

# SAINT ANSELM COLLEGE



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## Student Handbook

Academic Year

2018 – 2019

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 2018. 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) 641-7600

**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 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
Assistant Vice President/Auxiliary Services	Mr. William Furlong	7121
Chief Student Affairs Officer and Dean of Students	Dr. Alicia A. Finn	7600
Associate Dean of Students for Community Standards	Mr. Andrew Litz	7600
Associate Dean of Students for Student Engagement & Success	Dr. Karlea Brunelle Joiner	7600
Academic Resource Center Director	Mr. Kenneth J. Walker	7193
Athletics Director	Mr. Daron Montgomery	7800
Campus Ministry Director and Assistant Dean of Students	Dr. Susan S. Gabert	7231
Career Development Center/Professional Dev. Executive Director	Ms. Kimberly G. DelGizzo	7490
Career Development Services Director	Mr. Sam Allen	7490
Center for Intercultural Learning and Inclusion	Mr. Wayne Curry	6028
Chapel Art Center Director	Rev. Iain MacLellan, O.S.B.	7470
Chief Diversity Officer	Dr. Ande Diaz	7447
Chief Information Officer	Mr. Steven McDevitt	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
Dana Center Director	Mr. Joseph Deleault	7710
Financial Aid Director	Ms. Elizabeth Keuffel	7110
Human Resources Executive Director	Ms. Molly McKean	7020
International Programs Director	Ms. Carolyn Bjerklie-Barry	7371
Librarian	Mr. Charles M. Getchell, Jr.	7300
Meelia Center for Community Engagement	Mr. Daniel Forbes	7108
NHIOP Executive Director/Chief of Staff	Mr. Neil Levesque	4100
Physical Plant Director	Mr. Donald Moreau	7350
Registrar	Ms. Tracy Morgan	7400
Residential Life & Education Director & Assistant Dean of Students	Dr. Susan Weintraub	7600
Safety and Security Director	Mr. Donald Davidson	7290
Student Engagement and Leadership Director	Ms. Jean Couture	7364

# CAMPUS GUIDE

## Abbey Church

Lady Chapel  
Byzantine Chapel

## Alumni Hall

North Wing -

Lower Level:

Classrooms  
Faculty Offices

First Floor:

Student Affairs and Dean of Students  
Registrar

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  
Yearbook

First Floor:

Admission  
Chief Diversity Officer  
Chief of Staff  
Dean of the College  
President  
Vice President for Academic Affairs

Second Floor:

Alumni Relations and Advancement

College Communications and Marketing  
Student Financial Services – Cashier's Office  
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

## Roger and Francine Jean Student Center Complex

Ground Level:

Campus Store/Bookstore  
Dr. James Powers Health Services Center  
Office of International Programs  
Mail Center  
Student Engagement and Leadership

First Level:

Campus Ministry  
Career Development Center  
Fr. Jonathan, O.S.B Center for Intercultural  
Learning and Inclusion  
Meelia Center for Community Engagement

Second Level:

Academic Advisory  
Academic Resource Center (ARC)  
Dean of Freshman and  
Dean of Sophomores

**Carr Recreation Center**

Athletic Conference Room  
Athletic Department  
Intramural Sports Facility  
Men's and Women's Locker Rooms  
Racquetball Courts  
Spagnuolo Fitness Center  
Strength & Conditioning Center

**Comiskey Center (Fine Arts)****Daley Maintenance Center**

Campus Safety and Security  
Physical Plant

**Dana Center for the Humanities**

Campus Events  
Classrooms 1D-6D  
Humanities Office  
Koonz Theater  
Conference and Event Services

**Davison Hall**

Dining Hall  
Food Services  
Residential Life and Education

**Gadbois Hall**

Classrooms 1G to 207G  
Nursing Department  
Nursing Laboratories  
Faculty Offices  
Laboratories

**Geisel Library**

Main and Special Collections  
Library Staff Offices  
Information Technology Help Desk

**Goulet Science Center**

Classrooms  
Faculty Offices  
Laboratories

**Joseph Hall**

Business and Economics Department  
Education Department  
History Department

**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 Conference 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

## MOTTO

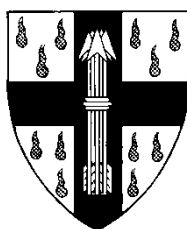
The motto of the College is "Initium Sapientiae Timor Domini," ("The fear of the Lord is the beginning of Wisdom"). This phrase is taken from Psalm 111, verse 10 and also appears in the Book of Sirach, Chapter 1, verse 16.

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: Roger and Francine Jean Student Center Complex**

**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. A per credit Overload Fee will be applied to all credits over eighteen credits per semester.

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
- Institutional Security Policy and Campus Crime Statistics – Campus Security Office; Office of the Dean of Students

### **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:

<b>Semesters Attempted</b>	<b>Minimum Credits Attempted</b>	<b>CGPA for Warning</b>	<b>CGPA for Probation</b>	<b>CGPA for Dismissal</b>
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 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.

## **REQUIREMENTS FOR GRADUATION**

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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**

**Karen Gosselin, 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 employers, 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](http://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 Credentials, Inc. 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 Credentials, Inc. 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 Requests" for instructions. Please note: All current students have access to their "unofficial" transcript through the campus portal by selecting "Unofficial Transcript" on the right hand side of the "Student" page on the portal. You can review that document to determine if that will meet your needs prior to utilizing the "Transcripts Plus" 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](http://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:**

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

**Hours, summer sessions:**

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

Please see frequently updated "*Hours*" on the Library's homepage (<https://www.anselm.edu/library>) 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):

<b>Sunday</b>	<b>2:00 p.m. – 10:00 p.m.</b>
<b>Monday–Thursday</b>	<b>10:00 a.m. – 10:00 p.m.</b>
<b>Friday</b>	<b>10:00 a.m. – 3:00 p.m.</b>
<b>Saturday</b>	<b>noon – 5:00 p.m.</b>

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

**Phone:** 641-7306

**E-mail:** [askanselm@anselm.edu](mailto:askanselm@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 400,000 physical and online titles, covering primarily scholarly books, journals, newspapers, databases, web sites, microforms, archives and audio/visual publications. Descriptions and or the full-text of all of the library's resources may accessed through the library's website both on and off campus.

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, 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 scanner that creates PDF files which can be e-mailed, stored on a USB drive, or sent to your smart device. A multi-functional microforms scanner for student use is also available.

### **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..." through the library catalog.
- 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.

### **Outstanding Student Scholarship Display**

The library displays student research and scholarship as recommended by the faculty. Students are invited to include their papers, posters, or other scholarly works in the library on an annual basis.

### **Courtesy and Behavior**

The library has designated spaces for both individual quiet study and collaborative work. Signs are posted detailing the appropriate sound level expectations for each floor. 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; and adhere to the sound level expectations for each study space; 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 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 Complex/Upper Level

<b>Hours:</b>	<b>Monday - Thursday</b>	<b>8:00 a.m. - Midnight</b>
	<b>Friday</b>	<b>8:00 a.m. - 6:00 p.m.</b>
	<b>Saturday</b>	<b>10:00 a.m. - 6:00 p.m.</b>
	<b>Sunday</b>	<b>10:00 a.m. - Midnight</b>
<b>Telephone:</b>	<b>603-641-7017</b>	
<b>Box#:</b>	<b>1607</b>	
<b>Website:</b>	<b><a href="https://www.anselm.edu/academic-resource-center">https://www.anselm.edu/academic-resource-center</a></b>	

**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 15<sup>th</sup> 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 approves and arranges academic accommodations for students disclosing a disability. Students with an appropriately documented disability 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, assistance 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: Roger and Francine Jean Student Center Complex**

**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 an advisor from the undeclared advising team.

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.

