covered by this policy?

This policy covers active students, faculty and staff.

What is a legal name?

Your legal name is the name that you were given at birth and which appears on a birth certificate recognized by a government or other legal entity, or the name which appears on a marriage certificate or other government issued document on which a legal name change is recorded.

What is a preferred first name?

A preferred first name is a name that you choose to be called that is different from your legal first name.

Can I use my preferred first name for everything at the University?

No. Your preferred first name can only be used in certain situations because of legal requirements or system limitations.

Where will preferred first name be used?

The University will attempt to display preferred first name to the University community where feasible and appropriate, and make a good faith effort to update reports, documents and systems accordingly. Currently, the University will display a preferred first name in place of your legal first name in the following areas: athletic rosters; Campus Web; Canvas; campus directory; course rosters; diploma; Outlook address book; mailbox/mailroom.

Where will the University continue to use my legal first name?

Some University departments interact with, and send reports to, federal, state and other third party services that verify the identity of faculty, staff and students using the legal name and other personally identifiable information which prohibits the use of a preferred first name. Your legal first name will be used on any document related to employment status or has a connection to your Date of Birth or Social Security Number. In these cases, your legal first name will appear on all other University records and communications such as: Official Transcripts; Official enrollment and degree verification documents; Student billing and student accounts; Financial aid and scholarship records; medical records; insurance documents; benefits enrollment; all employment related documents; retirement documents; immigration documents; payroll/tax records; education department teacher certification records; NCAA records.

How do I change or add a preferred first name?

If you do not supply your preferred first name when you first join Franklin Pierce, then you may complete a Request for Preferred First Name form. A Request for Preferred Name form is available from the Registrar's Office for students. A Request for Preferred Name form is available from the Human Resources Office for faculty and staff.

How do I correct or change my legal name at the University?

Students who wish to change their legal name must supply legal documentation and complete a Change of Biographical Information. The completed form should be returned to the Registrar's Office. Faculty and staff who wish to change their legal name must supply legal documentation to the Human Resources Office.

Can I get a new ID card with a new preferred first name listed on it?

Faculty, staff, and students may request a new ID card once your preferred first name request has been processed in Franklin Pierce University's student/ employee information system.

May I specify a preferred middle or last name?

No, Franklin Pierce's Preferred First Name Policy only covers preferred first name at this time. If you

would like to change your middle or last name with the University, you will need to change your legal name.

FAQs:

Consistent with the Family Educational Rights and Privacy Act (FERPA), Franklin Pierce University allows for the release of directory information, which includes a student's preferred name when one is designated. If a student does not want disclosure of the preferred name to external organizations or persons, the student may write to the Registrar's Office requesting a directory block on their record. Students must submit this notice by the end of the add/ drop period for which they are registered. This notice remains in effect until revoked by the student.

Will my preferred first name be used at commencement?

Students may indicate their preferred name on their application for graduation (i.e., Notice of Candidacy for Graduation). The name indicated on that application will be used on the student's diploma, in the commencement brochure, and will be the name called when the student walks across the stage during the commencement ceremony.

Are there places where both my preferred first name and my legal first name will be used?

Staff with an administrative need (e.g., police, health services, student financial services, and deans' office staff) will see both legal first name and preferred first name. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

Can I set my preferred first name to whatever I want?

Preferred first names are limited to standard alphanumeric characters (e.g., A-Z, a-z, numbers), spaces, hyphens, and apostrophes. You may set your preferred first name to whatever you would like as long as the use of this different first name is not used for an improper purpose. The University reserves the right to remove a preferred first name if determined inappropriate. If your preferred first name has implications that may negatively impact your experience at Franklin Pierce, you will be contacted by an appropriate staff member to discuss your request.

Student Records and Disclosure

The Franklin Pierce University Academic Catalog is a general document that provides information regarding policies, procedures, academic programs and related costs. Students are required to read the University Academic Catalog which includes the following information:

- Statement of Student Responsibilities
- Student Records and Disclosure
- Definition of Education Records, School Official and Legitimate Educational Interest
- Directory Information
- Communication with Students and Parents
- Information Requested
- Email and Electronic Signatures

Every effort has been made to assure accuracy at the time of printing.

However, Franklin Pierce University, through the appropriate action of its Board of Trustees, the administration and faculty, reserves the right to make changes as educational and financial considerations may require. Any such changes may be implemented without prior notice, without obligation and unless specified, are effective when made. This Catalog should not be construed as

constituting a contract between the University and any person. Students are subject to graduation/curriculum requirements in the Catalog which was in effect at the time of their matriculation. Typically, students may elect to fulfill the requirements in any subsequent Catalog, provided they were enrolled at the time the Catalog was published. The University reserves the right to make substitutions for courses which are no longer offered. In either case, the graduation requirements of the Catalog are to be considered in their entirety; students may not fulfill part of their requirements from one Catalog and another part from another Catalog. Administrative, academic and financial policies and requirements may change each year. These policies pertain to all students enrolled in the academic year in which each new Catalog is in effect.

Student Computer Use Policy

Franklin Pierce University provides students access to computing resources, including equipment and access to networks, as an integral part of the educational environment. As an academic community, Franklin Pierce University is dedicated to the free, open examination and exchange of ideas in the pursuit of knowledge. To preserve the privilege of network access, standards of behavior as outlined here apply to the use of resources. These guidelines are supplemental to, and to be used in conjunction with the Student Code of Conduct. All equipment, network connections and computing facilities are the property of Franklin Pierce University. Use of networked resources implies acceptance of this policy.

