



# STUDENT HANDBOOK

Division of Student Affairs

2020-2021

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## INTRODUCTION

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

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

This student handbook is a piece of this effort to help students achieve these goals. It is a partial guide to the life of the University. To new students, it provides an introduction to co-curricular realities and expectations. It is not a mere list of "Thou-shalt-nots." It is a formal statement reaffirming the University's commitment to mutual respect, trust, and integrity as precious values in and of themselves.

This document has emerged through our history as a way to create the best environment in which to most effectively pursue the fundamental goals of our university community. This document is not intended to be

exhaustive. Students must also refer to the University Webpage, Student Code of Conduct and other University publications in order to be informed about University policy and expectations.

The 2020-2021 Franklin Pierce University Rindge Student Handbook contains information on policies and opportunities. We encourage and challenge you to seek out new areas of interest and get involved in activities that will make the university experience more rewarding in the years ahead. Education and learning are opportunities for personal growth and academic achievement. We expect you to identify concerns about the quality of life on campus and to participate with faculty and staff in achieving high standards of learning and growing in this beautiful setting. Maintaining a healthy campus environment requires a balance between individual rights and responsibilities and those shared experiences that contribute to the common good and give rise to establishing the university community.

## **SECTION ONE: STUDENT HONOR CODE**

On March 23, 1999, the Franklin Pierce University Student Senate passed, by overwhelming majority, a resolution calling for the implementation of a University honor code. This code was approved in the April 26, 1999 session of the Student Government Association (SGA).

The goal of this Honor Code is to establish a set of principles to help define and guide responsible membership in this community.

Franklin Pierce University recognizes its highest goal to be the development of intellect and character. That which sets Franklin Pierce University apart from others is that we demand that community members make contributions far larger than they could have hoped when they arrived.

As a member of this community, ALL matriculated students must affirm the following commitments:

I agree to read, understand and abide by standards of behavior outlined in the Student Code of Conduct and The Student Handbook. Both the Student Code of Conduct and the Student Handbook can be found at our website [franklinpierce.edu](http://franklinpierce.edu). These important documents outline rules and policies that establish norms for the community. It is every member's responsibility to follow these standards, but also to enforce them with others.

I will respect students, other faculty, staff and myself. What makes this community so special is the richness and diversity that every individual brings. Understanding and appreciating individual difference is one of the most powerful learning experiences. Thus, we commit to understand one another, to respect one another and care for others.

I will respect the University. We are proud of past contributions people have made for the Franklin Pierce of today. We understand that sacrifices have been made so that we may enjoy this campus. The natural beauty of the region is also spectacular. We agree to improve the environment, whether it is the buildings and facilities or the natural environment.

I agree to be involved in the life of the University. A vibrant learning environment is one in which students; faculty and staff are involved in all aspects of University life. Generally, students attend University to learn and develop as individuals. At Franklin Pierce University, we emphasize not only the formal classroom learning, but also learning that occurs outside the classroom through clubs, activities and leadership opportunities. It is everyone's responsibility to be involved in shaping themselves and the University.

I am responsible for my own learning and development. As learners, we commit our energy to becoming the best that we can be. We understand our obligation to others and ourselves. We can advance ourselves through hard work, high standards and service.

I agree to abide by the highest standards of academic integrity. We will neither engage in nor tolerate acts of academic dishonesty; including but not limited to: plagiarism, cheating, and soliciting academic work from others to present as our own. Furthermore, it is acknowledged that failure to disclose such violations by others is itself a violation.

In joining Franklin Pierce, I commit myself to these principles and accept responsibility bestowed upon me to develop and enhance a culture of respect and responsibility.

## **SECTION TWO – STUDENT HEALTH**

**Health Services:** All students currently enrolled within the Franklin Pierce University Community have access to Health Services, which provides a wide variety of services. The providers are available to provide up to date care with evidence-based material.

Most care rendered is at no charge to the student. Charges may be incurred for laboratory testing, x-ray, pharmacy items, or referrals when care outside of the health center is needed. The Health Services office is located in the lower level of Granite Hall, across from Residential Life.