## ***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.

A number of students hold jobs at the Chapel Art Center 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**

Semester bills are generated in June and December. Balances are required to be paid full before the beginning of each semester. Saint Anselm College offers several payment options. Balances can be paid by cash or check or using our online payment options. In a continued effort to assist our students and their families, Saint Anselm College offers a Monthly Payment Plan which allows you to spread the semester expenses over five smaller monthly installments. To avoid late fees, interest charges, or other penalties, semester expenses should be paid by the applicable due date (generally the first business day of August and January).

Students can view their live tuition account information by logging into Student Account Center at [www.anselm.afford.com](http://www.anselm.afford.com). Students can also invite parents or other participants to have access to their account.

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 traditional residence halls must pay the full residence fees, which include room and board. The cost of apartment housing does not include a meal plan. Students living in apartment housing have several meal plan options that can be purchased through the College's Dining Services.

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 is determined annually. All students must access the insurance company's website and either:

- Provide the requested information to enroll in the College's insurance plan, or
- Complete the waiver and provide the requested information to verify the student's existing insurance coverage

After the first day of class, 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.

### **Financial Policies**

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.

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.

A registration hold will be placed on any student who has an unpaid balance. Students with registration holds will not be allowed to complete the registration process for the subsequent semester until the balance is paid in. Graduating seniors will not be

permitted to participate in graduation ceremonies if all financial obligations have not been met. 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.

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.

## **Refund Policies**

### **Credit Balance Refunds**

Refunds are issued on credit balances only. A credit balance 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.

### **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.

### **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.

## **OFFICE OF INFORMATION TECHNOLOGY**

**Chief Information Officer, Steven McDevitt**

**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 NHIOP 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, an active learning lab located on the 2nd floor of Poisson Hall which consists of 30 Windows laptops and 5 large TV displays 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.

#### **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.thepermitstore.com](http://stanselm.thepermitstore.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.thepermitstore.com](http://stanselm.thepermitstore.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](http://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](http://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](http://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.**

## **CAMPUS MAIL CENTER**

Deborah Hesketh, Supervisor

Location: Roger and Francine Jean Student Center Complex

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

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

Non-academic Hours: Monday through Friday 7:30 am – 3:45 pm

Telephone: 603-641-7025

Fax: 603-641-7189

The Campus Mail Center is located on the lower level of the Roger and Francine Jean Student Center Complex. The Campus Mail Center provides mail and package services for the entire college community.

The Campus Mail Center is not a branch of the U.S. Post Office but 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. Cash, check and Hawk Bucks are accepted for purchases.

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 non-refundable fee of \$5.00 for the mailbox key. Lost keys may be replaced at a cost of \$5.00. Letter mail and small parcels that fit into the mailbox are to be collected with the use of the students' mailbox key. Notice will be placed into the mailbox in the case of a larger parcel. Bring the notice to the window with proper ID to pick up your larger parcel.

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 lost or 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 mail or parcels.

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:

<https://www.anselm.edu/student-life/residential-life/campus-mail>

## **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: Roger and Francine Jean Student Center Complex

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](http://www.anselmshop.com) or [www.efollett.com](http://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 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. 64).

## **CAREER DEVELOPMENT CENTER**

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

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

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

Brittany Ray, M.Ed., Assistant Director of Internships and Career Advising

Lauren Campiglio, M.Ed., Assistant Director of Career Advising

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 and an on-line career planning system (FOCUS II) are two of the available resources 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 *Handshake*, an on-line personal career management program offering resources, tutorials and internship and job postings. *Handshake* allows students to manage their own job search including on-line applications, resume forwarding and employer communication. Access to the College's *Handshake* system 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., Associate Director, Meelia Center for Community Engagement**

**Location: Roger and Francine Jean Student Center Complex**

**Telephone: 603-641-7108**

**Box: 1627**

**Website: [www.anselm.edu/meelia](http://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 partner with the Greater Manchester to help address the challenges facing the city.. Each year more than 1200 students, faculty and staff volunteer more than 20,000 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 over 400 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 Dance-a-Thon, 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 is a leader among 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 80 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 program support. 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. Another team of Meelia leaders manage Access Academy where they provide after school on-campus courses for underrepresented high school students. 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**

**Carolyn Bjerklie-Barry, Director**

**Location: Lower Level, Roger & Francine Jean Student Center Complex**

**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 international 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](mailto:skeefe@anselm.edu) or call 603-641-7371. Access the office on the web at [www.anselm.edu/studyabroad](http://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

**Alicia A. Finn, Ph.D., Chief Student Affairs Officer and Dean of Students**

**Andrew S. Litz, M.B.A., Associate Dean of Students for Community Standards**

**Karlea Brunelle-Joiner, Ph.D., Associate Dean of Students for Student Engagement and Success**

**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](mailto: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 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, a "Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity, and each one, according to his or her role or capacity, contributes towards decisions which affect the community and also towards maintaining and strengthening the distinctive Catholic character of the institution."

The student life program manifests Benedictine values in the formation of community built upon respect for individuals, self, and this place. In keeping with the spirit of respect for God's work as manifested in others and in our environment, the exercise of good stewardship among staff and students is highly regarded. The student life program seeds to maintain a rhythm and balance, paralleling Benedictine life, which nourishes self-discovery within the context of one's relation with God. The core of the student affairs mission at Saint Anselm College is, therefore, reflected in an environment and in programs which help students discover for themselves their capacities for growth in all aspects of their lives, and consistent with Christian and Benedictine principles.

Specific areas are addressed elsewhere in this handbook: Campus Ministry ([page 38](#)), College Health Services ([page 39](#)), Dana Center ([page 42](#)), Center for Intercultural Learning and Inclusion ([page 43](#)), Residential Life and Education ([page 45](#)), Student Engagement and Leadership ([page 63](#)), Student Conduct ([page 64](#)) and Athletics ([page 36](#)).

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 64](#)).

### SOPHOMORE EXPERIENCE AND TRANSITION PROGRAMS

Karlea Brunelle-Joiner, Ph.D. Associate Dean of Students for Student Engagement and Success

E-mail: [kjoiner@anselm.edu](mailto: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 Athletic Director	Mitch Capelle, B.S.
Associate Athletic Director	Neil Duval, M.S.
Associate Athletic Director/SWA	Courtney McGrath, M.B.A.
Head Athletic Trainer	Mike Sirois, M.S., A.T.C, P.E.S.
Assistant Athletic Trainer	Danny Gay, A.T.C
Assistant Athletic Trainer	Alyssa Van Patten, M.S, A.T.C, I.T.A.T.
Assistant Athletic Trainer	T.J. O'Connor, M.B.A, A.T.C.
Director, Athletic Communications	Griffin Spencer, B.S.
Assistant Director	Michael Abdella, M.A.
Office/Business Manager	Meg Pfalzgraf
Equipment Manager	John Trisciani
Administrative Assistant	Sagemarie George

### **Men's Sports Coaches:**

Baseball	Nick Cenatiempo
Basketball	Keith Dickson
Cross Country	Brian Stankiewicz
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	Brian Stankiewicz

Field Hockey	Carolyn King Robitaille
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](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](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 and Assistant Dean of Students  
Kat O'Loughlin, M.Phil Campus Minister  
Riley Duggan, MA, Campus Minister  
Fr. Stephen Lawson, O.S.B Campus Minister  
Fr. Mathias Durette, O.S.B. Campus Minister  
Eric Bermari, Director of Liturgical Music  
Joycelin Raho, MA, Campus Minister (part-time)  
Rev. Peter Guerin, O.S.B., Campus Minister (part-time)  
Location: Roger and Francine Jean Student Center Complex  
Choir: Abbey Church Lower Level  
Telephone: 603-641-7530  
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

### 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

- Fair Trade Fair
- Summer and Post Graduate Volunteer Fair
- Catholic Relief Services Food Recovery & Rice Bowls

**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**

**Location: Roger and Francine Jean Student Center Complex**

**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 or C.A.S.I.C.S - Cannabis Abuse 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](mailto:mmarshall@anselm.edu)

Rosemary Stackpole  
Director, Dining Services  
603-641-7750  
[diningservices@anselm.edu](mailto: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 27<sup>th</sup> for the following academic year; requests from incoming first year students should be sent to Health Services by June 5<sup>th</sup>.**

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.

