

## Article IV: Conduct Policies and Administrative Procedures

### A. Informal Action

1. In some cases of student misconduct a disciplinary hearing may not be necessary. This is most often true when the student admits responsibility and a violation is of a less serious nature. In this case, the student might receive a written notice of a conduct violation from the *UNH Manchester Associate Dean*. The notice will contain information about the alleged violation; including date, location, and nature of the incident. The student may choose to resolve the matter at this level by accepting responsibility and prescribed sanctions. If the student wishes to discuss the incident and prescribed sanctions with the *Associate Dean*, s/he must contact the *Associate Dean* within 48 hours of receiving the notice. A meeting will be held to finalize facts around the incident and sanctions. Following that meeting, the *Associate Dean* will decide the appropriate resolution of the complaint. In the event that the *Associate Dean* is the first hand observer of the incident, and a meeting is requested, then an alternate staff member will conduct the meeting. A summary of the resolution will be filed in the UNH Judicial and Mediation Programs Office and the UNH Manchester Academic Counseling Office and becomes part of the respondent student's disciplinary file.
  - a. The written notice of a conduct violation shall include a section that provides the student with the opportunity to resolve the

incident informally by accepting responsibility and prescribed sanctions. If the student chooses not to return the completed form within 48 hours, then resolution of the case becomes final.

- b. The Informal Meeting is an opportunity for the respondent to discuss the allegations of misconduct with the *Associate Dean*. During the Informal Meeting, the respondent will be invited to discuss and review information contained in the incident report, and will be encouraged to ask questions concerning all charges against him or her, as well as the available options for resolution within the UNH judicial system.
- c. If an agreement is reached at the Informal Meeting, it will be summarized in a written formal agreement containing the violation(s) of the Student Code of Conduct for which the respondent has accepted responsibility, and the agreed upon sanctions. This written agreement becomes part of the student's disciplinary file that is maintained in the UNH Judicial and Mediation Programs Office and the UNH Manchester Academic Counseling Office.

### IV. B. Charges

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the UNH Manchester

Academic Counseling Office. The charges will be referred to the director of UNH Judicial and Mediation Programs, who is responsible for the administration of the University Judicial System, to determine if the charges have merit. Any charge shall be submitted no later than twelve (12) months after the occurrence of the alleged incident and the discovery of the identity of the student(s) involved. Complainants are encouraged to file charges as soon as possible after the alleged incident to ensure witness and evidence availability. If a student has withdrawn or withdraws after the filing of such charges, either (1) a “hold” will be placed on the student’s academic record and the student notified that disciplinary action may be initiated upon the student’s application for readmission, or (2) the University may proceed to resolve the disciplinary action.

*Violations of the University Code of Conduct occurring on the Durham Campus will be adjudicated in Durham. Violations occurring at UNH Manchester will be adjudicated at UNH Manchester. Location of adjudication is based on location of incident regardless of student’s home campus.*

**05.21(as) General Course requirements for students admitted as UNH Manchester Associate in Arts degree candidates.**

1. Completion of at least 64 credits with a minimum grade point average of 2.00 based on a 4.00 scale.
2. Completion of General Education Requirements as follows:

- a. One course in writing skills (No pass/fail allowed) should be taken as soon as possible but must be taken within the student’s first 32 credits of study;
  - b. One course in quantitative reasoning (No pass/fail allowed) should be taken as soon as possible but must be taken within the student’s first 32 credits of study;
  - c. Two courses in biological sciences, or physical sciences or technology, (No pass/fail allowed);
  - d. One course in historical perspectives (No pass/fail allowed);
  - e. One course chosen in foreign culture or fine arts (No pass/fail allowed);
  - f. One course in social science (No pass/fail allowed);
  - g. One course in works of philosophy, literature and ideas (No pass/fail allowed).
3. Completion of Interdisciplinary Core course, Humanities I or Humanities II (no pass/fail allowed). Must be taken within the first 48 credits of study.
  4. The remaining courses or credits may be earned in one of the concentrations and/or elective courses.
  5. The last 16 hours of credits must be University of New Hampshire courses completed at UNH following admission and matriculation, unless permission is granted to transfer part of this work from another institution.
  6. Completion of the Writing Intensive Requirement. Completion of two Writing Intensive courses, one of which must be ENGL 401, First Year Writing.

**General Course Requirements for students admitted as UNH Manchester Associate in Science degree candidates.**

1. Completion of at least 64 credit hours with a minimum grade point average of 2.00 based on a 4.00 scale.

## 2. Completion of General Education

Requirements as follows:

- a. One course in writing skills (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
- b. One course in quantitative reasoning (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
- c. Two courses in biological sciences, or physical sciences or technology, (No pass/fail allowed);
- d. Three courses chosen from the following, with no more than one from each category: historical perspectives; foreign culture; fine arts; social science; works of philosophy, literature and ideas (No pass/fail allowed.)

3. Completion of Interdisciplinary Core course, Humanities I or Humanities II (No pass/fail allowed) Must be taken within the first 48 credits of study.

