

THE 2007-2008 STUDENT HANDBOOK COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

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

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

This student handbook is a piece of this effort to help students do just that. It is a partial guide to the life of the University. To new students, it provides an introduction to co-curricular realities and expectations. It is not a mere list of "Thou-shalt-nots." It is a formal statement reaffirming the University's commitment to mutual respect, trust, and integrity as precious values in and of themselves. This document has emerged through our history as a way to create the best environment in which to most effectively pursue the fundamental goals of our university community.

The 2007-2008 Student Handbook contains information on policies and opportunities. We encourage and challenge you to seek out new areas of interest and get involved in activities that will make the university experience more rewarding in the years ahead. Education and learning are opportunities for personal growth and academic achievement. We expect you to identify concerns about the quality of life on the Rindge campus and at the CGPS Centers and to participate with faculty and staff in achieving high standards of learning and growing in this beautiful setting. Maintaining a healthy environment requires a balance between individual rights and responsibilities and those shared experiences that contribute to the Common Good and give rise to establishing the university community.

The full text of the student handbook is available online. To view go to eraven.franklinpierce.edu, Department Pages, Judicial Affairs, Student Handbook. This version has been compiled with information relevant specifically to CGPS students.

SECTION ONE – STUDENT AFFAIRS

VICE-PRESIDENT FOR STUDENT AFFAIRS

The Vice-President for Student Affairs, Dr. Jim Earle, works closely with individual students, a variety of student groups, faculty, staff, parents, and alumni to create and maintain an environment that is educational and participatory in nature, built upon cooperation, trust, and mutual respect. The Vice-President helps students to develop positive individual and community and assists students in resolving personal, interpersonal, and family problems. The Office of Student Affairs conducts on-going research and a variety of planning activities, and regularly consults with the Vice President and Dean of Academic Affairs and academic departments to improve the student experience. The Vice-President coordinates all co-curricular programs. The staff of the Student Affairs Division maintains active working relationships with student leaders of forty clubs and organizations and works closely with the student in the administration of student government and the student activities fee which funds campus clubs and organizations.

CO-CURRICULAR PROGRAMS – See online version for information on Rindge programs.

STUDENT DEVELOPMENT PROGRAMS- See online version for info on Rindge programs.

RESIDENTIAL LIFE – See online version for information on Rindge programs

ALCOHOL AND OTHER DRUG ABUSE PREVENTION SERVICES- See online version for information on Rindge Programs.

THE CENTER FOR OUTREACH EDUCATION- See online version for information on Rindge Programs

HEALTH CENTER- See online version for information on Rindge programs.

CGPS Center staff will arrange emergency transportation when necessary.

CAREER PLANNING AND PLACEMENT

The Career Planning and Placement Office located in New Hampshire Hall, offers a variety of services for students and alumni around career decision-making and job search issues. These services include career assessment testing, individual career counseling, workshops, internet guidance, career panels and special programs, a career resource library, job and internship listings, on-campus recruiting, career fairs, and graduate school information. Assistance is available for choosing a major, developing a career plan, resume and cover letter preparation, applying to graduate school, job searching, interviewing, and making the transition to the world of work. The College of Graduate and Professional Studies students should contact Patrick Heneghan, Assistant Director of Career Planning and Placement for the College of Graduate and Professional Studies at 603-899-1160. Appointments may also be arranged through staff at the satellite centers.

DEPARTMENT OF SAFETY

Located in St. Peter's House on College Road, the Department of Safety exists to provide protection and services to the university community. At the satellite centers, contact staff for any safety emergencies or call 911.

SECTION TWO – ACTIVITIES/RECREATION/ATHLETICS – See the online version for information on any of the Rindge programs listed below:

LEADERSHIP DEVELOPMENT

ORIENTATION

STUDENT ACTIVITIES PROGRAM

THE CAMPUS CENTER

STUDENT GOVERNMENT ASSOCIATION

CAMPUS RECREATION

INTERCOLLEGIATE ATHLETICS

CAMPUS MINISTRIES

The role (and goal) of Campus Ministries is to be a presence and participant in the valuing of the student as a whole person in body, mind and spirit. We honor the spiritual diversity of the university community and provide the coordinator as a contact and resource person for the individuals and groups seeking direction for and expression of their spiritual orientation. This time honored tradition of diversity and pluralism holds one basic value for all religious and spiritual expressions and endeavors: NO HARM.

