

SAINT ANSELM COLLEGE



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Academic Year

2017 – 2018

This **Student Handbook** has been compiled after consultation with representatives of the Saint Anselm College Administration, Faculty and Student Senate. The Student Handbook is the official statement of College policy concerning student life. It is as accurate as of July 2017. The College reserves the right to change the terms, processes, and procedures at any time without prior notice. Reasonable attempts to communicate these changes will be made.

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GENERAL INFORMATION

THE MISSION STATEMENT OF THE COLLEGE

College Mission

Saint Anselm is a Catholic, Benedictine College providing all its students a distinctive liberal arts education that incorporates opportunities for professional and career preparation. It does so in a learning community that encourages the lifelong pursuit of the truth and fosters intellectual, moral and spiritual growth to sustain and enrich its graduates' personal lives, work, and engagement within local, national, and global communities.

Non-Discrimination Policy

Consistent with the Benedictine, Catholic principles that sustain the mission and heritage of Saint Anselm College, no one acting on behalf of the College or in administering the affairs of the College, shall discriminate against any student, faculty, staff, vendor, or contractor on the basis of the individual's race, color, gender, religion, national origin, marital status, age, disability, sexual orientation, or veteran status.

Questions or concerns about this notice or about specific issues may be directed as follows:

Students and Applicants for Admission:

Dean of Students Office (603) 641-7600 or

for concerns related to athletics, Associate Director of Athletics/Deputy Title IX Compliance Officer (603) 641-7800

Faculty and Staff:

Office of Human Resources (603) 641-7020 or

Office of Academic Affairs (603) 641-7250

Applicants for Employment:

Office of Human Resources (603) 641-7020

Gender-Based Concerns:

Title IX Coordinator (603) 641-7150

Mailing address for all offices is: Saint Anselm College, 100 Saint Anselm Drive, Manchester, NH 03102-1310

OFFICERS OF ADMINISTRATION

		Ext.
Chancellor	Rt. Rev. Mark A. Cooper, O.S.B.	0
President	Dr. Steven R. DiSalvo	7010
Vice President for Academic Affairs	Br. Isaac Murphy, O.S.B.	7250
Dean of the College	Dr. Mark Cronin	7250
Associate Dean for Assessment and Faculty Development	Dr. Christine Gustafson	7250
Assistant Dean for Freshman/Dir. of Academic Advisement	Fr. Benet Phillips, O.S.B.	7465
Assistant Dean for Sophomores and Student Support Services	Dr. Anne Harrington	7465
Vice President for Administration/Title IX Coordinator	Ms. Patricia R. Shuster	7020
Vice President for College Advancement	Mr. James Flanagan	7221
Associate Vice President for College Advancement	Mr. John Davis	7770
Assistant Vice President/Alumni and Programs	Ms. Patrice Russell	7202
Vice President for Enrollment/ Dean of Admission	Mr. Eric Nichols	7500
Vice President for Finance/Treasurer	TBD	7100
Associate Vice President for Finance	Ms. Margaret Bourque	7103
Assistant Vice President/Auxiliary Services	Mr. William Furlong	7121
Vice President for Student Affairs	Dr. Joseph M. Horton	7600
Dean of Students	Dr. Alicia A. Finn	7600
Associate Dean of Students	Mr. Andrew Litz	7600
Assistant Dean of Students	Dr. Karlea Brunelle Joiner	7600
Academic Resource Center Director	Mr. Kenneth J. Walker	7193
Athletics Director	Mr. Daron Montgomery	7800
Campus Ministry Director	Dr. Susan S. Gabert	7231
Chapel Art Center Director	Rev. Iain MacLellan, O.S.B.	7470
Chief Information Officer	Mr. Adam Albina	7266
College Communications and Marketing Exec. Director	Ms. Michelle K. Adams	7240
College Health Services Director	Ms. Maura Marshall	7028
Dining Services Director	Ms. Rosemary Stackpole	7751
Director of Budget & Financial Planning	Ms. Renee Crawford	7199
Director of Dana Center	Mr. Robert P. Shea	7710
Financial Aid Director	Ms. Elizabeth Keuffel	7110
Human Resource Director	Mr. David Harrington	7020
Institution Research Director	Dr. Hui-Ling Chen	4203
Librarian	Mr. Charles M. Getchell, Jr.	7300
Meelia Center for Community Engagement	Mr. Daniel Forbes	7108
Multicultural Student Center Director	Mr. Wayne Currie	6028
NHIOF Exec. Director/Asst. to President for Public Affairs	Mr. Neil Levesque	4100
Career Development Center Executive Director	Ms. Kimberly G. DelGizzo	7490
Director of Career Programs and Technology	Mr. Sam Allen	7490
Office of International Programs Director	Ms. Sarah Keefe	7371
Physical Plant Director	Mr. Donald Moreau	7350
Purchasing Manager	Mr. Jacques Plante	7380
Registrar	Ms. Tracy Morgan	7400
Residential Life and Education Director	Ms. Sue Weintraub	7600
Safety and Security Director	Mr. Donald Davidson	7290
Student Activities & Leadership Programs Director	Ms. Jean Couture	7364

CAMPUS GUIDE

Abbey Church

Lady Chapel
Byzantine Chapel
Campus Ministry – Lower Level

Alumni Hall

North Wing -

Lower Level:

Classrooms
Faculty Offices

First Floor:

Dean of Students
Registrar
Residential Life and Education
Vice President for Student Affairs

Second Street:

Residence Hall

Third Street:

Residence Hall

High Street:

Faculty Offices

South Wing -

Alva deMars Megan Chapel Art Center
Fine Arts Department

Center Section -

Lower Level:

Classrooms
Crier
Debate Team
Financial Aid
Information Technology
Yearbook

First Floor:

Admission
Dean of the College
Vice President for Academic Affairs
President

Second Floor:

Academic Advising
Alumni Relations and Advancement
Programming
Student Financial Services – Cashier's Office

College Communications and Marketing
Vice President for Finance/Treasurer
Vice President for College Advancement

Third Floor:

Classics Department
Classrooms 6 to 11
Human Resources
Mathematics Department

Fourth Floor:

Classrooms 12 to 17
Language Laboratory
Modern Languages Department

Bradley House

Faculty Offices

Cardinal Cushing Center

** All offices that were in Cardinal Cushing Center have been relocated while the Roger & Francine Jean Student Center Complex is under construction.

Located across the street on Saint Anselm Drive:

Student Activities and Leadership Programs
52 Saint Anselm Drive (Tan house across From LLC)

Meelia Center for Community Engagement
72 Saint Anselm Drive (Gray house across From new entrance)

Carr Activities Center

Anselmian Athletic Club
Athletic Department
Exercise Rooms
Fitness Center
Intramural Sports Facility
Men's and Women's Locker Rooms
Racquetball Courts
Weight Room

Daley Maintenance Center

Campus Safety and Security
Physical Plant

Dana Center for the Humanities

Campus Events
Classrooms 1D-6D
Humanities Office
Koonz Theater

Davison Hall

ATM Machine - Lobby
Dining Hall
Food Services
Multicultural Center – Rear Entrance

Gadbois Hall

Classrooms 1G to 207G
Nursing Department
Nursing Laboratories

Geisel Library

Library Staff Offices
Main and Special Collections
Office of International Programs

Goulet Science Center

Classrooms
Faculty Offices
Laboratories

Jean Building

Bookstore

Joseph Hall

Business and Economics Department
Education Department
History Department

Mobile Units – Upper Parking Lot M

Academic Resource Center (ARC)
Health Services
Office of Career Services and
Professional Development

New Hampshire Institute of Politics

Classrooms 4001-4007
Common Ground Cafe
Computer Lab
Jeanne D. Smith Center for American
Democracy
Thomas Dodd for Int'l Affairs and Law
Ann and Paul Harvey Conf. Room

Poisson Hall

First Floor:

Classrooms 104 to 109

Second Floor:

Computer Center
Information Technology Offices
Institutional Research

Stoutenburgh Gymnasium

Athletic Coaches Offices
Varsity Sports Facility

Sullivan Arena

Hockey Coaches Offices
Mail Center
Office of Conference and Event Services

MOTTO

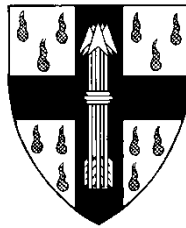
The motto of the College is "Initium Sapientiae Timor Domini," ("The fear of the Lord is the beginning of Wisdom"). This phrase is taken from Psalm 111, verse 10 and also appears in the Book of Sirach, Chapter 1, verse 16.

The motto reflects the monastic origins of the College, in which the monk sees God as the source and origin of all wisdom. "Fear" is to be understood as reverence and awe of God's majesty. Saint Benedict in the Prologue of his Rule for Monks calls the monk to a monastery to teach him the fear of the Lord (RB, Prologue, line 12).

ABBHEY SHIELD

The Saint Anselm shield designed by Mr. Pierre de Chaignon la Rose of Harvard University incorporates the personal coat of Saint Anselm of Canterbury and the first seal of the State of New Hampshire. The shield was executed in 1927 to be the official shield of the monastery at Saint Anselm which was raised to the status of an Abbey that year. The personal coat of arms of Saint Anselm, Archbishop of Canterbury (1033-1109), has a sable cross set on a field of silver, with three drops of blood in each quadrant. A sheaf of five arrows taken from the first shield of the State of New Hampshire forms the central element of the shield. These five arrows represent the five original counties of the State.

Hence, the Abbey shield can be interpreted as Saint Anselm of New Hampshire.



COLLEGE LOGO

The Saint Anselm college logo is the central element used in identifying the College. The logo consists of the date "1889" below the Abbey shield with name of the College in a select font placed either above or to the right of the shield and date. There are three variations of the logo used to represent the College.



COLLEGE COLORS

The official colors for Saint Anselm College are Dark Blue and White.



NICKNAME

The nickname of the athletic teams is the "Hawks".

ACADEMIC AFFAIRS AND ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

Dr. Steven R. DiSalvo

Location: Alumni Hall/First Floor

Telephone: 603-641-7010

Box 1729

The Office of the President of the College is located on the first floor of Alumni Hall. The President maintains an "open-door" policy so that any student who wishes to do so may see him without an appointment. If the President is not readily available, an appointment can be made with the executive assistant.

OFFICE OF THE VICE PRESIDENT for ACADEMIC AFFAIRS and OFFICE OF THE DEAN OF THE COLLEGE

Br. Isaac Murphy, Vice President for Academic Affairs

Telephone: 603-641-7150

Mark Cronin, Ph.D. Dean of the College

Christine Gustafson, Ph.D., Associate Dean of the College

Location: Alumni Hall/First Floor

Hours: Monday thru Friday - 8:30 a.m. to 4:30 p.m.

Telephone: 603-641-7250

Box 1730

Anne Harrington, Ph.D., Assistant Dean for Sophomores and Student Support Services

Fr. Benet Phillips, O.S.B., Assistant Dean for Freshmen and Director of Academic Advisement

Location: Alumni Hall/Second floor

Hours: Monday thru Friday – 8:30 a.m. to 4:30 p.m.

Telephone: 603-641-7465

Box 1747

The Office of Dean of the College is responsible for the academic life of the students and implements policies on class attendance, standards of academic progress, notification of deficiencies, advisement in course work, policies on disputed grades, leaves of absence, withdrawal from the College, and the assignment of academic notations (W, WF, I, F). In addition, the Assistant Dean for Freshmen advises students regarding the Reserve Officers Training Corps (ROTC).

ACADEMIC REGULATIONS

Registration

All students must register at the times indicated in the College calendar. Those who fail to register on the appointed dates will be charged a fee for late registration. Students may register for no more than eighteen credits in any one semester. Sixteen credits per semester for eight semesters (a total of 128 credits) are required for the baccalaureate degree and constitute the normal student course load. Students wishing to take more than eighteen credits in a given semester must have approval. This approval normally requires a minimum CGPA of a 3.0, the endorsement of the student's academic advisor or department chairperson, and the authorization of the appropriate dean in the Dean of the College's Office. Students may not take more than 20 credits in any one semester. Academic work undertaken at other accredited collegiate institutions subsequent to enrollment at Saint Anselm must have the prior written approval of the Dean of the College or of the Registrar. Credit will be granted only for those courses which have been approved by the Registrar and for which a grade of "C" or better is earned. Students who complete fewer than sixteen credits per semester will be required to supplement their work by attendance at summer school or additional semester sessions. Unless otherwise indicated, each course is scheduled to meet the equivalent of three fifty-minute class "hours" per week.

Class Attendance

1. Students are expected to attend every class meeting, grammar lab and recitation of the courses in which they are enrolled. However, students may accumulate class absences amounting to the number of class meetings per week. These "allowed

absences" should be used for absences necessitated by circumstances such as a brief illness, a personal obligation that conflicts with a class, or participation in College-sponsored events. Absences beyond these "allowed absences" may have a negative impact on grades.

2. Students are expected to be familiar with and to abide by their professors' policies on making up exams or assignments missed because of absences.

3. Students have the responsibility to notify the office of the Dean of the College in cases of prolonged absences and to provide documentation explaining the reason(s) for the absences.

4. Students should be aware that they cannot accumulate an unlimited number of documented absences without risking their standing in classes. There are circumstances in which missed work cannot be made up and in which the number of absences, including documented absences, makes withdrawal from classes the appropriate action.

Withdrawal from Classes

After the add-drop period is over, during the remainder of the first half of the semester, a student may withdraw from a course without grade penalty by completing a withdrawal form with his or her academic advisor. During the second half of the semester, until two weeks prior to the end of the semester, the student may withdraw from a course by completing a withdrawal form with his or her academic advisor. The professor teaching the course from which the student is withdrawing advises the Dean of the College on whether a W or WF is appropriate. The WF is transcribed as a failing grade and has a negative effect on the GPA.

A student may not withdraw from a course during the last two weeks of the semester, e.g., the last two weeks of classes.

Consult the Nursing Department for nursing department regulations.

Withdrawal from the College

A student desiring to withdraw from the College should consult with both the assigned academic advisor and the appropriate Dean. Students receiving financial aid must meet with a financial aid administrator to discuss their rights and responsibilities as aid recipients. The form for withdrawal from the College is available in the Office of the Dean of the College. It must be signed by the student and returned to the Office of the Dean of the College. Refund of fees or charges will be based on the date that the student last attended class.

Readmission

Students who separate from the College, whether by formal withdrawal procedure or otherwise, and who wish to return to Saint Anselm on either a part-time or full-time basis, must apply to the Dean of the College and be accepted for readmission before they become eligible to register for additional course work at Saint Anselm. Course work undertaken by students who have not been formally readmitted to the College will not usually be credited toward fulfillment of graduation requirements. Students who interrupt their program of studies at Saint Anselm are subject to the academic regulations and degree requirements in force at the time of their return to the College.

Leave of Absence

A student may apply to the Dean of the College for a leave of absence from the College. Students receiving financial assistance must have an exit interview with the director of financial aid before making application for a leave and limit the time of leave to a single semester. A leave of absence for students not receiving financial assistance is granted for a specific period of time, usually not more than two semesters. Applicants for a leave must have no outstanding debts at the College. A student on leave may apply for an extension. To insure transferability of credits taken at other institutions during a leave of absence, students must obtain prior written approval of the courses from the Dean of the College or the Registrar. Courses undertaken without such approval are not transferable to Saint Anselm College. Provided that notification of the intention to resume studies at Saint Anselm has been received by the Dean of the College at least one month in advance of the semester of return, a student on leave may return to the College at the end of the leave without applying for readmission.

Grades and Notations

The designations A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, HP, LP, P, NP are employed to indicate the quality of student work. "A" indicates excellent work; "B" indicates above-average work; "C" indicates average work; "D" indicates below-average work; "F" indicates failure; the symbols "+" and "-" indicate intermediate levels; "HP" indicates High Pass; "LP" indicates Low Pass; "P" indicates Pass; "NP" indicates No Pass. The designations "HP", "LP", "P" and "NP" are used in grading some internship and clinical area programs, as well as P/NP electives (see below).

Notations that may be assigned by the Office of the Dean of the College are I, W, and WF. "I" indicates incomplete work because of illness or other serious reason reported to and accepted by the Dean of the College; "W" indicates withdrawal

from a course with permission of the Dean; "WF" indicates the withdrawal from a course at a time when the student's work is below passing quality.

Pass/No Pass Electives

The goal of pass/no pass (P/NP) electives is to encourage intellectual risk taking on the part of students by permitting them to move beyond their area of familiarity without risk to their GPA. Students may take up to two electives (8 credits) as pass/no pass, and these credits may be counted toward the 128 credits required for graduation. To "pass" a pass/no pass course, a student must earn at least a C- average in the course. Credits will be awarded for the successful completion of a pass/no pass course, but the grade recorded on the student's transcript will simply indicate "pass (P)" and will not affect the student's GPA. Failure to earn a C- in the course will result in a "no pass (NP)" being entered on the student's transcript and no credit will be awarded. The NP grade will not affect the student's GPA. A student must complete a minimum of 24 credits before being eligible for the pass/no pass option. No student may declare two pass/no pass courses in the same semester, and no student on academic probation is permitted to take a course as pass/no pass. Students may not exercise the pass/no pass option for their major, minor, or core requirements (including writing intensive requirements). An individual instructor may designate his or her course as pass/no pass or may designate a percentage or number of seats in the course as pass/no pass. A student must declare his or her intention to take a course pass/no pass by filing a pass/no pass option approval form with the Registrar's Office no later than the end of the drop/add period for the semester in which the course is scheduled. Once the drop/add period is over, no changes to students' pass/no pass status will be permitted for any of the courses for which they are enrolled that semester. Exceptions to this policy will be made only in extraordinary circumstances and only by formal petition to the Dean of the College.

Limits on Online Courses

Online courses offer the same rigorous challenges and learning experiences as on-ground courses. Nevertheless, because Saint Anselm College places a high value on the development of a vibrant academic community life, no more than 12 credit hours from the College's online courses may count toward the College's graduation requirements. Occasionally, exceptions to the 12-credit hour limit may be made at the discretion of the Dean of the College.

Grade Reports

At the end of each semester, grades are posted using the Campus Information System (CIS). Students are urged to check the grade report for accuracy. Errors should be reported to the Registrar immediately.

Appealing a Final Grade

When a student wishes to appeal a final grade assigned by an instructor, the following procedure must be initiated within ten days after the beginning of the next semester.

1. The student will confer with the instructor who assigned the grade.
2. If the discussion with the instructor proves unsatisfactory, the student will confer with the chairperson of the department of which the professor is a member.
3. If the discussion with the chairperson of the department proves unsatisfactory, the student may appeal the case to the Dean of the College.
4. If the appeal to the Dean of the College proves unsatisfactory, the student, as a final appeal, will request the Dean to call a meeting of the instructor, the chairperson of the department, and the Dean of the College. The student may present evidence supporting the request for a change in grade. Final decision of the issue will be made by the Dean of the College.

Change of an Officially Recorded Grade

Except in the case of clerical or machine error, an officially recorded grade may be changed only by means of a written request to that effect, signed by the instructor and filed in the Office of the Dean of the College. A change of grade which is submitted later than sixty school days after the close of the semester for which the grade was given will not be honored by the Office of the Registrar.

Course Repeat Policy

1. A student is allowed to repeat once up to three courses (except Nursing) in which the student has earned a grade of C- or below. When a passed course is repeated, the course will count only once toward the credits required for graduation.

2. All earned grades will appear on the student's permanent academic record. When a course is repeated, both grades remain

on the transcript, but only the higher grade is computed in the major and cumulative grade point averages.

3. Nursing students are allowed to repeat one Nursing course only. Refer to the Class Standing and Promotion Procedures listed under the Nursing Section.

Transcript of College Record

The Office of the Registrar participates in "Transcripts on Demand," a service made possible through our partnership with "Scrip-Safe International." While the actual fulfillment of transcript requests is completed by the Registrar's Office, the mechanism for transcript ordering and transmission will be through Scrip-Safe's transcript service.

This service gives you the ability to have your Saint Anselm College transcript sent electronically to an email account anywhere in the world. In addition, you will be able to track on line the progress of your transcript, from ordering to delivery. Order updates are emailed to you and you can also check your order status and history online.

Since all transcript requests will be processed through this service, there will be a charge for each transcript order fulfilled. Effective August 1, 2013, the transcript cost is \$6.00 per copy (\$3.00 transcript fee + \$3.00 SCRIP-SAFE processing fee) for each recipient (transcript addressee) for a minimum of \$6.00 per order payable by credit card. The charge will be the same whether you request electronic or postal delivery.

Cumulative Grade Point Average

In computing a student's cumulative grade point average (gpa), numerical values are assigned to each letter grade as follows: A: 4.00; A-: 3.67; B+: 3.33; B: 3.00; B-: 2.67; C+: 2.33; C: 2.00; C-: 1.67; D+: 1.33; D: 1.00; D-: 0.67; F: 0.00; WF: 0.00.

Each letter grade's numerical value is then multiplied by its credit value to yield a grade point value. The cumulative grade point average is derived by totaling the grade points received in all courses, and dividing that total by the number of credits carried.

All grades and all notations remain on the student's permanent record and, with the exception of the P, NP, and W notations, are included in the computation of the cumulative grade point average. Grades received at other institutions are not included in the computation of the cumulative grade point average.

Dean's List of Scholars

Students who register for and complete three courses (at least twelve credits) of study at the College during a given semester may be eligible for inclusion in the Dean's List of Scholars. In all three courses (at least twelve credits), students must receive letter grades that compute in determining the GPA. All graded credits that compute in determining a student's semester GPA shall be considered in determining a student's eligibility for the Dean's List of Scholars. Refer to the College Catalog for the GPA requirement for inclusion in the Dean's List of Scholars.

Statement on Academic Honesty

Since the assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, the College demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful accomplishment in the classroom are maintained, the College sets forth the following clarification of academic dishonesty and sanctioning procedures.

The following actions are examples of academic dishonesty and subject to sanctions:

Examinations and Assignments

1. Copying from another student's examination paper or allowing another to copy from one's own paper during an examination.
2. Using unpermitted material (notes, texts, calculators, smart phones, etc.) during an examination.
3. Revising, without the instructor's knowledge, and resubmitting a quiz or examination for regrading.
4. Giving or receiving unpermitted aid on a take-home examination or on any academic assignment.

Plagiarism

1. Plagiarism means the presentation by a student of the work of another person as his or her own. It includes wholly or partially copying, translating, or paraphrasing without acknowledgement of the source.
2. Since the wording of a student's paper or computer program is taken as his or her own work, paragraphs, sentences, or even key phrases clearly copied from a book, article, essay, lecture, newspaper, program, another student's paper, notebook or program, or any other source, may be included only if presented as quotations and the source acknowledged.
3. Similarly, since the ideas expressed in a paper, report, or computer program are accepted as originating with the student, a paper or program that paraphrases ideas taken from a book, article, essay, lecture, newspaper, program, another student's paper, notebook, or program, or any other source may not be submitted unless each paraphrased source is properly cited. Students should refer to the Geisel Library Academic Integrity Tutorial for fuller explanation of the rules and conventions governing academic integrity.
4. A student may make use of the particular skills of a proofreader or typist, but wholesale corrections and revisions of a course paper or computer program by these individuals are not allowable. The student alone is responsible for any errors or omissions in material submitted as his or her own work.
5. No paper or computer program may be submitted for credit if it has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors.
6. No student shall allow his or her paper or program in outline or finished form to be copied and submitted as the work of another; nor shall a student prepare a written assignment or program for another student to submit as that student's work.
7. Students should be prepared up to one month beyond the due date of a paper or program to submit all notes, drafts, and source information which might be requested by an instructor, chairperson, or committee investigating the authenticity of that work. The failure to produce such material upon request may be considered prima facie evidence of plagiarism.

Procedures

1. If an instructor has reason to believe that a student has plagiarized or violated the college's academic honesty policy, the instructor shall inform the student and discuss the circumstances.
2. After such discussion, the instructor shall:
 - (a) decide that no further action is necessary; or
 - (b) require that the work be resubmitted with appropriate changes; or
 - (c) give the student a failing grade in the work submitted; or
 - (d) give the student a failing grade in the course. In this instance, the instructor will notify the department Chairperson, the Dean, and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned.

Further the Dean, having been informed of the particulars of the case, may decide to extend the sanction to include:

- suspension from the College for the remainder of the semester; or
- suspension from the College for a period of not more than one year; or
- expulsion from the College.

The Dean shall inform the student in writing of a decision to suspend or expel.

In all cases, the instructor will submit to the Dean of the College a report concerning the violation.

3. If the instructor's decision is that set out in 2 (a), (b), the matter shall be considered closed. If the decision is that set out in 2 (c), the student may appeal using the normal process for appealing a grade. If the decision is that set out in 2 (d), the student may appeal in writing to the Dean.
4. The student shall have ten days to appeal a decision to suspend or expel.
5. If the student elects to appeal the decision of the Dean in cases dealing with suspension or expulsion from the College, the Dean shall convene a College review board consisting of three faculty members (two of whom shall be from the department involved) and two students. The committee shall invite the student and the instructor to address it but shall deliberate in private.
6. If the College review board is convened, it shall make a written report to the Dean. The report may recommend a sanction.
7. The Dean shall make the final decision regarding sanction and shall inform the student immediately in writing of that decision.

The Student Right to Know and Campus Security Act

In compliance with the Student Right to Know and Campus Security Act, information is made available regarding graduation rates and campus crime statistics in the following offices:

- Graduation Rates – the Office of Institutional Research
- Graduation Rates for Student Athletes – the Athletics Office

Standards of Progress

Wide opportunities are available for student advisement, both within the departments and from the Office of Academic Advisement. However, each student is solely responsible for selecting courses which satisfy departmental requirements for a major, as well as the general requirements for graduation. Students are responsible for familiarizing themselves with this information. Exemption from, or exception to, any published requirement is valid only when approved in writing by either the Registrar or the Dean of the College.

The following guidelines are used by the Office of the Dean of the College to evaluate less than satisfactory progress. Academic warning, probation, and dismissal are based on a student's cumulative grade point average (CGPA) and vary by the number of semesters and credits a student has attempted:

Semesters Attempted	Minimum Credits Attempted	CGPA for Warning	CGPA for Probation	CGPA for Dismissal
1	12	< 1.800	< 1.600	< 0.670
2	24	< 1.900	< 1.700	< 1.000
3	36	< 1.900	< 1.700	< 1.330
4	48	< 2.000	< 1.800	< 1.600
5	60	< 2.000	< 1.900	< 1.700
6	72	< 2.000	< 1.900	< 1.800
7	84	NA	< 2.000	< 1.900
8	96	NA	NA	< 2.000

Additional reasons for academic dismissal include:

- Earning 3 failing grades in a single term.
- Earning 4 failing grades in 2 consecutive terms.
- Earning 4 D grades or lower in a single term.
- Being placed on academic probation for 2 consecutive terms.
- Being placed on academic probation for 3 non-consecutive terms.
- Repeated violations of the College's Academic Honesty policy.

Academic warning or probation ceases at the end of the semester for which it has been imposed, provided no further action is taken by the Office of the Dean of the College.

A student who has been dismissed for academic reasons is usually not eligible for readmission to the College and may not register for additional course-work creditable toward a degree at Saint Anselm College without the written permission of the Dean of the College. Appeal of an academic dismissal may be made to the Dean of the College. The appeal must be made in writing and be received in the Office of the Dean within ten calendar days of the date of the letter of dismissal.

Students on academic probation or those who have not maintained satisfactory academic progress may not run for elective office in student organizations, participate to any degree in intercollegiate athletic contests, or represent the College at public events.

Policy on the Use of Electronic Devices

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pages ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office

of the Dean prohibits the use by students of cell phones, pagers, PDA's, or similar communication devices during scheduled classes. Text messaging or accessing information on these devices is likewise forbidden. All such devices must be put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately put away. Other exceptions to this policy may be granted at the discretion of the instructor.

REQUIREMENTS FOR GRADUATION

Requirements for the baccalaureate degree are satisfied upon successful completion of one hundred twenty-eight (128) credits.

Candidates for degrees must have a cumulative grade point average of 2.00 or higher.

Candidates for degrees must have an average of 2.00 or higher in the departmental and ancillary courses of the major field of concentration.

Only those seniors who have met all graduation requirements are eligible to participate in the commencement exercises.

Exemption from, or exception to, any requirement for a degree is valid only when approved in writing by either the Registrar or the Dean of the College.

A more detailed listing of required and recommended courses will be found under the departmental headings.

Candidates for degrees must spend eight full semesters at Saint Anselm College, unless the time has been shortened by the granting of advanced standing to students transferring from other institutions, or by summer courses taken with the approval of the Dean of the College or the Registrar. The entire senior year must be spent at Saint Anselm College.

For students who have matriculated full-time, the expectation is that requirements for the degree will be completed within eight years from the date of initial enrollment. Courses in specialized areas will not be recognized towards requirements for the degree after eight years.

No student will be recommended for graduation who has not satisfied the faculty and administration of the College as to uprightness of character and sufficient accomplishment in scholarship.

An application for degree and intent to graduate form must be completed and submitted to the Registrar's office.

OFFICE OF THE REGISTRAR

Tracy Morgan, Registrar

Marie Cloutier, Associate Registrar

Diane L. Duffield, Assistant Registrar, Operations & Systems

Location: Alumni Hall/North Wing

Telephone: 603-641-7400

Fax: 603-656-6297

Box 1732

Annual Notice to Students

Annually, Saint Anselm College informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This Federal law was designed to protect the privacy of student education records, to establish the right of students to

inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with FERPA. Copies of this policy can be found in the office of the Registrar. For example, as stipulated under FERPA, students have a right to review their academic records maintained in the Registrar's office. Students wishing to exercise this right must submit a written request, asking the Registrar to designate an appointed time for the review. The written request for review becomes a permanent part of the student's records. The Registrar's office also maintains a "Directory of Records" which lists all education records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Office of the Registrar.

Student Directory Information

Under the terms of FERPA, Saint Anselm College designates the following student information as public or "Directory Information." Such information may be disclosed by the College, at its discretion, for any purpose unless the student specifically requests otherwise on the form provided, or by submitting written notification to the office of the Registrar. At the College, directory information consists of: student's name, address (local and permanent), telephone numbers(s), campus e-mail address, dates of attendance, full or part-time enrollment status, class membership (anticipated year of graduation), previous institutions attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (e.g., height, weight of athletes), photographs, hometown, date and place of birth.

Students are given the opportunity to restrict Directory Information each year. Forms for this purpose are available in the Registrar's office. If the student restricts the release of Directory Information, it is so noted in the student's academic record, as well as on the College's database system, and NO Directory Information can be released on that student until/unless the student provides subsequent written permission. Written requests for Directory "Hold" must be provided to the Registrar within two weeks of the first day of class for the fall or spring semester.

Students who elect a "Hold" on Directory information while they are students at Saint Anselm College will need to provide a written release prior to graduating if they wish the College to provide confirmation of enrollment to prospective employees, etc. Saint Anselm College assumes that the failure on the part of any student to request specifically the withholding of "Directory Information" indicates individual approval for disclosure.

Change of Name, Address, Telephone Number

It is the student's responsibility to notify the Office of the Registrar of any change in name, address, telephone number or other similar information. Changes reported to the Registrar will be forwarded to other appropriate College offices and officials.

Registration for Courses

The registration process for approaching semester's courses involves two stages: 1) During the period of pre-registration, students discuss course selection with an assigned advisor in their major or with an advisor assigned through the Office of Academic Advisement.

2) Students complete their registration on-line using the Campus Information System (myanselm.edu).

Grade Reports

At the end of each semester, grades are posted using the Campus Information System (CIS). Students are urged to check the grade report for accuracy using their [myanselm](http://myanselm.edu) account. Errors should be reported to the Registrar immediately.

Change of Enrollment Status

If a student moves from full-time to part-time enrollment status, there are ramifications ranging from potential cancellation of health insurance benefits and on-campus housing, to adjustments in financial aid. Before finalizing a change of status, a student should review consequences with the Registrar.

Academic Transcripts and Records

The fulfillment of transcript requests is completed by the Registrar's Office. The e mechanism for transcript ordering and transmission will be through Scrip-Safe's transcript service.

This service gives you the ability to have your Saint Anselm College transcript sent electronically to an email account anywhere in the world. In addition, you will be able to track on line the progress of your transcript, from ordering to delivery. Order updates are emailed to you and you can also check your order status and history online.