Use of network resources is a privilege. The University reserves the right, without notice, to limit or restrict any individual's use, pending the resolution of alleged abuse of network resources. Each account includes email service to facilitate communication for faculty, staff, and students. The primary purpose of the computer lab is academic and University-related work. Each network account is provided with storage on the cloud. Students' data, stored on Microsoft Office 365 OneDrive or the Franklin Pierce networks, may be accessed by University personnel for appropriate management purposes, such as making back-up copies and reviewing reports of abuse.

- Students are responsible for safeguarding their network accounts, including user IDs and passwords.
- Students are expected to use this account in a responsible manner.
- Students are responsible for any network activity through their network account or originating from their equipment.
- Students are responsible for configuring the identification of their personal computers to match the user ID of their network accounts.

Inappropriate Use

The University's information technology equipment and services should be used in a responsible manner at all times. Inappropriate use or abuse of the University's information technology equipment/services will be considered serious policy violations. These include, but are not limited to, the following:

- Abusing, intimidating, threatening, or harassing another individual
- Sending unsolicited obscene material
- Interfering with the work of others

- Vandalizing, tampering with, or theft of the University's computing equipment or services in any way. This includes, but is not limited to, installation or modification of system software (unless under instruction from a professor during class), programs, and hardware configuration (including the installation of wireless routers);
- Searching for, or providing information about, another user's account, password or data files;
- Sharing network accounts with unauthorized users;
- Distributing unsolicited mass mailings (spamming);
- Using University network equipment and services for commercial purposes or unsolicited advertising;
- Using University network in attempt to gather information for use in identify theft.
- Download, saving and/or sharing illegally obtained or otherwise copyright-protected materials via the University's network ; this is against the law and you could be liable for federal penalties (Basic information on Copyright Infringement)

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 (as Amended), 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 Dean of Student Affairs, who is the Coordinator of Compliance for Student Matters (see notice of nondiscrimination), or other persons identified by the Dean of Student Affairs, 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 their objection with the person responsible for the office or department where the objection was originally raised. The Coordinator of Compliance for Student Matters can be of assistance in referring the individual to the appropriate person and office. The address and telephone number for the Coordinator of Compliance for Student Matters is listed below, under #4.
3. If not satisfied, the individual should discuss their objection(s) with the senior staff member under whose jurisdiction the department falls. The Coordinator of Compliance for Student Matters can help the individual in identifying who the senior staff member is.

If the grievance is not satisfactorily resolved, the individual should write a letter appealing the grievance, requesting a formal hearing with the Committee on Student Disability and Accessibility Services. The request must be filed with the Coordinator of Compliance for Student Matters in the Student Affairs Office

Upon receipt of the written request for a formal hearing, an Ad Hoc committee of the President's Council will hold a hearing within four (4) 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 two weeks 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 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), 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 nondiscrimination policies (including section 504/ADA):

Senior Compliance Coordinator
DiGregorio Hall,
(603) 899-4079 email

Vice President and Dean of Student Affairs
Coordinator of Compliance for Student Matters
Location: Peterson Manor, Second Floor
603-899-4162
Studentaffairs@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 for Civil Rights

US Department of Education Boston Office, 8th Floor
5 Post Office Square Boston, MA 02109-3921 Telephone: (617) 289-0111
FAX: (617) 289-0150; TDD: (800) 877-8339
OCR.Boston@ed.gov

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.

Appendix

Academic Calendar

<https://franklinpierce.edu/about/calendar.html>

Quick Reference Guide

Quick Reference Guide	
Where can I get help?	
For Information Regarding:	Consult:
Academic Programs	Faculty Advisor Department/Division Chairperson Program Coordinator
Adding/Dropping Courses	Registrar's Office Faculty Advisor
Books and Supplies	Bookstore
Campus News and Information	Raven Flash, Raven App, Bulletin Boards/Email Social Media
Career Planning	Career Services Office Faculty Advisor
Change of Major	Registrar's Office
Change Personal Information (e.g., name or address)	Registrar's Office
Disability Disclosure	Student Accessibility Services
Financial Aid	Student Financial Services
ID Cards	Campus Safety
Immigration issues /F-1 Visa/I-20 Form	International Student Services
Loans	Student Financial Services
Lost and Found	Campus Safety, the Bubble, Student Engagement
Mental Health Counseling	Center for Counseling and Outreach
Obtain Parking Permit	Campus Safety
Recreation Sports Clubs	Raven Recreation- The Bubble
Registration	Registrar's Office Faculty Advisor
Religious Accommodations	Office of Accessibility
Student Clubs	Student Engagement
Student Government	Student Engagement
Talk over Academic Problems	Faculty Advisor Student Success Center, Your Navigator
Talk over Personal Problems	Counseling Center, Peer Counselor
Transcripts	Registrar's Office
Tutoring	Student Success Center
Veterans Affairs	Registrar's Office
Work Study	Student Financial Services
Withdrawal/Transfer from College	Faculty Advisor, Registrar's Office, Student Success Center
Working on Campus	Apply through Human Resources