We are staffed Monday through Friday 8 a.m. – 4:30 p.m. during the academic year. Staffing consists of, an Administrative Assistant, two Advanced Practice Registered Nurses (APRN), and one Registered Nurse (RN). The staff are available to treat students at the main campus and those willing to travel from satellite campuses for in person, scheduled appointments. Appointments can be scheduled via calling

(603) 899-4130 or utilizing the self-scheduling option within the portal <https://franklinpierce.mediatconnect.com/>.

Tele-health services are available to ALL enrolled students through Franklin Pierce University. Some appropriate services are: upper respiratory, environment allergies, sore throat, minor injuries and sprains. There is no charge for this service, but do know that referral to an outside provider may be warranted. Emergency type of care is not appropriate for tele-health care. Please utilize the above instructions for scheduling an appointment.

Emergency Medical Technicians (EMT) are available to assist with student medical emergencies during non-business hours and throughout the weekends. There are consulting physicians and hospitals available in several nearby communities with most medical specialties being represented.

Health Services maintains compliance with the Health information Portability and Accountability Act (HIPAA), which has been in effect since 1996. As a result, students age 18 and above's health information is confidential and will not be released without the student signing a Release of Information Form.

The Health Services staff considers health teaching and preventative medicine to be equally as important to the student as the care of health problems. Students are encouraged to consult the Health Services staff for counseling and advice on any topic related to general health. Additionally, Health Services now works in conjunction with Counseling providing holistic care. We realize mental health care is as important as physical health.

Health Services is not open during the summer or break periods, nor are the EMTs on call during these times. With the passing of the Affordable

Care Act (ACA), all Individuals -are mandated to have a certain level of Healthcare Insurance. As a result, Students are required to provide Health Services with their insurance information prior to enrolling in course work. Health Services participates in yearly licensing by the New Hampshire Department of Health and Human Services, which requires a completed medical file maintained at Health Services for each student to receive health services on the Rindge Campus. These files consist of a Health Assessment Form, a physical exam within one year of admission, proof of immunizations, requiring two MMRs, TB screening (foreign students proof of TB test), tetanus within ten years, and a meningococcal vaccine (for first-year students received after the age of 16) and a signed consent form for medical treatment. Vaccines we highly encourage but are not required are Hepatitis B and A series, HPV, and an annual influenza vaccine to be administered during the fall semester. Health Services does have some vaccines on hand, please inquire within for further information.

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## **INFORMATION REGARDING UNIVERSITY POLICIES**

This student handbook is designed to provide information regarding policies, services, and information pertaining to the Campus at Rindge, NH community at Franklin Pierce University. University-wide expectations, policies, and procedures can be found in the Academic Catalogue, Student Code of Conduct, Title IX Grievance Policy, and other University publications. Students must refer to the University webpage, Student Code of Conduct, 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: [Academic Catalogue](#), [Code of Conduct](#), [Title IX Grievance Policy](#)

## **ADMINISTRATIVE LEAVE OR WITHDRAWAL**

The Dean of Student Affairs, or their designee in consultation with other student services staff, may require placed on leave or withdrawal for medical or emotional reasons when a student exhibits behavior which is dangerous to others and/or disruptive to the normal activities of the University. Students will be informed of the recommendation to withdraw, and ordinarily parents or guardian will be asked to participate in the process. If the student does not choose to file a voluntary leave or

withdrawal for medical reasons, action under disciplinary procedures may be initiated.

Conditions for readmission will be specified in writing, and the Center for Counseling & Outreach Education or Health Services staff will review conditions and make recommendations to the Dean for Student Affairs or their designee prior to a student's readmission to the University.

Students may be withdrawn for not participating in processes including but not limited to: registration, housing selection, timely payment of bills, and completion of health forms.

Individuals in this circumstance will receive written communication from the University regarding the leave or withdrawal.

## **ALCOHOL AND DRUGS**

Possession and use of non-prescribed drugs is incompatible with the educational process and inconsistent with the purposes of the university community. The possession of drug paraphernalia is prohibited on campus, and the sale of drugs will result in separation from the University. Franklin Pierce prohibits alcoholic beverages in all public areas of the campus, including lounges and corridors of residence halls and outdoor areas unless special permission is received, from the Dean of Student Affairs or their designee, for a particular function. The consumption of alcohol and/or other drugs is not considered a legitimate excuse for violation of university policy. Irresponsible behavior related to alcohol use will be regarded as a violation.