Since all transcript requests will be processed through this service, there will be a charge for each transcript order fulfilled.

Effective August 1, 2013, the transcript cost is \$6.00 per copy (\$3.00 transcript fee + \$3.00 SCRIP-SAFE processing fee) for

each recipient (transcript addressee) for a minimum of \$6.00 per order payable by credit card. The charge will be the same whether you request electronic or postal delivery

Current students can order by logging onto <http://myanselm.anselm.edu> and selecting the link "Transcript Ordering" for instructions. Please note: All current students have access to their "unofficial" transcript through the campus portal by selecting "Unofficial Transcript" at the bottom of the "Student" page on the portal. You can review that document to determine if that will meet your needs prior to utilizing the "Transcript on Demand" option. If the annotated pages of your "unofficial" transcript are sufficient to meet your needs, you can generate that document.

In order to assure students' right to privacy, requests for academic information by third parties (unless accompanied by a signed release form) or telephone requests by students cannot be honored. Transcripts will not be released unless/until a student's financial obligation to the College has been satisfied.

Administrative Communication with Students

Students are issued a campus box number and campus e-mail address. The Registrar, faculty, and staff who need to reach students generally do so through these mail options. In order to insure access, it is the student's responsibility to regularly review and maintain campus e-mail accounts.

On-Line Information

The Office of the Registrar maintains pages on the College's website. Included on the website are the contents of the College Catalogue, Course Schedule information as it becomes available for the fall and spring terms, as well as the Summer School sessions. Information related to transcript requests and requests for off-campus study may also be found on the website. Students are encouraged to access the College website – www.anselm.edu – for related information.

GEISEL LIBRARY

Charles M. Getchell, Jr., Library Director

Nicole Pennell, Assistant to the Director

John Dillon, Assistant Director / Head of Technical Services

Melinda Malik, Head of Reference and Instructional Services

Gwen Verkuilen-Chevalier, Head of Collection and User Services

Keith Chevalier, College Archivist & Head of Special Collections

Location: Geisel Library

Telephone: 603-641-7300

Box 1746

Hours, fall / spring semesters:

Sunday	10:00 a.m. – 2:00 a.m.
Monday - Thursday	8:00 a.m. – 2:00 a.m.
Friday	8:00 a.m. – 11:00 p.m.
Saturday	10:00 a.m. – 11:00 p.m.

Hours, summer sessions:

Sunday	closed
Monday - Tuesday	8:00 a.m. – 6:00 p.m.
Wednesday - Friday	8:00 a.m. – 4:30 p.m.
Saturday	closed

Please see frequently updated "*Hours*" on the Library's homepage for special hours during exam weeks, holidays and vacations. Fifteen (15) minutes before closing time the Library front doors are locked and the **Circulation Desk** closes. Please plan accordingly with item checkouts, renewals, reserves and returns before that time.

The **Reference Desk** helps Saint Anselm College students, faculty, and staff with their research needs and questions. Whether you are working on a paper or researching a topic of personal interest, reference librarians can direct you to the best information resources.

Reference Desk hours (during the school year):

Sunday	2:00 p.m. – 10:00 p.m.
Monday–Thursday	10:00 a.m. – 5:00 p.m., 6:00 – 10:00 p.m.
Friday	10:00 a.m. – 3:00 p.m.

Saturday **noon – 5:00 p.m.**

Visit the Reference Desk in person or contact a reference librarian via:

Phone: 641-7306

E-mail: askansel@anselm.edu

Inquiries via **text** message: 603-556-8883

Chat: see chat link on our homepage under “Ask a Librarian”

Hours for the Information Technology Help Desk within Geisel Library are posted separately.

Library Overview

Geisel Library plays a central role in the academic life of the College by supporting the teaching, learning and research needs of students, faculty, staff and the Monastic community. The Geisel staff is a dynamic, service-oriented team that is committed to helping users with their library needs. The collections include ever-growing and selective access to more than 350,000 physical and online titles, covering primarily scholarly books, journals, newspapers, databases, web sites, microforms, archives and audio/visual publications. All library resources are described in GeiselCat, the Library's online catalog, or on the Library's web pages where access from off-campus computers is also often possible.

Geisel Library was first erected in 1960 thanks to a generous gift from the Honorable Joseph H. Geisel of Manchester. Following major renovations in 1973 and 1992, the College completed in 2012 a major overhaul of the main level rooms and an installation of an integrated Learning Commons that now also includes the I.T. Helpdesk. The current furniture, technology, and overall environment are designed to better support group study, laptop use and technology-based or multimedia assignments. With significant support from the Office of Information Technology, some of the newer services include scanning, multi-media editing, color printing, quick-print stations, a closed-captioned news television, Helpdesk support, laptop borrowing, and "Media:scape" stations for laptop display and collaboration on presentations and other documents. The lower level of Geisel Library includes a versatile walk-up KIC scanner as well as a ScanPro microforms scanner for student use.

Reference Services

The Reference desk and staff are located on the main floor of the library. Their purpose is to assist and instruct students in the use of all library and scholarly resources. Interlibrary Loan services are also available for students to request materials from cooperating libraries in the region and beyond. The Reference desk is staffed by library professionals who are trained to assist students and faculty in their research efforts. Research instruction is also offered to classes in cooperation with faculty members in nearly all academic disciplines. Each year the Reference staff teaches important research skills to all freshmen in special sessions of their English classes. All questions or inquiries are welcome.

Archives and Special Collections

The College Archives and Special Collections are open to students for research. The College Archives includes materials documenting the history of the college and the monastery. In addition, the College Archives is interested in collecting and preserving the records of students, including clubs and organizations, regardless of format. Special Collections include rare books and manuscripts in the ACA/Franco-American Collection; the New England Collection; the Rare Book Collection; and the O'Rourke Saint Anselm Collection of the Institute for Saint Anselm Studies.

Circulation Policies and Reminders

To ensure that library materials are available to ALL authorized borrowers...

- Books circulate to Saint Anselm students for 30 days upon presentation of a valid Saint Anselm ID card. Students may borrow CDs and videos/DVDs for up to 7 days.
- Renewals are possible provided the item is not needed by another patron. Phone and on-line renewals are accepted. Call 641-7300 or sign into "Your Account..." on the Library homepage.
- It is a student's responsibility to know and be accountable for due dates and the prompt return of borrowed items. Current due dates for each item can be viewed by students via their Library "Your Account" displays.
- Library "circulation notices" regarding overdue items, fines, and bills are sent via e-mail as a convenience and courtesy. E-mail notices are sent only to a student's official Anselm e-mail account.
- The library reserves the right to limit the number of books that can be checked out to a borrower if it becomes apparent that the material is needed by several readers.
- Reference materials, periodicals, reserve readings and some AV or special collection materials do not circulate.
- Reserve readings may be used in the library only and for 2-hour intervals. A Saint Anselm College I.D. must be presented at the Circulation Desk.

- Fines will accrue daily for all overdue items. In addition to fines, borrowers will be billed for material replacement of items not returned within 21 days of the due date. Charges will include fines, replacement costs, and non-refundable processing fees.
- The library reserves the right to revoke library privileges to anyone who has accrued excessive library charges or who willfully damages library property.
- Materials may also be borrowed directly from other NH college and university libraries with a valid Saint Anselm College I.D.
- Check at the Circulation Desk for any item not found in the stacks. If necessary, a thorough search will be conducted and you will be notified when the item has been found or recalled.

Senior Honors Papers

Each year the library honors senior year students who have authored research papers reflecting excellence in scholarship. The library places a bound copy of each paper in the library collection and presents another bound copy to the honored student. Seniors are encouraged to strive for this very special honor. For further information contact the College Librarian.

Courtesy and Behavior

The library has spaces for both individual quiet study and collaborative work. Group study rooms are available on the upper level. Students who would like to reserve a group study room may do so using the link "Reserve a Study Room" on Geisel Library's web page. We ask students to be respectful of library visitors at all times; mobile phone conversations are permitted in both the lobby entranceway and the library stairwells.

To protect the library's collections and facilities, light snacks and covered beverages are permitted in the general stacks and common areas of the library. Food and beverage of any kind are not permitted in the library's special collections areas. Patrons are expected to comply with the library's food policy which is posted throughout the library and on the library's web site. The library is a "No Smoking" area, use of any tobacco products or electronic cigarettes is not permitted. The library reserves the right to inspect all cases, bags and parcels. Willful theft or mutilation of library material will result in a minimum fine of \$100.00 and disciplinary action by the Dean of Students Office.

ACADEMIC RESOURCE CENTER

Staff: Kenneth J. Walker, MA, Director
 Benjamin M. Horton III, M.Ed., Assistant Director
 Ann-Maria Contarino, MA, Writing Center Coordinator and Academic Counselor
 Caitlin Albright, Administrative Assistant

Location: Roger and Francine Jean Student Center/Upper Level

Hours: Monday - Thursday 8:00 a.m. - Midnight
 Friday 8:00 a.m. - 6:00 p.m.
 Saturday 10:00 a.m. - 6:00 p.m.
 Sunday 10:00 a.m. - Midnight

Telephone: 603-641-7017

Box#: 1607

Website: <http://www.anselm.edu/Current-Students/Academic-Resources/Academic-Resource-Center.htm>

The Academic Resource Center (ARC) offers students assistance in developing or refining the academic skills that lead to college success. The ARC's professional and student staff provide services such as academic counseling, group and individual learning skills assistance, writing support, and peer tutoring. The ARC is equipped with large tables for individual and small group study and tutoring. The ARC classroom is available for review sessions, workshops, seminars, individual tutoring sessions, and small group presentations.

College Achievement Program (CAP) is a non-credit, 8-week program to help first-year students develop skills and strategies essential for academic success. Based on Dave Ellis' *Becoming a Master Student*, now in its 15th edition, CAP includes lessons in the following: organization and time management strategies, reading, writing, and note-taking skills, critical thinking, and test preparation. The aim of this non-credit program is to assist students in making a successful transition from high school to college. The program is tailored to the first-year curriculum. Through weekly 75-minute sessions, CAP provides the opportunity for students to develop the strategies and strengthen the skills essential for college success.

The Writing Center –The goal of the Writing Center is to support students as they strive to become more effective writers. Writing assistants support students at various stages of the writing process from brainstorming to proofreading. They discuss essay topics, review drafts, and encourage students to revise their work. Writing assistants work with students to help them develop composing and revising strategies applicable to all writing assignments, focusing on the development of students' lasting skills.

The Peer Tutor Program – The Peer Tutor Program is designed to provide all Saint Anselm College students quality academic assistance free of charge. Peer Tutors offer individual and small group tutoring in most courses. This program supplements the assistance provided by faculty members. Peer Tutors are Saint Anselm sophomores, juniors and seniors employed by the Academic Resource Center. All Peer Tutors have been recommended by faculty and have participated in ongoing staff development workshops. Currently, over 80 students tutor across the curriculum. With over 2000 tutoring sessions held each semester, the Peer Tutor Program has become a vital academic support service at Saint Anselm College.

Services for Students with Disabilities – The Director of the ARC arranges for academic accommodations for students with disabilities. Students with appropriately documented disabilities who are enrolled at Saint Anselm College may be eligible for reasonable accommodations. Academic accommodations at Saint Anselm College may include extended time for exams, a distraction reduced environment, help with note-taking, preferred seating arrangements, and the use of audio recorders in class. It is the student's responsibility to contact and submit documentation of a disability to the Director of the ARC. Students should allow three weeks for the evaluation and decision on the documentation submitted.

Appeals Process:

Step 1: A student may appeal the decision of the Director of the ARC within ten days of the decision. Appeals are directed to the Director of the ARC and must be in writing and state the reasons for the appeal and the desired resolution. The description must include specific facts to support the appeal. A determination of the appeal will be made within ten days of receiving the request.

Step 2: The student may appeal the decision of the Director of the ARC to the Dean of the College. The appeal must be in writing and state the reasons why the decision is being appealed and the desired resolution. The appeal should be sent to the Dean of the College within ten days of receiving the decision of the Director of the ARC. The Dean of the College will make a final determination of the appeal and inform the student of the determination within ten days of receiving the appeal.

Although the College will make reasonable efforts to comply with these timelines, circumstances such as access to information, availability of personnel, and school breaks may justify an extension of time.

OFFICE OF ACADEMIC ADVISEMENT

Fr. Benet Phillips, O.S.B., Assistant Dean for Freshmen and Director of Academic Advisement

Location: Alumni Hall/Second Floor

Hours: 8:30 a.m. - 4:30 p.m.

Telephone: 603-641-7465

Box 1747

One of the central functions of the Office of Academic Advisement is to help students define and achieve their educational goals, whether choosing courses during pre-registration, applying to graduate schools, or addressing any issues that are getting in the way of a student's academic success. The Office of Academic Advisement, in collaboration with the faculty of the academic departments, provides multi-faceted individual and group advising services. Students with a declared major are assigned a faculty member from their major department, while undeclared students are assigned a faculty member from the undeclared advising team. The office helps students to choose or change a major that aligns with their academic and career goals. The office also houses a resource library of graduate and professional school materials.

Individual appointments with the Assistant Dean for Freshmen and Director of Academic Advisement, are available for students to discuss major selection, graduate and law school planning, and strategies for achieving academic success. Students may make an appointment by contacting the office via phone, email, or stopping by.

***Alva de Mars Megan* CHAPEL ART CENTER**

Fr. Iain MacLellan, O.S.B., Director

Location: Alumni Hall/South Wing

Telephone: 603-641-7470

Box 1718

The *Alva de Mars Megan Chapel Art Center* organizes several specially curated art exhibitions each year, ranging in subject from religious and historical themes to modern and contemporary movements. The Chapel Art Center also houses a permanent collection of paintings, drawings, prints and sculpture that is frequently included in exhibitions.

The Chapel Arts Center has hosted annual juried exhibitions of fine art student work, and recently held its first student curated exhibition. A number of students also serve as Gallery Attendants, assisting in exhibition installations and staffing the gallery for public viewing and special events.

Receptions, lectures, recitals, small seminars, and classroom discussion groups are regularly scheduled within this artful setting, to facilitate visual literacy and artistic knowledge.

STUDENT FINANCIAL SERVICES

Katie L. Dionne, Controller

Erica L. Dobler, Assistant Controller

Gail Rhames, Account Receivable Specialist II

Cherilyn Bright, Account Receivable Specialist I

Location: Alumni Hall/Second Floor

Hours: Monday - Friday 9:00 a.m. to 4:00 p.m.

Telephone: 603-641-7105

Box 1733

General Expenses

Students are required to pay their bill in advance, and in full, at the beginning of each semester. Thus, payment of tuition, residence fees, and other amounts must be satisfied in full by August 1, 2017 (before the beginning of the academic year) and by

January 2, 2018 (before the beginning of the second semester). Unless a student has received prior approval by Student Financial Services financial holds will be placed on all students whose balances are not paid in full. Students who have financial holds will not be cleared to access their campus housing or attend classes until their balance is resolved. Any additional charges during the semester are billed and payable when incurred.

Secure access to a student's statement is provided through the Saint Anselm College Campus Portal (<https://myanselm.anselm.edu/>). Students can access their bills from anywhere that has an internet connection twenty-four hours a day, seven days a week. Students can download, print and email their statements. Periodic notices will be emailed to students to remind them to check their statements and advise them of payment due dates. Prior to the beginning of the fall and spring semesters, paper bills will be generated in the student's name and mailed to the student's permanent address, as well as being available online. The College anticipates that all financial obligations to the College will be paid in full. Failure to meet these obligations may result in an Administrative Dismissal from the College.

The tuition and fee schedule is posted in the College catalogue under the heading of General Expenses. All fees are subject to review and change at any time by the Board of Trustees. Should an individual begin as a non-matriculated student and change his/her status to matriculated, that student is then responsible for paying the difference between the cost of non-degree and matriculated course work for all non-matriculated courses taken.

All students living in residence halls must pay the full residence fees, which include room and board. Students living in apartment housing may purchase a meal plan through the College's Dining Services.

All students are required to complete and sign a Payment and Initial Disclosure Notice confirming that they understand their legal and financial responsibility to Saint Anselm College. Thirty days after the beginning of the fall or spring semester, a registration hold will be placed on the account of any student who has not complied with this requirement.

Any account not paid on time will be subject to a \$125 late fee and an interest charge on the unpaid balance. A registration hold will be placed on any student who has an unpaid balance, meaning that the student will not be allowed to complete the registration process for the next semester until the balance is paid in full. Accounts over 120 days past due may be referred to a collection agency. Overdue accounts that are referred to a collection agency shall incur and be assessed the agency's fee. This fee will be added to the overdue balance at the time of assignment to the agency. Transcripts and diplomas will not be released for any student whose account is in arrears or for any student who is in default on a federal loan. Graduating seniors will not be permitted to participate in graduation ceremonies if all financial obligations have not been met.

All full-time students are required to carry accident and health/sickness insurance and will be billed for automatic enrollment in the school insurance plan. The cost of the insurance will be determined prior to June 1, 2017. All students must access the insurance company's website at www.CrossAgency.com/saintanselm by August 28, 2017 and either:

- Click on the "Enroll Online" tab and complete the requested information to purchase the insurance, or
- Click on the "Online Waiver" tab and provide information on the insurance coverage the student has

After August 28, 2017, the student is not eligible to waive the insurance or have the charge removed from the bill. Further information can be obtained from Student Financial Services or College Health Services. Parents or guardians of students are reminded that the College is not responsible for the loss of personal effects. Homeowner's policies should be investigated for this type of insurance coverage. Further details can be obtained from Student Financial Services.

Refund Policies

Credit Balance Refunds

Refunds are issued on credit balance statements only. A credit balance statement occurs when a student's account is credited with disbursed financial aid and/or payments that exceed the total charges for the semester. All requests for refunds must be submitted in writing to Student Financial Services. An account refund will be made payable to the student unless the College is instructed otherwise in writing except for when the credit balance results from the deposit of proceeds from a Federal Parent PLUS loan. In which case, the refund will be made payable to the parent and mailed to the parent's home address then on file with the College, unless the parent requests otherwise in writing. A minimum of two weeks should be allowed for processing.

Withdrawal from the College

For financial planning purposes, the College must expect that students will complete the semester/academic year for which they are enrolled. A student desiring to withdraw from the College should consult with both the assigned academic advisor and the appropriate Dean. Students receiving financial aid should discuss the financial implications of this choice with the Office of Financial Aid and a member of the Student Financial Services team as there are often out-of-pocket costs associated with withdrawal as well as loan repayment obligations. The form for withdrawal from the College is available in the Office of the Dean of the College. It must be signed by the student and returned to the Office of the Dean of the College. The last documented academically-related activity, as indicated on the College withdrawal form, will be used to calculate tuition refunds and Title IV federal aid returns when applicable.

Refunds for students who separate from the College, either through official withdrawal procedures or otherwise, will be determined as follows:

Tuition and Institutional Aid

Within the first two weeks of the semester	80%
Within the third week of the semester	60%
Within the fourth week of the semester	40%
Within the fifth week of the semester	20%
Beyond the fifth week	0%

Housing

Within the first four-week period of the semester	75%
Within the second four-week period of the semester	50%
Within the third four-week period of the semester	25%
Beyond the twelfth week of the semester	0%

Change in Enrolment Status

A student who drops a class during the first two weeks of the semester as a result of which there is a change in status, from full-time to part-time (11 or fewer credit hours), will receive a tuition refund of 80% of the full-time tuition charge. The student will then be charged 80% of the per class cost multiplied by the number of classes being taken. Financial aid recipients should be aware that this will have an effect on their financial aid award. When a student withdraws from a class after the initial two-week refund period, there will be no tuition adjustment and the student's enrollment status will not change.

Resident Meal Plan

Refunds are computed on a daily basis according to the amount remaining in the student's declining balance account.

Federal Financial Aid

Saint Anselm College complies with the refund policies contained in the Higher Education Amendments of 1998 under which the College is required to return Title IV funds (Perkins Loans, Supplemental Educational Opportunity Grants, Pell Grants, Guaranteed Student Loans, state loans and/or grants) on a per diem basis when the student withdraws before 60% of the payment period has been completed.

State aid and outside scholarships will be refunded to the appropriate agencies in accordance with their respective policies. Alternative education loans will be returned to the lender on the same percentage basis as Tuition and Institutional Aid. A student with an alternative loan who has an outstanding balance as a result of the refund calculation may be able to retain a greater percentage of the loan than that used in the refund calculation.

OFFICE OF INFORMATION TECHNOLOGY

Adam Albina, CIO

aalbina@anselm.edu

Carol Richards, Administrative Assistant

carichar@anselm.edu

Location: Poisson Hall/Second Floor

Telephone: 603-641-7850
Box 1711
Help Desk: 603-222-4295 (from off campus)
x4357 (from on-campus)
helpdesk@anselm.edu

The Office of Information Technology (OIT) develops and promotes the use of the technology resources belonging to the College community. OIT implements a team-oriented approach to advance the use of a wide variety of technology services for the benefit of students, faculty, staff, administrators and the monastic community. The Office of Information Technology and its staff are located in Poisson Hall and in the Information Commons at Geisel Library.

Our facilities include several computing centers — the Academic Resource Center (ARC) public lab which is located at Cushing Center, the Weiler Computing Center (WCC) located in the Goulet Science Center, the NHIOF Lab located at the New Hampshire Institute of Politics, and public computers located in the Information Commons in the Geisel Library.

The College maintains Classroom A, a computer classroom located on the 2nd floor of Poisson Hall which consists of 30 Windows PCs and is used primarily by our Computer Sciences and Business and Economics Departments for specialized applications. Classroom A has laser printers available to students for printing. The classroom is scheduled through the Office of the Registrar. When the classroom is not in use, it is available to the campus community for general use.

The Weiler Computing Center (WCC), located on the 2nd floor of Goulet Science Center, has 2 labs, each containing 20 computers — the PC computing lab running Windows and the MAC computing lab running MAC OS. These computing centers are scheduled through the Office of the Registrar. When the classroom is not in use, it is available to the campus community for general use. The Academic Resource Center public lab, located in the basement of Cushing Center, has 15 Windows computers available for use by students for research, papers, and email.

The Information Commons in Geisel Library maintains a student laptop loaner program for use within the Library. Loaner laptops may not be removed from the Library. The Information Commons contains collaborative learning spaces, computers for research, Library database searching, as well as provisions for students with disabilities. The Information Technology Help Desk is located in the Information Commons.

The Office of Information Technology provides The Saint Anselm College "Print Anywhere" system. The system provides a college supported network of printers for student use. You will find these networked printers located across campus, accessible through any of our wired labs, or via our wireless network, allowing you to print from your own computer from anywhere on campus. The system will hold a document for you up to 48 hours, making it easy to print documents early, and pick them up on your way to or from class. After printing a document students simply have to "release" the document at a release station using their Saint Anselm College ID card. This allows you to pick up your documents at your leisure at the location most convenient to you. Print release stations are located across campus at the following locations:

Geisel Library
Academic Resource Center
Poisson Hall, Classroom A
New Hampshire Institute of Politics, 4000B
Weiler Computer Labs, Goulet Science Center

OIT provides student help desk services to provide assistance to students who may experience computing problems through the Help Desk located in the Geisel Library in the Information Commons. Through a technical student workforce called HawkNET, students can receive technical assistance with a wide variety of computing issues. The goal of HawkNET is to assist students and simultaneously provide education to help prevent future problems. HawkNET technicians can be reached using a non-campus telephone by dialing 603-222-4295 (222-Hawk) or using a campus telephone by dialing x4357 (Help).

OIT provides computer-based and video-based presentation services to the College community, including several computer platforms for the production of multimedia programs and computer graphic slides and overheads. Video services consist of VCR, DVD, camcorders, and digital photography for playback and other recording services. We also provide editing and duplication services. Students may use these services to enhance their presentations and to do research. Other services provided include:

cable TV, and Internet access to all students, faculty, and administrators. Each resident hall is wired for high speed Internet access, wireless internet access, CATV and community phones.

Technology Fee

The technology fee pays for products and services that the College could reasonably expect students to buy on their own to enhance their academic studies, provide collaborative tools and entertainment. The fee helps fund our support and maintenance costs of providing students with access to data, cable and video services, as well as absorbs existing fees for common area phone service. It gives us the opportunity to continue to grow our student-based technology resources without impacting other areas that serve our students. Because the level of service varies between resident and nonresident status, fees are adjusted accordingly.

Student Policies and Procedures For Telephone Service

The College provides community phones in the residence halls. Students are able to use calling cards provided all account/billing information is to their home phone number and address.

OFFICE OF CAMPUS SAFETY AND SECURITY

Donald Davidson, Director

Location: Daley Building

Box 1740

Telephone: **General Switchboard: 603-641-7000**
 Traffic Office: 603-641-7290 (Mon. – Fri. 8a-4p)
 Security Office: 603-641-7260 (Mon. – Fri. 8a-4p)

The Saint Anselm College Department of Safety and Security is located in the Daley Building on Saint Anselm Drive across from the main entrance to the College. The department employs full-time uniformed officers who patrol the campus 24 hours a day and respond to a variety of calls including all emergencies. Call 911 or 555 from any on-campus phone, for all emergencies or 641-7000 for non-emergencies. Our office hours are Monday through Friday 8 am – 4 pm.

Our department's mandate is to support the College in its mission by providing exceptional services that promote a safe and well-ordered environment for our community. We aspire to carry out our mission in a compassionate manner guided by the following values: respect, integrity, service and excellence.

Efforts to keep Saint Anselm College a safe and non-threatening environment cannot be left solely to Campus Safety and Security and other College officials. Safety is a responsibility shared by all of us. We pledge that we will do everything possible to preserve a safe and enjoyable environment at Saint Anselm. We are happy to answer any questions you may have about campus safety and security.

The members of the Office of Safety and Security wish you a productive, enjoyable and safe academic year.

Please review the "GENERAL EMERGENCY PROCEDURES" information in the back of this handbook.

Parking Permit Requirements

Parking and operation of a motor vehicle upon St Anselm College property is a privilege afforded to Faculty, Staff and Students permitted to be on the property. A valid permit must be obtained and displayed. It is imperative that the following rules be reviewed and adhered to.

- All students, faculty and staff are required to purchase a parking permit prior to bringing their vehicle to campus and are expected to obey all parking rules and regulations. Students must purchase a new permit every academic year.
- Parking permits are available only on line at stanselm.theparkstore.com or through the College website, Office of Safety and Security link. Your student/staff ID# and email address are required for all transactions. Your ID# is the six-digit number, without the letter, on the back of your student/staff ID.
- To obtain a permit follow the steps as required on stanselm.theparkstore.com.
- Enter all pertinent information
- Take care to ensure motor vehicle registration (license plate) info is accurate
- Acknowledge and accept the rules and regulations
- A credit card is required to complete the purchase
- Upon completion the applicant can print a receipt which can be displayed on the vehicle dash until the actual permit arrives by mail.

- Upon receipt of that permit, the decal must be activated (at the same web site) and attached to the vehicle on the driver's side rear window area. Vehicles with heavily tinted windows must affix the permit to the lower front driver's side windshield area.
- Remove expired permits from the vehicle.
- **Annual permit fees are as follows:** All students - \$130.00 plus \$5.95 handling and processing charge.
- Temporary Permits - \$10.00 a week; 2 week limit per permit; 2 permit limit per year. (Temporary permits are sold in the Campus Safety and Security office between the hours of 8am – 4pm Monday through Friday. Cash or check payments ONLY)
- Faculty and Staff – 1st permit is free, additional permits \$5.95 handling charge.

Failure to activate or properly display the permit is a violation. You can transfer a permit from one vehicle to another, provided the permit registrant owns both vehicles. Permits and ID #s may not be shared between two individuals nor can they be transferred from one individual to another.

When a student or staff member obtains a new vehicle, it is their responsibility to log onto stanselm.thepermitstore.com and enter the new vehicle information prior to physically transferring the permit and bringing the new vehicle on campus. Motor Vehicles must have valid license plates attached to the unit at all times.

If a student has an additional vehicle he/she wishes to register, they may do so only after purchasing a **current full-year permit**, and must contact the Office of Campus Safety and Security to request pre-qualification for the second permit.

A permit does not guarantee a parking space in any particular lot. Please be aware that all student and faculty lots are first-come, first-served.

There are various types of parking permits available depending on your class and residence hall location.

Father Bernard Court, Saint Benedict Court and Collins-Falvey permits are restricted in number due to a limited amount of parking spaces. Once the allotment is issued, residents of those complexes must contact the Office of Campus Safety and Security at 641-7290 to be pre-qualified for a Resident permit and must park in the appropriate designated lots for Resident permits, not in the other lots.

Saint Anselm College, its employees or agents are not responsible for damage done to, or theft of, or from, motor vehicles while on college property. Vehicles and property cannot be guaranteed protection against loss of any kind. Owners should take all precautions necessary to protect their vehicles and their contents. Always lock all vehicle doors and store valuables in the trunk.

Designated Student Parking Areas

Student Parking and overnight parking is allowed in the following lots ONLY:

- Saint Benedict Court Lot: Permit designated by the letters SBC. Residents of Saint Benedict Court ONLY. Any vehicle parked in this lot without a Benedict Court Permit may be towed without notice at the owner's expense.
- Baroody Lot: Located behind Baroody Hall. Permit is designated by the letter R. Residents may park in this lot.
- Father Bernard Court Lots: Permit designated by the letter B. Bernard Court residents ONLY. (Except for spaces designated for Faculty/Staff). No parking along roadway. Any vehicle parked in this lot without a Bernard Court Permit may be towed without notice at the owner's expense.
- South Lot: All permit types are permitted to park in this lot. **This is the only lot for Freshman parking** and the permit is designated by the letter F. Located across from Lambert Lane and Sullivan Arena.
- Saint Mary Hall: Residents of Saint Mary Hall ONLY. Permit is designated by the letter R. No parking along roadway or the dumpster or entrances to the building.
- Falvey House and Comiskey Dirt Lot: The permit is designated by the letters FR. Residents of Falvey House ONLY. No parking along roadway or blocking the dumpsters.
- Kavanaugh Lot: Located behind the baseball field. (Except between the "No Parking" signs). All permit types are permitted to park in this lot. EXCEPT FOR FRESHMEN.
- Kavanaugh Extension Lot: Roadway along the back side of the baseball/football fields, which extends off of the Kavanaugh Lot. Residents and commuters may park here. Be aware of a no overnight parking section along the iron fence.
- Commuter Lots: Permit is designated by the letter C. Commuters are an integral part of our community. They are afforded parking which may or may not be in closer proximity to areas due to their unique nature and frequent comings and goings throughout the day. Commuters may park in the Dana Lot which is for Faculty/Staff and

Commuters. They may also use the Commuter spaces in the East Lot, Baroody Lot, the Kavanaugh and Kavanaugh Extension Lots, in addition to the South Lot. They **may not** use the Father Bernard Court Lot, the Visitor Lot or any of the designated Faculty Staff Lots that do not allow for commuter parking. Please respect those parking areas and do not encroach on those spaces.

Overnight parking (after 2:00 a.m.) is NOT allowed in the following lots. Any vehicle parked in these lots after 2:00 a.m. may be ticketed and or towed without notice at the owner's expense.

- Dana Lot: Located adjacent to the Dana Center.
- Half-Hour Lots: All parking spaces in front of dorms are designated for drop-off and pick-up of individuals and items and are restricted to a half-hour time limit. Only lined spaces may be utilized in front of dorms.
- East Lot: A Faculty/Staff Lot located along Rundlett Hill Road, opposite the rear of the Carr Center and Stoutenburgh.
- N.H Institute of Politics.
- West Lot: A Faculty/Staff Lot located behind the Coffee Shop/Pub.
- Visitor Lot: Visitor Lot located beside Alumni Hall.
- Chapel Arts Lot- Reserved Faculty/Staff lot located beside the Chapel Arts Center
- All Faculty/Staff spaces on campus

With a realization that some areas may be considered outlying and in an effort to ensure a sense of comfort and security, Campus Safety & Security officers will provide an escort from remote lots to dormitories for students who are walking on campus late at night. Simply call the main number, 603-641-7000, and request that the operator ask the officer on duty to provide you with the escort. Remain on the phone until the operator confirms the escort.

