Southern New Hampshire University

Student Handbook

2026-2027 Academic Year

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Introduction

The Student Handbook pertains to the 2026-2027 academic year and applies to all registered domestic and international undergraduate and graduate students taking courses full or part-time online or in person through Southern New Hampshire University (SNHU).

The University expects students and recognized clubs and organizations to be familiar, and comply with, all policies and procedures contained within the Student Handbook. They are also responsible for obtaining, learning, and observing the established University policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of the state of New Hampshire and any other laws, rules, and/or regulations of other relevant jurisdictions. All members of the community must inform the appropriate official of any violation of conduct regulations. Failure to read and understand this document does not excuse students from the rules, policies, and procedures contained within it.

In addition to the Student Handbook, there are four central places for students to locate information regarding the policies and processes that will apply to them throughout their education, whether they are taking courses online, or in person. These resources are:

- Academic Catalog: This resource provides important information about the University's academic programs, policies, and standards. In addition, the catalog includes information regarding financial aid, admissions, military benefits, and student rights.

- MySNHU: The University's student portal provides access to student-specific information including individualized financial aid offers, health and well-being resources, and links to various policies and processes.

- Consumer Information Page: This page provides disclosures of information required by the Higher Education Opportunity Act, National Council for State Authorization Reciprocity Agreement (NC-SARA), and the New England Commission of Higher Education (NECHE), regarding accreditation, privacy, cost of attendance, campus complaint process, the distance education complaint process, and other important policies.

- Program-Specific Handbooks: This resource provides information regarding expectations which are unique to certain programs (e.g., MFA, Nursing, etc.)

Every effort is made to ensure that the information in the Student Handbook is accurate and up to date, but it may not reflect most recent policy updates. The University reviews and updates the Student Handbook on an annual basis, publishing a new edition each academic year. The University reserves the right to make necessary changes prior to the yearly revision and will notify the University community when revisions are made.

Terms and Definitions

Throughout the Student Handbook, the following terms are used. Students should familiarize themselves with their meanings.

Club or Organization: Any group of students who have formed a recognized club or organization that has been authorized by the University.

Course Types:

- UC (University Campus): Courses that are offered at the Manchester campus or taught at an off-campus facility as part of a University Campus program are considered Campus or UC courses.

- GC (Global Campus): Courses taken through an online program are considered online or GC courses.

Staff: Any person who is employed by the University except student employees.

Student: All registered domestic and international students taking courses full- or part-time, online or through the University Campus, at Southern New Hampshire University (SNHU).

University: Southern New Hampshire University and affiliated sites and programs, which include the Manchester Campus and online environments.

Non-Discrimination, Equal Access & Equal Opportunity Statement

Consistent with all applicable federal and state laws, rules, regulations and ordinances (e.g. Title III, Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended), and in recognition of its responsibilities to its faculty, staff, and students as well as to the communities in which it operates, Southern New Hampshire University reaffirms its continuing commitment to afford qualified or qualifiable individuals equal access and equal opportunity within the University. To ensure equal access and equal opportunity, Southern New Hampshire University shall not discriminate against any individual or group because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis.

Discrimination Complaint Process

The University will respond swiftly to concerns raised about behavior that is considered discriminatory, harassing, or hateful. Complainants can expect a thorough investigative process which is outlined in the Non-Discrimination and Anti-Harassment Policy.

ADA/504 Grievances

Southern New Hampshire University (the University) is dedicated to providing an equal opportunity to access the goods and services of SNHU to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008. The University prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to qualified individuals with disabilities where inaccessibility exists. The University has adopted the ADA/504 Informal Complaint and Formal Grievance Procedures providing for prompt and equitable review of complaints regarding any action or inaction prohibited by the ADA or Section 504.

For further information regarding accessibility support and services, please visit the Disability & Accessibility Services webpage.

Linda Sullivan serves as SNHU's ADA/504 Coordinator, whose role is to coordinate compliance with disability regulations. To contact Linda please choose one of the options below.

ADA/504 Compliance Coordinator Email:
adacompliance@snhu.edu
Phone: 603.645.9664
Fax: 603.665.7151

Student Rights and Responsibilities

The University is committed to furthering scholarship, academic pursuits, and service to society. As an institution, the University's purpose is to ensure all students have an equal opportunity to fulfill their intellectual potential through the pursuit of the highest standards of academic excellence. Certain rights and obligations are inherent in membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university
- Strict respect for the equal rights and dignity of others
- Dedication to the scholarly and educational purposes of the University and participation in promoting and ensuring the academic quality of the institution

All students have the right to:

- Redress grievances
- Be treated with respect
- Have a fair and equitable hearing process pursuant to University policies and the provisions of this handbook
- Ask for advice or assistance
- Challenge prejudicial treatment and comments

Residential students have the right to:

- Read and study free from undue interference in their room during residence hall quiet hours.
- Sleep in their own room
- Live in a clean environment
- Have a secure place for their personal belongings
- Use all public hall spaces and lounges
- Be heard by the Residence Life staff when they voice concerns, needs, and programming ideas
- Have guests in their room and visit others in accordance with the University's guest policy
- Have a safe living environment.

