

LEGAL NOTICES

This document provides important information about certain rights and responsibilities you have as a student at Saint Anselm College. It explains certain laws, rules, and policies. In many cases, the information contained in this brochure is provided to you because federal or state law requires that colleges provide you written notice of particular information. The College also provides information about some of its rules and policies that were created to help ensure that students have a positive experience at Saint Anselm College. Please take a few moments to review the information. The information provided is reviewed annually by the College and updates are made as and when needed. This information should not be considered as legal advice and is not a substitute for it. If you have a situation in which you need legal advice, contact a competent attorney.

NON-DISCRIMINATION POLICY

It is the policy of Saint Anselm College, while reserving its lawful rights where appropriate to take actions designed to ensure and promote the Benedictine, Catholic principles that sustain its mission and heritage, to comply with all applicable laws prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, marital status, age, sexual orientation, or veteran status in its employment, programs, or activities.

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

- Student: Dean of Students Office 603-641-7600
- Applicants for Admission: Office of Admission 603-641-7500
- For concerns related to Athletics: Assistant Director of Athletics 603-641-7800
- Faculty and Staff: Office of Human Resource 603-641-7020 or
Office of Academic Affairs 603-641-7250
- Applicants for Employment: Office of Human Resource 603-641-7020

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

DELIVERY OF SERVICES

Saint Anselm College assumes no liability for the delay or failure in providing educational or other services or facilities due to causes beyond its reasonable control. Causes include, but are not limited to power failure, fire, strikes by College employees or others, damage by natural elements, and acts of public authorities. The College will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance, but its inability or failure to do so shall not subject the College to liability. The College will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual's academic career and professional advancement upon completion of a degree or program are largely dependent on his or her own abilities, commitment and effort. In many professions and occupations, there are requirements imposed by federal and state statutes and change while a student is enrolled in a program and may vary from state to state or country to country. Although the College stands ready to help its students learn about requirements and changes in them, it is the student's responsibility to initiate the inquiry.

DIRECTORY INFORMATION

Directory information consists of information which would not generally be considered harmful or an invasion of privacy if disclosed. Such information may be disclosed by the College, at its discretion, for any purpose. Students may withhold Directory information by notifying the Office of the Registrar.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar, Saint Anselm College, on or before September 15 (or not later than two weeks following an initial registration for classes in spring or summer semesters). Forms requesting withholding of "Directory

Information” are available in the Office of the registrar.

Saint Anselm College assumes that the failure on the part of any student to request specifically the withholding categories of “Directory Information” indicates individual approval for disclosure.

STUDENT PERSONAL PROPERTY

Saint Anselm College shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of, the student for any cause whatever, or whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The student is encouraged to carry personal property insurance. The College is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, or dismissal from the College.

SOLICITATION 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.

EQUITY IN ATHLETICS DISCLOSURE ACT (EADA)

In compliance with the EADA, Saint Anselm College provides information on men’s and women’s athletic programs including the number of participants by gender for each varsity team, operating expenses, recruiting expenditure, athletically-related student aid, and revenues. The annual report is available from the Athletics Office located in Carr Activities and Fitness Center. General information regarding the College's student financial assistance programs, tuition and fee, and refunds is available from the Financial Aid Office located in Alumni Hall.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

Saint Anselm College, in accordance with federal legislation and College policy, is committed to providing drug-free, healthy and safe environments for all students, faculty and staff. The unlawful use, possession, manufacturing, distribution or dispensation of a controlled substance and illegal use or possession of alcoholic beverages on campus or at College sponsored activities is prohibited. If it is determined that violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result. Applicable legal sanctions for the unlawful use, possession or distribution of alcohol and other drugs are summarized in the following section. This information appears here to meet the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other College policies remain in effect.

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATION

A student who has been convicted of possession or sale of illegal drugs while receiving federal Title IV financial aid loses eligibility for federal and state government financial aid (including Title IV, HEA grant, loan or work-study assistance) for a period of time specified in the law (HEA Sec 484 R/1; (20 U.S.C. 1091 r/1). The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs. For further information, please contact the Financial Aid Office.