The Office of Campus Ministries is located in the Campus Center in Rindge. Additional information may be obtained by calling the Coordinator of Campus Ministries at 603- 899-4188.

COMMUNITY SERVICE

The Community Service Office staff works closely with students, faculty and community organizations in the local area to develop and coordinate service opportunities for students. Students often create programs with staff support that meet community needs. The staff members and participants play an important role in promoting the spirit of volunteerism within the university community. Students are able to connect these volunteer, out of class experiences, with their formal academic curriculum entitled Individual and Community. This office provides a vital link for students in their career exploration and development of transferable skills, as well as opportunities for leadership and personal growth. The Community Service Office is located in the Campus Center across from the information desk. For current information and opportunities call 603-899-4166 during the academic year or get in touch with us via our website at <http://eraven.franklinpierce.edu/commservice/>. Community Service is not required of the College of Graduate and Professional Students, but would not be discouraged if a student was interested and would like assistance in planning such.

SECTION THREE – STUDENT SERVICES

FINANCIAL AID

Most student financial aid is awarded based on financial need that is established by filing the Free Application for Federal Student Aid (FAFSA) for the next award year. A comprehensive guide to the specific nature of each of the assistance programs offered at Franklin Pierce University can be found in the financial aid section of the University Catalog and the internet web site. The offerings described include both those awards based on need and those that are earned through academic excellence and service to the university community. If unexpected circumstances arise during the school year that endanger the ability of a College of Graduate and Professional Studies student to continue, the Student Financial Services Office at 603-899-4186 or 603-899-4181 should be contacted immediately for assistance.

Throughout the year, the staff of the Student Financial Services Office provides the following services and assistance:

- Financial Aid counseling

- Coordination of the Student Employment Program

- Group loan information and processing of loan paperwork.

- Processing of the Stafford Student Loans

- Distribution of Financial Aid Forms

- Information about specific scholarship and loan programs

- Help with revisions of your aid application if your family financial situation changes.

- Loan counseling for Stafford and Perkins loan recipients as you enter or leave FPC.

ACADEMIC SERVICES CENTER

Services for Students with Learning Differences are coordinated through the Academic Services Center working with Center Directors and Assistant Directors. In accordance with the Americans with Disabilities Act, any student who has a documented disability* will be provided with reasonable accommodations designed to meet his/her needs. Before any such assistance can occur, it is the responsibility of the student to see that documentation is on file with their center advisor. Please see the instructor as soon as possible to discuss any need for accommodation.

* Any student with a diagnosed learning disability must make certain that the documentation of the disability is not more than three years old.

Coordinator of Services for Students with Learning Differences

Patricia Moore, Ph.D.
603-899-4044

The University is committed to providing services to students with learning differences to ensure that they have equal access to educational opportunities. The Coordinator works with students on strategy development, reasonable accommodations, and technical assistance. Students wishing to access accommodations are asked to provide documentation through a recently completed psychoeducational evaluation.

INFORMATION AND TECHNOLOGY:

eRaven

eRaven.franklinpierce.edu provides community members with up-to-date information on events & activities. Students are encouraged to utilize this vehicle.

UNIVERSITY BOOKSTORE

The University Bookstore is located in the Campus Center and stocks a wide variety of merchandise. Books, supplies, and convenience store items can be purchased by cash, check, Visa, MasterCard, and Discover card. Merchandise can also be purchased on a declining basis through funds set aside by advanced payment at the Student Financial Services Office.

The Bookstore is **open six days a week** during the academic year. Hours of operation are as follows:

Monday - Thursday 8:30am - 6:00pm
Friday 8:30am - 4:00pm
Closed Saturday
Sunday 12:00pm - 4:00pm

The College of Graduate and Professional Students purchase their books online at www.franklinpierce.bkstr.com

COMPUTER LAB

Each Graduate and Professional Studies Center has fully operational computer labs that students may use. Each student receives information through which he/she may access the computer system. The system contains, among other things, Microsoft Office, the Internet, Intranet and access to library services etc..

FOOD SERVICE See Online version for more information on Rindge programs

VENDING MACHINES

We offer a variety of coin-operated beverage and snack machines available for use. Should there be a problem with any of these machines malfunctioning or if you need a refund, please contact center staff..