**Saint Anselm College**  
**Medical Equipment Request Form**

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**

Joseph Deleault, B.A., Director

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 10-15- 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 that facilitate the interaction of the Saint Anselm College students and the local community with the artists in a uniquely intimate setting.

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 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.

## **THE FATHER JONATHAN, OSB., CENTER FOR INTERCULTURAL LEARNING AND INCLUSION**

Wayne Currie, M.S., Director

Rina Ficek, Administrative Assistant

Location: Roger and Francine Jean Student Center Complex

Telephone: 603-222-4282

E-mail: [multiculturalcenter@anselm.edu](mailto:multiculturalcenter@anselm.edu)

Box 1694

### **Mission**

Grounded in the Benedictine tradition of hospitality, the Intercultural 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 Intercultural 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.

### **Vision**

The Intercultural Center strives to provide the highest quality of programs and services to embrace multicultural education and cultivate learning and appreciation, as well as nurture an atmosphere of inclusion and positive social change.

### **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.

**Student Success** – We encourage academic achievement, personal development, and accountability, which promotes life –long learning.

**Engagement** – We encourage students to develop global competency, leadership skills and to make connections between the academic and co-curricular experiences.

## **Programs and Services**

### **Lounge**

Saint Anselm College members are welcome to use the Intercultural 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 TV, lockers and kitchenette. It is open 24 hours a day Monday through Friday. Groups who would like to reserve the Intercultural Center can do so in person or by emailing [multiculturalcenter@anselm.edu](mailto:multiculturalcenter@anselm.edu).

### **Commuters**

The Intercultural 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 Intercultural Center at [multiculturalcenter@anselm.edu](mailto:multiculturalcenter@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 Intercultural 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 Intercultural 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: Intercultural Day, Martin Luther King, Jr. Program, Hispanic Heritage Month, Women's History Month and the Intercultural Holiday Dinner.

### **Student Leadership Success**

The Intercultural Center offers a variety of leadership opportunities where students are encouraged to engage in activities that promote personal and academic development, community engagement, cultivate inclusiveness and transformational relationships that will enrich the student's educational experience and build lifelong skills. Some of those programs are: the Unity Retreat, the Peer Mentor Leadership Training and the Transitions End of the Year Banquet.

### **Diversity Education**

The Intercultural Center staff conducts workshops and various campus-based programs related to diversity for the Saint Anselm community. The purpose of 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, Ed.D., M.Ed., M.A., Director and Assistant Dean of Students**

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

**Bridie Dailey Mager, M.Ed., Assistant Director**

**Sam Ghika, M.S. Father Bernard Court and Holy Cross Hall**

**Derick Logan, M.Ed., Area Coordinator – Saint Benedict Court, Living Learning Commons, and Croydon Court,**

**Ryan Ford, B.S., Resident Director - Hilary Hall, Bertrand Hall, Brady Hall, and Falvey House**

**Austin Genett, B.A. – Dominic Hall and Saint Mary Hall**

**Shannon Dewar B.A., Resident Director – Joan of Arc Hall, Alumni Hall – Streets, and 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 Accommodations Committee, comprised of the College's Health Services staff, the Academic Resource Center, and the Office of Residential Life and Education (and other campus offices as appropriate) This committee will then make a recommendation to the Director of Residential Life and Education concerning the appropriate housing 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 2<sup>nd</sup> for the following academic year; requests from incoming first year students should be sent to Health Services by June 8<sup>th</sup>.**

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 Room Selection 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. Physical Plant should not be called for this installation or for repairs unless issue with the window (casings, molding, etc.) require attention.

### **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 stored 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 sign these forms as part of their official status as a resident student. Neglect in following this procedure makes the student(s) involved responsible for any damage in the room.

If the individual concerned is not identified, for damages found in individual rooms or in common areas of the residence hall or immediate areas outside the residence hall, 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(s) 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 (emailed or handwritten) 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 assessed. All year end damage appeals must be submitted in writing to the office by the third Friday in June by 5 pm.

### **Housing Refunds**

Student Financial Services computes housing refunds based on the refund policy.). 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. (i.e. 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 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 15, 2019. Without a timely 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 arranged and 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
  - v. Electronic Cigarettes and vaporizers are prohibited in residence halls/areas.
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 and be responsible for remuneration.

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, 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 due to misuse or malfunctioning of the equipment.

### **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. All students should make every effort to update their "In Case of Emergency" numbers on file with the College.

### **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. 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.

## **SAINT ANSELM COLLEGE**

### **Assistance Animals Policy for Students**

Saint Anselm College ("Saint Anselm" or the "College") is committed to providing reasonable accommodations to qualified individuals with disabilities to facilitate equal access to the College's programs and activities. In compliance with relevant federal and state law, including the Americans with Disabilities Act of 1990 and amendments (the "ADA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Fair Housing Act ("FHA"), and the New Hampshire Law Against Discrimination, individuals with disabilities who require the use of Assistance Animal Assistance Animals (as defined below) as a reasonable accommodation, due to their disability, may be permitted to bring such animals to limited and defined areas of College property provided they comply with this Policy.

Students who seek to bring an Assistance Animal to campus must first contact College Health Services ("CHS") at 603-641-7028 or [healthservices@anselm.edu](mailto:healthservices@anselm.edu). The Accommodations Committee will determine, on a case-by-case basis, and in collaboration with other departments on campus (as needed), whether to approve the individual's request for an Assistance Animal Assistance Animal on campus. In making this determination, the Accommodations Committee will consider the needs of the individual, as well as the impact of the animal on the campus community, and applicable legal standards.

#### **Section I: Coverage**

This Policy applies to all students, resident and commuter alike.

This Policy is in effect on all College property.

#### **Section II: Definitions**

##### **Assistance Animal**

This Policy applies to Assistance Animals that may be used by individuals with disabilities at the College. "Assistance Animal" is an umbrella term that refers to both Service Animals and Emotional Support Animals, as further defined below. An Assistance Animal is an animal that either (1) works, provides assistance, or performs tasks for the benefit of a person with a disability; or (2) provides emotional or other type of support that alleviates one or more identified symptoms or effects of a person's disability.

##### **Service Animal**

A "Service Animal" is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals do not qualify as Service Animals. (In some limited circumstances which generally are not applicable to Saint Anselm's campus, a miniature horse may be permitted as a Service Animal.) Examples of work or tasks include, but are not limited to, guiding an individual who is blind or has low vision with navigation, alerting an individual who is deaf or hard of hearing to the presence of people or sounds, and alerting and protecting an individual during a seizure. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

Examples of types of Service Animals include:

- Guide dog: A dog that is trained to serve as a travel tool for individuals who are blind or have low vision.
- Hearing dog: A dog that has been trained to alert deaf persons or those with significant hearing loss, to sounds such as knocks on doors, fire alarms, phone ringing, etc.
- Assistance dog: A dog that has been trained to assist a person with a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, assisting a person to get up after a fall, etc.
- Sig (signal) dog: A dog trained to assist a person with autism. The dog makes a person aware of movements, which may appear distracting to others and are common to those with autism. A person with autism may also have deficits in sensory input and may need Service Animals to provide similar assistance as is provided to a person who is blind or deaf.
- Seizure response dog: A dog trained to assist persons with seizure disorders. The method by which the dog serves varies depending on the individual's needs. Some dogs are able to predict seizures and provide advanced warning.