Designated Faculty/Staff Parking Areas

Faculty/Staff lots are for the exclusive use of the faculty and staff members of the Anselmian community between the hours of 7am and 5pm, Monday through Friday. There is no student parking allowed in these lots during that time. Student parking is allowed after 5pm and on weekends until 2am. There is no overnight parking (after 2:00 am) permitted in any faculty/staff parking lots/spaces.

Any student vehicles parked in a faculty/staff lot may be towed without notice at the owner's expense.

Faculty Staff parking permits are designated by the letters FS

The following are the Faculty Staff parking areas:

- West Lot (the lot behind the Coffee Shop and the Bookstore)
- Goulet Lot
- East Lot (contains a limited amount of parking spaces for Commuters, between the posted signs **only**, in this lot across from the Carr Center)
- Chapel Arts Lot- Reserved spaces.
- Bernard Court Staff Lot (designated area facing Alumni Hall indicated by signs)
- Dana Staff Lot (located behind the Dana Center)
- N.H. Institute of Politics (designated area for Faculty/Staff)
- Davison Staff Lots (located at Davison Hall).
- Joan of Arc Road (located at the Gadbois Hall end of Founder's Green indicated by signs)
- Daley Building Lots – Front and rear of the Daley Building offices of Campus Safety and Security and Physical Plant.
- Dana Lot (adjacent to the Dana Center) There is also Commuter parking allowed in this Faculty Staff Lot

Students are allowed to park in Faculty/Staff Lots only between the hours of 5 PM and 2 AM.

Campus Motor Vehicle Regulations

Operators of motor vehicles upon Saint Anselm College property must remember that motor vehicle regulations are in effect throughout the year to include summer housing, conference times, all breaks, weekends and holidays. Vehicles must be parked in designated parking areas during these times. Goffstown Police Officers regularly patrol Saint Anselm College in addition to Campus Safety and Security Officers.

1. The registrant of the vehicle will be held responsible for parking and traffic violations in which his/her vehicle is involved, regardless of who is operating the vehicle at the time of the violation. (It is, therefore, the responsibility of the registrant to advise all those who operate his/her vehicle on campus property of all college regulations.)

2. Waiver of regulations by any member of the college community or a campus safety officer is not acceptable as an appeal for violations.
3. All resident Freshmen are restricted to parking in the South lot at all times.
4. Faculty, staff and students are prohibited from parking in the Visitor Lot.
5. Campus roads are one-way with the exception of the following:
 - * Rundlett Hill Road- the road by the Carr Center and Cushing Building
 - * Lambert Lane- the road by the picnic area at the end of the football field
 - * The Kavanaugh Extension Lot roadway- the road that runs by the baseball and football fields
 - * The Davison roadway- the road that runs behind the dining hall
 - * Bernard Way- the road that leads into and through Bernard Court
6. Parking along all campus roads, including in front of the Abbey Church, is prohibited.
7. The speed limit on all campus roads and in all parking lots is not to exceed 15 mph.
8. Any vehicle parked overnight (after 2:00 a.m.) in any lot other than those previously indicated or on any campus road may be ticketed and towed.
9. Any disabled vehicle left overnight in an unauthorized lot must be reported to Campus Safety and Security.
 - * Campus Safety & Security can be reached by calling 603- 641-7000.
 - * Simply request that the answering service operator notify the officer on-duty that your vehicle is disabled.
 - * You must provide your name, campus address, phone number where you can be reached in the event your vehicle must be moved, vehicle information (make, model, license plate) and the location of your vehicle.
 - * Notes left on windshields are not acceptable.
 - * In the case of snow removal, all disabled vehicles must be moved to an appropriate overnight lot or said vehicle will be towed at the owner's expense, without notice. (See snow removal section for more information)
10. No student or staff vehicles may be left on campus during breaks without permission from the Office of Safety and Security. Once permission has been granted, any vehicles left on campus during holiday, weekends or breaks must be parked in a student designated spot in the South Lot. Any vehicle left in any other lot on campus is subject to towing at the owner's expense.
11. Operating a motor vehicle on any campus land other than designated paved roadways and lots will result in the issuance of a violation for reckless operation of a motor vehicle.
12. Parking spaces in front of dorms are only for parking to load or unload vehicles.
 - * This is strictly enforced due to the limited number of spaces available.
 - * If these spaces are full, you will not be permitted to park along the road or on the grass, etc. You will have to use your designated parking lot until a more proximate space is available.
13. Visitors and guests wishing to park on Saint Anselm College property must obtain a visitor pass from the Office of Campus Safety and Security or a Campus Safety Officer.
 - * Visitor permits are to be hung from the mirror with the date of expiration, and approved parking lot clearly visible through the windshield.
 - * Visitors will be authorized to park in the South Lot, Kavanaugh Lot or the Baroody Lot.
 - * It is the responsibility of the student/employee to inform his or her guest of all campus rules and regulations.
14. Students living in Benedict Court must park in student spaces. If no spaces are available, students must use the Kavanaugh Lot on campus.
15. Handicap parking:
 - * In order to park in a designated handicap parking space, a permit issued by the State Motor Vehicle Department, or Campus Safety & Security to the specific individual currently operating the vehicle must be displayed. The vehicle must have a valid Saint Anselm parking permit.
 - * Any person in violation of this regulation will be issued a citation.
 - * This violation carries an \$150.00 fine.
 - A violation can also carry a State of New Hampshire fine of \$250.00 if issued by Goffstown PD.
16. The walkway that runs in front of the Dana Center and Davison Hall is a designated fire lane/pedestrian walkway. **This area is a no parking zone at all times.** This regulation will be strictly enforced.
17. It is a violation of New Hampshire Motor Vehicle Law and the Campus Parking Regulations for any student, faculty, staff or guest to ride in the back of an open truck.
18. Any student or employee who needs temporary special parking privileges must make his or her request directly to the Director of Safety and Security for approval. Until approval is received, no special parking privileges are allowed.
19. Students on official business or employed at any college facility must park in their designated student parking area and walk to the particular facility or office. They may not park in faculty/staff lots or spaces

Parking Fines & Fees

Fines are:

- * \$30.00 per offense for students, faculty and staff with a parking permit
- * \$50.00 per offense for students, faculty and staff without a parking permit
- * \$150.00 for parking in a handicap spot without a valid placard or license plate

Vehicles without Permits that accumulate THREE (3) or more tickets will be towed, without notice, at the owner's expense.

Fines not paid within ten (10) days of the ticket date will be billed to the student's tuition billing address and subject to normal interest charges. Tickets cannot be paid at the Office of Safety and Security. There are two methods of payment:

- * Checks or cash may be paid in person at the College's Cashier's Office.
- * Credit/debit cards only may be paid on-line at stanselm.thepermitstore.com.

Towing

The tow fee for vehicles found to be in violation of the Parking Rules and Regulations is \$150.00.

Any vehicle belonging to a student whose privilege to park or operate a motor vehicle on campus has been **revoked** will be towed immediately, without notice, if seen on campus property.

Any vehicle parking on campus property that has received three (3) or more tickets for "*Parking without a Valid Permit*" will be placed on a tow list and subject to towing, without notice, at the owner's expense.

Any vehicle parked in the following areas may be towed without notice at the owner's expense:

- * Parking in the Visitor's Lot, aka Jean Lot or Bookstore Lot.
- * Non authorized vehicles parked in the Chapel Arts Lot.
- * Blocking the entrance to a lot or walkway.
- * Blocking a dumpster.
- * Blocking access to a fire hydrant.
- * Parked in a campus roadway or fire lane (such as, but not limited to, Bernard Circle, Brady / Bertrand Circle, Croydon Court, in front of the Abbey Church).
- * Parked on the grass, dirt or sidewalk.
- * Parked in an area that prohibits or hinders the safe passage of emergency vehicles and/or other vehicles.
- * Parked in areas restricted by gates, barricades or chains.
- * Students parked in a staff lot, or unauthorized lot or area.
- * Parked in the Bernard Court, Saint Benedict Court or Collins/Falvey Lots without the appropriate permit.
- * Parked overnight (after 2:00 a.m.), in any lot other than those previously listed.
- * In any area on the campus that has been designated as a secure area by the Director of Campus Safety & Security.
- * Any vehicle parked in an unauthorized overnight parking lot or other unauthorized area will be towed, without notice, at the owner's expense.
- * All disabled vehicles must be moved to an appropriate overnight parking lot or will be towed at the owner's expense.

Snow Emergency and Storm Cleanup:

At any time, Saint Anselm College Officials can designate a Snow Emergency or Storm Cleanup. These events can be throughout the 24 hour period and can run for consecutive days.

* In the event of snow removal/clean-up where large parking areas need to be cleared and treated, the Office of Safety and Security shall consult with SAC Physical Plant, Residence Life and Education, and SAC Communications to issue campus wide notifications that these measures will be undertaken. A schedule of which lots will be cleared and which cars must be moved will be posted on the college web site, SAC Facebook and SAC Twitter accounts. Signs will be posted at the affected lots, and notices may be placed in the appropriate dorm facilities. These directives must be adhered to. Failure to comply with these requests may result in cars being towed at the owner's expense.

* Any vehicle blocking or partially blocking a designated overnight parking lot or any other parking area that requires snow removal or clean-up, or any vehicle parked in such a way as to prohibit snow removal or clean-up, will be towed without notice at the owner's expense

Saint Anselm College is not responsible for any damages incurred by towing, independent vendors perform the removal.

Revocation of Privileges

The privilege to park and operate a vehicle on campus property may be revoked. The student's privilege may be placed on permanent removal status by the Director of Safety and Security or the Dean of Students, due to continued disregard for motor vehicle regulations to include, but not limited to:

- * The accumulation of ten (10) or more violations during the academic year.
- * Flagrant violation of the regulations. Reckless driving – on or off campus.
- * Driving while intoxicated – on or off campus.
- * Any violation or combination of violations that jeopardizes the safety of the college community.
- * Failure to purchase a permit after being towed for same.

Resident students will receive written notification in their campus box, (at the mail center) and non-resident students at their home address, if their privilege to park or operate a motor vehicle on campus property has been revoked.

Students who have been notified that their privilege to park or operate a vehicle on campus has been revoked must move their vehicle off-campus by the date indicated.

If the vehicle is found on campus property after the revocation date, it will be towed at the owner's expense and the student may be subject to further disciplinary action.

Ticket Appeals

Citations **may only** be appealed online by linking to stanselm.thepermitstore.com, selecting the citations icon and following the listed procedure. Campus Safety and Security will not consider appeals made in person to the office.

An appeal must be submitted within ten (10) days of the date the ticket was issued, after which time the ticket enters the billing process. All appeals filed after the ten (10) day time span will not be accepted.

Any appeal from a person who does not have a valid permit will be rejected.

Handicap Citations: Appeals will be considered **only** from those who possess a valid State, or **Safety and Security** issued handicap placard or plate registered in their name.

A response to the appeal will be e-mailed to the address listed in your iParq account as soon as possible. If you are not satisfied with the decision, you may submit a written request to have the appeal reviewed to the Traffic Board of Review. The procedure for doing so is outlined below.

Visitors who receive traffic violations while on campus may return violation notices to the traffic office during business hours prior to leaving campus. Office hours are Monday through Friday, 8:00 AM to 4:00 PM.

Traffic Board of Review Procedure

The Traffic Board of Review convenes to adjudicate requests for review of traffic citation appeals.

The Board is composed of three members - an administrator, a faculty member and a student.

The administrative officer shall be appointed by the Vice President of Human Resources and Administration. The faculty member shall be appointed by the Vice President of Human Resources and Administration, after consultation with the Director of Safety & Security and the Faculty Senate President. The student member shall be appointed by the Vice President of Human Resources and Administration, after consultation with the Director of Safety & Security, the Dean of Students and the Student Body President. The Chair is elected annually by the members of the Board.

A written request must be filed with the Office of the Director of Campus Safety and Security within ten (10) days of the date the appeal was rejected, or notice of Permanent Removal Status is in effect. Said request must include the following information:

- * name
- * automobile registration number
- * SAC permit number
- * nature of the offense(s)
- * reason(s) for requesting the appeal be reviewed

Students may deliver their written request in a sealed envelope to the Office of Safety & Security. It is the responsibility of the Director of Safety and Security to notify the Chair that a review has been requested by forwarding the written request the Chair of the Board. A meeting of the Traffic Board of Review will be convened as soon as the member's schedules will accommodate.

After an initial review of the case, the Board may decide that there are insufficient grounds for reconsideration of the appeal and, subsequently, dismiss the case. If a majority of the Board members decide to hear the case, the person requesting the review may, at the discretion of the Board, be asked to appear at the hearing. In the event of a hearing, a member of the Office of Safety and Security will be consulted.

All three Board members must be present at each hearing and render a decision by a majority of the board members. The Chair will communicate the decision reached by the Board to the Director of Safety and Security and the appellant.

Based on experience and information gained from the hearing, the Board may suggest to the Director of Safety and Security areas where clarification of the regulations may be in order.

The decision of the Board is final.

MAIL CENTER

Deborah Hesketh

Location: Roger and Francine Jean Student Center Complex

Temporary location: Sullivan Ice Arena

Window Hours: Monday and Thursday 9:00 a.m. – 4:30 p.m.

Tuesday, Wednesday and Friday 9:00 a.m. – 3:45 p.m.

Telephone: 603-641-7025

Fax: 603-641-7189

The Campus Mail Center is temporarily located on the mezzanine of the Sullivan Ice Arena during the renovation of the Roger and Francine Jean Student Center Complex. The Campus Mail Center provides mail and package services for the entire College community.

Although the Campus Mail Center is not a branch of the U.S. Post Office, we are able to perform some postal services such as stamp sales, package shipping, inbound / outbound services with UPS, on campus mail distribution, and the sale of packaging materials and envelopes.

All students, resident and commuter, are issued a campus mailbox which is assigned for the duration of the students' academic stay at Saint Anselm College. There is a one- time non-refundable fee of \$5.00 for the rental of the box and the first key. Lost keys may be replaced at a cost of \$5.00. Letter mail and small packages that fit into the mailbox are to be collected with the use of the students' mailbox key. This is convenient for the student 24 hours a day, 7 days a week, and frees us to perform all our other functions. Larger parcels will be delivered over the counter with a valid ID and a signature will be required.

It is extremely important that the student's name and campus mailbox number be used on ALL correspondence. Mail or parcels not properly addressed may result in delayed delivery. Mail or parcels addressed solely to the parent or guardian of a student may not be identifiable and may be returned. The addition of "P.O." to your address may delay or prevent the delivery of your purchased goods.

There are a few items that we will not accept for delivery or shipment at the Campus Mail Center: Hazardous or flammable materials, live animals, alcohol or alcohol related materials, firearms or firearm related materials, commercial and/or business activity related materials, and extremely large items such as auto parts or furniture.

For more detailed information please visit our web site at:

www.anselm.edu/administration/mailcenter

DINING SERVICES

Rosemary Stackpole, Director

Location: Davison Hall

Telephone: 603-641-7750

Box 1734

Hours of Student Meals:

Weekdays: Monday - Friday 7:00 a.m. to 7:00 p.m.

Weekends: Saturday & Sunday 7:00 a.m. to 6:00 p.m.

Please refer to Dining Service brochure for additional information.

The Coffee Shop and Pub

Telephone: 603-641-7022

Box 1712

Hours: Monday – Friday	8:00 a.m. to midnight
Saturday	4:00 p.m. to midnight
Sunday	6:00 p.m. to midnight

Pub Hours:

Monday - Friday	4:00 p.m. to midnight
Saturday	4:00 p.m. to midnight

THE COLLEGE BOOKSTORE

Vicky Cassidy, Manager

Location: Jean Building

Telephone: 603-624-4790

Box 1743

The College Bookstore is managed by Follett Higher Education Group, Inc. The Bookstore provides the campus community with course materials, general reading books & references, school supplies, campus apparel & gift items, health & beauty products, frozen food, snack and beverage selection. Textbooks may be purchased / rented in the bookstore or online at

www.anselmshop.com or www.efollett.com

Bookstore Policies:

1. The Bookstore accepts payment by: Cash, MC/Visa, Discover, Amex, debit, personal checks and Hawk Bucks.
2. Special orders are accepted.
3. Textbook returns are limited to the first week of classes. Thereafter, textbooks may be returned within 1 business day from the date of purchase. Textbooks must be in original purchase condition and original receipt is required for all returns or exchanges.
4. The Bookstore buys books back every day during regular business hours and offers the highest possible price. Picture ID is required.
5. Students may not carry backpacks/ bags/ or previously purchased textbooks within the bookstore. If you choose to bring these items to the bookstore, there is an area provided at the front of the store to leave personal belongings while shopping. The Bookstore is not responsible for lost, stolen or damaged property, whether caused by the bookstore or third parties.
- 6.. Students in possession of merchandise not paid for and students selling back stolen books will be reported to the Dean of Students. Consequences and sanctions will be in accord with those found in the "Community Guidelines and Standards" section (pg. 57).

CAREER DEVELOPMENT CENTER

Kimberly G. DelGizzo, M.S., Executive Director

Samuel Allen, B.A., Director of Career Programs and Technology

Vacant, Assistant Director

Amanda Teixeira, M.Ed., Associate Director for Employer Relations

Shelli Vogeley, CEL Administrative Assistant

Location: Jean Student Center, First Level

Hours: Monday – Friday 8:30 a.m. – 4:30 p.m.

Telephone: 603-641-7490

Box 1749

Website: <http://www.anselm.edu/careers>

The Career Development Center's primary purpose is to foster students' career planning and job search readiness through involvement in activities that promote self-assessment, career exploration and decision making and to provide greater access to employers and the world of work. The Career Development Center serves all students, and students are encouraged to visit the office early in their college experience to identify services that will be valuable in developing an educational plan that will be beneficial for reaching their post graduate goals.

Individual career counseling, an on-line career planning system (FOCUS II) and a personality type inventory (Myers-Briggs Type Indicator) are available to help students with career decision making by identifying their personal skills, values, and interests and matching these with appropriate occupational areas. The office works in conjunction with academic advisement systems to help students in choosing majors and graduate school planning.

Along with individual advisement, a series of workshops are scheduled monthly to assist students in pursuing their career or post graduate plans. Topics include resume writing, job search strategies and interviewing skills. The Career Development Center coordinates *HawkCareers*, an on-line personal career management program offering resources, tutorials and internship and job postings. *HawkCareers* allows students to manage their own job search including on-line applications, resume forwarding and employer communication. Access to *HawkCareers* is available exclusively to Saint Anselm students and new graduates.

The Center for Career Development actively seeks to utilize a variety of alumni and employers for participation in on-campus recruitment, panel discussions, career nights, informational interviews and shadowing experiences. The New Hampshire College and University Council (NHCUC) offers an annual career fair. Students are encouraged to participate in regional career fairs and alumni sponsored career nights to develop networks of employer contacts and to expand geographical preference areas.

Saint Anselm's extensive academic internship program helps students experience a practical work environment related to their career interests while developing highly marketable career skills. Academic internships are a valuable part of career exploration through which students can receive academic credit, training, gain experience and a better understanding of what is needed to prepare for and succeed in a particular profession. An internship can be paid or unpaid, be for credit or not for credit and can vary in the hours or duration.

The Career Development Center at Saint Anselm College has worked with a variety of agencies, companies, and organizations throughout Manchester and the surrounding area. The office has also worked with agencies throughout the nation and abroad to afford students an opportunity to intern during the summer months or while studying away from the campus during the academic year. Internships provide students with the opportunity to relate their academic expertise to the challenges confronting practitioners in a variety of governmental, business, and non-profit organizations. Keeping in accordance with the college's mission to "offer students access to an educational process which encourages them to lead lives that are both creative and generous," internships offered through Saint Anselm College promote student professional and academic development by serving as a contextual learning resource for the communities we serve locally, nationally and abroad. Academic internships allow students to integrate the advantages of a liberal arts education with practical experience through an internship seminar.

MEELIA CENTER FOR COMMUNITY ENGAGEMENT

Daniel F. Forbes, M.S.W., Director, Meelia Center for Community Engagement

Nicole Lora, M.S.W., Assistant Director, Meelia Center for Community Engagement

Jennifer Theroux, Administrative Assistant, Meelia Center for Community Engagement

Location: Cardinal Cushing Center/Lower Level

Telephone: 603-641-7108

Box: 1627

Website: www.anselm.edu/meelia

Since 1989 the Meelia Center for Community Engagement has mobilized the talent and energy of the Saint Anselm College community to help address the challenges facing Greater Manchester. Each year more than 1200 students, faculty and staff volunteer more than 19,000 hours of service. Meelia Center student staff members facilitate the placement and support of volunteers and service-learners at more than 50 non-profit agencies throughout the academic year.

What Are My Options?

At Saint Anselm College the service options are nearly limitless. Volunteers will find challenging opportunities in the schools, childcare centers, nursing homes and after-school programs that rely on Saint Anselm volunteers. Other students are drawn to

work with adjudicated delinquents, in adult correctional facilities or performing outreach to homeless teens. You can teach English to recently arrived refugees or provide support to those coping with recovery from addiction. No service need is too small or too large. If it fits a student's schedule and matches their interests, chances are the Center can help students connect where they are needed.

Weekly Volunteers

Each semester nearly 350 students volunteer two to three hours per week at one of 50+ community sites. One can choose an existing service option or the Center will help any student develop a new one. The Meelia Center will help with transportation and ensure that the students are provided with effective orientation, supervision and support throughout their service commitment. In most cases there will be more than one Saint Anselm student at the service site. Friends and roommates frequently volunteer together, while many others become friends during the experience. Many of the weekly volunteers are involved with service-learning through their courses.

Service Events

Students can volunteer for single-day events, ranging from two to six hours. Many events are held right on campus, and they allow students who are involved in other extracurricular activities the opportunity to volunteer. The service events draw diverse campus groups together in volunteer activity. Annual service events include the Annual Charity Whiffle Ball Tournament, Special Needs Valentine's Day Dance, Children's Holiday Festival and many more.

Service-Learning

Service learning allows students the option to take important academic concepts learned in class, and apply them through significant service to the community. Saint Anselm College leads New Hampshire campuses in service learning, with thirteen academic departments offering a service learning option in over 35 courses. Each year about 25% of the student body chooses the service-learning option in one of their courses.

Student Leadership Opportunities

The Meelia Center provides the opportunity for over 70 students to become leaders in support of community service activity. Work-study eligible students may work for the Center as their campus employment. Student leadership can take place at the Center or right in the community, in roles that range from direct service to office management. Students begin their work at the Center in a role in which they are comfortable, and frequently will take on more responsibility as their interest and skills grow.

In the role of Office Assistant students take requests for service from the community, help volunteer applicants define their service options and assist the coordinators in their recruitment efforts. Service Events coordinators manage all of the one-day service events. Most of the Center's student staff are On-site Coordinators. On-site coordinators are assigned to manage one or more of the Center's 50+ community partnerships. They help to recruit, place and support the Saint Anselm volunteers and service-learners who engage with community at the site. Coordinators are trained to respond to the needs of students and the community, and to move the campus and community into deeper involvement. The final group of Meelia service leaders is the management team. They provide direct support to the student coordinating teams and serve as a liaison with Meelia's professional staff. .

OFFICE OF INTERNATIONAL PROGRAMS

Sarah Keefe, M.S., M.A., Director

Location: Geisel Library

Hours: Monday - Friday 8:30 a.m. – 4:30 p.m.

Telephone: 603-641-7371

Box: 1763

The Office of International Programs at Saint Anselm College aims to provide study abroad experiences that will offer students growth in global awareness, intercultural competence, and intellectual enrichment. The Office of International Programs also assists students with all matters concerning immigration including but not limited to applying for their initial F-1 student visa through to applying for Optional Practical Training.

STUDY ABROAD

Saint Anselm College's Office of International Programs offers students many options and highly encourages every qualified student to study abroad for a year, a semester, or a summer. Students report that time spent abroad enriches their college experiences and provides them with many academic and personal rewards.

The College encourages students to study abroad on the Semester in Orvieto Program. Each spring students will be able to study in Orvieto, Italy alongside their classmates taking classes taught by Saint Anselm faculty. The College also offers numerous study abroad and cross-cultural opportunities through partner institutions and partnerships with study abroad providers. Through these connections, students may elect to spend a semester or summer abroad throughout the world. In recent years, students have studied in Australia, Austria, Cambodia, China, Costa Rica, England, France, Germany, Ireland, Italy, Morocco, South Africa, Spain, and Thailand.

The Director serves as the advisor for study abroad and works one-on-one with all students interested in studying overseas. The Office of International Programs has program material for students to review at their convenience. To participate in any study abroad program, students must apply, meet all program requirements, and have their proposed studies approved in advance by the appropriate academic department and the Office of International Programs.

Students participating in approved study abroad programs through other colleges and universities are considered to be continuously enrolled at Saint Anselm College. Global Seminars, short term study abroad programs lead by Saint Anselm Faculty, are often offered during the spring semester as part of course with international travel over spring break and during the summer. Students are able to participate on a maximum of two semester-long study abroad programs.

Non-Saint Anselm Study Abroad Programs

Students wishing to study abroad in a college-approved program will be charged Saint Anselm tuition and a study abroad fee. Their financial aid (with the exception of all tuition remission programs; international need-based aid; athletic scholarship; debate scholarship and resident assistant grants) will travel with the student at the Off-Campus Award amount. Students must complete all aspects of the study abroad and financial aid applications according to specifications listed on the website.

Saint Anselm Orvieto Semester Program

Students wishing to study in Orvieto in the spring semester will be charged as a residential student living in an apartment on campus with a Study Abroad Fee and other applicable fees. Students will be aided as on-campus residents with merit and need-based aid. Students receiving international need-based aid, tuition remission from any program, athletic scholarships, debate scholarship or resident assistant grants may not use those resources in the Orvieto Semester Program. Students must complete all aspects of the study abroad and financial aid applications according to specifications listed on the website.

Please note, those students who received tuition remission are encouraged to apply for need-based aid for all semester study abroad programs.

INTERNATIONAL STUDENT SUPPORT

The Office of International Programs is here to assist international students navigate immigration regulations ensuring they maintain legal status in the United States. The U.S. government has set strict eligibility requirements not only for international students entering the country but also for the right to remain legally in the U.S. while completing their studies.

The Office of International Programs is here to provide international students with guidance, advice, and assistance from your acceptance to Saint Anselm College through to your graduation and OPT. Additional information can be found on the Office of International Programs webpages.

For more information contact Sarah Keefe, Director, Office of International Programs by email skeefe@anselm.edu or call 603-641-7371. Access the office on the web at www.anselm.edu/studyabroad.

STUDENT AFFAIRS OF SAINT ANSELM COLLEGE

MISSION

To provide and integrate the intellectual, spiritual, moral, and social dimensions of the educational experience for students and to develop their full potential as engaged and ethical leaders.

GUIDING PRINCIPLES

We, reflecting the Catholic and Benedictine values of discovering God in all people and things, treat everyone with respect, compassion, and dignity.

We cultivate an appreciation of the worth of a good life, nurtured by the values offered in a liberal arts context.
We are committed to providing students with the highest quality student life programs and opportunities for personal growth.

We maintain a safe, healthy, and respectful community for living and learning.
We offer students access to an educational process which will enable the successful graduate to lead a resourceful, creative and generous life.

OFFICES OF STUDENT AFFAIRS AND DEAN OF STUDENTS

Joseph M. Horton, Ed.D., Vice President for Student Affairs

Alicia A. Finn, Ph.D., Dean of Students

Andrew S. Litz, M.B.A., Associate Dean of Students

Karlea Brunelle-Joiner, Ph.D., Assistant Dean of Students

Pam MacPhee, Executive Assistant

Location: Alumni Hall/North Wing

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m. (evening hours as announced or necessary)

Telephone: 603-641-7600

Campus Mail: Box 1731 Email: deanofstudents@anselm.edu

The Student Affairs unit is an integral part of the educational program of Saint Anselm College. Its purpose is to foster and promote the goals of the College within the context of specific areas of student life which complement the academic portion of the collegiate experience.

The Student Affairs staff wishes to support and challenge students in their development toward becoming fully mature and liberally educated members of society. The Vice President for Student Affairs, Dean of Students, and professional staff serve as intermediaries between students and the College administration. There are resources for assistance and information in a wide variety of areas; they work closely with individual students and with student organizations to plan and implement programs and activities to achieve an integrated educational experience. An "open-door" policy is maintained and each staff member is available for all the students, residents and commuters alike.

Beyond advocacy and promotion of student success, two critical areas of student development are addressed through the Dean of Students Office.

Specific areas are addressed elsewhere in this handbook: Campus Ministry ([page 36](#)), College Health Services ([page 37](#)), Dana Center ([page 40](#)), Multicultural Center and Education Services ([page 41](#)), Residential Life and Education ([page 43](#)), Student Activities and Leadership Programs ([page 56](#)), Student Conduct ([page 56](#)) and Athletics ([page 34](#)).

The Office of Dean of Students is also responsible for the advancement of a community of respect and for the promotion of the College's Community Standards, found on ([pages 57](#)).

SOPHOMORE EXPERIENCE AND TRANSITION PROGRAMS

Karlea Brunelle-Joiner, Ph.D. Assistant Dean of Students

E-mail: kjoiner@anselm.edu

Mission: The Anselmian Sophomore Experience fosters intellectual, social, moral and spiritual growth by guiding students through their second year to discover their purpose and place within the Saint Anselm community and to prepare to lead creative and generous lives in pursuit of truth, knowledge, and service of the common good. Four tracks, with associated programs and experiences, assist sophomores in their growth and development:

Academic Engagement & Excellence: Sophomore year is an important time for academic development - exploration of advanced and holistic learning opportunities, expanding educational interactions with faculty on campus, mapping out clearly how to achieve desired goals, consideration of deeper academic experiences such as studying abroad, an internship, adding a major or minor in another area of interest, or elective courses to explore new perspectives and insights.

Major Selection and Career Exploration/Preparation: Sophomore year is a common time to ask "Where am I going?" and "How do I get there?" It is a time of exploration, discernment, and reflection. Major selection and career exploration are two main concerns of sophomores; support, encouragement, and skills-development are offered.

Leadership and Community Engagement: Sophomore year is a great time for students to step out of their comfort zone. It is a time to be involved and to enhance leadership skills!

Personal and Professional Development: Sophomore year affords an opportunity to engage in personal reflection and to pursue greater self-awareness. It is a vibrant time to gain direction or personal and professional development, to embrace personal strengths and areas for potential growth, and to examine one's own gifts and appreciate the gifts of others.

ATHLETIC DEPARTMENT

Daron Montgomery, M.A., Director

Location: Carr Activities Center/Lower Level

Telephone: 603-641-7800

Box: 1727

Associate AD	Mitch Capelle, B.S..
Assistant AD Compliance/SA Welfare	Courtney McGrath, M.B.A.
Assistant AD Sports Performance & Internal Operations	Neil Duval, M.S.
Head Athletic Trainer	Mike Sirois, M.S.
Assistant Athletic Trainer	Heather Koster, M.S.
Assistant Athletic Trainer	Danny Gay, ATC
Assistant Athletic Trainer	Alyssa Van Patten, M.S.
Director, Athletic Communications	Chris Barroso, B.S.B.A.
Assistant Director	Michael Abdella, B.A.
Office/Business Manager	Meg Pfalzgraf
Equipment Manager	John Trisciani
Administrative Assistant	Michele Durham

Men's Sports Coaches:

Baseball	Nick Centatiempo
Basketball	Keith Dickson
Cross Country	Paul Finn
Football	Joe Adam
Golf	Frank Driscoll
Ice Hockey	Jim Tortorella
Lacrosse	Michael Sciamanna
Soccer	Bruno Victal
Tennis	Alejandro Andres
Ski	Margot Cosentino

Women's Sports Coaches:

Basketball	Corey Boilard
Cross Country	Paul Finn
Field Hockey	Carolyn King
Ice Hockey	Kerstin Matthews

Lacrosse	Meghan Smith
Soccer	Joel Bancroft
Softball	Jillian Gagnon
Tennis	Alejandro Andres
Volleyball	Braden Zamore
Ski	Margot Cosentino

Mission Statement

Athletics will provide exceptional value and benefit to the mission of Saint Anselm and its community, demonstrate unrivaled pride and foster relationships with all constituents. Our mission is to provide meaningful and impactful experiences through a balance of the college's education mission and comprehensive excellence.

Vision

To be nationally recognized as a program of excellence through broad-based athletic and academic success.