4. The remaining courses or credits may be earned in one of the concentrations and/or elective courses.

5. The last 16 hours of credits must be University of New Hampshire courses completed at UNH following admission and matriculation, unless permission is granted to transfer part of this work from another institution.

6. Completion of the Writing Intensive Requirement. Completion of two Writing Intensive courses, one of which must be ENGL 401, First Year Writing.

## 08 Library Regulations

### 08.1 University Libraries (omit)

### 08.2 Library Hours

#### Academic Year

Monday-Thursday	8:30am - 9:30pm
Friday	8:30am - 6:00pm
Saturday	12:00pm - 5:00pm
Sunday	12:00pm- 5:00pm

(Check posted hours or web page for summer and interim/break hours.)

<http://www.unhm.unh.edu/library.html>

### 08.3 General Regulations

Library stacks are open for browsing and students are encouraged to ask for assistance in locating materials.

Students must present a valid UNH Manchester identification card to borrow materials. The borrower is responsible for the timely return of library materials

### 08.4 Loans

Books are borrowed for four weeks and films are borrowed for one week. Most materials may be renewed for one additional loan period. All borrowed materials are subject to recall. Reserve materials have a limited circulation period and must be returned promptly. Periodicals do not circulate.

### 08.5 Fines

Materials should be returned by the assigned due date. Materials returned late will incur an overdue fine. Materials that are damaged or lost will be billed for the cost of replacement plus a billing fee. The library may refuse library privileges to students who abuse these privileges. Students who steal or willfully mutilate library materials will be subject to disciplinary action.

### 09.7 Procedures for Dealing with Academic Misconduct

A student shall be informed of any accusation of academic misconduct. The procedure for handling such cases shall be as follows:

1. Individual cases will be handled initially by the instructor of the course concerned, as required by the instructor's professional responsibility to assess the performance of his or her students. The instructor will notify the student of the alleged infraction and what course of action and penalty the instructor believes is appropriate. The student must be allowed an opportunity to rebut the allegation. The initial notification and conference are to be conducted informally. The coordinator of the program offering the course should be apprised of any actions taken. For courses that are not assigned to programs, the division chair should be apprised. The penalty imposed by the instructor may not exceed failure in the course, in which case the student should be informed in writing that a failing grade is being assigned for academic misconduct and that further appropriate action may be taken by the student's college Associate Dean. Cases shall be reported to UNH Manchester Associate Dean at the discretion of the instructor and program coordinator or division chair, except when a failing grade in the course is assigned for academic misconduct, in which case the student's college Associate Dean shall be notified of that fact.

2. Cases involving academic misconduct by students not enrolled in the course in question will be referred to the student's college Associate Dean, in which case the procedures detailed in section (1) above will be followed.

3. The student's college Associate Dean, when informed of an academic misconduct case as in (1) or (2) may take appropriate further action including suspension or

dismissal; however, such action shall not take place before the student has been advised by the Associate Dean or his/her representative in writing in a timely fashion (normally before the semester succeeding the precipitating infraction) of the charges, and not before the student has been given an opportunity to explain or reply to the charges.

4. Any student penalized under those procedures may appeal the decision. In any appeal, the student involved has the right to the presence of an advisor of the student's choice drawn from the University community.

A. To appeal an instructor's decision, a written request for appeal must be sent to the student's college Associate Dean in a timely fashion, normally within 30 days, unless the student presents evidence of circumstances preventing such a timely response. Normally within two weeks the Associate Dean will schedule a meeting with the student to afford the student an opportunity to explain or reply to the charges. The Associate Dean's appellate decision can be appealed further to the Academic Standards and Advising Committee, which will consider the appeal only on the basis of procedural irregularities. Any new data or evidence that becomes available will return the case to the student's college Associate Dean.

B. In cases where the UNH Manchester Associate Dean is the primary respondent, or in cases where the UNH Manchester Associate Dean imposes a significant further penalty beyond that imposed by the course instructor, appeals of the UNH

Manchester Associate Dean's decision must be made in writing and in a timely fashion (as defined in 4 A. directly to the Academic Standards and Advising Committee. The chair of that Committee will respond normally within two weeks by scheduling a hearing to afford the student an opportunity to explain or reply to the charges. In such a case that committee will hear substantive as well as procedural complaints. In any such case, the representative of the student's college dean to the Academic Standards and Advising Committee will be excused from the committee's deliberations.

*As approved by the Faculty Senate  
February 25, 1991*

### **09.8 Reporting**

It shall be the responsibility of the student's college Associate Dean to report to the Academic Standards and Advising Committee all actions and all appeals from students resulting from cheating cases.

**Note:** Cases involving graduate students are referred to the Associate Dean of the Graduate School. Appeals of the Associate Dean's decision can be made to the Dean of the Graduate School who may, at his/her discretion, refer the case to the Graduate Council for review. Students who are dismissed by the Associate Dean and wish to appeal that decision should follow the procedures for graduate students dismissed for academic reasons.