- Other types of Service Animals: The above is not an exhaustive listing. The College will allow Service Animals as permitted by applicable law.

### **Emotional Support Animal**

“Emotional Support Animals” (or “ESAs”) is a category of animals that may work, provide assistance, or perform physical tasks, for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under this Policy or relevant federal or state laws and regulations. Some Emotional Support Animals are professionally trained, but in other cases ESAs provide the necessary support to individuals with disabilities without any formal training or certification. Dogs and cats are commonly used as Emotional Support Animals, but other animals may serve a person with a disability as an ESA.

The question in determining if an Emotional Support Animal will be allowed in College housing is whether or not the ESA is necessary because of the individual's disability to afford the individual an equal opportunity to use and enjoy College housing and its presence in College housing is reasonable. However, even if the individual with a disability establishes necessity for an Emotional Support Animal and it is allowed in College housing, an ESA is not permitted in other areas of the College (e.g. dining facilities, common rooms and hallways in the residences, libraries, academic buildings, athletic building and facilities, classrooms, labs, individual centers, Abbey Church, etc.). Dogs approved as ESAs are permitted in certain outdoor areas of the College, as described more fully under the “Pets” section of Residential Life in the Student Handbook.

### **Approved Animal**

Under this Policy, an “Approved Animal” is an Assistance Animal that has been approved by the College to be on campus.

### **Pet**

A “Pet,” as described more fully under Residential Life “Pets” section of the Student Handbook, is an animal kept for ordinary use and companionship. A pet does not do work, provide assistance, or perform tasks for the benefit of a person with a disability, and therefore is not considered to be an Assistance Animal.

### **Owner**

An “Owner” is a student who has requested an accommodation to bring an Assistance Animal on campus.

### **Student**

An individual enrolled in College classes; may be a resident or commuter.

### **Section III: Procedures for Approving and Keeping Assistance Animals on Campus**

Subject to the rules outlined in this Policy, Saint Anselm College permits qualified individuals with a disability to bring a Service Animal to all areas of public accommodation where members of the public, students, faculty, employees, trustees, or guests are allowed to go (the subsection on Prohibited Areas below defines certain restricted locations on campus where animals of any kind are not permitted, including Service Animals). The Service Animal must be individually trained to do work or perform tasks for the benefit of a qualified individual with a disability.

Subject to the rules outlined in this Policy, Saint Anselm College permits qualified individuals with a disability to reside with an Emotional Support Animal in a College-owned residence. The residential space where an approved Emotional Support Animal is permitted is limited to a resident's room or suite (a dog approved as an Emotional Support Animal may also be allowed in certain outdoor public spaces on the College's campuses, consistent with the restrictions outlined in the Pets policy of Residential Life as found in the Student Handbook).

### **Procedures for Non-Resident Students to Request Approval**

Commuter students seeking to bring a Service Animal to campus must make a formal request with the CHS. To do so, the individual must submit a completed Registration form with College Health Services. Furthermore, the individual must contact the Director of College Health Services by telephone at 603-641- 7028 or by appointment.

### Procedures for Resident Students to Request Approval

The procedure for requesting Assistance Animals follows the general procedures set forth in the Housing Accommodations section of the Student Handbook. Students must make a formal request. These requests are normally considered during housing lottery and selection for the following year. Check Residential Life postings for dates.

1. **Register** with College Health Services and complete an Accommodation **Application**.
2. Schedule a **meeting** to discuss the accommodation request. Set up a meeting by calling (603-641-7028).
3. **Submit disability documentation**. Please confer with CHS staff for assistance in providing documentation that is appropriate to verify eligibility and support your specific housing accommodation.
  1. Fax documentation to \_\_\_\_\_
  2. Email documentation to \_\_\_\_\_
  3. Mail documentation to: \_\_\_\_\_
4. \_\_\_\_\_  
In person, by appointment. (Please call 603-641-7028 to request an appointment.)

A request for an Assistance Animal that otherwise meets applicable legal standards may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters College housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property.

Saint Anselm College may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others
7. The animal is dangerous or wild (e.g., poisonous snakes).

Requests should be submitted as far in advance as possible of the semester the student wants to bring the Assistance Animal on campus. If the need for the Assistance Animal arises after the student is already living on campus, the student must complete the Registration form with College Health Services and meet with the Director of College Health Services as well as contact the Director of Residential Life and Education. The review process may take up to 30 days; the student should make her/his plans accordingly. The proposed Assistance Animal must not be in residence prior to approval by the College.

Once the Accommodations Committee completes its review, the decision will be provided in writing to the student. If the request for a Support Animal is approved, the requesting student will be asked to sign a Support Animal Agreement that includes the provisions of this policy. The Accommodations Committee will collaborate with other College offices, including the Dean of Students Office, to determine if there are any student conduct issues that may negatively impact the requesting student's ability to effectively control and provide a safe environment for the Assistance Animal. Once the Accommodation Committee reviews the request, the decision will be provided in writing to the individual.

If the request for an Assistance Animal is approved, Residence Life and Education staff will make a reasonable effort to notify the other residents in the hall where the Assistance Animal will be located. This notice will be limited to information about the animal's presence as an accommodation to a student with a disability; there will be no disclosure of the student's disability. In addition, all roommates/apartment mates/ suitemates of the Owner of the Assistance Animal must sign an agreement acknowledging that the Assistance Animal will be in residence with them. In the event that one or more housing mates do not approve, either the Owner and the Assistance Animal or the non-approving housing mate, as determined by Residential Life and Education professional staff, may be moved to a different location.

If a request for an Assistance Animal is denied, the requesting individual may appeal the denial to the Dean of Students within five (5) business days. The decision of the Dean of Students is final.

### **Documentation for Review of Requests for Assistance Animals**

The College may request reliable documentation of a disability that is not readily apparent, and of a disability-related need for an assistance animal that is not readily apparent.

- (1) In the case of a Service Animal, the College may request documentation in support of the request for the purpose of determining whether an animal qualifies as a Service Animal, namely:
  - a. that the Service Animal is required due to the functional limitations of the requesting individual's disability, and
  - b. what work or tasks the Service Animal has been trained to perform for the benefit of the requesting individual.
- (2) In the case of an Emotional Support Animal, additional information from a physician, psychiatrist, social worker, or other mental health professional verifying:
  - a. that the applicant has a disability,
  - b. that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability.

Please note that registration of an ESA with and/or certification by an external accrediting organization is neither recognized nor required for approval of a request.

Accommodation requests must be renewed yearly at the time of lottery and room selection. To be considered reliable documentation, any necessary documentation must be dated within the last 12 months, and may not be provided by a relative of the requesting individual. Such documentation may originate with employees of the College, if necessary.

### **Owner's Responsibilities for Approved Animals**

The following pertains to the health and well-being of an approved Assistance Animal:

- Identification, License, and Tags:
  - A Service Animal should wear a harness, identification tag or other gear that identifies its working status. If there is not a visible tag, College officials may ask the Owner if the Service Animal is a working animal.
  - When applicable, an Emotional Support Animal should wear an identification tag or the Owner should have the animal's identification paperwork available at all times for presentation upon request by a staff member.
- Vaccination: In accordance with local ordinances and regulations, the approved Assistance Animal must receive all required and/or recommended immunizations against diseases. Assistance Animals, if required by law or regulation, must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed, if applicable to the particular breed and type of approved animal. The College may request updated verification regarding an approved Assistance Animal's vaccinations at any time during the animal's residency.
- Health: Assistance Animals must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis, but may include a vaccination certificate or veterinarian's statement regarding the animal's health. The College has authority to direct that the Assistance Animal receives veterinary attention in appropriate circumstances.
- Control: The Owner must be in full control of the Assistance Animal at all times. The Service Animal must be on a leash, harness or tether at all times, or in the case of an Emotional Support Animal remain in the assigned residential unit (dogs may use outdoor public space, in accordance with the limits discussed in the College's Pets Policy). Exceptions may occur when the animal is performing a specific duty that requires it to be unleashed or where the nature of the Owner's disability limits such control. In such cases, alternative control measures may be considered during the request and approval process.