LIBRARY

The Franklin Pierce University Library is the center for study, research, group work, and leisure reading material. Open 90 hours a week during the academic year, the Library offers a variety of services including reference assistance, online databases, interlibrary loan, and media services. Formal library instruction is integrated into the University's core curriculum and is delivered in a wireless laptop lab environment. The 178,204-volume collection includes books, microform, compact discs, slides, software, audio/video cassettes and DVDs as well as subscriptions to more than 19,400 full-text electronic and print periodical titles. Over 30 licensed, web-based databases, including EbscoHost and Lexis-Nexis, provide full-text access to many periodicals and enhance the physical collection. Through the university's membership in the New Hampshire College and University Council, students are accorded borrowing privileges at twelve college libraries throughout the state of New Hampshire. The library catalog and other resources and services are available on the web at: www.library.franklinpierce.edu. Students are encouraged to use the Library as much as possible and to consult librarians and staff members for assistance. The College of Graduate and Professional Studies students can access the Library's resources including our online catalogue and many academic databases and research guides via our website.

Reference librarians are available to Franklin Pierce students when the library is open to assist students with any questions they may have, whether a student is beginning research or would like assistance with a particular resource. Librarians can be reached via phone, email, instant messaging, and fax. In addition, the Library's webpage contains helpful information on using online sources. Contact information is available by consulting the Library webpage at www.library.franklinpierce.edu

BULLETIN BOARDS

Bulletin Boards are conveniently located at each CGPS Center. Registration times, course schedules and all other relevant information will be posted at these locations.

SECTION FOUR – POLICIES

DRUG-FREE CAMPUS PROGRAM

As a member of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, Franklin Pierce University has adopted and implemented a drug abuse prevention program. This program is directed to all students and employees and includes:

- A. Policy. Annual notice of standards of conduct prohibiting unlawful possession, use, and distribution of illicit drugs and alcohol on university property and at university functions.
- B. Enforcement. Sanctions which will be imposed by the University and applicable legal sanctions under local, state, and federal law.
- C. Prevention and Education. Programs on the health risks associated with the use of drugs and the abuse of alcohol. Information on Drug Free schools can be found on the Department of Residential Life's web page at <http://www.franklinpierce.edu>, Pages – Student Life - DrugFree.htm
- D. Referral services and outreach. Programs in alcohol and drugs are coordinated through the Center for Outreach Education.

NON-SMOKING LAW

The "Indoor Smoking Act" enacted by the New Hampshire Legislature, became effective for all public buildings and institutions in January 1991, and then for private institutions and workplaces, such as Franklin Pierce University, on July 1, 1993. To comply with this law, all university buildings are designated as nonsmoking, including all offices and restrooms. This legislation includes a complaint procedure for the benefit of nonsmokers who feel their health and well-being are being endangered by involuntary exposure to ETS (Environmental Tobacco Smoke), or passive smoke. The resulting investigation of such a complaint, where if a person is found to have been smoking in a place where smoking is prohibited, will result in that person being declared guilty of a civil violation and subject to a fine of not less than \$100.

During the Spring 2003 semester, the SGA posed legislation entitled, "Smoking Zone Policy." This policy prohibits smoking within ten (10) feet of any building doorway. The goal of this policy is to ensure a smoke free zone surrounding all entranceways to buildings. This applies to all CGPS centers as well. Please consult with your center staff because additional restrictions may be necessary at some centers.

DEBTS DAMAGE AND FINES

Students are responsible for damage to university property and the false activation of a fire alarm. Any charge resulting from damage to, theft of university property or false activation of fire alarms will be billed to the responsible student's account.

The university does not cover damage to or theft of students' personal property.

Returned checks from purchases made in the Bookstore or anywhere on campus will result in a \$40 service charge (in addition to the amount of the check). This charge will be assessed for each return of each check

FURNITURE POLICY

The university supplies classrooms and common area furniture respective to your center. Any intentional damage to university property will result in restitution to the university by the student (s) doing the damage.

FIRE SAFETY AND FIRE REGULATIONS

As a community, we are concerned about the health and safety of all members. Persons pulling false alarms, tamper with fire equipment, including extinguishers, bells, and detectors, engage in a serious infringement on the rights of others. As such, tampering with any life-safety equipment is considered a separation level offense through the judicial process.

False alarms can create injury to persons attempting to evacuate a building. Tampered or missing equipment may not be available in a life-threatening situation requiring immediate response

FIREARMS, WEAPONS AND FIREWORKS

Possession or use of firearms, other weapons, or explosives is not permitted on any campus/center location. Violation of this policy is considered a serious offense and may lead to immediate separation from the university. Examples of weapons or explosives include, but are not limited to: fireworks, handguns, rifles, pellet guns, BB guns, swords, bows and arrows, martial arts weapons, brass knuckles or small pocket knives. The University does not store such weapons or explosives nor may they be stored in vehicles, apartments or any place at any center or campus.