NOTICE OF AVAILABILITY OF INSTITUTIONAL and FINANCIAL AID

Saint Anselm College offers institutionally funded financial aid and participates in federal and state government financial aid programs, including those authorized by Title IV of the higher Education Act. Detailed financial aid information is available on our website. For further information, please contact the Financial Aid Office.

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 - Office of Institutional Research
- Graduation Rates for Student-Athletes - Athletic Office
- Institutional Security Policy and Campus Crime Statistics - Campus Security Office; Dean of Students Office

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires institutions to notify students annually of their privacy rights under the law.

In accordance with FERPA, Saint Anselm College affords students certain rights with respect to their education records. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students except to the extent that FERPA authorizes disclosure without consent, such as to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, or to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Education records do not include (a) records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except the record maker's temporary substitute (b) student health records (c) employment records or (d) alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Within the Saint Anselm community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of the Registrar, Office of the Dean, Office the Dean of Students, Treasurer's Office, Financial Aid Office, Admissions Office, and academic personnel within the limitations of their need to know and those others employed by the College in an administrative, supervisory, academic, research, or support staff position. Attorneys hired by the College to act on its behalf will also have access to education records.

At its discretion the College may provide information specified as "directory information" in accordance with the provisions of the Act. Directory information consists of information which would not generally be considered harmful or an invasion of privacy if disclosed. At the College, directory information consists of: student name, home and campus address, campus email address, telephone number (s), dates of attendance, class membership/anticipated date of graduation, full or part-time enrollment status, previous educational institutions attended, major field of study, past and present participation in officially recognized activities and sports, weight and height of members of athletic teams, date and place of birth, photographs, hometown, awards, honors (including Dean's List), degree conferred and conferral date. *Students may withhold Directory information by notifying the Office of the Registrar.*

A request for non-disclosure will be honored by the institution until the student (or alumnus) notifies the Office of the Registrar to remove the Directory hold.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar of Saint Anselm College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with these exceptions: a copy of the academic record for which a financial "hold" exists; a transcript of an original or source document which exists elsewhere. The fee for an official transcript is listed in the current "Catalogue."

HAZING POLICY

For College purposes, the definition of hazing is any activity undertaken or situation created, whether on or off campus, by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subject to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, cause undue mental or physical fatigue or distress, or to cause mutilation, laceration or bodily injury.

Such activities include, but are not limited to, paddling in any form, physical or psychological shocks, late work sessions which interfere with scholastic activities, advocating or promoting alcohol or substance abuse, tests of endurance submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have foreseeable potential for resulting in personal injury, or any activity which by its nature may have a potential to cause mental distress, panic, human degradation, or embarrassment.

Spending more than a brief period thinking whether or not a particular activity violates the hazing policy is usually a good indication that the activity is indeed hazing.

CONSENT MAY NOT BE USED AS A DEFENSE. Peer pressure is a significant part of most hazing incidents, and while a person may verbally give consent, circumstances surrounding the situation typically do not provide an opportunity for the person to choose freely.

Saint Anselm College has a zero tolerance policy on hazing, and the consequences can be severe. Participation in hazing activities may lead to individual disciplinary action, team disciplinary action, and/or termination of the team or student organization. In addition, hazing activities that violate state law can be a crime.

NEW HAMPSHIRE HAZING LAW Chapter 631:7

- I. For the purposes of this section:
 - A. "Educational institution" means any public or private high school, college, university or other secondary educational establishment.
 - B. "Organization" means a fraternity, sorority, association, corporation, order, society, corps, athletic group, cooperative, club, or service, social or similar group, whose members are or include students operating at or in conjunction with an educational institution.
 - C. "Student" means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.
 - D. "Student hazing" means an act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act when:
 1. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
 2. Such act is a condition of initiation into, admission into, continued membership on or association with any organization.
 - II.
 - A. A natural person is guilty of a class B misdemeanor if such person:
 1. Knowingly participates as actor in any student hazing; or
 2. Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or
 3. Is present at, or otherwise has direct knowledge of, any student hazing and fails to report such hazing to law enforcement or educational institution authorities.
 - B. An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:
 1. Knowingly permits or condones student hazing: or
 2. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing: or
 3. Fails to report to law enforcement authorities any hazing reported to it by others, or of which it otherwise has knowledge.
- The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.