- **Cleanliness:** It is the Owner's responsibility to remove and properly dispose of any waste (e.g., urine, excrement, fur, cage shavings, etc.). Indoor animal waste must be enclosed in a sturdy plastic bag before disposal. An Assistance Animal must be clean and well groomed, and measures should be taken at all times for flea and odor control. If fleas, ticks, or other pests are detected through inspection, the residential housing unit will be treated using approved fumigation methods by College approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond normal required pest management. The Owner will be held responsible for any room damages including the excessive cleaning or replacement of the carpet.
- **Behavior:** The Assistance Animal must be well behaved. The Owner must ensure that the Assistance Animal refrains from behavior that threatens the health and safety of others.
- **Overnight:** The Assistance Animal may not be left overnight in a residence hall without the Owner. Approved Assistance Animals must be taken with the Owner if the Owner leaves campus overnight and during breaks.
- **Other Conditions:** (a) Dogs and cats must be at least 12 months old. (b) The Offices of College Health Services and/or Residence Life and Education may place other reasonable conditions or restrictions on the Assistance Animal depending on the particular facts and circumstances, including the nature and characteristics of the Assistance Animal.

The following pertains to Owner's overall responsibilities for Approved Animals in the Residence:

- The behavior, noise, odor, and waste of an Approved Animal must not exceed reasonable standards, and these factors must not create unreasonable disruption for residents and Residential Life staff.
- The Owner is financially responsible for the Approved Animal, including for any bodily injury or property damage caused by the Approved Animal. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall coverings, and costs of damage to other College owned property. The Owner is expected to cover these costs at the time of repair and/or move-out.
- The Owner must notify the Office of Residential Life and Education, in writing, if the Approved Animal is no longer needed or is no longer in residence. To replace an Approved Animal, the Owner must file a new Accommodation Request Form as outlined above.
- The Owner's residence may be inspected for pests as needed. Physical Plant staff will schedule any such inspections and inform Residential Life staff. If pests are detected upon inspection, the resident's room or hall will be treated using College-approved pest control methods. The Owner will be billed for the expense of any pest treatment that is beyond routine pest control.
- From time to time, the College may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of College housing. The College is not responsible for any harm to Approved Animals caused by such materials.

#### **Guidelines for Maintaining an Assistance Animal**

Saint Anselm College may revoke approval of an Assistance Animal when (i) the Assistance Animal poses a direct threat to the health or safety of others; (ii) the Assistance Animal's presence results in a fundamental alteration of the College's program; or (iii) the Owner does not comply with his/her responsibilities in College housing, facilities, and/or at campus events.

The Owner of an approved Assistance Animal that is unruly or disruptive may be asked to remove the animal from College facilities. If the improper behavior happens repeatedly, the Owner may be required to take significant steps to mitigate the behavior before bringing the Assistance Animal on to College property or into any College facility. Mitigation may include, but is not limited to, muzzling a barking animal, obtaining refresher training for both the Assistance Animal and the Owner, and other appropriate measures.

The Owner of an Assistance Animal is solely responsible for any damage to persons or College property caused by his/her Assistance Animal.

#### **Notice and Education to College Community**

## **Public Etiquette by Community Members**

*Individuals should not:*

- Pet animal Service Animal while it is working. Service Animals are trained to be protective of their Owner and petting distracts them from their responsibilities.
- Feed an Assistance Animal with the Owner's permission.
- Deliberately startle, tease or taunt an Assistance Animal.
- Separate or attempt to separate an Assistance Animal from his/her Owner.

*Individuals should:*

- Feel free to ask an Owner if he/she would like assistance if he/she seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- Show Anselmian hospitality and respect to all individuals

Where appropriate in the sole discretion of the College, CHS and/or RLE may provide notice or offer targeted training to members of the Anselmian community most likely to come in contact with a Service Animal.

### **Prohibited Areas**

Certain locations are considered to be unsafe for Service Animals, such as medical facilities, laboratories, mechanical rooms, etc. If a location is determined to be unsafe, reasonable accommodations will be provided to ensure the Owner equal access to the activity.

### **Section IV: Conflicting Needs**

Allergic reactions to Assistance Animals are common. Persons with asthma, allergies, respiratory diseases, or other medical conditions affected by the presence of an Assistance Animal are asked to contact CHS. The person impacted by the presence of an Assistance Animal must upon request provide verifiable medical documentation to support his/her claim. In the event of a conflict between the needs and interests of students with Assistance Animals and the needs and interests of other students, the College will endeavor to resolve the matter with due regard for all parties, recognizing that relocation of one or more students to available housing may be unavoidable.

### **Section VI: Questions**

Students that have questions regarding this Policy should contact the Director of College Health Services at (603) 641-7028 or [healthservice@anselm.edu](mailto:healthservice@anselm.edu).

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**Version Number:** 1.2

**Implemented:** February 2018

**Replaces:** Service Animal Policy

Falvey House

Occupancy Agreement

This agreement is entered into for the 2018-2019 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 unless determined by the Residential Life staff. 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 2018-2019 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 or five eligible students in the apartment throughout the time of occupancy. The student understands if one of the four or five 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 unless determined by the Residential Life staff. 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 apartments.
- 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 2018-2019 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 or the individual pod doors. 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 2018-2019 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. These violations can include but are not limited to noise, vandalism, or individual/community disrespect. 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 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 2018-2019 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 unless determined by the Residential Life Staff. 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*.

## **OFFICE OF STUDENT ENGAGEMENT AND LEADERSHIP**

**Jean M. Couture, M.S.A., Director**

**TBD, Assistant Director**

**Arlene Thompson, Administrative Assistant**

**Location: Roger and Francine Jean Student Center Complex, Suite 012**

**Telephone: 603- 641-7363**

**Box 1715**

**Mission:** The Office of Student Engagement and Leadership 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, leadership 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 students' 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 Engagement and Leadership 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. The Office

of Student Engagement and Leadership also offers programs focused on developing student leaders. These opportunities allow students to complement their academic experience by developing critical thinking, decision making and problem solving skills.

Student leadership prepares undergraduates for active community engagement on all levels. Students working in collaboration with the Office of Student Engagement and Leadership develop skills and competencies necessary to becoming socially responsible leaders and provides for clarification of essential values. The Office of Student Engagement and Leadership 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 for Community Standards

[anlitz@anselm.edu](mailto: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.

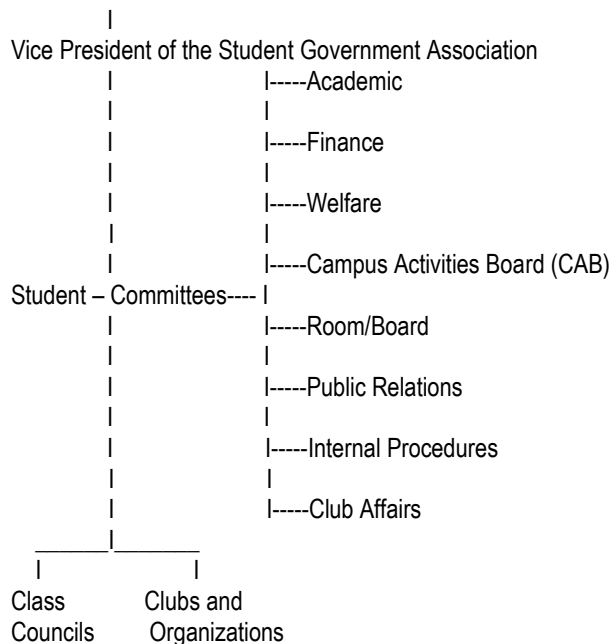
Failure to comply with the sanctions of the Judicial Board will result in immediate suspension, and in some cases, dismissal. An explanation of the procedures of the Judiciary Board and the appeal process is available in the Dean of Students Office.