NCAA Athletic Program

Saint Anselm College offers a wide variety of sports on the NCAA athletic level for men and women. Programs span the entire academic year. In an effort to maintain a high level of excellence, the College is a member in good standing of the National Collegiate Athletic Association (NCAA) Division II, the Eastern Collegiate Athletic Conference (ECAC) and the Northeast-10 Conference.

Programs being offered for NCAA athletic competition are:

- Fall:** MEN - Soccer, Cross Country, Football, Golf
WOMEN - Soccer, Cross Country, Volleyball, Field Hockey, Tennis
- Winter:** MEN - Basketball, Ice Hockey
WOMEN - Basketball, Ice Hockey
- Spring:** MEN - Baseball, Lacrosse
WOMEN - Softball, Lacrosse, Tennis

Intramural & Recreation Program

In an attempt to offer activities which would appeal to the entire student body, our intramural program offers a wide variety of activities. Emphasis is placed on participation rather than ability.

The following is a tentative list of intramural and recreational activities that may be offered during the academic year.

Registration for any and all activities is mandatory prior to the beginning of scheduled events. Information regarding particular programs will be posted on the Intramural website at

http://www.saintanselmhawks.com/information/Intramurals_Recreation/index

Intramural and Recreational Sports

TEAM – Flag Football, Co-ed Volleyball, Basketball, Ice Hockey, Floor Hockey and Indoor Soccer.

RECREATIONAL – Typical activities: Yoga, Zumba, Whiffle Ball, Softball, Dodgeball, Racquetball, Racquetball Clinics, Racquetball Tournaments, Ping Pong Tournament, and Co-ed Ultimate Frisbee, Corn Hole, Badminton, Can Jam, Kickball

To Participate in Intramurals and Recreation

All full-time students, faculty and staff, with a current Saint Anselm College ID, are eligible.

Registration is online at http://www.saintanselmhawks.com/information/Intramurals_Recreation/index

a. TEAMS are organized by the students themselves and submitted on Intramural Department Roster Forms to the Director of Intramurals.

b. INDIVIDUALS may sign up for all intramural and recreational activities in the Recreation Office in the Carr Center.

Facilities

Carr Activities Center – 3 multipurpose courts for a variety of activities such as basketball, volleyball, tennis, floor hockey, offices, multi-level fitness center, strength & conditioning center, locker rooms, racquetball courts. Use of the Carr Center requires proper attire. It is mandatory that athletic clothing is worn. STREET CLOTHES ARE NOT ALLOWED WHILE USING THE ATHLETIC FACILITIES! No black soled shoes!

Grappone Stadium – (Turf Field) football, field hockey, soccer and lacrosse

Melucci Field – soccer stadium

South Athletics Fields – 2 practice fields, 1 with lights, softball diamond, 1/4 mile walking/running trail.

Stoutenburgh Gymnasium – basketball/volleyball court.

Sullivan Park at Kavanagh Field – baseball diamond

Tennis Courts – 6
Thomas F. Sullivan Arena – ice arena

Students will be asked to show a valid College I.D. card to use all College athletic facilities.

Admission to Home Contests

The College strongly encourages students to support their intercollegiate teams. Most home contests are played on the Saint Anselm College campus. There is no admission charge to students who present a valid College ID at basketball, football and hockey regular season games.

OFFICE OF CAMPUS MINISTRY

Susan S. Gabert, Ed.D., Director

Joycelin Raho, MA, Assistant Director

Sarah Catherine Haines, MTS, Campus Minister

Andrew Fellows, BA, Assistant Campus Minister

Abbot Matthew Leavy, O.S.B. Ph.D, Campus Minister

Eric Bermari, Director of Liturgical Music

Rev. Peter Guerin, O.S.B., Campus Minister

Laura Reyes-Irizarry, Administrative Assistant

Location: Cardinal Cushing Center (Temporarily in Abbey Church Lower Level)

Choir: Abbey Church Lower Level

Telephone: 603-641-7130

Box 1748

"All guests who present themselves are to be welcomed as Christ, for he himself will say 'I was a stranger, and you welcomed me.'"

Rule of Benedict 53:1; cf. Matthew 25:35

Campus Ministry welcomes you to deepen your faith as individuals and as part of Saint Anselm's greater community of faith during your time on campus. We are here to offer you opportunities to discover and enter into the spiritual life, fellowship, and Christian community that are at the core of our Catholic and Benedictine identity. Whether you are Roman Catholic, part of another faith tradition, or are uncertain about your faith, Campus Ministry is here to journey with you.

Campus Ministry, rooted in the Gospel of Jesus Christ, proclaims and nourishes our faith in God through prayer and work to encourage lives that are creative and generous. We encourage you to take advantage of the many opportunities to discover or deepen a relationship with Jesus Christ, to explore different forms of prayer and styles of worship, and to deepen your understanding of how God's love and grace are at work in your life.

Motto: "Bringing faith and life together in Christ".

Programs and Services: (in brief) for more information please see our webpage

Like us on Facebook Saint Anselm Campus Ministry

<http://www.anselm.edu/Campus-Ministry>

Follow us on Twitter @STA_CampusMin

Sacramental and Liturgical Ministry

- Eucharistic Celebrations
- Christian Initiation (Baptism, Eucharist, Confirmation)
- Sacrament of Reconciliation
- Sacrament of Marriage
- Liturgical Ministers
- Choir

Christian Service and Social Justice

- Thanksgiving, Christmas, and Lenten Service projects
- Service & Solidarity Mission Trips
 - Trips offered during the winter, and spring breaks
- Road for Hope
- Urban Immersion
- Fair Trade Fair
- Summer and Post Graduate Volunteer Fair

Spiritual Development Programming

- Retreats
- Campus RENEW Faith Sharing Groups
- Christian Bible Study
- Peer Ministry
- Peer Outreach Team
- Pastoral/Spiritual direction
- Vocational Discernment
- Mass cards/prayer requests
- Prayer & Devotions

Educational Programming

- Faith Seeking Understanding dinner discussions
- Abbey tours
- Religious Education teachers
- Parish Outreach Retreat Team
- Soup and Spirit speaker series
- Multifaith Dialogue panel

- Catholic Relief Services Food Recovery & Rice Bowls
- Knights of Columbus

Mass in the Abbey Church during the Academic Year

Sunday 11 a.m. & 7 p.m.

Mon-Fri 5:15 p.m. (Wednesday there is an additional Mass at 9 p.m.)

Saturday 11:50 a.m.

COLLEGE HEALTH SERVICES

Maura Marshall, APRN, MSN, Director

Marcia Harper, R.N. Clinical Coordinator

Claudette Perreault, Administrative Assistant

Hours: Monday – Friday: 8:00 a.m. – 6:00 p.m.

Saturday: 12 noon - 4:00 p.m.

Location: Bernard Court Parking Lot – Gray Trailer

Telephone: 603-641-7028

Emergency: Dial 555 from a Campus Telephone or 911 from a cell phone

Box 1722

The philosophy of the College Health Service is based on a holistic view of the individual person. The goal of the College Health Service is to maximize the wellness of each individual physically, emotionally, spiritually, intellectually, occupationally and socially.

College Health Services is equipped to provide students with medical care, counseling and health education. Because our approach is multi-disciplinary, (nurse practitioner-director, registered nurses, advanced practice registered nurse, physicians, and counselors) when an issue has both medical and counseling components, our staff members confer with one another to better coordinate care.

Information shared with Health Services staff is privileged (confidential), and will not be disclosed to any party outside of Health Services without the student's prior written consent. *Please note: work-study students do not have access to records or any other confidential information.

Should a client wish information forwarded to other parties, we will provide verbal or written reports to a professional that is designated, once we have obtained a written release of information to do so. Confidentiality will be broken only if such disclosure is (a) necessary to protect a client or someone else from imminent physical danger; (b) in cases of apparent child or elder abuse; (c) in those rare instances when records are legally court ordered; when disease reporting is state mandated. Such exceptions to a client's rights of privileges are mandated by New Hampshire. In these cases, certain College officials, on a need to know basis, may also be notified and the client will be apprised of this notification.

The Emergency Medical Service (EMS) includes nationally certified student EMT volunteers who respond to on campus emergencies and work in cooperation with Health Services.

Medical Services

Nurse Practitioner can be seen by appointment

Physician-staffed clinic held by appointment on Monday and Thursday

In case of illness, resident students should report to College Health Services. A full-time registered nurse is available during the above hours when school is in session. A nurse practitioner is available by appointment six days a week.

Medical services are available to all resident students, and to those non-residents who have paid the optional health fee. In case of emergency, non-residents will be treated.

A consulting physician is available in Medical Services two days each week for those students who need assistance. Allergy injections can also be given at that time. At other times, students who are in need of medical care beyond the scope of services provided here will be assisted to obtain an appointment with an off campus specialist. Those students must assume the cost of the office call and services. In addition, those students requiring laboratory tests, x-rays, hospital care, and special medications will be billed for those services by the provider.

Information on student health insurance can be obtained through the Student Financial Services. All students are required to carry health insurance. The College is not responsible for the cost of illness/injury incurred while the individual is a student at the College.

Health Services requires a completed medical history, immunizations and physical examination for all new students. It is mandatory that the health record, received by the student at the time of acceptance, be completed and on file with the College before registration for classes.

Please feel free to visit College Health Services at any time if you have a particular health concern or question.

Counseling Services

Emergency after hours: 603-641-7000

Consistent with the holistic philosophy of College Health Services, the primary goal of the counseling service is to foster the emotional development and wellness of the student. As a goal-directed and time-limited Counseling Service, we are available to provide individual and group counseling, as well as information, resources and referrals pertaining to mental health issues. The Counseling Service also provides outreach and educational programming to the residences and the community regarding mental health issues.

Students may call ext. 7028 or drop by College Health Services to make an appointment with a counselor. Also, Residence Life staff, faculty members, parents and friends are encouraged to refer students whom they believe will benefit from Counseling Services. These services are available to all Saint Anselm College students without cost. Information discussed with the counselors is **confidential** and is not a part of the student's academic record. For some students, a referral to an outside agency may be appropriate. In such instances, the student is responsible for expenses incurred.

Violence Prevention Education

Contact: Amanda Casali, MS

Telephone: 603-641-7028

The violence prevention specialist is responsible for coordinating prevention education and support for individuals involved in domestic and dating violence, sexual assault and stalking. The specialist also assists in the coordination of victim advocacy, peer support, prevention programming, and crisis intervention with internal college and external community partners.

Health Education

Alcohol and Other Drug Education Programs

C.H.O.I.C.E.S. – Creating Healthy Options in College (through) Educational (and) Support

This program is designed to create awareness and explore attitudes about alcohol and other drug use. The sessions are based on participative learning techniques such as web-based program, group discussions, debate, experiential exercises and critical thinking. Referrals or questions can be directed to Health Services at Ext. 7028. Any member of the College community is welcome to attend.

B.A.S.I.C.S -Brief Alcohol Screening and Intervention for College Students

Sanctioned students must complete this program, a personal two to three session harm reduction approach one on one with a counselor which consists of assessment and recommendations to reduce risky behaviors.

Throughout the academic year, Health Services will sponsor speakers, workshops, seminars, fitness classes and DVD's on health-related topics.

Policy on Food Allergy Accommodations for Students

Saint Anselm College is committed to reducing the risk to staff, students and visitors with regards to the provision of food and the consumption of allergens in that food which could lead to an allergic reaction.

We train our food service staff on the severity of food allergies. This training includes instruction on food allergies, including food products that contain allergens, cross-contamination and proper food storage and preparation.

We label items with possible allergen-containing ingredients. We understand that there is always a risk of contamination and ask that students with food allergies be aware of the risk.

If a student has been diagnosed by a health care provider with a life-threatening food allergy, Saint Anselm College has developed a standardized process to assist these individuals.

Procedure:

Students with special requests due to a food allergy are strongly encouraged to make the college aware of these needs as early as possible when they begin their studies. The following procedure must be followed.

Students must provide current and appropriate medical documentation to the Director of Health Services to support their request for a medically necessary diet.

Students will be asked to sign a release so that this information can be related to Dining Services.

Students will be required to meet with the Director of Dining Services to discuss their needs, take a tour of the kitchen, and learn of the food options available to them.

An individual plan will be developed for the student's need.

When appropriate, a student shall carry an Epi-Pen with them and be able to use it in an event of an allergic reaction. Students are responsible for ensuring that their Epi-Pens have not expired.

Allergic Reactions:

When a student is suspected to have an allergic reaction, a staff member should call x555 from a campus phone or 911 from a cell phone. The staff member should provide information relating to the allergic reaction and location of the student, and stay with the student until medical help arrives.

Contacts:

Maura Marshall, APRN, MSN
Director, Health Services
(603)641-7028
mmarshall@anselm.edu

Rosemary Stackpole
Director, Dining Services
603-641-7750
diningservices@anselm.edu

Medical Equipment Approval Process

A Medical Equipment Request Form with appropriate documentation must be submitted to Health Services. All requests will be reviewed on a case-by-case basis and documentation of a need for medical equipment (esp. air conditioning) does not guarantee that your application will be approved.

Requirements and Process

A completed Medical Equipment Request Form indicating a specific need and documentation from the physician providing care is required. The student's physician must provide documentation to the Director of Health Services. Approvals are determined on a case by case basis by the Director of Health Services, and are dependent upon the documentation received relative to the severity of illness and the availability of rooms that have the capability of supporting the requested equipment.

The documentation must include the diagnosis, treatment plan, and any additional information that would support the need for specific equipment. For example, physician notes on a prescription such as "Please provide an air conditioner for my patient due to allergies" will not be accepted as documenting the need. Priority will be given to those students who have provided documented evidence of exacerbation of chronic respiratory diseases including asthma, chronic medical conditions, and those receiving allergy injections on a regular basis. Documentation needs to be up dated each year to maintain eligibility. **All requests from upperclassmen must be received by February 27th for the following academic year; requests from incoming first year students should be sent to Health Services by June 5th.**

The College uses ADA standards to determine pre-lottery housing. Need for medical equipment may not be a reason to be housed prior to the Lottery Process.

Those students approved for medical equipment must obtain a sticker from Health Services. This sticker is to be affixed to the medical equipment in a spot that is easily visible. Sticker colors change annually and the student's sticker must be up to date.

Air Conditioning Window Unit Requirements:

No higher than 14"
No more than 120 volts
No more than 7000 BTUs
Must be Energy Star rated

Need extension cord that is 12-3 wire with a ground for A/C units. The College does not provide extension cords.

Name: _____
Cell Phone Number: _____

Campus Box: _____ YOG: _____
Email Address: _____

_____ This is my first time applying for Medical Equipment.
_____ I have previously asked for Medical Equipment.

Physician:

In order to determine the need of the individual student, it is important that the medical documentation support the request and is complete.

Please indicate the specific accommodations you are requesting and reason for the request: _____

Describe the medical measures (including medication and dosages) being employed to treat this issue: _____

In order to process this request, please attach clinical data documenting the medical problem.

Physician's Signature _____ Date _____
Physician's Name (Printed) _____
Physician's Address _____

Please return form to:
Maura Marshall, Director of Health Services
Fax to: (603) 641-7318
Saint Anselm College Health Services
100 Saint Anselm Drive #1722
Manchester, NH 03102

OFFICE USE ONLY:

Recommended: _____ Not Recommended: _____ Accommodation Needed: _____

DANA HUMANITIES CENTER

Robert Shea, M.F.A., Director
Joseph Deleault, B.A., Assistant Director
Darcie Champagne, M.F.A., Marketing/ Administrative Assistant
Location: Dana Center
Office Hours: 8:30 a.m. – 4:30 p.m. weekdays
(plus evenings and weekends as appropriate)
Telephone: 603-641-7710
Box Office: 603-641-7700 10:00 a.m. - 4:00 p.m. weekdays
Box 1741
Website <http://www.anselm.edu/dana/>

The Dana Center is the nucleus for performing arts programs on the campus of Saint Anselm College. The cornerstones of Dana Center performing arts programming are excellence, innovation and world view in the presentation of professional music, dance and drama. The Dana Center, Saint Anselm College prides itself on providing programs that respect intelligence, excite

curiosity and celebrate the rich and diverse cultures that enhance both the college community and the world at large. This multi-disciplinary performing arts center presents 15-20 performances annually in the following genres: International/ Multi-Cultural Works, North American Traditions in Music, Literature in Performance- Classical and Contemporary Theatre, America's Great Dance Companies, and Theatre for Young Audiences. These Performing Arts programs are offered through public evening concert performances, daytime student matinee performances, and on-site residencies, allowing Saint Anselm College students and the local community to interact personally with the artists.

The Dana Center is also home to the College's student theatre company, The Anselmian Abbey Players who offer musical theatre, classics of world drama, one-act plays, and special productions such as their original Family Weekend production. Located within the Dana Center are the offices of Core Curriculum, the College Writing Program, and the Humanities program *Conversatio*, which uses the Dana Center to stage plays, view films, host musical events, and provide class lectures associated with the course. The Dana Center also supports the Fine Arts program by housing two student art galleries and music rooms for practice, rehearsal, and teaching.

The Dana Center at Saint Anselm College is a uniquely vibrant regional leading light. It is an intimate 'Performing Arts Boutique' for one of a kind world-class performing arts rather than a 'Big Box Store' presenting mass produced popular entertainment. The Dana Center is proud to use the performing arts as a platform in advancing education, understanding and community in the lives of Saint Anselm College students and staff, and in a region of New England that is rapidly becoming more diverse and culturally rich.

MULTICULTURAL CENTER AND EDUCATION SERVICES

Wayne Currie, M.S., Director
Rebecca Senna, M.Ed., Assistant Director
Linda Rey, Administrative Assistant
Location: Davison Hall (Lower level)
Telephone: 603-222-4282
E-mail: multiculturalcenter@anselm.edu
Box 1694

Mission

Grounded in the Benedictine tradition of hospitality, the Multicultural Center serves as a safe space where all Saint Anselm College students can drop in to meet new friends and enjoy relaxing conversation. It is our mission to empower students with the resources, skills, and opportunities necessary for academic achievement, leadership development, and purposeful civic engagement. Through cross-cultural dialogues and examining issues relevant to diversity and social justice, we hope to nurture a generation of informed world citizens who find unity within our differences. Overall the Multicultural Center strives to build community, support the academic mission of the institution, and offer opportunities to promote learning and leadership outside the formal academic curriculum.

Core Values

Transformative Education - We contribute to the academic mission of the College by facilitating thought-provoking and participatory learning experiences.

Community - We actively strive to build a positive, inclusive environment by encouraging all students (regardless of their race, ethnicity, religion, socioeconomic status, etc.) to visit the Center, participate in our programs, and utilize our services. Commuter students are strongly encouraged to use our resources (lounge space, lockers for storage, computers, television, and a functional kitchen area with a refrigerator and microwave) and participate in programs designed to facilitate their success and connection to the campus community.

Collaboration - We recognize that our work cannot be done alone and hope to serve as a model for students.

Programs and Services

Lounge

Saint Anselm College members are welcome to use the Multicultural Center for studying, relaxing, and hosting group meetings and small programs. The Center is a multi-purpose space with tables, chairs and couches; computers, a television, lockers and kitchenette. It is open 24 hours a day Monday through Friday. Groups who would like to reserve the Multicultural Center can do so in person or by emailing multiculturalcenter@anselm.edu.

Commuters

The Multicultural Center is responsible for providing support services and effective communication to commuter students to facilitate their success and connection to the Saint Anselm Community. Commuters are encouraged to utilize the Center's lounge area which is a multi-purpose space with tables, chairs and couches; computers, a television, lockers and kitchenette. Programs and events are planned throughout the year to improve the experience of commuter students at Saint Anselm College. Commuters are encouraged to send questions, comments or concerns to the Commuter Student Liaison at commuters@anselm.edu.

Transitions Pre-Orientation Program

For new students who would like to get acquainted with campus before the bustle of Freshman Move-In Day, the Multicultural Center offers the *Transitions Program*. *Transitions* is a free program that is designed to strengthen the academic, social and cultural experiences of first-year students. It is particularly relevant for students from traditionally underrepresented (commuter, first-generation, & multicultural) groups but students from ALL backgrounds are encouraged to participate. This program compliments the College's New Student Orientation Program by presenting students with a preview of campus life. Participants will spend three days on campus before New Student Orientation connecting with student leaders, getting familiar with campus resources and services, and learning strategies to successfully transition from high school to college. They will be provided an opportunity to network with fellow Saint Anselm students, faculty, staff and alumni. Beyond the first week of the program (throughout the year), *Transitions* aims to provide a welcoming and supportive community for students. Activities and resources with an emphasis on academic readiness, campus support, and social/cultural enrichment will be provided. Participants will be paired with a mentor who they will meet with monthly.

Cultural Celebrations

The Multicultural Center provides a diverse range of programs and activities that educate and raise awareness, affirm identity and foster relationships. They provide opportunities for all members of the community to come together in shared understandings and support of diversity and inclusion at Saint Anselm and beyond. Some of our annual events include: Multicultural Day, Martin Luther King, Jr. Program, Hispanic Heritage Month and the Intercultural Holiday Dinner.

Diversity Education

The Multicultural Center staff conducts workshops and various campus-based programs related to diversity for the Saint Anselm community. The purpose of ~~for~~ these initiatives is to strengthen and enhance awareness of diversity within the College community as it relates to race, gender, religion, nationality, age, sexual orientation, disabilities, and more. Through these efforts, participants explore ways they can make the College a place where diversity is welcomed and appreciated.

Student Advocacy/Referrals

Advocacy for students exists in many different forms. We serve as a voice for underrepresented student populations, make appropriate referrals, offer informal, individualized counseling and academic advising, and help with stressors related to academics, roommate issues, finances, etc.

RESIDENTIAL LIFE AND EDUCATION

Sue Weintraub, M.Ed., M.A., CAGS, Director

Michael Murphy, M.B.A., Assistant Director

Bridie Dailey, M.A., Assistant Director

Jordan Ethier, M.Ed. - Father Bernard Court, Holy Cross Hall

Julie Koivisto, M.S., Area Coordinator – Saint Benedict Court, Living Learning Commons, Croydon Court, and Falvey House

Nicholas Stevenson, B.A., Resident Director - Hilary Hall, Bertrand Hall, Brady Hall

Ryan Ford, B.S., Resident Director – Dominic Hall, Saint Mary Hall

Kayla Higgins, B.A., Resident Director – Joan of Arc Hall, Alumni Hall – Streets, Baroody Hall

Location: Alumni Hall/North Wing

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

Telephone: 603-222-4006

Box 1723

Developing a “Christian Community of Respect”

In accordance with the philosophy of Saint Anselm College, life in the residence halls is intended to help every student develop a sense of personal responsibility for the rights of others. This means creating a “Christian community of respect” in the residence halls. To realize as fully as possible the purpose of student residences as places of study, rest and relaxation, each resident is expected and required to assume certain obligations. This section speaks to those obligations and the details necessary to achieving them responsibly. It is the responsibility of the Director to oversee the Residential Life and Education program; of the Dean of Students, to assure a community of respect is developed and supported.

Area Coordinator

The Area Coordinator (AC) assists in carrying out the mission and philosophy of the College and of the Office of Residential Life and Education. The Area Coordinator must be concerned with the growth and welfare of each individual and the whole community by assisting students with the adjustment to group living and campus life, and with the provision of emotional support and resources as necessary. She/he should actively promote an atmosphere in the residence hall communities and across campus that is conducive to self-direction, academic achievement, social and cultural maturity, and self-discipline. The Area Coordinator should work to foster and encourage civic, ethical and professional responsibility. This responsibility includes providing student-centered leadership and direction to all students in his/her area, the supervision of 1-2 Resident Director(s) and/or housing operational projects, and 8-16 undergraduate paraprofessional Resident Assistants, and front desk staff in traditional residence halls or apartment buildings. The Area Coordinator directly reports to an Assistant Director of Residential Life and Education and indirectly to the Director of Residential Life and Education.

Resident Director – First Year Halls

The role of the Resident Director (RD) is that of a liaison between the Student Affairs Professional Staff, the Resident Assistants and the community of resident students. The RD offers assistance and direction to RAs and the resident students. The Resident Director is expected to be concerned with the overall growth and welfare of each individual student in relation to college adjustments, group living, community building, and emotional/social development. She/he should create an atmosphere in the residence halls and across campus that is conducive to self-direction, academic achievement, social and cultural maturity, and self-discipline. The Resident Director is responsible for overall operational management of a first year residence hall and supervision of undergraduate Resident Assistants and front desk staff.

Resident Assistants

Resident Assistants (RAs) are paraprofessional staff members and an integral part of the Office of Residential Life and Education. RAs are student leaders and have the most direct contact with resident students. RAs are assigned to a residence hall floor/area of approximately 30-40 students. Their primary responsibility is to act as a facilitator for this residence hall/building community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. The RAs assist in the articulation of the mission, philosophy, and policies of the Office of Residential Life and Education. The RAs represent the College and act as role models for students.

Residence Hall Environment

The Residential Life and Education staff fosters a community of respect with attention to the Benedictine traditions and standards of our College mission. Residence halls are considered to be “home” for the students for the greater part of the year. Students are expected to be considerate of and respectful toward the other residents just as they are members of their own home.

Residence halls are considered to be an environment conducive to studying, resting, relaxing, and a place to receive friends and family. Conducive to academic success cannot imply the silence that a library or study lounge would provide.

If the room is to be suitable for rest, sleep and relaxation, a proper atmosphere must prevail in the residence hall, especially at certain times of the day. Accordingly, before each day of regularly scheduled classes, the period between 10 pm and 7 am is set aside for "Quiet Hours". These are hours that quiet must take precedence and residents can be assured an environment conducive to study and/or sleep. In addition, on the weekends, quiet hours begin at 1 am. These quiet hours are posted and will be maintained to help promote academic success. "Courtesy Hours" are considered all hours outside the normal "Quiet Hours". Students are still expected to maintain appropriate noise levels during these times. Students should be active in enforcing this policy and involve the Residential Life and Education staff when necessary.

Cooperation with the Residential Life and Education staff is expected. However, if students disregard the reasonable expectation of quiet for others by abusing the use of television, stereos, radios, et cetera, they may be required to remove such items from College property. Should they show habitual disregard for others any time after a proper warning has been given, they could lose the privilege of living on campus.

Residence Hall Entry

In the interest of security, all resident students and visitors are expected to provide proper identification to campus staff at the front desk. Visitors to each hall are required to leave a current form of picture ID with the desk staff and may retrieve the ID upon exiting. Residents have card access to the building in which they live. Doors should never be propped and all residents need to exercise caution in giving others access to the building when they enter. Community security is everyone's responsibility.

Student Rooms

The Room and Board Agreement and Housing Contract covers the entire academic year which begins one day before the official opening of classes in the fall, and **ends on the last day of final examinations in the spring**. Student rooms for first year students and transfer students are assigned by the Director of Residential Life and Education or designee. All upper-class students interested in living on campus for the following year need to go through the Housing Lottery and Room Selection process in the spring. Any and all room changes must be approved by the Director of Residential Life and Education or designee.

Each student upon arrival is issued a code to his/her room. If during the course of the year a code needs to be changed, a student can make this request by contacting the Office of Residential Life and Education. The fee is \$10.00.

Early Termination of Housing Contract

In order to contract for College housing student must be classified as full-time students. A full-time student is a student taking 12 or more credit hours each semester. Students contract with the College for housing for a period of one academic year (both semesters). The contract remains in effect for the entire academic year unless one of the following occurs: graduation, official withdrawal from the College, academic suspension from the College, or must consent of the parties to the housing contract.

Mutual consent of the parties to the housing contract may occur when:

- A student changes his / her status from full-time to part-time (fewer than 12 credit hours).
- The student desiring to remain in housing must request permission, in writing, from the Office of Residential Life and Education. This request may be denied.
- A student requests, for reasons other than above, an early termination of the housing contract during the course of the first or second semester. This request must be made, in writing, to the Office of Residential Life and Education.

In any eventuality, a student will not be released from the housing contract until the student has removed all personal possessions, left the premises clean, and a member of Residential Life and Education has completed and signed off on the Room Condition Form pertaining to the student's room or apartment. The effective date of release from the contract will be determined by the date of completion of the Room Condition Form. The student will be charged for the room or apartment from the beginning of the semester up to the effective date of release. Fees are computed on a pro-rated monthly basis.

Housing Accommodations

In the event that a student requires special accommodations in residence for a health related reason, the student will provide medical documentation of the health condition, which will be evaluated by the College's Health Services staff. The Health Services staff will then make a recommendation to the Director of Residential Life and Education concerning the appropriate accommodation.

Medical Equipment Approval Process

A Medical Equipment Request Form with appropriate documentation must be submitted to Health Services. All requests will be reviewed on a case-by-case basis and documentation of a need for medical equipment (esp. air conditioning) does not guarantee that your application will be approved. A Request Form is available from College Health Services and from the Office of Residential Life and Education. Forms will be housed on the Saint Anselm College Residential Life and Education Forms page during the spring semester and will be updated annually.

Requirements and Process

A completed Medical Equipment Request Form indicating a specific need and documentation from the physician providing care is required. The student's physician must provide documentation to the Director of Health Services. Approvals are determined on a case by case basis by the Director of Health Services, and are dependent upon the documentation received relative to the severity of illness and the availability of rooms that have the capability of supporting the requested equipment.

The documentation must include the diagnosis, treatment plan, and any additional information that would support the need for specific equipment. For example, physician notes on a prescription such as "Please provide an air conditioner for my patient due to allergies" will not be accepted as documenting the need. Priority will be given to those students who have provided documented evidence of exacerbation of chronic respiratory diseases including asthma, chronic medical conditions, and those receiving allergy injections on a regular basis. Documentation needs to be up dated each year to maintain eligibility. **All requests from upperclassmen must be received by March 2nd for the following academic year; requests from incoming first year students should be sent to Health Services by June 4th.**

The College uses ADA standards to determine pre-lottery housing. Need for medical equipment may not be a reason to be housed prior to the Lottery Process.

Those students approved for medical equipment must obtain a sticker from Health Services. This sticker is to be affixed to the medical equipment in a spot that is easily visible. Sticker colors change annually and the student's sticker must be up to date.

Air Conditioning Window Unit Requirements:

No higher than 14"
No more than 120 volts
No more than 7000 BTUs
Must be Energy Star rated

Need extension cord that is 12-3 wire with a ground for A/C units. The College does not provide extension cords nor install AC units.

Right to Privacy

The College recognizes a student's right to privacy in his/her room within the context of this educational institution and the regulations that govern it. However, if it is suspected or determined that College regulations are being violated, the Dean of Students staff, Residential Life and Education staff, or Campus Safety and Security may enter a room unannounced in order to preserve proper decorum. It is also understood, that in the normal course of their work, maintenance personnel and other authorized employees may enter student rooms to provide maintenance service or to respond to emergencies. This includes entry during recess periods to conduct inspections related to maintenance needs, health hazards and fire safety.

The College reserves the right to use any residence facility during vacation periods and at other times during the year for events approved by College authorities.

Room Care

Respect for and cooperation with the residence hall maintenance personnel is expected of all students. Such an attitude contributes to a positive environment and to the neatness expected in student quarters. It is foundational to a sense of stewardship.

The furnishings in the student rooms have been chosen because they can withstand normal use. Any damage to these items should be reported immediately to a Residential Life and Education staff member. Students should not attempt to perform their own maintenance or painting. All College furniture is to remain in the student rooms as arranged by the College. Loft units are not to be disassembled except by authorized College personnel. The College will not store its furniture to provide space for

personal belongings of students. All furniture and mattresses should remain in the rooms and will not be stored by the College. Removal of College-owned furniture can result in a fine or replacement charge.

Please note that in the interest of safety and health, window screens are not to be removed. Only in an emergency may a window be used as an entry or an exit.

The practice of the basic principles of personal hygiene is expected of all students living on campus. Occupants who by their behavior exhibit serious disregard for their personal care or condition of their room and College property risk immediate forfeiture of the privilege of living on campus.

Room Condition Forms

At the beginning of the student's first year as a resident, a one hundred dollar security deposit is required. This deposit will remain intact until the permanent termination of residence on campus, provided there are no outstanding charges against it. Upon moving into a new room, the student is required to sign a Room Condition Form, distributed and collected by the Resident Assistants which accurately reports the physical status of the room. Students authorized to change rooms or to move onto campus at any time of the year are required to obtain and return these forms to their Resident Assistant. Neglect in following this procedure makes the student(s) involved responsible for any damage in the room.