**11.241 Refund of tuition.** Requests for refunds of tuition and course charges for both credit and non-credit courses will be considered only if the student completes official withdrawal procedures. Students seeking refunds must file a Change of Registration form or write a letter of request to withdraw to the Registrar's Office at UNH Manchester. The official withdrawal date -

the date the Change of Registration is received by the Registrar's Office - is the basis for any financial adjustments.

Full time undergraduate degree students who reduce their course load to part-time status (11 credits or fewer) and part-time undergraduate students (degree and non-degree) will receive a refund of tuition in accordance with the schedule below. See the semester bulletin for exact dates.

- \* a 100% refund if the student withdraws prior to the first day of the semester;
- \* a 75% refund if the student withdraws between the first day of the semester and the second Saturday of classes;
- \* a 50% refund if the student withdraws between the second Saturday and the fifth Saturday of classes;
- \* no refunds will be authorized after the fifth Saturday of classes;
- \* no refunds will be authorized for a one-weekend, one week, or two-week course once the course has begun.

Registration fees are not refundable. Lab and materials fees are not refundable after the start of the session in which the course is scheduled.

UNH Manchester Summer Session deadlines are different. Refer to the UNH Manchester summer bulletin for specific dates.

Students registered for credit who change their status to audit are not eligible for a refund.

Alternate refund schedules apply to students receiving Title IV financial assistance. Students receiving financial aid must consult with the Financial Aid Office prior to withdrawing from courses.

Courses that do not conform to the academic semester calendar have a refund

schedule different from that indicated above. Please check with the Business Service Center for refund information for these courses.

Students may petition to the College's Financial Appeals Committee for an exception to the refund policy. Petitions are approved only in cases of unforeseen compelling non-academic events. Petitions are available at the Registrar's Office, Academic Counseling Office or the Reception Desk at University Center and online. Written petitions should be supported with documentation and forwarded to the Academic Counseling Office for referral to the Financial Appeals Committee. Decisions of the Financial Appeals Committee may be reviewed by the College Dean upon student request.

## **28. Grievance and Complaint Procedures**

### **28.35 Student Grievance Hearing Board.**

This board will be appointed at the beginning of each academic year by the UNH Manchester Dean. The board will be composed of one UNH Manchester Undergraduate Student, one Graduate Student from a program offered at UNH Manchester, the UNH Manchester representative to the Operating Staff Council, and the UNH Manchester representative to the PAT Council. The Director of Academic Student Services will be responsible for assuring that the board is convened at the beginning of each academic year to review the grievance process and to be trained to facilitate hearings and investigations.

### **List of UNH Manchester Offices and Departments Maintaining Student Records**

In compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), the following offices and departments of the University of New Hampshire at Manchester maintain student educational records. Students, and others with a legitimate right to access, should contact the responsible officer of the office or department in which the educational record is maintained.

I. The following UNH Manchester office or department maintains student educational records on all students enrolled on campus

Registrar, 641-4136

II. The following UNH Manchester offices/departments maintain student educational records on some students enrolled on campus:

Admissions Office, 641-4150  
Financial Aid Office, 641-4189

III. For general information concerning the Family Educational Rights and Privacy Act of 1974 or for assistance in locating individuals or offices maintaining student's educational records, please contact the following campus office:

Registrar, UNH Manchester, 641-4136

Copies of the Family Educational Rights and Privacy Act of 1974 are available in the UNH Manchester Registration Office, the UNH Manchester Library, and at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Information and Services for Students with Disabilities**

The University of New Hampshire at Manchester is committed to providing students with disabilities with a learning experience which assures them equal access to all programs and facilities of the University, which makes all reasonable academic aids and adjustments for their disabilities, and provides them with maximum independence and the full range of participation in all areas of life at UNH Manchester.

All students with disabilities who anticipate the need for services, should identify themselves and provide written documentation to UNH Manchester. Documentation should be provided to the Academic Counseling Office, 641-4170 V/TTY, as soon as possible to assure accommodation of disability and smooth coordination of available services.

### **General Information for Students with Disabilities**

Students seeking accommodations, academic aids and adjustments should contact the Academic Counseling Office. 641-4170 V/TTY.

Compliance: Concerns regarding the institution's compliance with the Americans with Disabilities Act, ADA, or Section 504 of the Rehabilitation Act of 1973, and specific complaints should be addressed to: Donna Marie Sorrentino, University Affirmative Action Officer, 862-2930.

A student with a documented disability who wishes accommodation on the basis that the disability will prevent him or her from successfully mastering a foreign language requirement, or whose foreign language requirement was waived in high school because of a documented disability must contact the Academic Counseling Office. 641-4170.

No otherwise qualified person may be excluded from or denied any program, course of study or any other offering of the University, solely on the basis of disability.

**Alcohol, Tobacco and Other Drug Policies.** Refer to the University policies outlined in this publication.

### **Alcohol and Other Drugs Assistance Services**

The UNH Manchester Academic Counseling Office (641-4170) can provide referral information on in- and out-patient treatment and support groups to individuals concerned about their own alcohol or other drug use or that of a family member.