## 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	Joshua Hughes, Box 810
Vice President of Student Body	Jacob Ethier, Box 508
Secretary of Internal Procedures	Parker Petruney, Box 1860
Secretary of Club Affairs	Connor MacGregor, Box 1177
Assistant Secretary of Club Affairs	Brendan Devlin, Box 420
Secretary of Finance	Alexandros Pandazis, Box 1399
Secretary of Public Relations	Sarah Murphy, Box 1327
Secretary General	Christina Damain, Box 363
Chief of Staff	Kerrin Norton, Box 1417
Organization Outreach Liaison	Kathryn Gabert, Box 634
SAAC Liaison	Phillip Kendall, Box 969
Assistant SAAC Liaison	Jack Hughes, Box 900
Chair of Academic Committee	Tyler Viger, Box 2004
Chair of Welfare Committee	Julianne Plourde, Box 1437
Chair of Room and Board Committee	Connor O'Brien, Box 1546

## 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
<b>Class of 2019</b> Megan Russo, Box 1906	Kamilyah Ambroise, Box 11 Abigail Nolan, Box 1413	Alejandra Beaudet, Box 103 To be determined	Kayla Johnson, Box 925
<b>Class of 2020</b> Jerome Seglah, Box 1834	Abigail Mitchell Box 1279 Oriagna Inirio-Richards, Box 836	Amima Nunez, Box 1362 To be determined	Farid Mawanda, Box 1122
<b>Class of 2021</b> Joseph Francis, Box 788	Zachary Covelle, Box 475 Jenifer Wallitsch, Box 2205	Brendan Flaherty, Box 752 To be determined	Sashoy Powell, Box 1939

## 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, President  
Kaitlyn Ballentine, Co-President  
Juliann Guerra, Vice President  
Kelly Fagan, Treasurer

Box 1856  
Box 60  
Box 807  
Box 524

### **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.

#### **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 Bowling**

The purpose is to provide the students of Saint Anselm College an organized outlet to enjoy the recreational activity of bowling. Through a safe, exciting, and engaging environment the students of Saint Anselm College will bond by learning how to play the game of bowling. The students will improve their skills in bowling while meeting new people. The Saint Anselm Bowling Club is a fun recreational activity that does not compete as an intercollegiate sport; the club is strictly for social and recreational purposes.

### **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.

#### **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.

#### **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, LBGTQ+ 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 Physics**

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

### **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.

### **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.

### **True Equality and Dignity Alliance**

The purpose The True Equality and Dignity Alliance, in order to create a safe and welcoming atmosphere on campus, adopts the term "true equality and dignity" in reference to the equality and dignity of all men and women created in the image of God. This principle of true equality and dignity is based on the teaching of the Holy Catholic Church, in accordance to the Catholic Catechism sections 1934-1935, which state all persons "created in the image of the one God and equally endowed with rational souls, all men have the same nature and the same origin. Redeemed by the sacrifice of Christ, all are called to participate in the same divine beatitude: all therefore enjoy an equal dignity. The equality of men rests essentially on their dignity as persons and the rights that flow from it: Every form of social or cultural discrimination in fundamental personal rights on the grounds of sex, race, color, social conditions, language, or religion must be curbed and eradicated as incompatible with God's design."

Furthermore, the alliance adopts the term “true equality and dignity” in reference to the teachings found in the Rule of Saint Benedict, a guiding and respected text of Saint Anselm College. As found in the Rule of Saint Benedict in the second chapter, “we are all one in Christ and bear an equal burden of service under one and the same master: ‘Because with God there is no respect of persons.’ Only for one reason we are distinguished in His sight: namely, if we are found to be eminent in good works and in humility. Therefore, let equal charity be shown by him to all...”

### **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**

<b>Organization</b>	<b>Contact Person</b>	<b>Email...@anselm.edu</b>	<b>Advisor</b>
Abbey Players	Phillip Dragone	AbbeyPlayers@	Prof. Landis Magnuson
Alpha Phi Omega	Lauren Page	APO@	Prof. Mary-Kate Donais
Best Buddies	Brigid Horan	bestbuddies@	Prof. Jane Sobolov
Broadcast Club	Karoline Leavitt	broadcastclub@	Prof. Jonathan Lupo
Campus Activities Board	Abigail Reynolds	CAB@	Student Engagement & Leadership

Chamber Music Ensemble	To be determined	ChamberEnsemble@	TBD
Chemistry Club	Jacob Cohen	Chemclub@	Prof. Nicole Eyt
Classics Society	Harrison Morin	ClassicsSociety@	Prof. Linda Rulman
Club Bowling	Jeremy Gaudet	ClubBowling@	Benjamin Horton
Club Hockey – Women’s	Meg Gray	Womensclubhockey@	Prof. Maria McKenna
“ “	Kyleigh Good		
Club Hockey – Men’s	Cullen Clougherty	ClubHockey@	TBD
Crier Newspaper	Emily Craig	Crier@	Fr. Jerome Day, OSB
“ “			Keith Chevalier
Criminal Justice Club	Elizabeth Wood	CJClub@	Prof. Kaitlyn Clarke
Dance Club	Tatum Trowbridge	DanceClub@	Prof. Nicole Lora
Debate Society	Drew Collins	DebateTeam@	Prof. David Trumble
“ “	Edward Frankonis		
“ “	Alexandros Pandazis		
Democrats	Olivia Teixeira	Democrats@	Neil Levesque
Education Club	Helene Ingoldsby	EducationClub@	Prof. Dianne Sherman
Field Hockey Club (Women’s)	Jenna Block	ClubFieldHockey@	Prof. Kaitlyn Clarke
“ “ “	Baelyn Duffy		
Finance Club	Patrick McLoughlin	ClubFinance@	Prof. Luke Miller
Golf Club	Daniel Thompsoni	clubgolf@	TBD
“ “	Shane Correale		
Green Team	Joseph Young	greenteam@	Prof. Barry Wicklow
“ “			Prof. Brian Penney
Hint of Lime	Hannah Bushey	hintoflime@	Prof. Sean Parr
History Society	William Bearace	HistorySociety@	Prof. Sarah Hardin
International Relations Club	Alexandros Pandazis	IRClub@	Prof. Erik Cleven
“ “ “	Nicholas Meissner		
Irish/Celtic Society	Mollie Mannion	IrishSociety@	Fr. Jerome Day, OSB
Jazz Band	Ryan Dumont	JazzBand@	Prof. Montague Brown
King Edward Society	Patrick O’Malley	KingEdward@	Fr. Benet Phillips
Knights of Columbus	Alexander Flynn	Knights@	Abbot Matthew Leavy
Koinonia	Megan Bischoff	Koinonia@	Dr. Susan Gabert
Lacrosse Club (Women’s)	Gianna Tringale	LacrosseClub@	TBD
Lacrosse Club (Men’s)	Alexander Flynn	MensClubLacrosse@	Prof. Chris Galdiere