Additionally, the University has designated certain residence halls (such as Mt. Washington, New Hampshire, Granite, Monadnock, Edgewood, Cheshire and any residential housing designated as "Wellness Housing" by Residential Life) as alcohol-free, or as "dry," as these buildings primarily house students under 21.

No student, regardless of age, may possess or consume alcoholic beverages in these buildings or other residential areas designated by the Director of Residential Life. Students that live in Mountainview, Northwoods, Lakeview or Sawmills apartments will have designated dry apartments unless 50% or more of the residents living in the space are over the age of twenty-one.

Full and/or empty alcohol containers (i.e., cans and boxes, wine bottles and boxes, and spirit bottles) cannot be displayed in the residence halls where they are reasonably visible from the exterior of the building (e.g., through windows or exterior doors when they are open). Such displays are not permitted in any area within Granite, Mount Washington, New Hampshire, Cheshire, Monadnock or Edgewood. The rationale for this policy is the concern about what perception these decorations create about student behavior (SGA, 2014-15 Session).

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

## **NEW HAMPSHIRE STATE LAWS**

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

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

New Hampshire law states that individuals over 21 are subject to prosecution if they sell or give alcoholic beverages to a minor. A driver under the age of 21 with a Blood Alcohol Content (BAC) of 0.02 or more may be charged with DWI. The Town of Rindge, New Hampshire has an ordinance that prohibits open alcohol containers in public areas. This includes all exterior spaces on the Franklin Pierce University campus.

## **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 on eRaven at [franklinpierce.edu/studentlife/drugfree.html](http://franklinpierce.edu/studentlife/drugfree.html).

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

## **AMNESTY POLICY**

The amnesty policy applies to cases in which an individual is involved in alcohol or other drug related emergencies or sexual harassment/sexual assault. An individual who calls for emergency assistance or who reports a complaint that includes alcohol, other drug or sexual harassment/assault can request amnesty from the Assistant Dean of Student Affairs before an issued student conduct outcome. The Assistant Dean will review the incident and determine on a case-by-case basis if the individual qualifies for amnesty. If one qualifies for amnesty the potential co-occurring or other incidents in which a policy may have been violated will be addressed in an education non-formal manner instead of a formal student conduct hearing.

## **GOOD SAMARITAN EXCEPTION**

An individual who is witness to a medical emergency related to drugs alcohol or sexual harassment or assault may also petition for a Good Samaritan exception. This would be if said individual was also in violation of a policy when reporting the emergency. This petition need to be made to the Assistant Dean of Student Affairs prior to an issued student conduct outcome related to said behavior. If one qualifies for a good Samaritan exception the potential co-occurring or other incidents in which a policy may have been violated will be addressed in an education non-formal manner instead of a formal student conduct hearing.

## **CAMERAS**

Franklin Pierce University is committed to enhancing safety and security by integrating the best practices that include the utilization of a security and safety camera systems. The surveillance of public areas is intended to deter crime and assist in protecting the safety of the students, faculty, staff, and visitors to the campus along with the property of the University. This practice addresses the University safety and security needs while respecting and preserving individual privacy.

A variety of surveillance cameras around campus feeds into Campus Safety. While these cameras record activity in the areas in which they have been placed, as a general practice, they may not be monitored in “real time.” They are intended to deter illegal and inappropriate behavior, and will be used to investigate violations of the law or policy. These cameras will not view private living areas, such as restrooms but instead have been and will continue to be located in high traffic and high utilization public spaces.

## **CONFISCATED PROPERTY**

Confiscated property/items may be removed by the Department of Campus Safety or Residential Life. If a prohibited item is found it will not be returned if it presents a Health and Safety risk to the community.

## **COMPLIANCE WITH OFFICIAL REQUESTS**

Students are required to respond in a timely manner to reasonable requests from any university office or official. Notification may be requested verbally or in writing. Failure to do so may result in Student Conduct proceedings for “failure to comply” with the request of a university official. Students are responsible for checking their university e-mail, and post office box regularly. E-mail is the preferred method of University communication.