FUND RAISING

The University Relations Office is responsible for the solicitation and recording of all gifts to Franklin Pierce University. The University's fund raising policy states that no solicitation of funds or merchandise either off-campus (center) or by outside organizations on-campus (center), may be undertaken by any department, student organization, or individual representing Franklin Pierce University without prior written approval from the Office of University Relations.

GUESTS

The presence of any guests of registered CGPS students at any center should be cleared with the Center Director. Except in extremely rare situations children should not accompany parents to classes. Should that rare situation occur, the Center Director and instructor must agree to the presence of any children in a class.

POLICY ON SEXUAL HARASSMENT

Sexual harassment involving faculty, staff or students is unacceptable and prohibited. This policy is consistent with the University's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs and services. Sexual harassment shall be considered conduct which undermines overall morale and prevents the development of a truly productive learning and working environment, and may result in the severest form of disciplinary action.

POLICY:

I. As a liberal arts university, Franklin Pierce seeks to maintain a learning and work environment free from unlawful discrimination, including sexual harassment which, in its many forms, may render the educational and working environment hostile, intimidating, and offensive. In its misuse of power and authority, it subverts the mission of the University and may threaten the careers, educational experiences, and well being of faculty, staff, and students. Therefore, the University will not tolerate the harassment of any, or by any, faculty member, staff member, student or visitor on the basis of sex. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical, and nonphysical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of employment or status as a student.

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting that individual, or for awarding or withholding favorable employment or educational opportunity, evaluation or assistance; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in the classroom, and creates an intimidating, hostile or offensive environment in which to work or learn.

II. 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 including unwelcome statements emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. The definition of what constitutes sexual harassment will be applied and interpreted by the University consistent with accepted standards of reasonable judgment, mature behavior and academic freedom.

III. This policy prohibits all of the aforementioned activities whether engaged in by a member of University administration, faculty, staff, co-worker, student or anyone who is on University premises or who comes in contact with University employees or students.

IV. Faculty, administrators, supervisory staff, or others in positions of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are involved.

V. In addition, retaliation against faculty, staff or students who report incidents of sexual harassment is a violation of the University's policy and is prohibited by state and federal law. Retaliation is a form of unlawful sexual harassment and will be handled in the same manner as other allegations of sexual harassment.

VI. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Faculty, staff or students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so. An individual who believes they have been subjected to unlawful harassment should report it under the complaint procedure outlined in this policy.

VII. All complaints of sexual harassment will be investigated promptly and appropriate action will be taken. The response of the University may include a range of sanctions and may also include counseling or mediation.

PRACTICES AND PROCEDURES:

I. COMPLAINT PROCEDURE

A. Sexual harassment is unacceptable and will not be tolerated by the University. Persons who believe they are or have been subjected to such conduct are encouraged to make their concerns known.

1. Faculty, staff and visitors who believe that they have been subjected to sexual harassment should bring their complaints or concerns to their immediate supervisor or to the Human Resources Manager.
2. Students (including CGPS students) who believe they have been subjected to sexual harassment should bring their complaints or inquiries to one of the following individuals depending on the case:
 - a. If the complaint is against a faculty member or coach, the student should speak with the Human Resources Manager.

- b. If the complaint is against any staff member, including but not limited to, food services and health services, or a visitor, the student should speak with the Human Resources Manager.
 - c. If the complaint is against a student, the complainant should speak with the Vice President for Student Affairs. Such complaints will be handled through the procedures outlined in the Student Code of Conduct. (College of Graduate and Professional Studies students should speak to their respective Center Director.)
3. If unsure where to initiate a complaint, students may obtain further information from the Human Resources Office, the Student Affairs Office, or the College of Graduate and Professional Studies Center Director's Office.
 4. Students may designate a member of the University faculty or staff to act as a contact person/advocate in connection with a complaint of sexual harassment. The contact person/ advocate should support the student in the complaint and investigation process which can include accompanying the student making the initial report of sexual harassment under the complaint procedure, and sitting in on meetings with the student, and others.