La Societe Francaise	Jenna-Kate Bisbee	FrenchClub@	Prof. Anne Thenin
Lucubrations	Meghan Schmitt	Lucubrations@	Prof. David Banach
Multicultural Student Coalition	Richard Cabrera	MSC@	Wayne Currie
Quatrain “	Erin Egan Katrina Thaibinh	Quatrain@	Prof. Michael New
Red Key Society	Vincent Fortini	RedKeySociety@	Andrew S. Litz
Republicans	Timothy Madsen	republicans@	Prof. Jennifer Lucas
Rescue Team	Mallory Schell	RescueTeam@	Lauren Marr
Rugby Club – Men’s	Robert Moran	MensRugby@	Benjamin Horton
Rugby Club – Women’s “ “ “	Emily Lowe	WomensRugby@	Prof. Nicole Eyt Prof. Hugh Dubrulle Prof. Michaela Malita
SAGA (Gaming Association)	James O’Rourke	SAGA@	
Soccer Club- Men’s	Matthew Raymond	GreenMensClubSoccer@	Prof. Max Latona
Soccer Club – Women’s Social Justice Club “ “ “	Erin McLaughlin Kaitlyn Brine Caitlin Golden	ClubSoccer@ socialjustice@	Prof. Max Latona Prof. Sara Smits-Keeney
Society of Physics “ “ “	Michael Breen	astrophysicsclub@	Prof. Nicole Gugliucci Prof. Ian Curham
Society of Saint Elizabeth Seton	Kerrin Norton	SESS@	
Student Government Association	Joshua Hughes	sga@	Dr. Alicia Finn
Student Nursing Association “ “ “	Kylie MacDonald	SNA@	Melinda Daigle Joanna Parolin Prof. David Banach
True Equality & Dignity Alliance	Kelsey Warner	teda@	
Track Club	Meredith Piela	ClubTrack@	Prof. Paul Finn
Ultimate Frisbee	Margaret McNeil	Clubfrisbee@	Prof. Christopher Galdieri
Unhooked	Elizabeth Kotelly	unhooked@	Prof. Renee Turner
Yearbook “	Kelsey Warner	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 66-67 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 66-67, 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](mailto: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 POLICIES ON HARASSMENT AND SEXUAL MISCONDUCT**

### ***Introduction***

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) 641-7600 or [titleIXcoor@anselm.edu](mailto: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 addressed 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.

## **PART ONE: HARASSMENT POLICY (Other Than Sexual Harassment)**

**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, (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 and protocols to address its occurrence may be found in Part Two of this document.

**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.

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**

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the problem. No person of this College community 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 as discreet a manner as possible, consistent with its legal obligations. 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 for employees, and separation for students. 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 for Harassment**

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 and through the grievance process defined in respective handbooks (Faculty, Staff, or Student).

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 from the date the written complaint was received. The parties shall be up-dated periodically.
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 or separation. When appropriate, the complainant may be informed of the outcome of the investigation.

**Appeal:** 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.

## **PART TWO: SEXUAL MISCONDUCT POLICY (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 any and all forms of sexual misconduct. The College prohibits sexual assault, rape, domestic violence, dating violence 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. In support of the federally mandated Title IX requirements, this 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 his/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.

## **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.

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.

**Sexual Misconduct** is defined as any activity of a sexual nature that violates another individual's physical and/or emotional well-being or personal space without that person's explicit consent. Sexual misconduct incorporates a range of behaviors including rape, sexual assault (which includes any kind of nonconsensual sexual contact), sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person(s). Sexual misconduct occurs when there is a lack of mutual consent about sexual activity. Behaviors that violate the Sexual Misconduct Policy include, but are not limited to the following:

**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 contact, sexual abuse and sexual coercion.

**Sexual Assault:** Any type of sexual contact or behavior that occurs without the explicit consent of the other person or is obtained through the use of force, threat of force, intimidation or coercion. This includes but is not limited to the following:

- Sexual intercourse (anal, oral or vaginal) with some penetration, however slight by another person or with any object by another person, and any sexual contact, however slight, by another person or with any object, by another person.

Rape: Sexual intercourse by forcible compulsion or threat of forcible compulsion or where one of the participants lacks the capacity to consent.

- Compulsion can be use of physical, intellectual, moral, emotional or psychological force, either expressed or implied.
- It also includes sexual intercourse with a person who is unconscious, incapacitated by alcohol or drugs, underage, mentally challenged, unconscious or asleep.

**Sexual Contact** Includes intentional contact with breasts, buttocks, groin, genitals, mouth or other bodily orifices of another person or touching another person with any of these body parts or making another person touch you or themselves with any of these body parts. It also includes intentional contact with any bodily part in a sexual manner.

**Sexual Coercion** refers to forcing an unwilling person to touch another's intimate parts.

**Sexual Exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another, for any purpose, and that behavior does not constitute one of the other sexual misconduct offenses. Sexual exploitation can take many forms including, but not limited, to the following:

- **Inducing intoxication or incapacitation for the purpose of sexual activity:** providing drugs, alcohol, or other substances with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity
- **Invasion of privacy:** surreptitiously recording, preserving, or storing another individual's nudity or sexual activity without the knowledge and consent of all parties involved, or in which the person observed has not attained 18 years of age. Sharing, transmitting, distributing, or streaming of images, video, or audio recordings of sexual activity or nudity, without the knowledge and consent of all parties involved shall constitute a separate act of sexual exploitation. The act of sexual exploitation can be committed by anyone knowingly possessing an image that was sent without the individual's consent.
- **Voyeurism:** the act of intentionally observing or, spying on, or listening to a person(s) involved in sexual contact or in any state of undress, without their consent. Voyeurism also occurs when an individual allows others to observe this behavior without the consent of all the person(s) involved.
- **STIs:** knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge.

**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.

**Cyber-stalking:** A particular form of stalking in which threatening behavior or unwanted sexual advances directed at another person using electronic media such as: web pages, social networks, blogs, cell phones, texts, or other online and computer contact. Some examples of cyber-stalking may include, but are not limited to:

- Repetitive nonconsensual or unsolicited emails.
- Instant messages and messages posted in on-line bulletin boards.
- Unsolicited communications about a person, their family, friends, or co-workers that may be deemed threatening.
- Sending/posting unwelcomed and unsolicited messages with another username.
- Using electronic devices or software to track and/or obtain private information and to contact and/or post threatening or personal information.

**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.

**Preponderance of Evidence** - The standard of proof in which one party presents evidence which is considered by the hearing body to be more credible and convincing than that which is presented by the opposing party; or which shows that a fact to be proven is more probable than not.

**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**

#### **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 self-care and preserving evidence by taking the following actions:

1. Seek medical assistance at the hospital, ideally within 72 hours of the incident;
2. Seek personal or emotional support;
3. If you are considering reporting to Police (Jane Doe or otherwise):
  - Do not shower, bathe, wash hands or face, or douche;
  - Try not to urinate;
  - If oral contact took place, refrain from smoking, eating, drinking, or brushing teeth; and
  - If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).

#### **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" from a campus landline for an emergency; otherwise (603)497-4858 for the office

#### **How to Report Incidents of Sexual Misconduct 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.

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.

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.

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.

### **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.

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

## **E. COMPLAINT RESOLUTION PROCEDURES**

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

Individuals who are aware of or who have experienced an incident of sexual misconduct (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.*

**Rights of Complainant and Respondent of sexual assault**

1. The right to have any and all alleged violations treated with seriousness, dignity, and confidentiality. This includes an investigation by College officials and/or law enforcement, adjudication, or mediation (where appropriate) to bring closure to the incident.
2. The right to be informed of College and community resources, including, but not limited to, the Campus Safety and Security, and Student Health and Counseling Services.
3. The right to a prompt and equitable resolution to the complaint.
4. The right to have an advisor present during all meetings relating to the conduct proceedings, but may not appear in lieu of the student or otherwise represent the student during the process.
5. The right, upon request, to have a no-contact order filed prohibiting any communication or contact including but not limited to verbal, written, electronic or third-party communication.
6. The right, upon request, to review options for academic and/or housing assignment changes.
7. The right to recommend witnesses during a College investigation.
8. The right to be notified of the outcome of the proceedings in writing.
9. The right to appeal the finding of a College proceeding within the College's appeal guidelines as defined herein

**Confidentiality** - 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.

There are times when the College may not be able to honor a Complainant's request for confidentiality in order to provide a safe, non-discriminatory environment for all students. When weighing a Complainant's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors in determining whether or not to honor the request. The College does reserve the right to continue to investigate all claims in order to preserve community

If the Title IX Coordinator determines that it cannot maintain a Complainant's confidentiality, the College (Title IX Coordinator) will inform the Complainant prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response.