If the individual concerned is not identified, charges for damages, as determined by the professional Residential Life and Education staff, will be pro-rated among the roommates or among all of the residents in the residence hall, or any appropriate subgroup of residents.

Students billed for damage or other charges must make arrangements with Student Financial Services to pay the specified amount. Individual room and common hall damages are assessed on a monthly basis by both Physical Plant and Residential Life and Education staff and additionally, when the students move out of their rooms/apartments at year's end. If a resident student wishes to appeal the damage bill posted on their student account, they need to do so in writing to the Office of Residential Life and Education *within a month* of its posting on the CIS student portal. Please note that if a resident student did not go through a formal check-out with a member of the Residential Life and Education staff upon moving out of your room, he/she will have waived rights to appeal. All year end damage appeals must be submitted in writing to the office by the third Friday in June.

Housing Refunds

Student Financial Services computes housing refunds based on the refund policy found on (page 20). Money paid in excess of the computed charges will be refunded.

Occupancy Limitations

Due to concern for health and safety, no more than four times the capacity of a particular room will be allowed in that room at any time. The capacity of the room does not include residents volunteering into a space. (ie. three occupants living in a double room)

Visitors

Overnight guests are welcome at the College provided that the guest(s) are eighteen years of age or older, guest(s) are the same sex as their host, and the inviting students have made the appropriate arrangements with their Resident Director or Area Coordinator. All guests under the age of 18 years are also welcomed but must first register and be approved by the Director of Residential Life and Education directly. The following regulations apply to all overnight guests: 1) residents who occupy the room in which the guest will be residing are agreeable to have guests, 2) host student(s) register his/her guest(s) with the Resident Director or Area Coordinator 24 hours before the arrival of the guest(s) and 3) the host student(s) inform the visitor of all College policies (e.g. social, housing and parking) prior to the guest's arrival on campus. Students who host visitors or overnight guests are responsible for the actions of their guests who, in turn, are expected to abide by the conduct required of Saint Anselm College students. Guests are defined as anyone not assigned to live in the host's room/apartment.

Housing Lottery and Room Selection

Students interested in campus housing for the following year are expected to submit a non-refundable \$300 housing deposit no later than Friday, February 9, 2018. Without the deposit, a student forfeits the privilege of living on campus during the succeeding academic year.

Students with confirmed contracts and on-time deposits will be given a computerized, random number associated with their year of graduation. Students interested in living together will be required to add then average their personal Housing Lottery numbers and then attend room selection events to select their room/apartment. The averaged number will be used to designate selection order for living space. Information about the Housing Lottery and Room Selection process will be provided by the Office of Residential Life and Education in the late fall through early spring.

Any student currently living off-campus who wishes to secure on-campus housing for the following year must contact the Office of Residential Life and Education to ascertain available space to return. Depending on availability, they may or may not be given

the opportunity to pay a housing deposit, go through room selection and secure a room. Availability to bring commuters to campus can also be assessed over the summer months.

Fire Safety

The following information, regulations and suggestions are part of a preventive program intended to promote safe living and working conditions in the College residence halls and to eliminate those conditions which pose obvious danger to life as a result of fires and/or the inhalation of toxic fumes released by combustion.

1. The designated campus Fire Safety Officer is the Director of the Office of Safety and Security.
2. Each semester a fire safety inspection is conducted for each room on campus. Occupants will be given notice of existing hazards. Failure to correct those hazards within ten days may result in the loss of on-campus housing privileges.
3. At least once each semester fire drills will be conducted in each of the College residence halls by the Office of Safety and Security and the Goffstown Fire Department. Full cooperation of all residents is expected.
4. The deliberate setting of a false alarm in a residence hall or in any campus building will be addressed with the strictest penalty.
5. Tampering with the fire/smoke detection system in a room or building in any way will be addressed with the strictest penalty.
6. The following items relate specifically to fire safety in the individual rooms:
 - a. Incandescent ceiling fixtures in student rooms have a maximum limit of 180 watts. This limit is not to be exceeded. Halogen lights are not permitted.
 - b. Extraneous flammable materials such as plastic, cloth, tires, chemicals, gasoline, paper and propane tanks may not be stored in the student rooms. Draping any flammable materials from the ceiling or placing them around light fixtures is prohibited.
 - c. Under the fire code, not more than 25% of room wall space may be covered with poster or other flammable hangings.
 - d. Electric space heaters are absolutely prohibited in student rooms unless provided by the College.
 - e. Electric heat-producing appliances (e.g. hot water pots, hair curlers and dryers) must bear the UL tag of approval, meet federal safety standards and be in good running order. Cooking appliances such as toasters, toaster ovens, frying pans, cannot be used in the student rooms. These UL approved items must be used only in the kitchenette areas. Hot plates are not permitted on campus.
 - f. Only one refrigerator is allowed in each residence hall room. It must be less than forty inches high and no larger than 2.7 cubic feet. Refrigerators are provided in each on-campus apartment and additional refrigerators are not permitted.
 - g. Use of extension cords and power strips should be kept to a minimum and be of the heavy duty type. All electrical cords are to be maintained in good condition and be UL approved. "Zip cords", inexpensive light duty type extension cords are not permitted.
 - h. Carpets with a foam or rubber backing are extremely dangerous because of the heavy smoke and toxic fumes which they produce upon combustion. Therefore, they are prohibited.
 - i. Candles, candle warmers, coffee pots with hot plates, incense, flame lights and fireworks of any type are not permitted in student rooms.
 - j. Rooms badly congested with additional furniture or allowed to degenerate to an extremely untidy condition are fire hazards. In these cases, students will be required to remedy the situation within three days.
 - k. Bicycles and other personal belongings are not to be stored in the hallways or stairwells of any building for safety reasons.
 - l. Windows should be kept clear to facilitate exit in the event of an emergency.
 - m. The use of personal propane, charcoal and/or wood grills is prohibited in and around residence halls and residential areas.
 - n. Campfires, bonfires or any open flame is prohibited.
 - o. No fire arms, including BB, paintball and air soft guns.
 - p. Amplifiers or amplified musical instruments are not permitted
 - q. Drum sets are prohibited
 - r. Knives (other than kitchen knives).
 - s. Kiddie pools (in rooms or around residence halls/areas) are prohibited
 - t. Cinderblocks are prohibited
 - u. Live Christmas trees or décor are prohibited
7. Wooden loft systems of any kind unless furnished by the College are not allowed in student rooms for safety reasons.
8. When a fire alarm is sounded, all students must evacuate the building in an orderly manner. Students who do not leave during a fire alarm may be subject to disciplinary sanctions.

9. All buildings and facilities owned by Saint Anselm College are considered nonsmoking areas. Smoking is prohibited in all College residence halls, apartments and townhouses.
10. Room/Apartment doors must be free to open 90 degrees; nothing can hang from the ceiling, over doorways or on sprinklers.

Intervisitation

Except during scheduled examination periods, members of the opposite sex are permitted in the residence halls and apartments/townhouses during the following hours:

Residence Halls

Monday – Thursday	5:00 p.m. - 11:00 p.m.
Friday	5:00 p.m. - 2:00 a.m. (Saturday)
Saturday	12 noon - 2:00 a.m. (Sunday)
Sunday	12 noon - 11:00 p.m.

Apartments/Townhouses

Sunday – Thursday	12 noon - 11:00 p.m.
Friday	12 noon - 2:00 a.m. (Saturday)
Saturday	12 noon - 2:00 a.m. (Sunday)

On weekdays, residential lounges (located on the main floors) are available for entertaining guests, including members of the opposite sex, from 12 noon until 12 midnight when all guests are requested to leave the residence. On Friday and Saturday nights, lounge hours will be extended until 3 a.m. When there is a three-day weekend, the intervisitation hours may be extended on Sunday at the discretion of the Dean of Students. The Dean of Students Office will post these changes.

Adequate and separate rest room facilities are provided for members of the opposite sex in most residence halls.

When entertaining friends in lounges or in student rooms, numbers should be limited to insure that guests are safely and comfortably accommodated in the available space. Gatherings that overflow into the hallways will not be tolerated. Residential Life staff members, responsible for maintaining good order in keeping with the stated social regulations, are authorized to terminate a social gathering should the number or actions of individuals result in unruliness or disruption.

All who participate in hall social gatherings must abide by the fire, safety, drug and alcohol policies set forth in this Handbook. Failure to comply with the stated intervisitation and social policy of the College, or failure to cooperate with the Area Coordinators, Resident Hall Directors, and/or Resident Assistants will make the offenders liable to sanctions which may be imposed by the Office of the Dean of Students.

Floor Meetings

Periodic floor meetings are scheduled by the professional Residential Life staff and/or Resident Assistants for the purpose of planning activities and to discuss matters of common concern. These sessions are important and help to promote spirit and unity among the residents of a floor or wing. All students are required to attend the initial meeting of the academic year and should attend all subsequent meetings.

Lounges

Lounges are furnished for the use of all of the residents of the living area and their guests. Therefore, lounge furniture is not to be moved to student rooms or be used outside of the residence halls—unless given permission by the professional residential life staff member of the area. Students who do so will be subject to judicial action.

TVs are provided in most lounges for the use and enjoyment of the residents. Tampering with the TV or the cable system is not permitted. Lounges may be used for social gatherings with the prior approval of the Resident Director or Area Coordinator. Requests for use of the lounge by persons not residing in the residence may be granted only by the Director of Residential Life and Education.

Common Areas

There are areas with coin operated food and beverage dispensing machines, ID card operated laundry equipment, and College owned microwaves and Keurigs. These machines and appliances are provided for the convenience of all residents of the hall, and care should be exercised in their use. Your cooperation will be appreciated in reporting immediately any machine that is out of order to one of the Resident Assistants. Willful damage or abuse of this equipment will be charged to the responsible student, along with appropriate sanctions; or to all of the residents if the specific individual is not identified. Laundry machine usage is at your own risk. The College is not responsible for items left behind or damaged.

Common Outdoor Spaces

Common outdoor spaces (including, but not limited to, courtyards, malls, and picnic groves) are areas designed for larger groups of our community to gather and enjoy. It is expected that members of such groups conduct themselves with respect for person, place and others; and do not engage in prohibited behavior. Students are reminded that all Community Guidelines and Standards are applicable in these spaces. In the interest of public safety and in maintaining a proper educational decorum, there may be times when members of Campus Safety, College staff or the local police feel the need to vacate students and guests gathered in a common outdoor space. When asked to leave a particular space, students and guests are expected to comply fully. Glass bottles are prohibited in any outdoor area.

Weekends Off Campus

If you plan a regular or extended (until Monday) weekend away from campus, leaving your destination and/or telephone number with your roommate or Resident Assistant is good practice, and you are strongly encouraged to do so. While the College assumes no responsibility in such circumstance, the availability of that information could be extremely helpful in the event of a family emergency.

Vacation Periods

All residence halls and dining facilities are closed during the Thanksgiving and Christmas vacations, and during the spring and Easter recesses. All students requesting to stay on campus during breaks must submit a *Permission to Stay* form to Residential Life and Education for approval by the Director of Residential Life and Education. There can be a \$25 per night fee. In each instance, all residence halls re-open at 9 a.m. on the day before classes reconvene.

Bernard Court/Benedict Court/Falvey House/ /Holy Cross Hall

Separate residence handbooks available on the CIS portal and listed below are provided to the residents of Benedict Court, Bernard Court, Falvey House and Holy Cross Hall. Each document is designed to provide specific information relevant to each area. They are intended to supplement this *Student Handbook* and should be read in entirety.

The Living Learning Commons and its Philosophy

The Living Learning Commons is a three-floor co-educational residence hall housing 150 students and is designated for sophomores, juniors, and seniors. This state-of-the-art facility has been intentionally designed as a showcase building for the campus. With a classroom, spacious common areas, and study lounges on the residential wings, the hall offers a communal atmosphere where residents embrace and extend a spirit of hospitality. Residents and campus community members will have many opportunities to engage and be active participants in hall events and invitational meetings. In establishing the role of the building and its residents on the larger campus, responsible and respectful conduct is expected as the community engages in truly holistic living and learning. Students living in this building will be held to strict community standards and those creating community issues/concerns can be moved to a different residence hall or be asked to leave campus housing.

Pets

For reasons of health and safety, animals are not permitted in residences unless an approved service animal as defined in the following way:

Saint Anselm College is dedicated to providing equal access to individuals with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act of 2008. The ADA defines a service animal as:

any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Saint Anselm College prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. It is the responsibility of all Saint Anselm College staff, faculty, and students to adhere to the practice of equal access to opportunities affiliated with the institution. The guidelines Saint Anselm College uses for documenting a disability and determining necessary and appropriate accommodations may vary, and accommodations may differ depending on the individual needs of a student.

The ADA recommends that a **service animal** accompany a student, staff or faculty member, or visitor with a disability anywhere on campus as long as it is reasonable and safe. Saint Anselm College requires that the animal wear identification indicating it is a service animal.

A student must provide sufficient documentation supporting the need for the service requested as noted in the procedures section below.

The Saint Anselm College accommodations committee has the opportunity to conduct a meaningful review to inquire what work or task the animal has been trained to perform, and if the service dog is required because of a disability.

Expectations: There are expectations related to the health, safety, or disruptive behavior of service animals on campus. It should not impose an undue financial or administrative burden or fundamentally alter the operations of Saint Anselm College. (1) The service animal must remain under complete control of the owner being harnessed, leashed or tethered. (2) The service animal must be housebroken. (3) The service animal must not pose a direct threat to property, or health and safety of the campus. Neglect, abuse or allowing the animal to disturb or otherwise infringe on the right of others will not be tolerated. (4) The handler will be responsible for any damages caused. (5) All State laws governing neglect and abuse of animals apply. (6) The owner must provide all applicable records of licenses, immunizations, and a letter from the veterinarian stating that the service animal is in good health and able to live safely and appropriately in the tight quarters of a college residential living community.

Procedure: A student may not reside in college housing with a service animal without prior approval from the Accommodations Committee. Students with a special request for service animal/medical accommodation should fill out a Special Interest Housing Application as well as provide medical documentation to support his/her request.

All applications are reviewed by the Accommodation Committee, comprised of Residential Life, Health Services, Disability Services and the Dean of Students representatives. The recommendation is made from the committee to the Office of Residential Life and Education for both accommodation approval and placement on campus. A student who is awarded permission to have a service animal in his/her residence will be required to sign a roommate agreement where applicable.

Falvey House

Occupancy Agreement

This agreement is entered into for the 2017-2018 academic year between

Saint Anselm College and the residents of Falvey House.

This agreement supplements the Saint Anselm College Room and Board Contract:

- I. The student understands the College maintains an Honor-bound Program for those individuals who reside in Falvey House. Furthermore, the student agrees to observe all Federal and State Laws as well as all regulations outlined in the current *Student Handbook*.
- II. The student recognizes the Professional Staff Member and Resident Assistant of Falvey House as the supervisors of Falvey House and respects their authority.

- III. The student agrees to maintain a group of five eligible students in the five person apartments or three eligible students in the three person apartments throughout the time of occupancy. The student understands if one of the five or three eligible students withdraws, the remaining students in the apartment are subject to forfeiture of that apartment.
- IV. The student agrees only s/he and the other students assigned to his/her apartment may occupy that apartment and there shall be no sub-letting or unauthorized use of any space in Falvey House.
- V. The student agrees there shall never be in excess of twenty persons in any five person apartment at one time or twelve persons in any three person apartment at one time.
- VI. The student agrees inspections of each apartment may be conducted to ensure the safety of each resident as well as to keep abreast of the maintenance needs of each unit.
- VII. The student agrees to report all maintenance problems promptly to the Residential Life and Education staff or Campus Security staff (in an emergency), so repairs can be made.
- VIII. The student agrees not to open or store belongings in the mechanical closet.
- IX. The student agrees to not tamper with the carbon monoxide detector and to report all problems to the Residential Life and Education staff or Campus Security staff (in an emergency), so repairs can be made.
- X. The student agrees each resident of the apartment is equally responsible for the condition of the apartment. Furthermore, the student agrees to keep his/her apartment clean and to remove all trash to the available receptacles on a regular basis.
- XI. The student understands Falvey House will be closed during the Thanksgiving recess, Christmas vacation, Spring Break, and Easter recess. Apartments will reopen at 9 am on the day before classes reconvene.
- XII. The student agrees to abide by the College's Drug and Alcohol Policy, as outlined in the *Student Handbook*, and understands his/her failure to comply may result in an immediate loss of housing privileges.
- XIII. The student agrees to use his/her College Identification card to enter the apartment building and to not prop open any electronically controlled access or fire doors.
- XIV. The student understands a meal plan is not included with housing assignments made to Falvey House.
- XV. The student understands the College reserves the right to evict any student for the violation of any of the above stated provisions or for violating any of the policies stated in the current *Student Handbook* and *Falvey House Handbook*.

Father Bernard Court

Occupancy Agreement

This agreement is entered into for the 2017-2018 academic year between

Saint Anselm College and all Father Bernard Court residents.

This agreement supplements the Saint Anselm College Room and Board Contract:

- I. The student understands the College maintains an Honor-bound Program for those individuals who reside in Father Bernard Court. Furthermore, the student agrees to observe all Federal and State Laws as well as all regulations outlined in the current *Student Handbook*.
- II. The student recognizes the Professional Staff Member and Resident Assistants of Bernard Court as the supervisors of Father Bernard Court and respects their authority.
- III. The student agrees to maintain a group of four eligible students in the apartment throughout the time of occupancy. The student understands if one of the four eligible students withdraws, the remaining students in the apartment are subject to forfeiture of that apartment.
- IV. The student agrees only s/he and the other students assigned to his/her apartment may occupy that apartment and there shall be no sub-letting or unauthorized use of any space in Father Bernard Court.
- V. The student agrees there shall never be in excess of sixteen persons in any apartment at one time, regardless of the number of persons living in the apartment.
- VI. The student agrees inspections of each apartment may be conducted to ensure the safety of each resident as well as to keep abreast of the maintenance needs of each apartment.
- VII. The student agrees to report all maintenance problems promptly to the Residential Life and Education staff or Campus Security (in an emergency), so repairs can be made.
- VIII. The student agrees to not tamper with the carbon monoxide detector and to report all problems to the Residential Life and Education staff or Campus Security staff (in an emergency), so repairs can be made.
- IX. The student agrees each resident of an apartment is equally responsible for the condition of the apartment. Furthermore, the student agrees to keep his/her apartment clean and to remove all trash to the available receptacles on a regular basis.
- X. The student understands Father Bernard Court will be closed during the Thanksgiving recess, Christmas vacation, Spring Break, and Easter recess. After closures, the apartments will reopen at 9 am on the day before classes reconvene.
- XI. The student agrees to abide by the College's Drug and Alcohol Policy, as outlined in the *Student Handbook*, and understands his/her failure to comply may result in an immediate loss of housing privileges.
- XII. The student agrees to use her College Identification card to enter into the apartment building and to not prop open any electronically controlled access or fire doors.

- XIII. The student understands a meal plan is not included with housing assignments made to Father Bernard Court.
- XIV. The student understands the College reserves the right to evict any student for the violation of any of the above stated provisions or for violating any of the policies stated in the current *Student Handbook* and *Father Bernard Court Handbook*.

Holy Cross Hall

Occupancy Agreement

This agreement is entered into for the 2017-2018 academic year between

Saint Anselm College and all Holy Cross Hall residents.

This agreement supplements the Saint Anselm College Room and Board Contract:

- I. The student understands the College maintains an Honor-bound Program for those individuals who reside in Holy Cross Hall. Furthermore, the student agrees to observe all federal and state laws as well as all the rules outlined in the current *Student Handbook*.
- II. The student recognizes the Professional Staff Member and Resident Assistants of Father Bernard Court and Holy Cross Hall as the supervisors of the complex and respects their authority.
- III. The student assigned to substance free living agrees he/she will maintain a substance free environment within his/her pod common space and assigned room. Any failure to maintain a substance free environment may result in immediate loss of privileged housing. The expectation for substance free living requires the student to refrain from **any and all** use of tobacco, alcohol, and other drugs at all times. Again, violations of this requirement may result in removal from Holy Cross Hall.
- IV. The student agrees only he/she may occupy his/her assigned room. Furthermore the student understands there shall be no sub-letting or unauthorized use of any space in Holy Cross Hall.
- V. The student agrees there will never be in excess of four times the number of occupants in their assigned room or more than sixteen persons in their pod common area at one time.
- VI. The student agrees inspections of each room may be conducted to ensure the safety of each resident as well as to keep abreast of the maintenance needs of each room.
- VII. The student agrees to report all maintenance problems promptly to the Residential Life and Education staff or Campus Security (in an emergency), so repairs can be made.
- VIII. The student agrees to not tamper with the carbon monoxide detector and to report all problems to the Residential Life and Education staff or Campus Security staff (in an emergency), so repairs can be made.
- IX. The student agrees each resident of the pod common space is fully responsible for the condition of that space. This includes keeping that space clean, free of trash, free of personal effects, and regularly removing all trash to the designated receptacles. First time violations may result in a fine assessed by the Professional Staff Member to each of the pod residents. Further violations can result in forfeiture of living in that building.
- X. The student understands Holy Cross Hall will be closed during Thanksgiving recess, Christmas vacation, Spring Break and Easter recesses. Residence halls will reopen at 9 am. on the day before classes reconvene.

- XI. The student agrees to abide by the College's Drug and Alcohol Policy. Additionally, if the student resides in a "substance free" pod, he/she agrees to the standards of living set forth in the substance free agreement.
- XII. The student agrees to utilize his/her College identification card to enter the residence hall and to not prop open any electronically controlled access door. The student understands failure to comply would be considered a serious breach of the College's effort to provide all students with a secure environment and may result in conduct sanctions.
- XIII. The student understands the College reserves the right to evict any student for the violation of any of the above stated provisions or for violating the policies stated in the current *Student Handbook* and *Holy Cross Hall Handbook*.

Living Learning Commons

Occupancy Agreement

This agreement is entered into for the 2017-2018 academic year between

Saint Anselm College and all Living Learning Commons residents.

This agreement supplements the Saint Anselm College Room and Board Contract:

- I. The student understands the College maintains an Honor-bound Program for those individuals who reside in the Living Learning Commons. Furthermore, the student agrees to observe all federal and state laws as well as all the rules outlined in the current *Student Handbook*.
- II. The student recognizes the Professional Staff Member and Resident Assistants of the Living Learning Commons, Saint Benedict Court and Croydon Court as the supervisors of the complex and respects their authority.
- III. The student assigned to the Living Learning Commons agrees he/she will maintain a hospitable and welcoming environment within his/her common space and assigned room in order to help maintain a living-learning community. Any failure to maintain this environment may result in immediate loss of Living Learning Commons housing. The student will refrain from **any and all** actions that are detrimental to developing a Benedictine community of respect. Again, violations of this requirement may result in removal from the Living Learning Commons.
- IV. The student agrees only he/she may occupy his/her assigned room. Furthermore the student understands there shall be no unauthorized use of any space in the Living Learning Commons.
- V. The student agrees there will never be in excess of four times the number of occupants in their assigned room at one time.
- VI. The student agrees inspections of each room may be conducted to ensure the safety of each resident as well as to keep abreast of the maintenance needs of each room.
- VII. The student agrees to report all maintenance problems promptly to the Residential Life and Education staff or Campus Security (in an emergency), so repairs can be made.
- VIII. The student agrees each resident of each common space is fully responsible for the condition of that space. This includes keeping that space clean, free of trash, free of personal effects, and regularly removing all trash to the designated receptacles. First time violations may result in a fine assessed by the Professional Staff Member to each resident in that community. Further violations can result in forfeiture of living in the Living Learning Commons.
- IX. The student understands the Living Learning Commons will be closed during Thanksgiving recess, Christmas vacation, Spring Break and Easter recesses. Residence halls will reopen at 9 am on the day before classes reconvene.

- X. The student agrees to abide by the College's Drug and Alcohol Policy as outlined in the *Student Handbook* and understands that failure to comply may result in an immediate loss of housing privileges.
- XI. The student agrees to utilize his/her College identification card to enter the residence hall and to not prop open any electronically controlled access door. The student understands failure to comply would be considered a serious breach of the College's effort to provide all students with a secure environment and may result in conduct sanctions.
- XII. The student agrees to follow intervisitation hours where members of the opposite sex are permitted in the residence hall Monday-Thursday from 5:00 pm-11:00pm, Friday 5:00 pm-2:00 am, Saturday 12 noon-2:00 am and Sundays from 12 noon-11:00 pm. First time violations may result in a fine assessed by the Professional Staff Member. The student understands repeated violations may result in a loss of guest privileges.

Saint Benedict Court

Occupancy Agreement

This agreement is entered into for the 2017-2018 academic year between
Saint Anselm College and all Saint Benedict Court residents.

This agreement supplements the Saint Anselm College Room and Board Contract:

The student understands the College maintains an Honor-bound Program for those individuals who reside in Saint Benedict Court. Furthermore, the student agrees to observe all Federal and State Laws as well as all regulations outlined in the current *Student Handbook*.

The student recognizes the Professional Staff Member and Resident Assistants of Benedict Court as the supervisors of Saint Benedict Court and respects their authority.

The student agrees to maintain a group of four eligible students in the apartment throughout the time of occupancy. The student understands if one of the four eligible students withdraws, the remaining students in the apartment are subject to forfeiture of that apartment.

The student agrees only s/he and the other students assigned to his/her apartment may occupy that apartment and there shall be no sub-letting or unauthorized use of any space in Saint Benedict Court.

The student agrees there shall never be in excess of sixteen persons in any apartment at one time.

The student agrees inspections of each apartment may be conducted to ensure the safety of each resident as well as to keep abreast of the maintenance needs of each apartment.

The student agrees to report all maintenance problems promptly to the Residential Life and Education staff or Campus Security (in an emergency), so repairs can be made.

The student agrees to not tamper with the carbon monoxide detector and to report all problems to the Residential Life and Education staff or Campus Security staff (in an emergency), so repairs can be made.

The student agrees each resident of a unit is equally responsible for the condition of the apartment. This includes keeping his/her apartment clean and regularly removing all trash to the available receptacles.

The student understands Saint Benedict Court will be closed during the Thanksgiving recess, Christmas vacation, Spring Break, and Easter recess. Apartments will reopen at 9 am on the day before classes reconvene.

The student agrees to abide by the College's Drug and Alcohol Policy, as outlined in the *Student Handbook*, and understands failure to comply may result in an immediate loss of housing privileges.

The student agrees to use his/ her College Identification card to enter the apartment building and to not prop open any electronically controlled access or fire doors.

The student understands a meal plan is not included with housing assignments made to Saint Benedict Court.

The student understands the College reserves the right to evict any student for the violation of any of the above stated provisions or for violating the policies stated in the current *Student Handbook* and *Saint Benedict Court Handbook*.

STUDENT ACTIVITIES AND LEADERSHIP PROGRAMS

Jean M. Couture, M.S., Director

Kelsey Johansen, M.Ed., Assistant Director

Arlene Thompson, Administrative Assistant

Location: 52 Saint Anselm Drive

Telephone: 603- 641-7363

Box 1715

Mission: The Office of Student Activities & Leadership Programs is a student centered environment which supports the development of students through positive social, cultural, intellectual, recreational, and leadership experiences. We create an environment which promotes self-governance, values congruence, and promotes a broader relational understanding of the College community and greater community in which students live through interactive learning opportunities.

Core Values:

Integrity – Students will develop a greater understanding of the concepts of respect for others, accountability, honesty, and follow through in their work as leaders, event coordinators, and mentors/advisors to other students.

Risk – It is vital for every student to engage in experiences which safely test boundaries and help to develop critical and independent decision making skills. Students will be encouraged to participate in experiences that will challenge them intellectually, physically, and spiritually, leading to increased exploration of self and furthered discovery.

Relevancy – To stay up to date with our student's changing needs and interests, it is crucial for us to adapt and remain current. As experts in the field of student development and collegiate programming, we will continue to offer students a wide range of dynamic and diverse experiences. Using trend data and professional development to drive our programming and decisions, we continually endeavor to meet our student's expectations.

Respect – Our lives are enriched by interacting with others, and being active participants in a wide variety of experiences. We celebrate our own human diversity through these interactions and strive for the broadest representation of perspectives in all that we do.

The Office of Student Activities and Leadership Programs guides students in creating and maintaining successful organizations which are socially responsible, representative of the student body and reflective of the mission of Saint Anselm College. The Office serves as a key resource for student groups by advising them in organizational development and event programming. Student Activities and Leadership Programs also provides leadership training which allows students to complement their academic experience by developing critical thinking, decision making and problem solving skills.

Student leadership prepares undergraduates for active community involvement on all levels. Experience with student activities aids the development of skills and competencies necessary to becoming socially responsible leaders and provides for clarification of essential values. The Office of Student Activities and Leadership Programs assists in event planning and policy making to enable students to raise one another to higher levels of motivation and accomplishment.

STUDENT CONDUCT

Contact: Andrew Litz, Associate Dean of Students

anlitz@anselm.edu

Location: Alumni Hall, Office of the Dean of Students

The members of the College community come together voluntarily, desirous to pursue learning and wisdom in the context of a Christian community of respect and concern. Each member of our community of learning is expected to be sympathetic to and supportive of the aims, goals, philosophy, and Benedictine values of the College and to act in a befitting manner. Thus each person bears personal responsibility for his/her behavior even as the College seeks to impart those values and virtues necessary for each one to develop into a creative and generous member of society. We are each responsible for the common good.

We take seriously our philosophy of educating the whole person and of informing and instilling in the members of the College community a genuine respect for and living from Christian values and virtues. Further, the College recognizes each student who is an adult and personally responsible for his/her action. We wish to ensure a wholesome and safe environment for the pursuit of learning. It is assumed that students will make themselves aware of College regulations and the consequences that may accrue for violating them. The College accepts and retains students on the condition that they observe these standards.

COMMUNITY GUIDELINES AND STANDARDS

Identification Cards

Each student is issued an identification card certifying attendance at Saint Anselm College. This card is to be carried at all times and must be shown or surrendered when requested by Security, a College official, or any member of the Dean of Students staff (including members of the Residence Life and Education staff). Only College identification cards will allow students to use Davison Hall, the Geisel Library, the Carr Activities Center, the Pub and entrance to varsity sports contests. It is useful for borrowing books from the Manchester Library. Any misuses of the card, such as transfer or tampering, is a serious offense and subject to judicial review. The loss of an identification card should be reported immediately to Davison Hall and a new card obtained at a cost of \$10.00.

Campus Events

For the benefit of students and faculty, a full schedule of social, cultural and educational events is presented throughout the academic year on campus. The one authentic calendar for campus events is located in the Office of Campus Events. Activities are entered on a calendar which is published every week.

Permission to hold dances, banquets, entertainment and all other social or club sport affairs must be obtained from the Director of Student Activities and Leadership Programs, and the Dean of Students.

Soliciting and Commercial Activities

Outside businesses, organizations, or groups are not permitted to solicit or advertise materials to the student body without prior approval from the Dean of Students office. No student may engage in any commercial activity while on campus without the permission of the Dean of Students.

Protection of Lawns

Every member of the College community assumes the obligation of protecting and respecting the buildings and landscaped areas of the campus. Convenient playing areas have been provided for various outdoor activities.

Security

Campus Safety and Security is charged with the protection of life, limb and property on campus. They, as well as any College Official, members of the Dean of Students staff and the Residential Life and Education staff, may request identification cards of students found disturbing the peace or otherwise infringing upon the rights of other members of the College community. They may also seize control over items of contraband (e.g. alcoholic beverages and controlled substances, and weapons of any type).

EXPECTATIONS FOR COMMUNITY LIVING: THE COMMON GOOD

General Expectations

Saint Anselm College is a Catholic liberal arts college conducted by Benedictine monks. Any Saint Anselm College student is expected to be aware of, and sympathetic to, the basic Christian principles which form the foundation of the College's educational mission. Integral to the College's philosophy is the centuries-old Benedictine formula of education, the basis of which is mutual respect and cooperation between students, faculty and staff in order to achieve the purposes common to all.