## **DEBTS, DAMAGE AND FINES**

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

The University does not cover damage to or theft of students' personal property. As such, students are encouraged to ensure that their parents' homeowner policy will cover such events or they should obtain renter's insurance. The University provides literature about a renter's policy that can be purchased to protect against damage and theft to personal property. Information can be obtained through the Residential Life Department.

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

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

## **DRONES**

The use of drones in or around University residence halls is prohibited.

## **EMAIL AND ELECTRONIC SIGNATURE**

The University maintains email accounts for all students and therefore, does not save student's personal email accounts. 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 signature. Faculty may communicate to an entire class of students in the same email and may expect students to 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.

## **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 rights of others. As such, tampering with any life-safety equipment is considered a separation level offense through the 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 these 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." They also have the authority to charge students with a Felony Charge of "Tampering with Life Safety Equipment."

Residential students are required to practice prudent and sensible fire safety measures. Do not over-load electrical outlets. The hanging of tapestries, flags, blankets, etc. on the ceilings 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.

## **FUNDRAISING**

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

Student Government Association, as well as relevant student organizations overseen by the Office of Student Affairs, interested in on-campus fund-raisers should get approval from the Assistant Director of Student Involvement. Academic student clubs as well as sports clubs interested in on-campus fundraisers should get approval from their club advisor. Solicitation of gifts, prizes, etc. from local merchants requires the approval of either the Office of Advancement or the appropriate student club advisor.

It is important to note, solicitation at athletic games require the approval of the Office of Advancement.

The University understands that students, especially those affiliated with FPU-recognized clubs and other student organizations, may wish to seek external funds to support key initiatives and projects. It is,

therefore, important that students understand that the University benefits greatly from the ongoing generosity of Franklin Pierce University alumni and parents who provide significant monetary support for student-related events/programs and services on an annual basis. In addition, businesses and vendors throughout the Rindge-Keene-Manchester community also contribute significantly to the University by providing monetary support and services that enrich life at Franklin Pierce University. For these reasons, it is imperative that all fundraising activities are approved by the Office of Advancement.

When a recognized club or organization does receive the appropriate approval, as stipulated on the solicitation form, they must agree to exchange, replace or refund an item purchased that is faulty or that is unsatisfactory to the buyer. A reasonable amount of time for exchange (refund should be established, normally between one and two weeks after receipt of goods). Any dispute or discrepancy between solicitor and customer should be settled at the lowest possible level, with the club. If the problem cannot be resolved at this level, the Assistant Dean of Student Involvement becomes the final arbitrator/mediator.

## **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.

## **HEALTH POLICY**

Franklin Pierce University requires each student to have a completed Health Assessment Form on file in the Health Center. Included in the Health Assessment Form are a health history, physical examination report, and immunization records. In accordance with the New Hampshire Division of Public Health Services, the University requires proof of immunity to measles, mumps, rubella, tuberculosis, tetanus and meningitis.

Guidelines for immunity standards follow recommendations from the Center for Disease Control, Atlanta, GA. Students wishing an exemption from the immunization requirement on religious grounds must make a written request to the Director of Health Services. Any student who does not comply with the above will be excluded from class attendance, class registration, residential living, and co-curricular activities until such information is provided.

## **IDENTIFICATION**

Every registered 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. Franklin Pierce 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).

University officials include all university employees; faculty, staff. Failure to do so may result in treatment as a non-student. Upon withdrawal from the University, the ID card must be returned.

## **INCIDENTS OF HATRED**

Franklin Pierce University values the great diversity of its people and recognizes that a threat against any portion of our community is a threat against our entire community, as well as our diverse way of life.

Acts or threats of violence motivated by hatred or prejudice are serious acts, often vicious in nature, which tear at the fabric of our community.

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

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

## **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 are required to be registered with the Department of Campus Safety upon entering the campus.