B. Sexual harassments complaints will normally be investigated by the Vice President for Student Affairs, Assistant Dean of Student Affairs or the Human Resources Manager. However, in certain circumstances (for example, if the accused harasser is in the investigator's chain of command), the President will appoint an investigator. Students at the CGPS centers should work with the Center Directors for help in contacting the appropriate people to deal with concerns.

II. SANCTIONS

A. Sanctions for faculty or staff found in violation of this policy shall, at a minimum, always include the issuance of a letter of apology from the harasser to the victim, a copy of which shall be filed in the harasser's personnel file.

B. Sanctions may, at the discretion of the University, range from a written apology to suspension without pay, or termination from the University and/or the sanctions described in the Student Code of Conduct depending on the circumstances of any proven incident.

III APPEAL PROCESS

A. If either party involved in a sexual harassment complaint is dissatisfied with the results of the investigation; the party may appeal the determination of the investigation within 10 calendar days from notice of the investigation determination. Appeals must be made in writing to the President. The President, working with an Ad Hoc Advisory Committee, will review the determination of the investigation together with the written appeal of the dissatisfied party, and conduct further inquiry and/or investigation as the President deems appropriate.

B. The Ad Hoc Committee will be comprised of three (3) men and three (3) women of the Franklin Pierce Community appointed by the President to serve in an advisory capacity to the President on all appeals. Alternates will also be named to the Ad Hoc Committee in the event a regular member is unavailable or disqualified (for example, if he/she is a party to the complaint). In the case of a student complaint against any faculty or staff member, a student representative will be appointed by the President to serve on the Ad Hoc Committee.

C. The President will normally render a decision within 30 calendar days in writing to both parties. If a decision cannot be rendered within 30 days, the President will so notify the parties and will then render a decision as soon as possible. The President's decision shall be final.

D. If a student is the accused wrongdoer in a sexual harassment complaint, an appeal process will be followed. Every attempt will be made to deal with the situation at the level of the Center Director, the Dean of the College of Graduate and Professional Studies or his/her designee, following Rindge procedures. Rindge administration may assist.

HEALTH POLICIES See online version for information on Rindge programs.

ADMINISTRATIVE WITHDRAWAL

The Associate Dean of Graduate Studies and the Associate Dean of Professional Studies in consultation with other CGPS center staff may require withdrawal for medical or emotional reasons when a student exhibits behavior which is dangerous to self or others and/or disruptive to the normal activities of the University. Students will be informed of the withdrawal and the Center Directors will be informed in writing of the decision. An administratively withdrawn student may appeal the decision to the Provost.

ATTENDANCE

You are expected to attend classes and to honor all academic appointments. Since most courses are planned and conducted with a high premium on student participation, absence from class may well be reflected in lower grades.

The faculty member determines satisfactory class attendance. At the beginning of the semester, each faculty member will announce the attendance policy and requirements. CGPS faculty members are required to keep accurate records of class attendance. Continued unsatisfactory attendance may result in withdrawal from or failure in the course. Students who stop attending classes without filing required Drop forms will be financially responsible for the course (es) in question.

ALCOHOL AND DRUGS

Possession and use of non-prescribed drugs is incompatible with the educational process and inconsistent with the purposes of the university community. The possession of drug paraphernalia is prohibited on campus (centers), and the sale of drugs will result in separation from the University. Franklin Pierce University prohibits alcoholic beverages in all public areas of the campus (centers), including lounges, corridors, and outdoor areas per local regulations.

NEW HAMPSHIRE STATE LAWS

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

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

NH RSA 1758A

Students over 21 are subject to prosecution if they sell or give alcoholic beverages to a minor. Also RSA 265:821 is amended to provide that a driver under the age of 21 with a Blood Alcohol Content (BAC) of 0.02 or more may be charged with DWI. For an average person, 0.02 BAC would be less than the equivalent of one beer or light drink.

Alcohol and Other Drugs Concerns Committee is assembled periodically to review these and other related regulations. An Alcohol and Other Drugs Committee recommends to the Vice President for Student Affairs the appropriate campus policies and programs.

The University has adopted the following guidelines:

1. The University has the responsibility to exercise prudent control over the use of alcohol on and off-campus (centers) at university-sponsored events.
2. Food and non-alcoholic beverages of sufficient quantity must be available whenever alcoholic beverages are served at events on or off-campus (centers).
3. Individuals and/or sponsors of activities, events, or parties where alcohol is served are responsible for clean-up and damage.
4. No alcoholic beverages are permitted in or out-of-doors, except in the Raven's Nest and designated special living options. Special permission must be obtained for special functions in other locations (on or off-campus) (CGPS Centers) from the appropriate member of the Senior Staff.
5. Incident reports from the Department of Safety indicate if the incident is alcohol-related and are reported to the Assistant Dean of Student Affairs.
6. In promoting university events, alcoholic beverages may not be mentioned in advertising material.
7. Specific alcohol policies can be found in the Student Code of Conduct.