Expectations for Individual and Community Welfare *Crisis, Mental Health or Significant Behavioral Episode.* It has been our experience that occasionally a student may suffer from a behavioral, emotional or mental health problem to the degree that his or her conduct or condition may pose a direct threat to the health or welfare/safety of the student or others and/or that, if not addressed, may be detrimental to the best interests of the College community (e.g., the condition may impede the educational progress or well-being of other students.) In such situations, the College reserves the right to take, in the sole judgment of College officials, whatever action it deems appropriate under the circumstances.

In order to assist the College in determining what action to take, the student may provide information from a certified, licensed mental health care provider concerning the student's condition and the professional opinion of the provider as to the student's ability to continue his/her matriculation or to re-enroll in a rigorous academic environment and/or to reside in a hall community. Furthermore, if requested by the Dean of Students or designee, the student must provide written consent for the health care

provider to discuss the student's condition and prognosis with appropriate College officials or agents. The student also agrees to comply with any other reasonable request from the College that may assist the College in its review of the matter. The final determination of action shall be at the sole discretion of the College and for reasons deemed satisfactory to the College. Such action by the College may include, but is not limited to, the following:

1. Restricting the student from communication and/or contact with specified individuals or groups.
2. Restricting the student from certain portions of campus.
3. Restricting the student from involvement in specified organizations, events, or activities.
4. Revoking the student's College housing.
5. Withdrawing the student from a specified class or classes.
6. Not allowing the student to remain enrolled (e.g., enacting an interim suspension) unless the College is convinced that the student no longer poses a threat to himself/herself or others or that the student will not act in a manner that is detrimental to the best interests of the College.
7. Not allowing the student to continue his/her enrollment in a subsequent term in the case where the student has completed an academic term.
8. Withdrawing the student from the College. The involuntary withdrawal of a student shall be treated as a medical withdrawal for psychological reasons and not as a violation of the student conduct code. Students receiving such a medical withdrawal must receive permission from the College to re-enroll.

Interim Suspension. The College reserves the right to issue interim suspensions when student or community welfare and/or the academic or social/residential environment of the campus might be compromised.

With the safety and welfare of the College community in mind, it may be necessary that students with significant behavioral/emotional or psychological problems, who are disruptive of student life, or who are a danger to themselves be required to leave campus for a period of time. The interim suspension and the length of time will be designated by the Dean of Students after consultation with the Director of College Health Services or appropriate staff designee. An acceptable statement of the student's physical and emotional fitness, and ability to function as a student in a rigorous academic environment and to live in a community setting, must be approved by College authorities before the return of that student to campus will be considered.

Please contact the Dean of Students regarding any questions about the guidelines set forth above.

Community Standards

The Community Standards of the College are a means basic to the effective attainment of a sound Christian education. Students should be conscious that their actions reflect the good name and reputation of Saint Anselm College in the local community and State. It is expected that all students honor the College's Community Standards on and off campus. It is the responsibility of the staff of the Office of the Dean of Students to enforce the Community Standards and to impose the appropriate sanctions and consequences for misconduct.

Applicability of Policies to On and Off Campus Behavior

The following behaviors are those for which a student is subject to sanctions and consequences:

1. dishonesty, such as knowingly furnishing false information through any medium College, a College official; or a College review body; forgery, alteration, or misuse of the College documents, records or identification; falsely depicting yourself as another even in parody that might harm reputation
2. theft of or damage to property of the College or of a member of the College community or of a campus visitor; identity theft; or theft of services
3. unauthorized entry to or use of College facilities, including residential areas, rooftops or other areas closed to public access
4. obstruction or disruption of teaching, research, administration, disciplinary procedures, interviews or other College activities including its public service functions or of other authorized activities on the College premises, and failure to act, comply or respond appropriately is considered disruptive behavior
5. verbal abuse or harassment of, or threat to harm any person on College-owned or College-controlled property or at College sponsored or supervised functions; physical abuse or injury or conduct which physically threatens or endangers the health or safety of any person
6. violations of College policies or of campus regulations, including regulations concerning: the registration of student organizations and their use of College entitlements and (use of College name in any form) facilities, the proper approval of events and fundraisers, and residential life policies and procedures
7. disorderly conduct; lewd, indecent or obscene conduct or expression either on or off campus
8. failure to comply with the directions of College officials, residence staff and security personnel in the performance of their duties
9. hazing in any form

10. actions or being in the presence of such actions, and which are in violation of the College's "Alcohol and Other Drug Policies" or the laws of the State of New Hampshire
11. intentionally or recklessly damaging or tampering with emergency equipment (e.g. exit lights, fire alarms, fire extinguishers, safety cameras) or violations of the fire safety regulations; arson
12. unauthorized possession, use or storage of any weapon, firearm (air rifle or pellet/paintball gun) or incendiary device (including fireworks) on College premises or at College sponsored functions
13. violations of the "Acceptable Use of Computing Resources" policy
14. conduct determined to be contrary and/or debilitating to the "development of a Christian community of respect"
15. The use, possession, or storage of Hover boards, Swagways, 10 Hawks, Skywalkers, and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and this prohibition lifted.

Off-Campus Behavior

Because of the potential for off-campus behavior to affect the life and function of the College, and a student's relationship to it, the College reserves the right to apply its disciplinary policies and Community Standards to behavior occurring off campus, and to impose consequences and sanctions in the same manner it can for such behavior occurring on campus.

SANCTIONS AND CONSEQUENCES

Students who violate the Community Standards of the College are subject to one or more of the sanctions listed below. Students are not immune from state and local law while on campus and in some cases may be subject to proceedings in civil or criminal court as well as College disciplinary sanctions. In situations where students are arrested and charged with criminal felony, the College reserves the right to suspend a student, pending the outcome of the court appearance and/or resolution of the matter.

Warning

The student may receive a verbal or a written warning. A notation of this warning will be placed in the student's file.

Community Service Hours

The student may be assigned community service hours with Physical Plant, Residence Directors, Food Service, Campus Ministry, Campus Events, Meelia Center for Volunteers, Student Activities and Leadership Programs or the local community.

Monetary Fine

The student may be subject to monetary fines.

Restitution

Restitution will be mandated when theft, vandalism or other disrespect for property, or disregard for staff's time is involved.

Educational Programming

The student may be required to attend and complete a defined educational program (e.g. Substance Abuse Education), or complete a designated written composition (e.g. Reflection paper or Bulletin Board presentation).

Failure to complete any assigned sanctions will result in sterner sanctions, including fines for incomplete hours, probation, or even suspension.

Social Probation

Social probation is a discipline meant to limit a student's activities so that he/she can better adjust to the demands of the College life. A student on social probation is denied participation in certain activities until he/she proves himself/herself capable of mature incorporation into the College community.

Social probation may include, among other things, being banned from: the Pub; residential areas to include courtyards; College-sponsored social and athletic events; participation in varsity, intramural and/or club sports, or other College sponsored organizations or clubs.

Housing Probation

Housing probation places a student under the stern warning that at the next violation of College regulations, he/she may lose on-campus housing privileges and may be ineligible for on-campus housing for the next term.

When assigned, the sanction of housing probation will be in effect for a period no shorter than the academic semester, or the remainder of the academic year. When assigned late in a given academic year, housing probation may extend into the following academic year.

Housing Lottery Privileges

In some cases, students who engage in serious behavioral issues may have their lottery privileges suspended and be assigned housing only after all other residential students have been assigned.

Students who are on housing probation at the time of preferred housing (Bernard Court, Benedict Court, Collins House, Falvey House, Raphael Hall) will have their probationary status reviewed by the Associate Dean of Students to affirm (or not) a student's eligibility for said lottery.

Loss of Housing Privileges

With the loss of housing privileges, a student must vacate his/her room at the designated time. The student loses eligibility for any housing on campus in the future. Students who have lost housing for disciplinary reasons will be aided with a "Commuter Living with Parent Budget" (see "Financial Aid Award" booklet).

Suspension

Suspension requires that a student vacate the College premises and/or abstain from participation in any College activity whatsoever for the stated term of the suspension. All academic work ceases with the imposition of suspension and may not commence until the sanction has been completed or lifted. Should a student prove unable to complete a semester's work due to suspension, that student may receive grades of W for all classes affected. There shall be no refund of tuition, room or other fees due or payable for the period of the suspension.

Dismissal

Dismissal is a permanent separation of the student from the College. The student will be barred from the College premises. Once dismissed, a student may not apply for readmission. The Dean of Students may dismiss a student from the College for blatant, flagrant and/or continual disregard of College rules and regulations. Should a student prove unable to complete a semester's work due to dismissal, that student may receive grades of W for all classes affected. There shall be no refund of tuition, room or other fees due or payable for the period of the suspension.

Appeal Procedure

The student may request an appeal of a rendered decision, of the Dean of Students, the Associate Dean of Students, Area Coordinator or Resident Director or Judicial Board. A letter of request must be done within two class days of the rendered decision. The request for appeal must be made in writing to the Associate Dean of Students, who will, in turn, assign the request to the appropriate individual at the next administrative level. The letter must specify the exact nature of the appeal, namely:

- New evidence, unavailable at the time of the initial hearing, that could impact the outcome;
- Procedural error or conflict of interest that had a material impact on the outcome;
- Sanction is disproportionate to the severity of the violation (s).

The appropriate individual makes his/her own determination on whether or not the appeal will be granted. If an appeal is granted, the appropriate individual will determine the manner in which the appeal will be heard. In either case, that decision is final.

The Appeal Process related to Title IX may be found in the Harassment Policy.

JUDICIARY BOARD

The Judiciary Board is comprised of representatives of the student body, faculty and administration. At the request of the Dean of Students, the Judiciary Board meets to review cases involving serious breaches of discipline which could result in a student's long term suspension or dismissal from the College. The Judiciary Board is an impartial body designed to ensure that such matters are heard and decided in a fair manner. Judiciary Board hearings are held with the accused student having heard beforehand the charges preferred.

Failure to comply with the sanctions of the Judicial Board will result in immediate suspension, and in some cases, dismissal. An explanation of the procedures of the Judiciary Board and the appeal process is available in the Dean of Students Office.

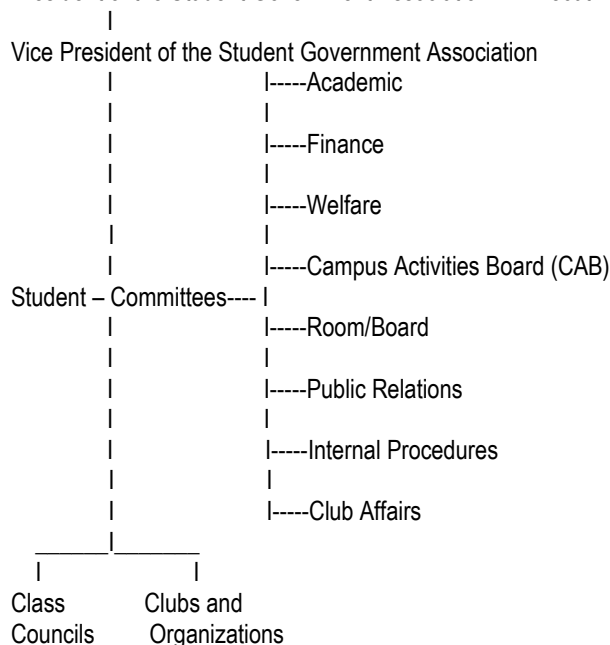
STUDENT GOVERNMENT

Student government denotes students organizing themselves for a common purpose. At Saint Anselm College, student government exists in the form of the Student Government Association (SGA), comprised of the Student Senate, the Class Councils, and Clubs and Organizations. The aim of the student government is to complement the essential aim of a college education: scholarship. The SGA organizes and unifies social, intellectual and cultural activities so that these become an

important part of the liberal arts college education. Student government gives such qualities as initiative, cooperation and leadership an opportunity to develop.

STUDENT GOVERNMENT ORGANIZATIONAL CHART

President of the Student Government Association — Executive Board



The President of the student body serves as a link between students and the administration, and is elected by the student body. In turn the President nominates an executive board to assist in the overall governance of the total SGA.

The Vice-President is also elected by the student body and serves as president of the Senate, presiding over all senate meetings.

The Senate consists of the four class senators and the class vice-presidents of each class. These positions are elected from within their respective classes.

STUDENT GOVERNMENT OFFICERS

President of Student Body	Emma Bishop, Box 157
Vice President of Student Body	Brandon Pratt, Box 1571
Secretary of Internal Procedures	Cameron Lapine, Box 1052
Secretary of Club Affairs	Andrew Shue, Box 1931
Vice Secretary of Club Affairs	Connor MacGregor, Box 1177
Secretary of Finance	Nicholas Cadigan, Box 288
Secretary of Public Relations	Sarah Murphy, Box 1327
Secretary General	Sarah King, Box 1037
Chief of Staff	Caroline Ireland, Box 921
Chair of Academic Committee	Tyler Viger, Box 2004
Chair of Welfare Committee	Timothy Merrill, Box 1336
Chair of Room and Board Committee	Kerrin Norton, Box 1417

THE STUDENT SENATE

The Student Senate exists to foster the recognition of the rights of the student body. Its responsibility is to act as a unified body that represents and governs the students. Within this sphere, the Senate endeavors to provide for student welfare, to ensure the necessary communication and understanding among the student body, the faculty, and the College administration, and to create an awareness of the obligation for responsible leadership placed on students as recipients of a Catholic education. The Senate regulates and integrates the social and cultural activities of campus organizations for the good of the whole College community. Finally, the Senate provides a medium for student thought and for constructive discussion of student issues and initiatives.

STUDENT SENATE AGENCIES

In many areas, the Student Senate performs its work through specialized agencies: commissions, boards, committees, etc. Membership in some of these agencies is not restricted to Senators. Students wishing to take an active part in student government will find participation in one of these agencies as an excellent means of doing so. The committees of Student Welfare, Academic Affairs, Finance, Residence Life Council and the Campus Activities Board (CAB) welcome members from the general student body.

CLASS COUNCILS

The purpose of the Class Council is to promote the best interest of each class. It is the function of each Class Council to organize class activities that promote class spirit and unity and to raise the revenue needed for future class activities. It is also the duty of the Class Council to secure the support and involvement of other members of their class in both class and school functions.

The Class Council is composed of the Class President, Vice-President, Secretary, Treasurer, Activities Chairperson, Fund Raising Chairperson, Senior Activities Chairperson and the four Senators.

The Class President, Vice-President, Secretary and the four Senators are elected by direct election. The Treasurer and the three chairpersons are nominated by the President but are subject to a confirmation vote by the entire Class Council. Class Council elections are held in February; the freshman Council elections are generally held in late September or early October.

CLASS OFFICERS

Presidents	Senators	Vice Presidents
Class of 2018 Allia Connolly, Box 461	Jacqueline Guillemette, Box 822 Clare Robbins, Box 1852	Thomas Mannion, Box 1224 Joseph Smith, Box 1991 Sheila Ramirez, Box 1831
Class of 2019 Kelsey Kurtz, Box 1020	Philip Kendall Box 969 Abigail Nolan, Box 1413	Madison Mangels, Box 1212 To be determined, Box Megan Russo, Box 1906
Class of 2020 Jacob Ethier, Box 508	Andrew Dahl, Box 358 Jack Landry, Box 977	Jeremy Gaudet, Box 605 Jarrod Solloway, Box 1898 Joshua Hughes, Box 810

THE CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board is one of the several committees of the student government and is the primary coordinator of social and educational programming for the student body. CAB programs various films, trips, comedians, lectures, musicians, concerts and specialty weekends such as fall, winter, and spring weekends.

Campus Activities Board Advisory Committee:

Abigail Reynolds, Director	Box 1856
Julian Guerra, Assistant Director	Box 807
Christopher Lackey, Treasurer	Box 1105
Megan Bischoff, Secretary	Box 150

Using Saint Anselm College Vans

In the interest of community safety and welfare, students, faculty and staff wishing to reserve and operate a College owned/leased/rented 7 – 10 passenger van must hold a valid Driver's license, a College Certification Card and give permission for a check of their Motor Vehicle Driving Record. The College Certification Card can only be obtained by individuals 21 years of age or older and who have attended the College's Driver Safety Course. To become an authorized driver of the Saint Anselm College vans, individuals are required to take the course and must satisfactorily complete its requirements. The program is provided by a trained member of Saint Anselm College Campus Safety Department and/or Dean of Students Office. There is no cost to any participant. The course is approximately one hour in length and includes a road test. The course will be offered at convenient times to those wishing to enroll. To schedule the training program / course, contact the office of the Director of Campus Safety (603-641-7260) or the Dean of Students office (603-641-7600). Drivers who successfully complete the course will be issued a College Certification Card for operating a College owned/leased/rented van.

ACTIVITIES FEE

The Activities Fee has been established to enable students to take part in all extra and co-curricular activities whether on campus or off campus, including free admittance to basketball and hockey games, lecture series and film festivals. Payment of the activities fee allows students use of the John Maurus Carr Activities and Fitness Centers. The Activities Fee is mandatory for all full-time students at Saint Anselm College.

CLUBS AND ORGANIZATIONS

Student organizations play an integral part in the life of the Saint Anselm College community. All members of College and Student Senate recognized organizations are required to honor the College's stated code of conduct whether on or off campus. Failure to respect this code may result in disciplinary action being taken against individuals or an organization as a whole.

The College name or any part thereof shall not be used by any student or group of students in connection with any public activity, except as authorized by the Dean of Students. Student organizations are not permitted to rent vehicles or any facilities in the College or organization's name without the expressed permission of the Dean of Students.

Abbey Players

The Anselmian Abbey Players, the College drama group, regularly offers plays and musicals throughout the year and offer Saint Anselm College students an excellent opportunity to participate in and to learn all phases of theatre production.

Alpha Phi Omega

The purpose of this organization is to assemble Saint Anselm College students in a national service group in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leaders, friendship and provide service to humanity; and to further freedom that is our national, educational and intellectual heritage.

Art Society

The purpose of this organization is to raise an appreciation for art on our campus and to bring together students with this common interest. In addition to showcasing student talent and artwork at several art shows over the year, the club participates in museum trips, movie nights of films which have outstanding artwork and design, and collaborating with other groups on campus to promote community awareness and a better appreciation for the arts.

Astronomy and Physics Club

The purpose of the Astronomy and Physics Club is to educate students in Astronomy and Physics in a fun and hands-on way. It will also incorporate more use of the observatory on campus.

Best Buddies

The purpose of Best Buddies is to raise awareness within the student body of individuals with intellectual or development disabilities and help facilitate the development of relationships between students and community members with intellectual or developmental disabilities.

Broadcast Club

The Broadcast Club serves as an informative and entertaining form of communication for students and faculty through a student-run, televised talk show, Hawk Talk. Hawk Talk provides campus wide information, college updates, events, interviews, as well as extracurricular and academic discussion.

Chamber Music Ensemble

The purpose of the Chamber Music Ensemble is to bring together Saint Anselm's student, faculty, staff, monastic and alumni amateur musicians interested in playing chamber-style music, and to represent the Saint Anselm College at musical functions in Manchester, NH and the surrounding area.

Chemistry Club

This club affords an opportunity for students of chemical science the opportunity to become better acquainted, to secure the intellectual stimulation that arises from professional association, to obtain experience in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster awareness of the responsibilities and challenges of the modern chemist.

Classics Society

This organization is open to all students who express an interest in Greek or Roman culture. The society's main purpose is to offer its members an opportunity to learn more about classical civilization and the classical tradition through lectures, films, discussion groups, museum trips and various social events.

Club Hockey – Women's

Club Hockey allows students an opportunity to play competitive, non-varsity level ice hockey against other college's club teams. Try out are held at the beginning of each session and result in a set roster of committed student athletes. They have regularly scheduled practices and games throughout the season.

Club Hockey – Men's

Club Hockey allows students an opportunity to play competitive, non-varsity level ice hockey against other college's club teams. Try outs are held at the beginning of each season and result in a set roster of committed student athletes. They have regularly scheduled practices and games throughout the season.

Crier

The Crier is Saint Anselm Colleges' independent student publication and is published bi-weekly. The objective of this newspaper is to provide a medium for information within the Saint Anselm community. Information is presented as unbiased and consistent with journalistic measure. The newspaper also provides a forum for the free exchange of students' ideas.

Criminal Justice Club

The organization's focus is based entirely on the student interest within Criminal Justice. The organization sponsors many speakers and lecturers from the local, state and federal law enforcement agencies. The organization hosts an annual Criminal Justice Career Fair on campus.

Dance Club

The purpose of this student organization is to provide interested students with an outlet for expression and education in dance. The Dance Club performs at various campus activities including sporting events and the annual talent show.

Debate Society

The Debate Society is a member of the Cross-Examination Debate Association (CEDA). Qualified debaters also have the opportunity to be admitted to Delta Sigma Rho Tau Kappa Alpha, the debate honor society.

Democrats

As the student wing of the Democratic Party, we, the Saint Anselm College Democrats, hereby dedicate ourselves to organizing college students in order to inspire and assist the participation of young Americans into the political process and the Democratic Party. We strive to better our country and to promote the principles of equality, opportunity, social justice, and freedom within a just and strong society. As college students, we dedicate ourselves to representing the interests of youth within the political process.

Education Club

The club's purpose is to promote the awareness of the education field. Further, the club aims to provide a means for the exchange of ideas; to provide academic and social interaction for the members, and to aid the Anselmian community in furthering their awareness of and participation in education related endeavors and activities.

Field Hockey Club (Women's)

The purpose of the club is to enhance the women's sports program by offering an opportunity for both experienced and novice players to participate in field hockey. The club will also be involved in teaching basic skills involved in field hockey while improving those skills of experienced players. We will be recognized as a club sport by Saint Anselm College and by other competing colleges.

Finance Club

The purpose of the club is to raise awareness and achievement in a wide variety of finance-related subjects and activities. All members are given a ground up introduction to finance and are exposed to real life investment experience.

Golf Club

The purpose of Club Golf is for students to compete at the collegiate level with a non- varsity commitment. The club golf team will be a member of the National Collegiate Club Golf Association (NCCGA), and will compete in regional tournaments in order to compete for a national championship. The team will have a home course where practices will be held and other tournaments are held in the New England region. An additional benefit and purpose for club golf is to bring recognition to the college.

Green Team

The purpose of this organization is to educate the campus regarding important environmental topics while promoting environmental awareness and responsibility.

Hint of Lime

The purpose of this organization is to provide an outlet for contemporary singers at Saint Anselm College in the form of an a cappella group. Members must be able to demonstrate proficient singing ability.

History Society

The History Society strives to foster the appreciation of history and further its study as a discipline at the College. Annually, the society sponsors at least one name speaker and makes an award to a senior history student. The program varies according to interests and is open to the entire academic community. The society acts as an additional link between the history faculty and the majors and provides an open forum for discussions and innovations.

International Relations Club

The basic purpose of the club is to foster a greater interest and awareness in international affairs and issues and to broaden students' geographic horizons, i.e., to get students to "think in international terms". To do this, the club sponsors events for the Saint Anselm College community including speakers, films, presentations, seminars, and other such activities that are related to, and of importance to entire global community.

Irish/Celtic Society

The Irish/Celtic Society is an organization dedicated to the celebration and better understanding of Irish and Celtic culture. Open to students of all nationalities, the club enjoys the rich history and culture of Ireland and the other Celtic nations of Scotland and Wales. Along with music, dance and film, the club objectively examines the political and religious issues that are at the root of centuries of conflict.

Jazz Band

The Jazz Band promotes the study of the fine art of music in the most professional way possible, motivating the individual members in all musical fields, specifically jazz. The organization seeks to stimulate interaction among students and faculty through both formal and informal performances.

King Edward Society

The purpose of the King Edward Society is to instill an awareness of Christian charity among its members and the student body. The society fosters several programs which enable its members and encourages all students to participate in helpful and beneficial work both on and off-campus. Such functions as the Senior Citizen Dance and food drives, downtown work projects and service to students on campus constitute a portion of the practical aims. The King Edward Society also tries to promote a further sense of unity and pride within the society and among the student body.

Knights of Columbus

As a Catholic fraternal organization, Council 4875 offers students the opportunity for fellowship with those of the same religious belief, who recognize the same duty to God, neighbor and family. Knights spend countless hours fund-raising for causes such as shelters, kitchens, and seminarians; Knights volunteer raking leaves, repairing shrines, altar serving at mass. To date, Council 4875 remains one of the strongest of the 140 college councils in North America. In short, membership in our College organization provides the student with ample opportunities to exercise positions of leadership and responsibility, and most importantly, to serve others in charity.

Koinonia

The mission of this women's volunteer organization is to promote the ideals of Christian service. First established as the Ladies of the Knight, but later renamed Chi Sigma, the society's main function is to work within the local community as an independent service organization. Annually, the women assist the Halloween Party at "Our Place" (a center for battered women), the Children's Fairs, Special Olympics Swim Meet and provide care packages during finals.

Lacrosse Club (Women's)

The purpose of this organization is to provide a fun and competitive atmosphere for female college students interested in continuing their passion for lacrosse.

Lacrosse Club (Men's)

The purpose of this organization is to provide the men of the college the opportunity to play lacrosse without the full commitment of a varsity level sport.

La Societe Francaise (French Club)

The French Club provides the Saint Anselm College Community with the opportunity to participate in French, culturally-oriented activities. Although no language skills are required for membership, the activities provide an ideal atmosphere for those who would like to utilize and further develop their language skills.

Lucubrations

The purpose of Lucubrations is to encourage freedom of speech through an anonymous publication and foster dialogue among students concerning the liberal arts. The club provides a regular outlet for student creativity, productivity and a comfortable setting to engage in discourse with other members of the Saint Anselm Community.

Muslim Student Association

This group's purpose is to promote friendship between Muslim students and the Saint Anselm College community as well as to promote Islamic culture and enhance Islamic image through displays, seminars, and festivals. The group actively participates in other student sponsored events on campus to help promote this relationship.

Multicultural Student Coalition

The Multicultural Student Coalition provides all students, faculty and staff with an opportunity to share their experiences and cultural backgrounds while learning about others. It aims to plan educational programs and social activities that encourage social interaction and cultural exchange.

Outing Club

The purpose of this club is to provide members with opportunities to enjoy outdoor recreational activities while providing the opportunity to gain experience, knowledge, and skills necessary to safely participate in activities such as hiking and fishing, *etc.*, while learning about the great outdoors. Also, the club will provide members with opportunities to meet new people and create strong bonds through common interests.

Pre-Dental Club

The purpose of the Pre-Dental Club is to provide an opportunity for students to explore the medical profession of dentistry and to inform those interested in the field of what exactly that path entails.

Probe and Scalpel Society

This organization is composed of students who would like to share their interest in the field of science with their fellow students. The organization functions primarily as a forum for the exchange of current ideas in the field of science. The Probe and Scalpel Society achieves this aim by sponsoring guest speakers, film programs and open discussions on breaking technology. Field trips also are arranged to observe medical, dental and biological research as well as visits to nearby aquariums and museums.

Quatrain

The Quatrain is the literary publication of the Saint Anselm College student body. During the 30 years it has served the College, the Quatrain has published the finest work of the academic community and has provided a forum for what is new and most expressive in the arts, including poems, short stories, photography and artwork. The Quatrain also provides a unique opportunity for students to assist in compiling, editing and publishing the work of their peers.

Red Key Society

The Red Key Society was founded in 1935 to serve Saint Anselm College by fostering a community consciousness and spirit, and in so doing, to bring into closer relationship the students of the College. The Red Key Society serves as the primary host organization for the College, supporting the athletic program and various functions which bring guests to the campus.

Republicans

This club is open to all interested students that wish to create an awareness and interest in the political issues of the nation, city and state. The club's purpose is to bring about a better understanding of the American political system and the Republican Party and to encourage active participation in the Republican Party at all levels of government.

Rescue Team

The Campus Rescue Team includes volunteers and certified EMT's in the State of NH, who respond to emergency situations on campus where there is a need for emergency medical attention. Volunteers are students who have received special training as first responders and who work in cooperation with Health Services and Security staffs.

Rugby Club-Men's

The Saint Anselm Men's Rugby Club features both a spring and fall schedule. Rugby is a growing sport all over New England demanding hard work and self-discipline from all its members. The Saint Anselm College Rugby Club is a member of the New England Rugby Union.

Rugby Club-Women's

The Women's Rugby Club has become one of the fastest growing club sports on campus. The purpose of the club is to foster a competitive sense of teamwork among female rugby athletes. The team competes with clubs from other New England colleges and hopes to join the Rugby Union soon.

SAGA (Gaming Association)

The Saint Anselm Gaming Association is a group of students who have an interest in a variety of games, including computer games, video games, role-playing games, board games, strategy games, and collectable card games. The association hosts tournaments, fairs, academic competitions, and may possibly attend conventions. All student are welcome to join.

Soccer Club – Men's

The purpose of the Soccer Club is to develop the fitness, skill, and understanding for students to actively play the game of soccer. This allows for those who have not been exposed to the game a chance to gain experience as well as giving seasoned players the opportunity to improve.

Soccer Club- Women's

The purpose of the Soccer Club is to develop the fitness, skill, and understanding for students to actively play the game of soccer. This allows for those who have not been exposed to the game a chance to gain experience as well as giving seasoned players the opportunity to improve.

Social Justice Club

The Social Justice Club will exist (a) to engage Saint Anselm College students interested in social justice in discussion and debate; (b) to organize students to advocate for policy changes that prevent social injustice; (c) to organize at least one service project per semester related to the mission of the club; (d) to increase awareness related to the mission of the club; (d) to increase awareness among the college community of a variety of pressing social issues, including but not limited to the following: income inequality, wealth inequality, health inequality, racial inequality, gender inequality, LGBTQ+ justice issues, immigration justice issues, climate justice issues, and environmental justice issues, and € provide a support system for student who have witnessed and/or experienced injustice through their service or their personal lives.

Society of Saint Elizabeth Seton

The purpose of the Society of Saint Elizabeth Seton is to serve Saint Anselm College by fostering a community consciousness and spirit, and in doing so, bring into closer relationship the students of the College. The society serves as the primary host organization for the College, supporting the athletic program and various functions, which bring guests to the campus.

Softball Club

The purpose of the Softball Club is to promote the sport of softball in a social and recreational atmosphere, as well as to organize games and tournaments with other local softball teams. Membership is open to all students, but is limited to those students that participate in a minimum of two practices and two games per month. Students will need to provide their own softball glove, batting gloves and cleats. Bats, balls and helmets will be provided through team funds.

Student Nurses' Association

The purpose of the Saint Anselm College Student Nurses' Association is to: promote responsibility, cooperation and fellowship among students; foster growth of the individual, professionally and socially, through the cooperative efforts and activities of the group; help members become aware of the needs of the community and respond appropriately as aspiring professionals; cooperate with other groups on campus in promoting worthwhile programs and projects. One of the attributes of a profession is the existence of a formal association of its members. Membership in the Student Nurses' Association is a way to accomplish this and begin to learn how to attain the goals of the profession through the work of an organization. Membership is open to all nursing majors who choose to belong.

Sum Club

The Sum Club promotes the study and pursuit of knowledge in mathematics, the fundamental science of physics, and the application of the two. This club seeks to educate members of the club as well as the campus and the community in a fun, hands-on application of math, physics, and related fields.

Track Club

The Track Club is a student run club sport comprised of students with an interest in this activity. Students have the opportunity to participate on a non-intercollegiate level.

Ultimate Frisbee

The purpose of this club is to provide an opportunity for students to participate in Ultimate Frisbee competitions, to o be

members of the USA Ultimate Organization and attend the Division III college tournament hosted by USA Ultimate, to play local college teams, and to provide pick up Frisbee games monthly.

Unhooked

The purpose and mission is to enrich campus discussion on matters of marriage, family, and sexual integrity by providing a much needed alternative voice in support of chastity and the sexual norms surrounding it. It aims to foster discussion that is civil and sincere and that contributes to the intellectual and personal development of our peers.

Yearbook

The Anselmian Yearbook staff is responsible for the publication of the College yearbook. Besides producing the Anselmia, the yearbook staff also coordinates fund-raisers, including the publication and sale of the Freshmen Register. The editor of the yearbook is selected by a committee each spring. He or she is responsible for appointing a staff of co-editors and seeing the yearbook through to its' completion.