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

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**

Fire Lane/Restricted Area	\$100.00
Handicapped Parking	\$100.00
Blocking Fire Hydrant	\$100.00
Towed Vehicle	\$110.00
Hindering Snow Removal	\$75.00
Failure to Display/Unregistered (University)	\$50.00
Unauthorized Use of/Forged Permit	\$50.00
Unsafe Operation	\$50.00
Wrong Way	\$50.00
Blocking Traffic/Roadway/Dumpster	\$50.00
Driving/Parking on Sidewalk/Lawn/Crosswalk	\$25.00
Unauthorized Parking (Staff/Faculty)	\$25.00
Not a Parking Space	\$25.00
Expired or Unregistered Vehicle (State)	\$25.00
Booted Vehicle	\$25.00
Other	\$25.00

## **VEHICLE REGISTRATION/ PARKING DECALS**

### **Parking Permit Application Instructions**

1. Navigate to [eraven.franklinpierce.edu](http://eraven.franklinpierce.edu)
2. Click on Campus Web
3. Login to Campus Web
4. Click on the Campus Life Tab on the top menu bar
5. Click on Parking Permits on the left menu list
6. Click on Parking Permit Application
7. Complete Form
8. Submit

After you submit your application, the Department of Campus Safety will review the application and assign you a permit number. Once a number has been assigned your parking permit will be placed in your on-campus post office box within 48 hours.

## **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

This legislation includes a complaint procedure for the benefit of nonsmokers who feel their health and well-being are being endangered by involuntary exposure to ETS (Environmental Tobacco Smoke), or passive smoke.

The resulting investigation of such a complaint, where if a person is

found to have been smoking in a place where smoking is prohibited, will result in that person being declared guilty of a civil violation and subject to a fine of not less than \$50.

Complaints should be directed to the Department of Campus Safety, where they will be investigated. The resulting report will be forwarded to Student Conduct and Community Standards.

“Smoking Zone Policy.” This policy prohibits smoking within twenty-five (25) feet of any building doorway. The goal of this policy is to ensure a smoke free zone surrounding all entrance ways to buildings.

### **RAVEN NATION APP AND TECHNOLOGY**

The purpose of the Raven Nation Mobile App is to foster a safe and supportive environment at Franklin Pierce University. We value your privacy and protect your personal information. By signing up for the Raven Nation App, you agree to our privacy policy and terms of service. As a member of the Franklin Pierce community, please remember that all Franklin Pierce University policies apply when using the mobile application.

Unauthorized, unsanctioned, or inappropriate use of the University’s technological equipment or services (i.e. computers, services, telephones, voicemail, etc.) are violations. Refer to the Technology Policy for Student Use.

### **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 Operations or the Coordinator for Student Accessibility Services.

## **WEAPONS POLICY**

It is a violation of university policy to possess 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, are not permitted on any campus location. Violation of this policy is considered a serious offense and may lead to immediate separation from the University. Examples of weapons or explosives includes, but is not limited to: fireworks, handguns, rifles, pellet guns, BB guns, paintball guns, box cutters, Tasers, stun gun, 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. The University does not store such weapons or explosives, nor may they be stored in vehicles, within the residence halls, or any other place on campus.

## **SECTION FOUR – 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 that elect to live on campus at Rindge, will also be 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.

ANIMALS

COURTESY AND QUIET HOURS

EMERGENCY EXIT DOORS

FURNITURE POLICY

HEALTH AND SAFETY INSPECTIONS

MEAL PLAN CHANGES

PROHIBITED ITEMS

PROHIBITED ITEMS FOR GRANITE, NEW HAMPSHIRE, MT.  
WASHINGTON, EDGEWOOD, AND MONADNOCK HALLS  
PROHIBITED ITEMS FOR MT. VIEW, NORTHWOODS,

## CHESHIRE, LAKEVIEW, AND SAWMILLS

ROOM CHANGES

ROOM ENTRY POLICY

SOCIAL GATHERING POLICY

STUDENT GUEST POLICY

SUMMER HOUSING

## **ANIMALS**

### **PET POLICY**

Pets are not allowed in any university building or on university premises. All pets, with the exception of fish in a five 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.

### **EMOTIONAL SUPPORT ANIMAL (ESA)**

In accordance with Housing and Urban Development (HUD) and the Fair Housing Acts students requesting an emotional support animal in residence must request an accommodation through Residential Life. 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 Residential Life website or the Director of Residential Life or the Coordinator for Student Accessibility Services.