ANIMAL POLICY

Animals are not allowed in any university building or on university premises. The only exception is trained seeing eye dogs.

GRIEVANCE

FRANKLIN PIERCE UNIVERSITY GRIEVANCE AND APPEAL PROCEDURE RELATED TO SECTION 504 AND ADA

It is the policy of Franklin Pierce University to comply with Section 504 Regulations of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and other applicable state regulations. Accordingly, any member of the University community who believes that there has been a violation of the regulations is encouraged to discuss the matter with the Section 504/ADA Compliance Officer, or other persons identified by the Compliance Officer, in order to resolve the matter in a prompt and equitable manner. If such discussions do not resolve the matter, the individual may then initiate a grievance by taking the steps outlined below:

1. It is the intention of this policy to address and remedy complaints at the lowest administrative level possible. However, as this policy outlines, grievances can be pursued up to a presidential committee. As such, community members who feel as though they have been discriminated against on the basis of disability should consider that their grievance is being made to the President of the University.
2. In the case of a grievance, the individual should discuss his/her objection with the person responsible for the office or department where the objection was originally raised. The 504/ADA Compliance Officer can be of assistance in referring the individual to the appropriate person and office. The address and telephone number for the Section 504/ADA Compliance Officer is listed below, under #4.

3. If not satisfied, the individual should discuss the objection with the senior staff member under whose jurisdiction the department falls. The Section 504/ADA Compliance Officer can help the individual in identifying who the senior staff member is.

4. If the grievance is not satisfactorily resolved, the individual should write a letter appealing the grievance, requesting a formal hearing with the President's Advisory Committee on The Needs of Persons with Disabilities. The request must be filed with the Section 504/ADA Compliance Officer, in Student Affairs, Granite Hall (telephone 603- 899-4162).

5. Upon receipt of the written request for a formal hearing, an Ad Hoc committee of the President's Advisory Committee will hold a hearing within three (3) calendar weeks. The chair of the Committee will hear the grievance with two other members of the full Committee. The two other members shall be selected by the chair. The senior staff member, under whose jurisdiction the matter falls, will be invited to the hearing. The Ad Hoc Committee must allow a full and fair opportunity for the presentation of evidence relevant to the reason(s) for the hearing request, by any party, as deemed appropriate by the Ad Hoc Committee. The Ad Hoc Committee must render a decision in writing to the grieving individual, as well as University personnel affected by the decision, within one week of the conclusion of the hearing.

NOTICE OF NONDISCRIMINATION

Franklin Pierce University does not discriminate on the basis of race, color, national origin, age, sex or disability in admission to, access to, treatment in or employment of its programs and activities. The following person has been designated as ADA/Section 504 Compliance Officer to handle inquiries regarding the nondiscrimination policies:

Dr. Jim Earle
Vice President for Student Affairs
Office of Student Affairs
603-899-4162

In addition, inquiries regarding the application of nondiscrimination policies may be referred to the Regional Director, Office for Civil Rights, US Department of Education, McCormack, P.O.C.H. Room 222, Boston, MA 02109-4557.

SECTION FIVE – STUDENT RECORDS AND DISCLOSURE

STUDENT RECORDS & DISCLOSURE

1. Right To Inspect Educational Records

A student has the right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Requests must be made in writing and directed (see below: location of records). The University will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. Location of Records

Franklin Pierce University collects and maintains student's information for both statistical reporting and operation of the University. The information is retained in computer and on paper records kept in the following offices: Respective home campus (center) for any student and the Office of Student Financial Services at the main campus in Rindge. Other paperwork relating to academic and disciplinary issues may be on file at the offices of the Dean of the College of Graduate and Professional Studies, the Associate Dean of Undergraduate Studies and the Associate Dean of Graduate and Health Studies.

3. Amending A Record

Students may ask the University to amend a record they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to appeal the decision. Appeals are directed in writing to the Vice President or Dean with jurisdiction for the area where the record is maintained. A decision will be returned within twenty business days of receipt of the appeal. The decision by the Vice President/Dean will be final. The student, however, does have the right to insert his/her own statement into the record.