COLLEGE ORGANIZATIONS

Organization	Contact Person	Email...@anselm.edu	Advisor
Abbey Players	Garrett Meyer	AbbeyPlayers@	Prof. Landis Magnuson
Alpha Phi Omega	Mikaela Lachapelle	APO@	Prof. Mary-Kate Donais
Art Society	Joan Mitsinikos	ArtSociety@	Prof. Katherine Bentz
Astronomy & Physics Club	To be determined	astrophysicsclub@	Prof. Jeffrey Schnick
" "			Prof. Nicole Gugliucci
" "			Prof. Ian Durham
Best Buddies	Brigid Horan	bestbuddies@	Prof. Jane Sobolov
Broadcast Club	Karoline Leavitt	broadcastclub@	To be determined
Campus Activity Board	Abigail Reynolds	CAB@	Student Activities Office
Chamber Music Ensemble	Erin Krell	ChamberEnsemble@	Prof. Francis Kayali
Chemistry Club	Elizabeth Lomuscio	Chemclub@	Prof. Nicole Eyt
Classics Society	Dennis Aveta	ClassicsSociety@	Prof. Linda Rulman
Club Hockey – Women's	Makayla Sterling	Womensclubhockey@	Prof. Maria McKenna
" "	Marisa Gervasi		
Club Hockey – Men's	Sam Buran	ClubHockey@	Dr. Joseph Horton
Crier Newspaper	Aiden Denehy	Crier@	Fr. Jerome Day, OSB
" "			Keith Chevalier
Criminal Justice Club	Dylan Dalbeck	CJClub@	Prof. David Hull
Dance Club	Lauren Vitone	DanceClub@	Prof. Nicole Lora

Debate Society “ “	Kaitlin Morel Lily-Gre Hitchen	DebateTeam@	Prof. David Trumble
Democrats	Olivia Teixeira	Democrats@	Neil Levesque
Education Club	Julia Ferrante	EducationClub@	Prof. Dianne Terrell
Field Hockey Club (Women's) “ “ “	Candice Bonarrigo Julia Valine	ClubFieldHockey@	Prof. Kaitlyn Clarke
Finance Club	Robert Cole	ClubFinance@	Prof. Luke Miller
Golf Club	James Dellisolai	clubgolf@	Dr. Joseph Horton
Green Team “ “	Kaitlin Morel Sam Whalen	greenteam@	Prof. Barry Wicklow
Hint of Lime	Matthew DeSchuiteneer	hintoflime@	Prof. Sean Parr
History Society	Aidan Denehy	HistorySociety@	Prof. Sean Perrone
International Relations Club	Andrew Shue	IRClub@	Prof. Barbara Baudot
Irish/Celtic Society	To be determined	IrishSociety@	Fr. Jerome Day, OSB
Jazz Band	Andrew Mazzeo	JazzBand@	Prof. Montague Brown
King Edward Society	Matthew Sargent	KingEdward@	Fr. Benet Phillips
Knights of Columbus	Andrew Keyes	Knights@	Abbot Matthew Leavy
Koinonia	Caroline Braverman	Koinonia@	Dr. Susan Gabert
Lacrosse Club (Women's)	Keerstyn Allen	LacrosseClub@	Lisa Gower
Lacrosse Club (Men's)	Brandon Milton	MensClubLacrosse@	Fr. Anselm Smedile, OSB
La Societe Francaise	Jenna-Kate Bisbee	FrenchClub@	Prof. Caroline Futamura
Lucubrations	Meghan Schmitt	Lucubrations@	Prof. David Banach
Muslim Student Association	To be determined	MSA@	Wayne Currie
Multicultural Student Coalition	Laura Monegro	MSC@	Rebecca Senna
Outing Club	To be determined	outingclub@	Prof. David Guerra
Pre-Dental Club	Emerald Denis-Karic	clubpredental@	Prof. Carolyn Weinreb
Probe & Scalpel Society	Weiman Tan	pas@	Prof. Daniel Lavoie
Quatrain “	Olivia Thornburg Olive Capone	Quatrain@	Prof. Michael New
Red Key Society	Jonathan Gooding	RedKeySociety@	Dr. Joseph Horton
Republicans	Stefan Skalinski	republicans@	Prof. Christopher Galdiieri
Rescue Team	Taylor Cudhea	RescueTeam@	Lauren Marr
Rugby Club – Men's	William Lopata	MensRugby@	Benjamin Horton
Rugby Club – Women's	Jacqueline Glendye	WomensRugby@	Prof. Nichole Flores
SAGA (Gaming Association)	Dominic Bolton	SAGA@	Prof. Michaela Malita
Soccer Club- Men's	Liam O'Rourke	GreenMensClubSoccer@	Prof. Max Latona

Soccer Club – Women's	Samantha O'Neil	ClubSoccer@	Prof. Max Latona
Social Justice Club	Wesley Vanderburg	socialjustice@	Prof. Sara Smits-Keeney
Society of Saint Elizabeth Seton	Kelsey Frahllich	SESS@	Meaghan Lapointe
Softball Club	Mariah Tebo	ClubSoftball@	Prof. Daniel Forbes
Student Government Association	Emma Bishop	sga@	Dr. Alicia Finn
Student Nursing Association	Amanda Flaherty	SNA@	Prof. Karen Grafton
Sum Club	To be determined	sumclub@	Prof. Ian Durham
Track Club	Peyton Wallace	ClubTrack@	Prof. Paul Finn
Ultimate Frisbee	Randy Jack	Clubfrisbee@	Prof. Christopher Galdieri
Unhooked	Stephanie Goelzhauser	unhooked@	Prof. Renee Turner
Yearbook	Courtney Pelletieri	Yearbook@	Prof. Carmen McClish
"			Prof. Jonathan Lupo

INSTITUTIONAL POLICY STATEMENTS

CONTROLLED DRUG AND ALCOHOL POLICIES

I. Introduction

Saint Anselm College is a Catholic, liberal arts College in the Benedictine tradition. The members of the College community come together in a voluntary society, desirous to pursue learning and wisdom in the context of a Christian community of respect and concern. Each member of this society is expected to be sympathetic to and supportive of the aims, goals and philosophy of the College and to act in a befitting manner. Thus each person bears personal responsibility for his/her behavior even as the College seeks to impart those values and virtues necessary for each one to develop into a creative and generous member of society.

Saint Anselm College takes seriously its philosophy of educating the whole person and of informing and instilling in the members of the College community a genuine respect for and living out of Christian values and virtues. Further, the College recognizes each student is personally responsible for his/her actions. Saint Anselm College wishes to ensure a wholesome and safe environment for the pursuit of learning. It is assumed that students will make themselves aware of College regulations and the consequences that may accrue for violating them. The College accepts and retains students on the condition that they observe these standards.

As part of its effort to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment, and in keeping with local ordinances, state, and federal laws, including the Drug Free Schools and Communities Act, Saint Anselm College established the following policies in regard to controlled drugs and alcohol. These policies are published so that all members of the College community will be aware of them and will be responsible to uphold them.

II. Alcohol Policy

Saint Anselm College supports and abides by the New Hampshire State laws pertaining to the procurement, possession and consumption of alcoholic beverages. A person must be 21 years of age or older in order to purchase, possess or consume alcoholic beverages on campus. A minor is someone who has not yet attained the age of 21.

Student behavior, as always, is to be in accord with the basic Christian and educational values of the College. A student is considered in violation of the alcohol policy and may be liable to one or more of the penalties as listed on pages 59 – 60 for infractions involving:

1. possession of alcoholic beverages by a minor: any person under the age of 21 who is found on College property in possession of (including internal possession) or under the influence of alcoholic beverages
2. unauthorized possession of alcohol: any person in possession of an open container of alcohol in any place other than his/her room, the Pub, or an officially authorized campus function (i.e., halls, common spaces, quads or courtyards) No glass containers are permitted in residential courtyards. Aluminum and recycling is encouraged.

3. unauthorized distribution of alcohol: any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors
4. utilization of false identification: any person who uses or attempts to use false identification for the purposes of gaining admission to the College Pub or any authorized social function where alcohol is served
5. purchase or transportation of alcohol for minors: any person who either purchases or transports alcoholic beverages on behalf of one not authorized to transport, possess or consume such beverages
6. drunkenness: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in an intoxicated condition
7. verbal and/or physical abuse: any person who, while under the influence of alcohol, either physically or verbally threatens or abuses another person
8. disruptive or disorderly conduct while under the influence of alcohol: any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs, whether in a residential, academic or social setting
9. possession of a keg or any common source container or device which dispenses alcohol through a tap; hosting or sponsoring a keg or juice party... resident students found hosting or sponsoring a keg or juice party will be dismissed immediately from College housing
10. possession of any "drinking paraphernalia," including drinking funnels, ice luges, and all manner of drinking games (to include simulation of drinking games) and associated equipment such as but not limited to taps, "Beruit" or "Beer Pong" gaming tables, jello shots, "handles" and the like that might be used to support the excessive activity of consuming alcoholic beverages...recognizing the serious health risks posed by excessive drinking, the College reserves the right to limit the amount of alcoholic beverages in any room, at any time.

III. Other Drug Policy

The College prohibits the illegal possession, use and/or distribution of any controlled drug or substance so defined in the statutes of New Hampshire (RSA chapter 318-B:1, 2, 26).

Students found responsible for possessing or using controlled drugs are liable to one or more of the penalties listed on pages 59-60, including mandatory counseling. In some cases, a statement of physical and emotional fitness will be required from a competent authority as determined by the College before a student in violation of the controlled drug policy will be allowed to continue his/her enrollment in the College

Students who are found responsible of buying, selling, manufacturing, and/or distributing controlled drugs or substances will be dismissed from the College. The dismissal cannot be appealed. Note: Distribution means providing for the use of another person or persons.

A student is considered in violation of the drug policy for infractions involving:

1. possession or use of a controlled substance
2. unauthorized buying, selling, and/or distributing of controlled drugs or substances, including prescription drugs...unauthorized distribution is defined as providing for the use of another
3. purchase or transportation of controlled substances: any person who either purchases or transports controlled substances on behalf of one not authorized to transport, possess, or use such substances
4. over medicated: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in under-the-influence condition and which may result in or lead to:
 - a. verbal and/or physical abuse (physically or verbally threatens or abuses another person)
 - b. disruptive or disorderly conduct (disrupts the orderly conduct of College affairs, whether in a residential, academic, or social setting)
5. possession of drug paraphernalia, including but not limited to: mufflers, rolling paper, hookah vaporizers or any device whose purpose or effect is to deliver uncontrolled substances
6. misuse or abuse of over-the-counter medication or other substances, which by their nature, if misused, may cause or provide an opportunity for health risk to self or others

IV. Consequences and Sanctions

The sanctions for violations of the alcohol and other drug policies are ordinarily administered by the Office of the Dean of Students. For more serious cases or for repeated violations, the Judiciary Board may be convened.

The student may be required to attend regular and intensive counseling for drug and/or alcohol abuse, especially if that abuse is regular and destructive to his/her personal or academic life, or the personal or academic lives of those around him/her. A student representing any College organization, including a club or athletic team, may receive additional sanctions from the organization in which s/he is a member. The constitutions, policy manuals, handbooks and pertinent participation agreements of each

organization should be consulted regarding these additional consequences. In addition, financial aid may be impacted, and the Financial Aid Director should be contacted for details.

V. Applicability of Policies to Off-Campus Behavior

Because of the potential for off-campus behavior to affect the life and function of the College, and a student's relationship to it, the College reserves the right to apply its Alcohol and Other Drug Policies (as well as other disciplinary policies) to behavior occurring off campus, and to impose disciplinary consequences and sanctions in the same manner it can for such behavior occurring on campus.

VI. Student-Athletes

In addition to those College policies on alcohol and other drugs applicable to all students, student-athletes are subject to additional rules set by the College and the NCAA, including rules regarding drug testing, as a condition of their participation in athletics.

VII. Conclusion

It is expected that the Alcohol and Other Drug Policies will enable all the members of the College community to meet their responsibilities and duties in the spirit of care and concern for the well-being of all.

ON THE ACCEPTABLE USE OF COLLEGE COMPUTING RESOURCES

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Saint Anselm College. It applies to all users of the College's computing resources including students, faculty, staff, administration, alumni and guests of the College. Computing resources include all computers, related equipment, software, data, and local area networks for which the College is responsible as well as networks throughout the world to which the College provides computer access.

The computing resources of Saint Anselm College are intended to be used for its programs of instruction and research and to conduct the legitimate business of the College. All users must have proper authorization for the use of the College computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the College's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable college policies (see "Web Page Policies") and applicable state and federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Student Specific Policies

Computing resources are provided for the use of faculty, students, staff and administration for academic purposes. Students are considered guests on the campus network and as such must abide by the rules governing the use of the campus network. The privilege of use by a student is not transferable to another student, to an outside organization or individual. Misuse of computer facilities is considered a serious judicial offense at Saint Anselm College and carries sanctions for anyone found in violation of the College's policy.

As a member of the Saint Anselm College community of campus network users, there are rules and policies which you must abide by to keep the network secure and available for all to use, and to maintain an atmosphere where all are welcome. Your use of the network connects you to the entire Saint Anselm College community and to the world via the Internet, and therefore reflects on you and on the College.

Please take these responsibilities seriously and read this policy carefully, your use of the campus network signifies your acceptance of this policy.

1. The campus network is to be used primarily for purposes of fulfilling the College's academic mission. It is intended to be used as a tool to enhance your education and is not available for unrestricted use for other purposes.
2. The College provides the campus network exclusively to you as a registered student. You are not permitted to share your account with anyone else.
3. Protect your account password at all times. You will be held responsible for all activities which occur with your account.
4. The campus network is a shared resource. Therefore, network use or applications which inhibit or interfere with the use of the network by others are not permitted. At times, network administrators may ask you to restrict your use of the network or not to use the network because of a temporary condition. You must comply with those requests. Applications which use an unusually high proportion of network bandwidth for extended periods of time, including, but not limited to running servers, copying of copyrighted materials such as music downloads or network games, are not permitted. Discovery of such applications may result in a denial of network service until such activity is terminated.

5. There are College standards for computer software and hardware that can be used on the campus network. Computers, network cards and network software issued by the Office of Information Technology become the standard. Use of hardware or network software other than the College standard without permission is not permitted. You will be asked to remove applications that interfere with the operation of the campus network.
6. Users of the campus local area network (LAN) must comply with federal, state, and local laws and ordinances including U.S. copyright law.
7. Network administrators may access any file on the system in order to maintain network operation or security. Contents of personal files may also be accessed by programs designed to do heuristic searches for materials which could interfere with network operation or security. Files may be individually searched for investigative purposes when ordered by a court of competent jurisdiction or when there is an alleged violation of College regulations and the search is authorized by the President of the College, or his designated representatives.
8. Campus LAN services and wiring may not be modified, tampered with or extended. This applies to all network wiring, network jacks and hardware. If you cause damage by modifying or tampering with network wiring, jacks or hardware, you will be held financially responsible for such damage and may be subject to disciplinary procedures.
9. Sending harassing or threatening messages, attempting to forge messages, crack passwords, or intercept data, and other malicious uses of the network are strictly forbidden by College computer usage policies.

General Policies for all College Users

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the College's programs of instruction and research and the legitimate business of the College.
2. To harass, threaten or otherwise cause harm to specific individuals or classes of individuals.
3. To impede, interfere with, impair, or otherwise cause harm to the activities of others.
4. To download, post or install to College computers, or transport across College networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of College contracts, or otherwise damaging to the College.
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

Examples (not a comprehensive list) of policy violations related to the above five categories include:

1. Using computer resources for personal reasons.
2. Sending email on matters not concerning the legitimate business of the College, sending an individual or group repeated and unwanted (harassing) email, or using email to threaten someone.
3. Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information).
4. Propagating electronic chain mail, pyramid schemes or sending forged or falsified email.
5. Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained.
6. Copying a graphical image from a Web site without permission.
7. Posting a College site-licensed program to a public bulletin board.
8. Using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements.
9. Releasing a virus, worm or other program that damages or otherwise harms a system or network.
10. Preventing others from accessing services.
11. Attempting to tamper with or obstruct the operation of Saint Anselm College's computer systems or networks.
12. Using or attempting to use Saint Anselm College's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the College.
13. Viewing, distributing, downloading, posting or transporting any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes.
14. Using College resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes).
15. Violating Federal copyright laws or the Saint Anselm College's copyright policy.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Academic Dean, the Office of the Dean of Students, or the Office of Human Resources) depending on the individual's affiliation to the College. In cases where a user violates any of the terms of this policy, the College may, in addition to other remedies, temporarily or permanently deny access to any and all Saint Anselm College computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Support of the campus LAN is provided through the office of Information Technology staff, student employees and outside vendors. We will make every reasonable effort to keep the service operational 24 hours a day and to provide problem resolution within 48 hours.

ON COMMUNICABLE DISEASE POLICY

Saint Anselm College seeks to protect the health and safety of each individual, as well as the College community. This policy applies to the students, faculty and staff of Saint Anselm College, and it aims to reduce everyone's risk of exposure to any communicable disease. Communicable diseases referred to in this policy, as well as the mandatory reporting of such, are defined by the New Hampshire Division of Public Health Laws.

In an effort to protect the health of all members of the College community, the College has set up specific entry requirements of immunization and testing for entering students with regard to communicable disease in accordance with the latest State of NH and Federal guidelines. Employees of the College shall comply with all State of NH and Federal regulations as well as College requirements regarding infection control.

In the event that a Saint Anselm College student develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the New Hampshire Department of Public Health, the Director of Health Services and the Medical Director. Individuals have a statutory right of confidentiality under NH RSA 329:26. In order for any information to be released, the client must sign a consent authorization.

ON OFFICIAL COMMUNICATION WITH STUDENTS

The College has four official means of communication with students. It is the student's responsibility to be aware of this policy and to know that any of these methods may be used at any time to communicate official College business and time-sensitive information. Official communication could include, but is not limited to the following: faculty/student communication, administration/student communication, course registration information, storm-related delays and closings and emergency announcements.

The four official means of communicating with students are:

- 1.) Printed on College letterhead and distributed to campus Box and/or permanent address
- 2.) Electronic via anselm.edu email
- 3.) Saint Anselm College Alerts – “SAC ALERTS”- Text messaging and emails for life threatening emergency notification and storm closures to cell phone, pagers, PDA's and similar devices.
- 4.) Outdoor Emergency Notification System. Emergency siren and public address system located in Alumni Hall.

Expectations regarding campus mail box:

The College provides each student with an official Saint Anselm campus mail box. Students are required to check their campus mail box on a frequent and consistent basis in order to stay current with College communications in recognition that certain communications may be time-critical.

Expectations regarding student use of email:

The College provides each student with an official Saint Anselm email address (which ends in @anselm.edu). Students are required to check their official email address on a frequent and consistent basis in order to stay current with College communications in recognition that certain communications may be time-critical.

Educational uses of email:

Faculty determines how email will be used in their classes. Faculty expects that students' official email accounts are being accessed and faculty will use email for their courses accordingly.

ON THE USE OF ELECTRONIC DEVICES

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Dean prohibits the use by students of cell phones, pagers, PDA's, or similar communication devices during scheduled classes. Text messaging or accessing information on these devices is likewise forbidden. All such devices must be put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a

college emergency exists. If that is not the case, the devices should be immediately put away. Other exceptions to this policy may be granted at the discretion of the instructor.

SAINT ANSELM COLLEGE HARASSMENT AND SEXUAL MISCONDUCT POLICY

Policy Statement

As a Benedictine Catholic institution of higher education, Saint Anselm College strives to create an environment in which the dignity and worth of all individuals are respected. It is the policy and commitment of the College not to discriminate or harass on the basis of race, religion, color, age, sexual orientation, sex, disability, veteran or military status, marital status or national origin in its educational programs, activities, admissions or employment policies and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; the Violence Against Women Act of 1994; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (as amended by the ADA amendments Act of 2008); and pertinent law and regulations of the State of New Hampshire, and other applicable state and federal statutes.

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 *et. seq.* and its implementing regulations, 34 C.F.R. Part 106, Saint Anselm College does not discriminate on the basis of sex in any of the College's educational programming and activities. This extends to employees of and applicants for admission to Saint Anselm College. The College is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender based harassment, sexual harassment, sexual violence, and relationship violence and stalking. Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the college's Title IX Coordinator at (603) 641-7150 or titleIXcoor@anselm.edu, or to the Office of Civil Rights of the United States Department of Education at <http://www2.ed.gov/about/offices/list/ocr/index.html>.

This policy applies to all members of the College community – students, faculty and staff – whenever they are serving as representatives of the College on - or off - campus. Harassment of College guests, including opposing sports teams, speakers, visiting students or others, is also prohibited. Vendors who do business with the College are expected to comply with this policy. All members of the community should immediately report concerns about - or incidents of - harassment. Any student or employee who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to one of the following College representatives: Dean of Students, Dean of the College or the Director of Human Resources.

The College encourages the timely reporting of any incident(s) of discrimination or sexual harassment/sexual violence. The Title IX Coordinator, or her designee, will investigate all complaints that arise under Title IX, as set forth in the Complaint Procedure section below. All reports of harassment and/or discrimination that do not arise under Title IX will be investigated by the Dean of Students, Dean of the College or the Director of Human Resources, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to investigate claims of harassment. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

Harassment is a violation of trust and a form of intimidation or exploitation which undermines the atmosphere of respect that is essential to a healthy work and academic environment. Therefore, harassment of or by students, staff or faculty violates the mission of the College and is prohibited.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This harassment policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of

complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

Retaliation against a person who reports harassment, assists someone with a report of harassment, or participates in any manner in an investigation or resolution of a harassment report is prohibited. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to education or employment.

Individuals who make reports of harassment that are later found out to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action in accordance with the applicable disciplinary procedure. Reports are expected to be made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The College will determine the scope, nature, extent, and timing of an investigation, and reserves the right to terminate an investigation, or to undertake a further proceeding, when in its judgment it is necessary or appropriate to do so.

I. UNLAWFUL HARASSMENT & DISCRIMINATION (Other Than Under Title IX)

Definitions: Harassment is unwelcome conduct or behavior, connected to an individual's characteristics or status that denies or limits a student's ability to participate in or benefit from educational opportunities at the College. If harassment is unwelcome and is severe or pervasive, it may be unlawful and may subject the College and the individuals who engage in the harassment to significant liability. This policy specifically prohibits harassment on any of the following bases: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex (Title VII), (7) sexual orientation, (8) marital status, (9) pregnancy, (10) physical or mental disability, (11) gender identity, and (12) veteran status.

Regarding sexual harassment, the College will not tolerate the harassment of any employee, student, or other individual on the basis of sex.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation, or assistance; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or school, or creates an intimidating, hostile, or offensive work or learning environment.

Examples: Examples of prohibited harassment include but are not limited to conduct or comments that threaten physical violence; offensive, unsolicited remarks, unwelcome gestures or physical contact that relate to any of the bases listed above; display or circulation of written materials or pictures degrading to any gender, racial, ethnic, religious or other group listed above; and verbal abuse or insults about, or directed at, any employee or group of employees because of their membership in any of the groups listed above.

Prohibited sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Indirect and unintentional conduct may violate this policy as well. Employees and students are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a faculty member, agent of the College, coworker, or non-employee who is on our premises or who comes in contact with the Company's employees or students.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses or discriminates against another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voicemail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Reporting Procedure for Harassment/ Discrimination - other than under Title IX

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No person in this organization is exempt from our policies prohibiting harassment and discrimination.

- Any person who believes that he/she has been discriminated against or harassed should immediately notify the Dean of Students, Dean of the College, or the Director of Human Resources.

- Department chairs, directors, managers and supervisors who become aware of discriminating or harassing conduct and/or a complaint of discrimination or harassment must report the conduct and/or complaint immediately to the Dean of Students, Dean of the College, or the Director of Human Resources. Failure to carry out this responsibility may be grounds for disciplinary action.

- The College will investigate every reported incident promptly and in a discreet manner. All complaints will be considered confidential, and disclosure will be limited to those with a need to know in order to investigate the complaint and/or take corrective action.

Any person who has been found to have violated our policies or otherwise acted inappropriately will be subject to disciplinary action, up to and including immediate termination of employment. The College will also take other corrective or remedial actions, when appropriate.

We encourage reporting of complaints so that we may appropriately address and correct any problems. Any person who participates in good faith in any investigation under this policy has the College's assurance that it will not tolerate any retaliation against him/her as a result of bringing the complaint or otherwise participating in the process. All individuals are expected to be truthful, forthcoming, and cooperative in connection with a complaint investigation.

Complaint Resolution Procedures (Not Title IX)

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further harassment, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

There are three potential avenues to resolve a complaint of harassment or discrimination that does not arise under Title IX:

A. Independent Course of Action

Sometimes the type and nature of the harassing behavior can be effectively stopped and dealt with by directly informing the harasser that the behavior in question is unwelcome and must cease. The complainant may take independent actions, orally or in writing, addressing the harassing behavior with clear and precise communication, indicating the specific nature of the objectionable behavior and the desire/need for it to cease.

If an individual takes this course of action, the circumstances should be documented and the documentation kept (personal notes recording the relevant incidents and conversations, including date, time, place, witnesses or individual (s) to whom one told immediately of the incident, what was said and done). If the complainant takes action by letter, the writer should keep a dated copy of the sent letter as well as advise a trusted second party that such an action was chosen and taken.

In some circumstances the independent course of action may not be feasible, may be uncomfortable to initiate, or may have proven unsuccessful. In this case, the individual should report the offending behavior as soon as possible or within a time period that is reasonable so that the College can take the necessary steps to resolve the situation.

An individual is not obliged to undertake this independent course of action before reporting the unwelcome behavior(s).

B. Intervention for Resolution

The purpose of intervention is to ensure that the alleged offending behavior ends and that the matter is resolved promptly. When this purpose is achieved, the complaint is considered resolved.

All complaints will be taken seriously and will be investigated and addressed expeditiously. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

The process of investigation may include interviews with the complainant and alleged harasser (or elsewhere "respondent") to determine the facts and nature of the behavior. If the complaint is determined to be valid, the College will take a) remedial actions, including but not limited to changes to academic, living, transportation and working conditions, reasonably calculated to be effective and appropriate in ending the inappropriate activity, and b) measures to prevent recurrence. The College may also, in appropriate circumstances, seek to mediate a resolution that is satisfactory to the parties involved without reaching a conclusion as to the validity of the complaint.

Should the complainant elect to proceed formally, s/he may elect to stop the informal process at any time and proceed through the formal process.

C. Formal Resolution

A complainant may file a formal complaint with either the Director of Human Resources, Dean of the College, or Dean of Students without first using the independent course of action or the intervention for resolution procedure. A formal complaint should include the following: the respondent's name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant. All complaints will be taken seriously and will be investigated and addressed expeditiously by the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate.

Investigations of reports of harassment or discrimination shall incorporate the following standards:

1. The Director of Human Resources, Dean of the College or Dean of Students, and/or their designee, shall conduct formal investigations of allegations of harassment or discrimination and coordinate College response(s) to complaints of the same. The College reserves the right to use an independent third party investigator.
2. The individual(s) accused of conduct violating the College policy prohibiting harassment or discrimination shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,
3. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
4. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Those conducting an investigation should remain cognizant of the confidentiality of the investigation. Those conducting investigations may ask witnesses to refrain from sharing information regarding an investigation in appropriate circumstances.
5. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student

housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting such conduct.

6. The investigation shall be completed as promptly as possible and in most cases within 30 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 30 working days, the parties shall be notified in writing.

7. Any individual who has engaged in harassment or discrimination or otherwise violated our policies will be subject to appropriate disciplinary action, up to and including immediate discharge. When appropriate, the complainant may be informed of the outcome of the investigation.

Appeal (Non-Title IX): Rights of appeal under this process are found in the appropriate Student, Staff and Faculty Handbooks.

No Retaliation: Retaliation against an individual who in good faith complains or participates in an investigation about sexual and other unlawful harassment is a violation of the College's policy and is prohibited by state and federal law. Retaliation is a form of harassment and will be handled in the same manner as other forms of harassment. Any participant who believes s/he has been subjected to retaliation s/he should contact the Vice President for Human Resources & Administration; the Dean of Students; the Dean of the College; or the Director of Human Resources. Anyone found to be in violation of this retaliation provision may be subject to disciplinary action.

False Allegations/Information: No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for disciplinary action, including expulsion or termination. Evidence of false complaints or information should be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

II. TITLE IX

A. Policy Against Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence and Stalking (Title IX Violations)

The College declares and affirms a commitment to maintaining a healthy and safe learning, living and working environment for all members of the Saint Anselm community. The College does not condone and will not tolerate sexual harassment or sexual violence of any kind. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. The College prohibits rape, domestic violence, dating violence, sexual assault and stalking as well as discrimination or harassment based on sex.

The College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This Title IX policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

All members of the community should immediately report concerns about - or incidents of - gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. Any student or employee who believes that he or she has been the subject of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking should report the incident or incidents to one of the following College representatives: Title IX Coordinator, Dean of Students, Dean of the College or the Director of Human Resources. The College encourages the timely reporting of any incident(s) of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking. The Title IX Coordinator, or her designee, will investigate all

complaints that arise under Title IX, as set forth in the Complaint Procedure section below. The College hereby provides notice that it reserves the right to use third parties to investigate claims of Title IX violations. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and/or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its affects.

During new student orientation, sexual assault awareness month, and throughout the academic year, a variety of educational programs focusing on sexual assault, sexual violence, sexual harassment, prevention and awareness will be presented to inform students about these issues and the steps that can be taken to prevent such issues from occurring.

Faculty and staff will also be provided training on issues related to Title IX.

B. Definitions

Gender-Based Discrimination refers to the unfair treatment of one person with respect to others in the same work or academic role, in terms of, including but not limited to, hiring, promotion, retention, grading, etc., because of that person's gender, including, but not limited to, pregnancy, gender identity, or failure to conform to stereotypical notions of masculinity or femininity.

Gender-based harassment includes, but is not limited to, acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if these acts do not involve conduct of a sexual nature.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

The first two conditions are defined by the EEOC as quid pro quo harassment and the third condition is defined as hostile environment harassment.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see definition of "consent" below) due to the complainant's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Sexual coercion refers to forcing an unwilling person to touch another's intimate parts.

Sexual Assault refers to an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is defined as the penetration, no matter how slight, of any orifice of another person without consent. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Sexual assault is committed against a person's will, as evidenced by refusal, lack of consent, or the use of force, threat or intimidation. A respondent's level of intoxication shall not diminish his/her responsibility for sexual assault.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant'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. 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.

Domestic Violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the family or domestic violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant 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.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors or activities include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, text messages, social media postings, written letters, gifts, or any other communications that are unwelcome; (2) inappropriate use of online, electronic or digital technologies, including, but not limited to, posting of pictures, or text in chat rooms or on websites, sending unwanted/unsolicited email or talk requests, and posting private or public messages on Internet sites, social networks, and/or school bulletin boards; (3) pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation including staring or "peeping;" (5) gathering information about an individual friends, family or co-workers; and (6) accessing private information through unauthorized means.

Consent means an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological or any altered state (i.e. inebriation). A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Impairment due to drugs or alcohol does not diminish each party's responsibility to obtain consent.

A reasonable person's test is the standard by which an objective, reasonable person would find conduct to be abusive or hostile *and* the complainant also finds it to be abusive or hostile.

Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Any time a member of the College Community sees another person in trouble or in harm's way, they should call the Office of Campus Safety and Security at (603) 641-7000 as soon as possible.

C. SEXUAL VIOLENCE: REPORTING

1. Preservation of Evidence

The preservation of evidence in incidents of sexual violence is critical and particularly time-sensitive. The College administrator, faculty or staff member who first hears such an incident from a complainant will inform the complainant of the importance of preserving evidence by taking the following actions:

1. Seek medical assistance at the hospital, ideally within 72 hours of the incident;

2. Do not shower, bathe, wash hands or face, or douche;
3. Try not to urinate;
4. If oral contact took place, refrain from smoking, eating, drinking, or brushing teeth; and
5. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).

2. How to Report Incidents of Sexual Violence to the Local Authorities

The College encourages full reporting of sexual assault and/or sexual violence as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that s/he has been sexually assaulted and/or experienced sexual violence has the right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of someone who believes that s/he has been sexually assaulted and/or experienced sexual violence.