### **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. – 8 a.m.

## **EMERGENCY EXIT DOORS**

Individuals who prop open the doors and/or allow others into the residence halls (who are not allowed to be there) 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 found in areas that present a fire hazard.

## **HEALTH AND SAFETY INSPECTIONS**

Residential Life, in conjunction with the Facilities Department, 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.

## **MEAL PLANS**

First year students living in Granite, Mount Washington or New Hampshire Halls, are required to be on the all access meal plan. Upper-class 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, Lakeview or Sawmill may elect 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 Operations.

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 sensors, ceiling or any metal fixtures.

Any Fire Company officer and/or a member(s) of the Department of Campus Safety may conduct periodic fire and safety inspections of

rooms with a member of the Residence Life staff. Sanctions for violations of fire safety regulations are dealt with in accordance with the 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.

### **PROHIBITED ITEMS FOR MOUNTAINVIEW, NORTHWOODS, CHESHIRE, LAKEVIEW, AND SAWMILL**

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 materials tapestry, posters, and pictures.	Extension cords longer than six (6) feet. Cords must be in plain view, may not be run under rugs, doors or secured to building or furniture.	Wall hangings made of burlap or any flammable material, tapestries, fish netting, flags or wicker. Nothing combustible attached to ceilings.
Electrical wiring that is homemade or modified creating a	Hoverboards and gasoline-powered items motorcycles, mopeds, or	All flammable &

shock or fire hazard.	their components.	combustible liquids: includes art supplies such as thinners.
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The following appliances ARE APPROVED for use in the KITCHEN AREA ONLY of Cheshire, Mountainview, Northwoods, Lakeview and Sawmill. 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 will be assessed to 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 Operations prior to any physical move taking place. There will be no refunds for any portion of the room charges, nor will there be additional charges added to the student's statement after the first two weeks. Once a student checks 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 Dean of Student Affairs. 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 and 2) for maintenance issues 3) Any official closing of the residence halls. These inspections are scheduled through Residential Life.

## **SOCIAL GATHERING POLICY**

Students that reside in Northwoods, Mountainview, Lakeview or Sawmills have the privilege of living in spaces that can physically accommodate a greater amount 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 with the 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 p.m. Sunday-Thursday or 1 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, and Sawmills Apartments: 30 guests

Lakeview Townhouses: 40 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
- Regulate the number of people entering the Social Gathering
- Prevent anyone from leaving the gathering with open containers of alcohol
- Contact 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 that 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 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(s) observes university rules and regulations while on campus. Hosts will be held financially responsible for damages done by guests and may face disciplinary action for failure to control the behavior of guests, including possible termination of residence privileges.

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.

**SUMMER HOUSING**

Certain services typically offered during the academic year may not be provided during the summer sessions. Examples are Health Services, Counseling & Outreach, Transportation, Student Activities, and Dining Services.

## **SECTION FIVE – 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.

To locate the University Academic Catalog please refer to the following link:

<https://www.franklinpierce.edu/academics/catalog/index.htm>

## **SECTION SIX – GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA AND NOTICE OF NON-DISCRIMINATION**

### **GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA**

1. 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:
2. 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.

3. In the case of a grievance, the individual should discuss his/her objection with the person responsible for the office or department where the objection was originally raised. The 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.
4. 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 President's Advisory 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, Granite Hall (Telephone: (603) 899-4162).

Upon receipt of the written request for a formal hearing, an Ad Hoc committee of the President's Advisory Committee will hold a hearing within 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 NON-DISCRIMINATION**

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 non-discrimination policies (including section 504/ADA)

**Ms. Dawn Broussard**

*Senior Compliance Coordinator Director of Human Resources*

*Director of Human Resources*

DiGregorio Hall, First Floor

(603) 899-4079

[broussardd@franklinpierce.edu](mailto:broussardd@franklinpierce.edu)

**Dr. Andrew R. Pollom**

*Coordinator of Compliance for Student Matters Dean of Student Affairs*

*Health Services and Counseling and Outreach Office*

(603) 899-4162

[Polloma@franklinpierce.edu](mailto:Polloma@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](mailto: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.



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