4. Release of Information

Students have the right to consent to disclosure of personally identifiable information retained in a student's educational records, except to the extent that FERPA authorizes disclosure. Exceptions that exist are:

- Disclosure to school officials with legitimate educational interests.
- Directory information (as outlined in the Academic Catalogue 2007-2008).
- To schools in which a student seeks or intends to enroll.
- To Federal, State, and local authorities conducting an audit, evaluation or enforcement of educational programs.
- In connection with Student Financial Services.
- To organizations conducting students on behalf of educational institutions.
- To accrediting organizations.
- To parents of a dependent student.
- To comply with a judicial order or subpoena.
- In health or safety emergency.

- Results of a disciplinary hearing to an alleged victim of a crime of violence.
- Disclosure to parent of student under 21 if the College determines that the student has committed a violation of drug or alcohol policies or rules.
- Directory information includes the following: The students name, Campus, CGPS Center/home address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent prior educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams. Any student who does not want such information released, may file a form in the Registrar's Office. Students are asked to inform the registrar of any corrections to their biographical information immediately.
- A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with requirements of FERPA. The address is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

5. Communications With Student and Parents- See online version for information on this policy for Rindge Students.
6. Information Requested

The University gathers information on a variety of areas. Explanation of some of these may be helpful.

Citizenship must be indicated as we are bound by federal law to provide information certification for citizenship for citizens of the United States and foreign countries.

Dependent/Independent status is determined by whether or not a student's parents have claimed them as dependent on their federal tax return in compliance with Internal Revenue Service regulations. This is a provision of the Buckley Amendment and the University will consider all students dependent unless otherwise documented on special forms in the Registrar's Office.

Veterans or dependents of veterans eligible for the various programs of educational assistance must indicate their status and complete a special form for the Registrar. It is most important that this process be completed promptly as no benefits can be certified until it is complete.

SECTION SIX – RIGHTS AND RESPONSIBILITIES

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES REVISED JULY 1994

PREAMBLE

Recognizing that the Board of Trustees of the University is the final authority in all matters pertaining to the University, the students of Franklin Pierce University do affirm and declare that the rights and responsibilities herein enumerated are basic and necessary to human development and to the scholarly pursuit of truth within the Franklin Pierce University community

ARTICLE I

ADMISSIONS POLICY

1. The University shall provide a statement delineating the criteria for admissions upon which the prospective student shall be judged, the nature of the programs offered, and the academic and disciplinary standards, regulations and procedures for students. The CGPS programs, for the most part, are set up on a rolling admissions system. Consult the catalogue for more information.

2. No student shall be denied admission to the University on the basis of gender, age, disability, race, color, religion or national origin.

ARTICLE II

ACADEMIC POLICY

1. Each student shall have protection, through procedural review and appeal, against prejudicial or capricious academic evaluation. At the same time, each shall be responsible for maintaining standards of academic performance established for each course in which he is enrolled.

2. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matter of opinion. Knowledge and academic performance shall be the criteria by which students shall be graded.

3. The responsibility to secure and to respect conditions necessary for the freedom to learn is shared by all members of the University community. Regulations pertaining to academic and curricular policies shall be clearly stated in a document freely accessible to all students.

ARTICLE III

STUDENT RECORDS

1. Academic and academic counseling records shall be made available only to appropriate University personnel. Student academic records shall be made available to other persons only upon written authorization of the student concerned, except under the compulsion of a subpoena or warrant in accordance with the law.

2. Disciplinary records shall be kept separate from academic records. The same disclosure restrictions as are found in Article III, Section 1. No records shall be kept which reflect the political, social or religious activities or beliefs of student if the student so requests.

3. Each student shall have access to his or her records. Provisions are made for periodic routine destruction or non current disciplinary records. Students wishing to inspect their file should make an appointment with the Vice President for Student Affairs.

ARTICLE IV

CO-CURRICULAR AFFAIRS See online version for information about Rindge programs.

A. Student Organizations

B. Student Media

C. Student Government

ARTICLE V

RIGHTS OF STUDENTS AS CAMPUS (CENTER) CITIZENS

1. Students of Franklin Pierce University are entitled to any and all rights and liberties essential in obtaining an education as free as possible from imposed limitations that have no direct relevance to their education.

2. No disciplinary action shall be taken by the University against a student for engaging in legal off-campus (center) activities provided that the student does not claim to act or speak in the name of the university and/or unless the off-campus (center) activity is contrary to the welfare of the University or its students.