Goffstown Police Department: “911”, or “555” from a campus landline for an emergency; otherwise (603)497-4858 for the office

3. How to Report Incidents of Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence or Stalking to the College

Any person who believes that s/he has experienced a Title IX violation should contact the Title IX Coordinator, the Dean of Students, the Dean of the College or the Director of Human Resources.

Please note: if a person makes a report to a faculty or “responsible” staff member, federal law requires that the information be reported to the Title IX Coordinator. Reports include the name of the individual who reported that s/he has been assaulted/violated, residence hall assignment (if applicable), date, time and the location of the incident.

D. INTERIM MEASURES DURING AN INVESTIGATION AND RESOLUTION OF A REPORT OF A TITLE IX VIOLATION

Anyone who believes that s/he has experienced a Title IX violation may:

- Choose to report the incident and press charges through the local law enforcement agency and/or file a report with the Office of Campus Safety & Security
- Utilize Campus Safety to be escorted on Campus if feeling unsafe
- Utilize counseling services as set forth in the Campus and Community Resources below

For Students, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her campus housing assignment or the campus housing assignment of respondent
- Request a change, when possible, to his/her class schedule or the class schedule of respondent
- Request a restriction be placed on entrance into certain campus areas or buildings
- Request escort services while on campus
- Request a no contact order with respondent(s)
- Request Academic Support
- Request counseling services through College Health Services

To request an interim measure, students may contact the Dean of Students, the Associate Dean of Students, or their designee.

For Employees, the following interim measures may be implemented to the extent they are deemed reasonable, feasible, and necessary based on the circumstances:

- Request a change, when possible, to his/her office location or the office location of the respondent
- Request a change, when possible, to employee's supervisor
- Request a no contact order with respondent(s)
- Request escort services while on campus
- Request a leave of absence from the College for the complainant or respondent To request an interim measure, faculty and/or staff may contact the Title IX Coordinator.

Procedures

Due to the extremely private nature of sexual assault and/or sexual violence incidents, the College will not normally pursue charges of sexual assault and/or sexual violence unless the person who believes s/he has been sexually assaulted/violated is involved in the process.

However, the College reserves the right, in its sole discretion, to pursue an incident of sexual assault to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

Actions by the police or the criminal courts do not in any way prejudice the right of a person to bring a charge using the College's disciplinary procedures described below.

If a report is made to the Office of Campus Safety & Security, the Title IX Coordinator will be notified that a report of sexual assault and/or sexual violence has been made. This notification will usually include the names of the persons involved in the alleged sexual assault and/or sexual violence and the nature of the allegations.

All complaints of sexual assault and/or sexual violence will be investigated.

E. COMPLAINT RESOLUTION PROCEDURES

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further Title IX violations, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Individuals who are aware of or who have experienced an incident of gender-based harassment, gender-based discrimination, sexual harassment, sexual violence, relationship violence or stalking should promptly report the occurrence to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. Each of these individuals will listen to the facts and review, with the reporter, the options for further appropriate action under the circumstances.

Any individual who receives a report of misconduct or a violation of this policy should immediately report the misconduct and/or violation to the Title IX Coordinator, Dean of Students, the Dean of the College or the Director of Human Resources. *The College requires the following individuals to report any instances or allegations of potential violations of this policy: department chairs, directors, faculty, supervisors and administrators at all levels. Failure to carry out this responsibility may be grounds for disciplinary action.*

The confidentiality of all individuals involved, including the complainant, respondent and any witnesses, will be protected to the extent possible. Only relevant information will be disclosed to those people with a need for information regarding the investigation and/or resolution of the complaint. Dissemination of information relating to these cases is limited so as to insure, as fully as possible, the privacy of the individuals involved. Additionally if the complainant wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the College's response may be limited. However, because of the College's obligation to maintain a safe environment for all members of the College community, the College may have an

obligation to pursue an investigation without the complainant's cooperation. In such cases, the College will take preventative measures to preserve confidentiality to the extent permissible by applicable law.

The College will not retaliate against an individual for his/her participation in the investigation or hearing of a harassment complaint. The College does, however, reserve the right to use information obtained from any source in the course of an investigation or hearing as the basis for further investigation and, potentially, disciplinary proceedings.

Related Alcohol and Drug Violations: The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence -- including but not limited to domestic violence, dating violence, stalking, or sexual assault -- occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

Because the College strongly encourages students to report gender-based misconduct, it has adopted the following policy: A student (including a bystander), acting in good faith, who discloses any incident of gender-based misconduct to a College employee will not be subject to disciplinary action for violations of alcohol and/or drug policies occurring at or near the time of the gender-based misconduct.

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

The Complaint

A formal complaint should include the following: the respondent's name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant.

All complaints will be taken seriously and will be investigated and addressed expeditiously, usually within sixty (60) working days of receipt of the complaint by the Title IX Coordinator or her representative, the Dean of Students, the Dean of the College, or the Director of Human Resources as appropriate. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

Investigation

Investigations of reports of sexual harassment or sexual misconduct/violence pursuant to Title IX shall incorporate the following standards and is a prompt, fair, and impartial process from the initial investigation to the final result:

1. The Title IX Coordinator and/or her designee conduct formal investigations of allegations of sexual harassment or sexual misconduct/ violence, and coordinate College response(s) to complaints of the same. The College reserves the right to use third parties to investigate claims of Title IX violations.
2. The individual(s) accused of conduct violating the College policy prohibiting sexual harassment or sexual misconduct/violence shall be informed of the substance of the allegations. If the individual(s) accused cannot be located, attempts at notification shall be documented,
3. The individual(s) conducting the investigation shall be familiar with the policy prohibiting harassment and discrimination and have training and/or experience in conducting investigations.

4. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate.
5. Once the College determines that it is undertaking a formal investigation (as distinct from a preliminary inquiry in response to a complaint or information), it will inform a complainant and respondent that they may be accompanied to any complaint-related proceeding including but not limited to fact-finding investigations and meetings, formal or informal, by the advisor of their choice. The principal role of an advisor is to serve as a support to a complainant or respondent, and not as a representative or advocate in interactions with College officials. Advisors may communicate with the student in a quiet and non-disruptive manner but are not permitted to speak on behalf of the parties during any such proceeding.
6. Students are obligated to cooperate in an investigation and respond to questions and requests for information fully and truthfully. A student who declines to cooperate as required may be subject to disciplinary action, and the College may draw an adverse inference based on the refusal to cooperate.
7. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. All participants in an investigation, including advisors, shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation and will be advised to refrain from discussing the pending investigation.
8. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the policy prohibiting sexual misconduct.
9. The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the written complaint was received. In the event that an investigation cannot be completed within 60 working days, the parties shall be notified in writing.
10. Upon conclusion of the investigation, the Title IX Coordinator (after consultation with the Deputy Title IX Coordinator for cases involving student complaints against students) may appoint a 3-member Conduct Review Panel or may determine an alternative procedure for addressing the complaint in circumstances he/she determines to be appropriate.

Hearing (Student complaints against students)

Both the respondent and complainant will be permitted a “read only” opportunity to review the available information which the other will be providing the Panel.

The investigator will present discovered fact and materials to the hearing panel, who may question the investigator, the complainant, and/or the respondent.

The complainant and respondent are both permitted to have an advisor of choice present at the hearing. An advisor may attend a hearing to provide advice and support to either the complainant or respondent, but is not permitted to speak on behalf of or advocate for the complainant or respondent, make statements to the hearing panel or question participants. If an advisor attends the hearing, the advisor is permitted to communicate with the complainant or respondent quietly and in a non-disruptive manner, but may not be directly involved in the proceeding. The Chair of the hearing panel has discretion to place limitations or

conditions on the advisor’s presence or participation, and in extreme cases, where an advisor fails to adhere to this policy and disrupts a hearing, the advisor can be dismissed from the hearing.

Complainants and respondents are required to notify the Deputy Title IX Coordinator, who in turn will notify the Chair of the Conduct Review Panel, 24 hours in advance if the advisor will be present. A student should select an advisor whose schedule

allows attendance at the scheduled date and time for any hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. Advisors are required to preserve the confidentiality of the proceedings.

Any cost associated with the participation of an advisor is the sole responsibility of the individual seeking the advisor's assistance.

The hearing panel will determine, based on a preponderance of the evidence, whether the respondent violated the Policy. The Chair of the Conduct Review Panel will then notify the Title IX Coordinator (and the Deputy Title IX Coordinator as appropriate) of the panel's decision and assigned disciplinary actions. Additionally, after a decision is made concerning resolution of the complaint and any disciplinary actions to be imposed, the Chair will notify simultaneously the complainant and the respondent in writing of the outcome.

Generally, a hearing outcome will result in a written document that includes a statement of the allegations and issues, a determination as to whether College policy has been violated, and any disciplinary actions, if appropriate, including but not limited to educational programs, counseling/coaching, mediation, remedies for the complainant, and a referral to other disciplinary procedures, as appropriate.

The complainant shall be informed of the findings and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the respondent. The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint and shall be notified generally of referrals for disciplinary action and recommended disciplinary action.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of this Policy and may be a basis for discipline, including expulsion or termination. Evidence of false complaints or false information shall be referred to the Dean of Students if a student is involved, the Dean of the College if a faculty member is involved, or to the Director of Human Resources if a staff member is involved.

The outcome of a proceeding, and evidence and information gathered in the course of an investigation and hearing, may be used in, and serve as a basis for, other related proceedings, such as subsequent complaints, investigations, grievances, and/or disciplinary actions.

Copies of the outcome and sanctions will be provided to those College administrators, academic leaders, and supervisors who are directly responsible for implementing measures to correct any sexual harassment or sexual misconduct/violence. General information and aggregate data may be provided at regular intervals to enact preventions and create a campus culture aimed at preventing conditions for sexual harassment and sexual misconduct/violence.

Regardless of the method of resolution or the outcome, complainant is at all times free to pursue a complaint with the Equal

Employment Opportunity Commission, the New Hampshire Commission for Human Rights, the United States Department of Education (Office for Civil Rights), the United States Department of Labor (Office of Federal Contract Compliance Programs), or by consulting an attorney at her or his own expense.

Sanctioning

If the respondent is found to have violated the Policy, action will be taken to eliminate the sexual harassment or sexual misconduct. Disciplinary sanctions and/or corrective actions may include, but are not limited to any of the following: a warning, a reprimand, required attendance at an educational workshop, counseling or evaluation; no contact order; restitution, transfer, suspension, job termination, or dismissal of the respondent or anyone knowingly making a false complaint or providing false information.

In situations where the respondent is found to have violated the Policy by committing stalking, the recommended sanctions include no contact order, suspension, transfer, or in some extreme situations and at the discretion of the College, discharge or dismissal from the College.

In situations where the respondent is found to have violated the Policy by committing sexual assault, rape, domestic violence, or dating violence, the recommended sanction will be suspension or dismissal from the College.

The College reserves the right to modify sanctions depending on the facts and circumstances of the particular incident.

Additional sanctions, up to and including termination/dismissal, may be imposed in the event that the respondent fails to comply with the initial disciplinary sanctions imposed.

Appeals

The complainant and the respondent shall be informed simultaneously in writing of the completion of a disciplinary proceeding (whether before the Conduct Review Panel or otherwise). The complainant and the respondent will also be informed of the procedure and timing for appeal of the outcome.

Either party has the right to appeal a decision and/or sanction in a disciplinary case. The complainant or respondent will have five (5) working days after the receipt of the outcome to file an appeal. Appeals must be based on one of the following conditions:

- (1) alleged procedural errors substantially affecting the decision;
- (2) the introduction of newly discovered evidence that was not reasonably available prior to the decision and of a nature that would likely have had a direct and significant impact upon the decision; or
- (3) the sanction is disproportionate to the severity of the violation. Disclosure of the sanctions will be made in accord with the context noted above (directly related to) and the FERPA guidelines.

The appeal must be in writing, signed by originating complainant or respondent and submitted as outlined in the handbook appropriate to the individuals (i.e., faculty, the Faculty Handbook; staff, the Staff Handbook; and students, the Student Handbook).

Retaliation

Retaliation of any kind is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subjected to retaliation. If a Complainant or witness believes s/he has been subjected to retaliation s/he should contact the Title IX Coordinator; the Dean of Students, the Dean of the College or the Director of Human Resources. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.

TITLE IX COORDINATOR

The Saint Anselm College Title IX Coordinator is responsible for coordinating the efforts of the College to comply with Title IX. The Title IX Coordinator for the College is:

Patricia Shuster, Vice President for Human Resources & Administration

Saint Anselm College; Box 1699; 100 Saint Anselm Drive; Manchester, NH 03102 (First floor of Alumni Hall)

Email: titleXcoor@anselm.edu

Phone: (603) 641-7150

Fax: (603) 222-4015

Students, faculty, and staff may contact the Title IX Coordinator's Office to inquire about their rights under the College's policies, request counseling, or to seek information about filing a complaint.

Campus and Community Resources

College Health Services (for Students)

Cushing Ctr. (ground floor) & later in AY16-17, trailer behind Cshop

641-7028

(603) 641-7000 after business hours

Campus Safety & Security

(603)641- 7000 after business hours (603) 641-7260

Employee Assistance & Work/Life Program

Anthem Employee Assistance Program

1-800-647-9151

Domestic and Sexual Violence Advocacy, Support groups and Emergency

YWCA

72 Concord Street

Manchester, NH 03101

Hot Line: (603)668-2299

(24 hour crisis line)

Office: (603) 625-5787

Bridges: Domestic & Sexual Violence Support

603-883-3044 (24 hour hotline)

Pastoral Counseling Services

2013 Elm St., Manchester

(603)627-2701

Elliot Hospital 03103

(603)669-5300 One Elliot Way, Manchester NH

Catholic Medical Center Emergency

100 McGregor Street, Manchester, NH, 03102

(603)668-3545

Mental Health of Greater Manchester

401 Cypress Street, Manchester, NH 03103

(603)668-4111

The Samaritans

Crisis: (603)622-3836

Other Locations throughout southern NH

Bridges Domestic & Sexual Violence Support (office)

16 Elm St., Milford, NH

603-672-9833

Rape & Domestic Violence Crisis Center

Concord, NH

603-225-7376

NH Statewide Sexual Assault (24hr hotline)

1-800-277-5570

Legal Assistance

INTERPERSONAL RELATIONSHIPS

Faculty/Staff and Student Relationships

The relationship between a faculty or staff member and a student at the College is one which exists primarily to encourage and advance the intellectual development of the student. The relationship is meant to be formative and always to promote the academic and personal development of the individual student. Introducing romantic or sexual elements into that relationship is fraught with the potential for exploitation and can potentially damage or undermine that development. Furthermore, the respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make suspect a claim of voluntary consent by the student. Therefore, romantic relationships between faculty or staff and students are ill-advised and strongly discouraged. This policy, and its reporting obligations, applies whether or not a student has a formal academic or institutional relationship with a faculty member (such as a student in a faculty member's class.)

In the event that a romantic relationship does develop, the person in the position of authority is immediately required to:

1. Discontinue exercising any authority over the student.
2. Report the relevant facts to his or her own supervisor (if a faculty member, the Dean of the College *or* if a staff member, his or her supervisor or the Director of Human Resources).
3. Confer with his or her own supervisor with respect to any necessary transfer of authority to another.

The Dean of Students will also be informed of the relationship by the Dean of the College or the Director of Human Resources.

Prompt action is mandatory in fulfilling these requirements. Otherwise the person in authority is in violation of the College's harassment policy and may be disciplined in accordance with it.

Faculty and staff should be aware that they possess or may be perceived to possess authority over students. Thus if a charge of sexual harassment is subsequently made by the student in a romantic relationship, it will be extremely difficult to prove mutual consent.

The foregoing does not apply in the same manner to individuals whose consensual relationship antedates their enrolling or being employed at the College. If a prior relationship exists between a faculty or staff member and a student, this relationship must be disclosed to the Dean of the College in the case of faculty and to the Director of Human Resources in the case of staff members, and alternative means of professional responsibility must be implemented. It should be noted that the circumstances of the relationship may change, and conduct previously welcome may become unwelcome. Even when both parties have consented at the outset, this past consent does not remove the grounds for a charge based on subsequent unwelcome conduct.

Supervisor and Employee Relationships

The power differential inherent in a relationship between an individual who either directly or indirectly supervises an employee compromises the employee's ability to decide freely. Professionalism is threatened by a romantic or sexual relationship where one party has professional responsibility over the other. Moreover, relations in which one party is in a position to review the work - or influence the career - of the other may provide grounds for complaints from third parties when that relationship gives or is perceived to give undue access or advantage and/or restrict opportunities. Professionalism within the College demands that those with authority not abuse - nor seem to abuse - the power with which they have been entrusted. Therefore, romantic or sexual relationships between these parties are prohibited.

Isolated Behaviors

Isolated behavior which does not rise to the level of harassment but which, if repeated, could rise to such a level, demonstrates insensitivity that may warrant remedial or corrective action. Academics or administrators who become aware of such behaviors in

their areas should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such a behavior persists, and a recommendation - as appropriate - to undertake an educational program designed to help individuals understand the harm caused by such behavior. After such counsel, if a person continues to engage in the identified, inappropriate behavior, said individual may be deemed to have engaged in harassment and may be disciplined in accordance with this policy.

ON INCLUSIVENESS AND SEXUAL ORIENTATION

*"All guests who present themselves are to be welcomed as Christ, for he himself will say
"I was a stranger, and you welcomed me." – Rule of Benedict 53:1; cf. Matthew 25:35*

As a Catholic and Benedictine institution of higher learning, Saint Anselm College implements St. Benedict's teaching by welcoming and respecting all persons. All Catholic teaching reinforces the need to acknowledge the fundamental dignity of all persons as created in the image and likeness of God.¹ All persons are to be welcomed, respected, appreciated, and loved: "Do to others as you would have them do to you."² Therefore the College presents and seeks to embody the teaching of Jesus Christ, fostering Christian and Catholic standards of value and conduct among all its members.

As the seminal teaching on this topic found in the catechism of the Catholic Church so clearly states, persons with homosexual orientation "must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard should be avoided."³ Saint Anselm College therefore condemns any and all direct or indirect harassment, intimidation, or bullying of any person in regards to sexual orientation. Such homophobic behavior is hateful, disgraceful, and a violation of human dignity. Furthermore, Catholic moral teaching clearly states that all persons, of any sexual orientation, are called to lives of chastity in accord with their vocation and state in life.⁴ Neglect or failure to do so is likewise harmful to human dignity.

Since the Church's clear moral teaching has consistently stated that the only morally acceptable sexual activity is between a man and a woman within the context of marriage,⁵ some may wonder whether persons with homosexual orientation are in some way an exception to teachings of love and respect. They are not.

The College upholds this twofold teaching of the Church with clarity and compassion. However clarity is not to be confused with or result in actions that exhibit self-righteousness, deliberate offensiveness, or condemnation of anyone; nor is compassion to be confused with or result in actions that are condoning or endorsing morally wrong behavior or activities.

Encouraging all to heed the universal call to holiness,⁶ Saint Anselm College speaks the hope-filled message of the gospel, wherein the same God who created all people seeks to redeem all people.⁷ Saint Anselm College inspires its members to live in accord with this teaching of the Gospel of Jesus Christ and the Rule of Saint Benedict, and thus seeks to establish a community of welcome, respect, inclusion, and appreciation for all.

¹ Cf. Genesis 1:26-27

² The Gospel According to Matthew, 7:12; The Gospel According to Luke 6:30.

³ Catechism of the Catholic Church, par. 2358.

⁴ *Pastoral Letter*, par. 12

⁵ "It is only in the marital relationship (between a man and a woman) that the use of the sexual faculty can be morally good." *Pastoral Letter To The Bishops Of The Catholic Church On The Pastoral Care Of Homosexual Persons*, Congregation for the Doctrine of the Faith, 1 October 1986, par. 7.

⁶ *Lumen Gentium*, Dogmatic Constitution on the Church, Chapter 5.

⁷ Cf. 1 Timothy 2:5.

MISSING PERSON POLICY

The Higher Education Opportunity Act of 2008 requires colleges and universities to establish a missing person policy and procedures. The following policy has been initiated to enhance the safety and security of the Saint Anselm College residential students.

Each residential student will be given the opportunity to identify a confidential contact to be notified in the event that the student is deemed missing. Parents of students under the age of 18 years old will be notified in the event of a missing student report. A student who wishes to identify a confidential contact can do so while going through the regular registration process for classes, or at any time, by logging onto the Campus Portal at myanselm.anselm.edu and selecting the "Campus Life" tab.

When a student is believed to be missing, a report should be made to the Office of the Dean of Students, or to the Office of Safety and Security. Upon receipt of this report, the Office of Safety and Security will initiate and lead a search for evidence regarding the whereabouts of the reported student. The Office of Safety and Security, with the assistance of the Office of the Dean of Students and the Office of Residential Life and Education, will conduct a search of campus buildings and parking lots using the student's class schedule. If this search results in unsuccessful attempts to determine the student's whereabouts, the Office of Safety and Security will notify local law enforcement agencies no later than 24 hours after the initial report was made.

Following an initial, unsuccessful investigation, the Office of the Dean of Students will notify the confidential emergency contact, or parents of a student under the age of 18 years old, no later than 24 hours after the initial report was made.

In the case of a missing student, local law enforcement agencies may release information to the media in order to solicit information and assistance from the local community to assist in the location of the missing student. All requests for student information will be made through the Office of Safety and Security and the Office of College Communications and Marketing.

ON SMOKING

All buildings and facilities owned by Saint Anselm College are considered non-smoking areas.

Enforcement of the smoking policy is the responsibility of an individual's supervisor under the general provisions of Saint Anselm College policies and procedures, as outlined in the Faculty Handbook, the Handbook for Administrative and Hourly Staff and the Student Handbook.

Signs posted at all main building entrances and located throughout buildings will advise occupants that smoking in these enclosed places is prohibited. All employees and students are requested to assist in maintaining the beauty and cleanliness of the College campus. Those who choose to smoke outside of buildings are asked to place the remains of tobacco products in proper receptacles.

In order to reflect sensitivity to the concerns of all individuals, the College will publicize the existence of smoking cessation programs and will make available educational materials and information concerning such programs. Those employees who are interested in participating in such classes should consult your participating health plan for more information. For students, assistance is available through Health Services.

GENERAL EMERGENCY PROCEDURES

Emergency Response Plan

Saint Anselm's Emergency Response Plan is available to the on-campus community via the MyAnselm portal and in hard copy throughout campus. On-campus constituencies (faculty, staff, and students) should consult the plan for important details about emergency communication and procedures. For more information, contact [Don Davidson](#), Director of Campus Safety and Security, at (603) 641-7287.

- Please visit the [MyAnselm portal](#) to view the campus Emergency Response Plan
- To view/download, click: Anselm Community > Campus Safety

Emergency Notification System

SAC ALERTS is an emergency text messaging service that works in concert with an outdoor siren and public address system, as well as, broadcast college voicemail and email messages.

SAC ALERTS can relay emergency notifications to a cell phone and personal e-mail account. With this system, the college's Office of Campus Safety and Security can notify the campus community of an emergency, provide instructions on how to proceed, and announce when an emergency has ended. **SAC ALERTS** text messaging system is also used to inform students, faculty and staff of a weather related college closing, delayed opening or an early closing.

We urge all students, faculty and staff to sign up for this service.

Messages can be received using:

- Cell phone with SMS messaging enabled.
- Personal E-Mail.
- Blackberry or "Smartphone"
- Text Pager (Note: Standard text messaging charges will apply to your phone.)

To sign up for text messaging please go to the following link:

<http://www.anselm.edu/alerts>

In the username and password fields, type in the following information:

Username: Same as email (without "@anselm.edu")

Password: Student ID number/or employee number

(If you do not know this number, click on "**FORGOT PASSWORD?**" and a new password will arrive in your email.)

Click on "Services" at the top of the page and enter your cell phone information. A Validation Code will be sent to your cell phone/email. You must enter the code in the space provided to activate your account. College e-mail addresses have already been entered into the system. You may enter additional email addresses and cell phones to your account.

If you have any questions or encounter any problems, please contact the Office of Campus Safety and Security, ext. 7290.

Fire and Evacuation

Students should act responsibly and exercise every caution and care in the prevention of fire. Each use of a fire extinguisher must be reported to the Offices of Campus Safety and Security, Physical Plant, or Residence Life Staff as soon as possible, so that the extinguisher may be recharged. Students sounding false fire alarms are guilty of a serious act of injustice against the community and are therefore subject to criminal prosecution and/or dismissal from the College.

I. If you see smoke or flames:

Use CAUTION:

1. Contain the fire by closing all doors as you leave
2. Activate the nearest fire alarm pull station (pull stations are located near all building exits)

3. Report the fire by dialing 911 or 555 from a campus phone, (the College's 24-hour emergency line);
Give your name, state "Saint Anselm College", and the precise location of the fire to the Emergency Operator.

4. Evacuate or extinguish (in most cases, it is best to evacuate)

a. **Use a Fire Extinguisher only if:**

- You have been trained
- You have your back to an unobstructed exit
- You have a fully charged and proper type unit for the fire you are fighting
- The fire is contained, and you have reported the fire by fire alarm or 911 activation
- Everyone else has left the area
- There is little smoke or flames

b. **Never fight a fire if:**

- You lack a safe way to escape should your efforts fail
- It has left its source of origin
- You are unsure of the type of extinguisher you need or have

**If you can't control the fire within 30 seconds, abandon your efforts,
close the door(s) and evacuate immediately**

II. In the event a fire alarm is sounding in any building on campus, the following procedures should be followed:

1. When alarms are sounded, leave the building immediately. No one should wait in a building to determine whether the alarm is false or not.
2. If possible close all doors and windows.
3. In all cases, WALK, DON'T RUN, to the nearest exit away from the fire. Never use an elevator.
4. All possible aid should be rendered to enable the physically handicapped to exit the building quickly and safely.
5. If a class is in session the instructor will terminate the class and direct the students to the nearest exit.
6. Spectators should move well away from the fire both for their safety and to not impede firefighting operations and apparatus. Emergency personnel will designate an area for evacuees.

III. In the event that the fire is near your room the following procedures should be followed:

1. Keep low to the floor if smoke is in your room.
2. Before opening the door:
 - a. Feel the door knob and door. If it is hot do not open the door.
 - b. If the door knob is not hot, brace yourself against the door to open it slightly. Fire can create pressure enough to push open a door if it is not held firmly. If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room:

- a. Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
- b. Seal cracks around the door with wet towels or bed-clothing to keep out smoke.
- c. Remember to keep low to the floor and if possible keep a wet cloth over your nose and mouth.
- d. To attract attention if you are trapped, hang an object out the window such as a sheet, jacket, shirt or anything that will attract attention. Shout for help.

Building Evacuation

I. You should familiarize yourself with the evacuation routes posted in all campus buildings. If an evacuation order is issued for your building, or if it were necessary to evacuate due to an emergency, fully cooperate with Safety and Security/emergency personnel and:

1. Take only keys, wallets and essential belongings with you
2. If possible wear weather appropriate clothing
3. If you are the last one to exit your room, close and lock doors
4. Leave the building immediately
5. Do not investigate the source of the emergency
6. Walk, don't run, to the nearest exit
7. Use stairs, not elevators
8. Assist people with special needs
9. If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call Safety and Security at 603-641-7000 (555 from campus phones) to report location and number of people needing assistance
10. If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
11. If you are unable to evacuate, call Safety and Security at 603-641-7000 (555 from campus phones) and report your location
12. As you make your way out, encourage those you encounter to exit as well
13. Follow the instructions of Safety and Security officers or other emergency personnel and report to the designated Evacuation Staging Area or Incident Command Post.

Medical Emergencies

I. In the event of a medical emergency:

1. Stay calm - Dial 911, or 555 from a campus phone, (the College's 24-hour emergency line.)

Advise the operator of the following:

- a. name of person calling
 - b. nature of accident or illness
 - c. exact location (building, floor, room number) of person or persons needing attention
 - d. if nature of accident or illness is such that an ambulance is obviously needed
 - e. the presence of any safety hazards - chemical spill, fire, fumes, etc.
2. Do not hang up unless told to do so by the dispatcher.

3. Do not move the victim unless there is danger of further injury if not moved
4. Render first-aid or CPR only if you have been trained
5. Do not leave the injured person except to summon help
6. Comfort the victim until emergency medical services arrive
7. Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity
8. At the scene of a medical emergency, Campus Safety & Security officers and trained EMT;s are in charge. Area Coordinators Residence Directors, Resident Assistants, etc. will assist as appropriate.

Shelter in Place

I. Shelter in place is useful when evacuation is not an option. Refuge is sought in an interior room with few or no windows. It may be necessary to shelter in place following the intentional or accidental release of chemical, biological, or radiological contaminants into the environment. Shelter in place may also be necessary in the event of a hostile intruder on campus. Shelter in place procedures will be initiated through the various notification systems used by Saint Anselm College.

1. Stop classes and/or other operations in the building.
2. If there are visitors in the building, provide for their safety by asking them to stay—not leave.
3. When public safety officials provide directions to shelter in place, they want everyone to take these steps immediately:
 - a. Close and lock all doors, windows, and other openings to the outside.
 - b. If necessary/possible, turn off heating or cooling system.
 - c. Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.
4. Lock the door to any rooms being used and draw the curtains/shades or cover the windows.
 - a) You should not be visible from the outside or from the corridor.
 - b) Ideally, choose room(s) with hardwired telephones as cellular networks may be unavailable. Use these phones to report any emergencies.
 - c) Stay away from windows and doors.
 - d) Monitor the SAC Alerts Emergency Notification System and the College Web site for updates and information.
5. In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the **Hostile Intruder/Active Shooter section**.
6. Remain calm and await further instructions.
7. **DO NOT** leave the room until directed to do so by a public safety official and report to the Incident Command Post

Hostile Intruder/Active Shooter

I. If a hostile intruder/active shooter is **OUTSIDE** your building: **“LOCK OUT”**

1. Get to a room that can be locked; close and lock windows and doors

2. Turn off the lights
3. Try to get everyone down on the floor (so that no one is visible from outside the room)
4. Call 911. The dispatcher will ask for the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a police officer, or a campus Safety & Security officer

II. If a hostile intruder/active shooter is **INSIDE your building: “GET OUT”**

1. Get out of the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The dispatcher will ask for the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location

III. If exiting the building is not possible, the following actions are recommended: “HIDE OUT”

1. Go to the nearest room or office
 - a. If you are locked out of all rooms, seek refuge in the nearest restroom; lock yourself in a stall and keep quiet
2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
3. Cover the door windows
4. Call 911 (the dispatcher will gather information from you)
5. Keep quiet and act as if no one is in the room (silence cell phones)
6. **DO NOT** answer the door

7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
8. Do not respond to any voice commands until you are sure that they come from a police officer,
or a campus Safety & Security officer

IV. If a hostile intruder/active shooter enters your office or classroom: “TAKE OUT”

1. Remain calm
2. Dial 911 (if you can't speak, leave the line open so the dispatcher can listen to what's taking place)
3. Try to escape, but if unable to, you have to assess the situation and make a survival decision quickly.

Some of those options are:

- a. Try to negotiate with the hostile intruder/active shooter, **or**
- b. Try to find a safe place to hide or protect yourself, **or**
- c. Play dead (pretend to be unconscious), **or**
- d. Try to overpower the hostile intruder/active shooter. This is a decision only you can make.
- e. If someone other than yourself acts to overpower the hostile intruder/active shooter, you have
to decide quickly if you will assist. This is a decision only you can make.

V. If the hostile intruder/active shooter leaves your area, and as soon as it is safe to do so:

1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
2. Call 911 (if not on the line already)
3. **DO NOT** answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a police officer,
or a campus Safety & Security officer

VI. If you decide to flee during a hostile intruder/active shooter situation:

1. Make certain to have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their
location as soon as possible)
4. Move quickly; keep your hands up high and visible
5. Follow the instructions of any police officers you may encounter

VII. What to expect from responding police officers:

Police officers responding to an active shooter are trained in a procedure known as **Rapid Deployment** and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; Rescue teams

composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons.

VIII. Please understand that the police will be treating all those they encounter (including you) as possible suspects.

When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Remember the area is an active crime scene. Police will usually not let anyone leave until the situation is under control and all witnesses have been identified and questioned
8. Do not leave until the police say it is OK.

PLEASE REFER TO THE COLLEGE'S EMERGENCY RESPONSE PLAN FOR FURTHER INFORMATION AND GUIDANCE

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