**Retaliation**

The College will not retaliate against an individual for his/her participation in the investigation or hearing of a sexual 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.

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.

**Amnesty**

*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 sexual 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 upon receipt of the complaint by the Title IX Coordinator or designee, 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**

The College's Title IX investigative process includes the following:

1. The Title IX Coordinator may conduct an informal inquiry in response to a complaint to determine if a Title IX investigation is warranted. If so, the Title IX Coordinator shall appoint one or more individuals as an investigative team to conduct formal investigations of allegations of sexual misconduct 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 Investigative Team will meet with the Complainant and Respondent separately to provide notification of the complaint and the procedures that will follow. The Respondent shall be informed of the substance of the allegations. If the Respondent cannot be located, attempts at notification shall be documented. The Respondent may elect to take responsibility for a violation at the onset of the investigation. The College will still follow the investigative procedures.
3. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant information as appropriate.
4. 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.

5. 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.
6. The Investigative Team will investigate the complaint and determine and compile the facts.
  - a. The Investigative Team will meet separately with the complainant and the respondent to gather facts regarding the incident.
  - b. The Investigative Team will ask both the complainant and respondent to provide a list of witnesses and other relevant information. It is at the discretion of the Investigative Team to interview witnesses.
  - c. The Investigative Team may meet with other parties who have information regarding the incident as the Investigative Team so elects.
  - d. The Investigative Team will determine what, if any, additional material to review.
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 Investigative Team may recommend additional/different 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. Both the complainant and respondent shall be kept informed periodically of the progress of the investigation.
10. The complainant and respondent will meet separately with the Investigative Team to review a draft Investigative Report. The complainant and respondent will review the report and may:
  - a. Request that additional information be added to the report.
  - b. Ask questions or request clarification.
  - c. Recommend additional witnesses to be interviewed.
11. The Investigative Team will consider the requests of the complainant and respondent and add clarification to the report, add additional information, or interview additional witnesses, all as the Investigative Team deems reasonable, and present its final report to the Title IX Coordinator for review.
12. The Investigative Team Report will include:
  - a summary of the process it has followed, and documents and other information reviewed;
  - specific allegations of violations of the Policy and facts alleged in support thereof;
  - a summary of findings and conclusions with regard to the stated allegations.

Upon conclusion of the investigation, the Title IX Coordinator (after consultation with the Investigative Team) may:

- a. meet with Complainant and Respondent and offer a read only opportunity to review the report;
- b. 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)

In hearings before a Conduct Review Panel, the Investigative Team will present discovered fact and materials to the Conduct Review Panel, who may question the Investigative Team, the Complainant, the Respondent and any other witnesses as it sees fit. After hearing, the Conduct Review Panel will issue its decision.

Both the Respondent and Complainant will be permitted a “read only” opportunity to review the written information other will be providing the Panel.

- **Electronic Devices** - A respondent, complainant, advisor, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room, unless authorized by the Conduct Review Panel.

The complainant and respondent are both permitted to have an advisor of choice present at the hearing. These advisors as defined, sign an agreement for their conduct and are obligated to adhere its elements. The Chair of the Conduct Review 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 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 Conduct Review Panel will determine, based on a preponderance of the evidence, whether the respondent violated the Policy and, if so, what sanction to impose. The Chair of the Conduct Review Panel will then notify the Title IX Coordinator or designee as appropriate of the panel's decision and any assigned disciplinary actions. Generally, a hearing will result in an outcome letter for the Respondent which 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, a referral to other disciplinary procedures if appropriate, or suspension or dismissal.

## Notice

When a decision is reached (whether by the Title IX Coordinator, Conduct Review Panel, or otherwise) an outcome letter to the Complainant will be issued that includes the statement of allegations and issues, findings for each of the charges of policy violation and as appropriate and if those sanctions are directly related to the complainant; i.e., no contact orders, suspension, or dismissal. Disclosure of the sanctions will be made in accord with the context noted above (directly related to) and the FERPA guidelines.

The Complainant and the Respondent will be notified simultaneously in writing of the outcome.

## **Sanctioning**

If the respondent is found to have violated the Policy, action will be taken to address and eliminate the 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.

- In situations where the respondent is found to have violated the Policy by committing stalking, the recommended sanctions include no contact order, suspension, transfer from position/department, or in some extreme situations and at the discretion of the College, discharge from position 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.

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.

## **False Claim**

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.

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.

## **F. 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.

The appeal must be in writing, must state the specific basis for appeal and identify the supporting information for it, must be 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).

## **G. 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.

## **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:

Andrew S. Litz, Associate Dean of Students for Community Standards

Saint Anselm College; Box 1731; 100 Saint Anselm Drive; Manchester, NH 03102 (First floor of Alumni Hall)

Email: [titleXcoor@anselm.edu](mailto:titleXcoor@anselm.edu)

Phone: (603) 641-7600

Fax: (603) 641-7602

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)**  
Roger and Francine Jean Student Center

**(603) 641-7000 after business hours**

641-7028

**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) 627-2702**

**Elliot Hospital**

One Elliot Way, Manchester NH 03103

**(603) 669-5300**

**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**

**NH Legal Assistance**

**Legal Referral Service**

**668-2900 or 1-800-562-3174**

**1-800-639-5290**

## 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.<sup>1</sup> All persons are to be welcomed, respected, appreciated, and loved: "Do to others as you would have them do to you."<sup>2</sup> 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."<sup>3</sup> 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.<sup>4</sup> 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,<sup>5</sup> 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,<sup>6</sup> Saint Anselm College speaks the hope-filled message of the gospel, wherein the same God who created all people seeks to redeem all people.<sup>7</sup> 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.

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<sup>1</sup> Cf. Genesis 1:26-27

<sup>2</sup> The Gospel According to Matthew, 7:12; The Gospel According to Luke 6:30.

<sup>3</sup> Catechism of the Catholic Church, par. 2358.

<sup>4</sup> *Pastoral Letter*, par. 12

<sup>5</sup> "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.

<sup>6</sup> *Lumen Gentium*, Dogmatic Constitution on the Church, Chapter 5.

<sup>7</sup> 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](http://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

It is the policy of Saint Anselm College to restrict smoking, inside all buildings owned and operated by Saint Anselm College, at special events and conferences, in all College vehicles and in other outdoor campus spaces to include residential courtyards where air circulation may be impeded by architectural, landscaping or other barriers and stadium seating. Smoking, juuling, vaping and the use of all tobacco products is prohibited within twenty five (25) feet of building entrances, outside stairways to buildings, outdoor passageways to entrances and stairways and near air intake units. This policy relies on the consideration and cooperation of smokers and non-smokers. Where the needs of smokers and non-smokers conflict, smoke-free air shall have priority.

Smoking is defined as inhaling, exhaling, chewing, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted heated tobacco, plant product or THC oils intended for inhalation, whether natural or synthetic, in any manner or form. "Smoking" also includes the use of an electronic smoking device (vaping/juuling) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device. Electronic Smoking Device is defined, but limited to, any product containing or delivering nicotine or any other substance intended for human consumption through inhalation of vapor or aerosol from the product. Drug paraphernalia is defined as any equipment, product or material that is modified for making, using or concealing illegal drugs.

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.

In order to reflect sensitivity to the concerns of all individuals, the College will publicize the existence of smoking cessation 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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