3. If a student is charged with a violation of civil law, no disciplinary action shall be taken against him for that alleged violation while legal proceedings are pending provided, however, that disciplinary action may be taken if the presence of the student on campus (center), in the opinion of the Vice President for Student Affairs or his/her designee, is contrary to the welfare of the University or its students. If, after due process of law, the student is found guilty by civil authorities of violation of the civil law, such disciplinary action may be taken against him/her as shall be deemed appropriate by the Vice President for Student Affairs or his/her designee.

4. Each student shall act in a mature manner adhering to University regulations, laws of the State of New Hampshire and of the United States and shall be held accountable for his/her actions that violate these standards.

ARTICLE VI

RIGHTS OF RESIDENCY See online version for information for Rindge students.

ARTICLE VII

DISCIPLINARY PROCEDURES

1. Students detected or detained in the course of violations of institutional regulations shall be informed of their rights under University Regulations.
2. An accused student is entitled to judgment according to the procedures specified in the current Student Code of Conduct. This policy shall be made readily available to all students.
3. The university shall publish, in a freely accessible document, university regulations and the rights of students.
4. Students shall have the right to appeal a disciplinary decision according to procedures outlined in the CGPS Student Code of Conduct.

ARTICLE VIII

RESPONSIBILITIES AND IMMUNITIES OF OFFICERS OF STUDENT GOVERNMENT AND STUDENT ORGANIZATIONS See online version for information on Rindge policies.

ARTICLE IX This section explains the process by which the Handbook can be modified for Rindge Students. Appropriate changes will be handled for the College of Graduate and Professional Studies students as is appropriate.

1. This Statement may be amended by two-thirds of the members of the student body voting on an amendment previously adopted by two-thirds of the Student Senate.
2. Amendments shall be drafted by a committee comprised of two representatives of the Student Senate, two representatives of the Faculty and two representatives of the Administration of the University, one of whom shall be the Vice President for Student Affairs. Proposals for amendments may be submitted to the committee for consideration by members of either the student body, faculty, or administration of the university.
3. After adoption by the student body as above provided, an amendment shall be submitted through the Dean of Student Affairs to the President and Board of Trustees of the University and shall become operational policy of the University upon its approval by the Board of Trustees.

SECTION SEVEN – OTHER CGPS SPECIFIC PROGRAMS AND POLICIES;

AUDITING:

Students may audit a course for which they which they will receive no credit. Auditors will be admitted to courses only when there are spaces available and they may not seek credit for a course they are auditing later than one week into the course. Online and eLL courses may not be audited.

DIRECTED STUDIES:

Under exceptional circumstances, a course listed in the catalogue may be offered to a student on an individual basis.

REPEATING A COURSE:

Students may repeat only those courses taken at Franklin Pierce in which they have received a grade of “D” or “F”. It must be repeated at Franklin Pierce.

INCOMPLETE GRADES:

A grade of Incomplete is awarded only as a result of illness or other extenuating circumstances beyond the student’s control and must be arranged with the instructor. All Incomplete grades must be made up by the end of the following term. After this date, an Incomplete will be changed to an “F”.

TRANSFER CREDIT:

Students wishing to transfer credits should obtain a transcript release form from any of the center locations. The form should be signed and mailed to the school in question. Only official transcripts, forwarded to the appropriate campus will be evaluated.

CLEP College –Level Examination Program

Students may earn credit through this program. CLEP exams must be taken within the first 12 months of a student’s enrollment at the university and they must only be taken in disciplines where they have had no prior course work. See the catalogue and Center Directors for more information.

LEAP Life Experience Advancement Program

LEAP is designed to help students analyze the knowledge they have accumulated through non-credit classroom experience, work related experience, and informal experience. See the catalog and Center Directors for more information on how to construct a LEAP portfolio. LEAP portfolios must be completed within the first year of enrollment.

COURSE WITHDRAWAL AND COURSE OVERLOAD

:

Students may withdraw from classes and take over loads only under the policies clearly defined in the university catalogue.

ACADEMIC GRIEVANCE:

There is a clear process in place explained in detail in the Student Code of Conduct for dealing with an academic grievance. Center Directors can assist with this process.

CENTER DIRECTORS AND ASSISTANT DIRECTORS CAN ASSIST STUDENTS WITH ANY AND ALL OTHER QUESTIONS WHICH MAY ARISE.