Note: Some residential provisions may not apply to students enrolled in low-residency programs.

Right to Procedural Fairness

Pending action on any alleged violations, the status of students and recognized clubs and organizations will not be altered, nor their rights to be present on campus and/or to attend classes suspended, except to protect the health or safety of students or staff, or to safeguard University property. Only senior leadership or their designee may make such a determination and direct the provisional suspension.

Right to Privacy

The policies and procedures concerning the privacy of the student records maintained by the University are in large measure governed by the federal government's Family Educational Rights and Privacy Act (FERPA). The University's policies and procedures are posted by the Office of the University Registrar. (See Appendix A or the Academic Catalog for the full FERPA policy.)

Except when requested by a student or required by federal or state regulations, the educational record will not include information concerning race, religion, nationality, political or social views, or memberships in organizations. Directory information (name, address, telephone numbers, major, etc.) may be released or published. State agencies and other educational agencies conducting surveys and studies for the University will ordinarily have access to a student's record without the written consent of the student concerned.

Another exception provides that parents have the right to view and to request copies of their child's educational record without their child's consent, providing that the child is dependent upon the parents for

federal income tax purposes. A student may waive the right of access to recommendations for admission to the University, for employment on file with the University, and for some honor societies.

The University may not require a student to waive this right, nor may the student's status at the University be dependent upon waiving this right.

Responsibility for Course Etiquette and Communication

The University seeks to foster a supportive and positive learning environment for students and all students are expected to practice proper etiquette in the classroom and online, engage in active and respectful discourse and help encourage a non-threatening and welcoming learning environment.

Online students enrolled in courses with discussion forums are expected to post professional, relevant responses to their instructors and peers that are suitable to an academic environment. Any comments deemed disruptive to the learning environment may be permanently deleted and may result in disciplinary action.

Responsibility for Civility

Each person in the University community has the right to free speech. This right, however, does not override the responsibility of the individual to respect the personal rights of other students, faculty, staff, administrators, and visitors. All members of the University community are expected to demonstrate courtesy and politeness in their speech and behavior when engaging with the university in any capacity or in public venues. Offensive language, offensive conversations, inappropriate gestures, or offensive visual representations are considered disrespectful of oneself and others and are not appropriate for public venues or online forums. Public venues include administrative and academic buildings, dining facilities, classrooms, auditoriums, walkways, hallways, athletic facilities, and online communities.

Responsibility for Good Citizenship

Students have certain rights to access facilities, resources, clubs, and organizations. With these rights come the expectation that each student understands their role, rights, and responsibilities as a member of the SNHU community. To that end, students are expected to:

- Familiarize themselves with the policies and regulations of the Student Handbook
- Keep up with their studies
- Make efforts to get to know peers
- Respect the rights and dignity of others
- Question or report those who disrespect their rights of the rights of others
- Treat University property with care, including apartments, entrance hallways, lounges, other common areas, or office and programming spaces.

Rights and Responsibilities of Student Clubs and Organizations

The University recognizes the right of students to create and participate in clubs and organizations that align with the missions, goals, and objectives of the University. To these various student groups, the University lends its name, support, and resources and, exercising its rights and responsibilities, affirms such groups as legitimate and productive members of the University community. Conversely, the University reserves its rights to deny or withdraw recognition from any group deemed not to be in concert with the missions, goals, and objectives of the University.

Conditions of Enrollment

Certain conditions must be met in order to be enrolled at the University and to function as a member of the community. Failure to meet and maintain these conditions may result in a hold against future registration and/or termination of a student's current enrollment. If a student's enrollment is terminated for failure to fulfill conditions of enrollment, they may not be present in the educational environment on campus, at instructional centers or online. They may also be prohibited from using University resources without the expressed permission of the senior leadership or their designee. In addition, the student will not be eligible for a refund of any portion of the University expenses listed by Student Financial Services.

Accuracy of University Records
Students are expected to provide accurate and complete information on all University forms and documents, including applications for admission and financial aid, references, health and immunization reports, local and home addresses, and other types of records. Prospective and current students are required to provide their physical location prior to and during enrollment.

Students are required to confirm or update their location information biannually through the MySNHU student account portal (via an automated pop up) and may also provide their updated physical address via email to SNHU staff to meet this requirement.

Verification of Identity and Administrative Dismissal
Students are required to submit proof of their identity. If a student is found to have knowingly submitted falsified or intentionally misleading information regarding their identity, SNHU reserves the right to administratively dismiss the student from the University without opportunity for re-admission. Administrative dismissals also include those outlined in SNHU's Financial Aid Offer Terms & Conditions.

Completion of Registration
Each term students must ensure their course registrations are complete in order to be recognized as enrolled and active students with the University.

Financial Obligations
Students are held responsible for all obligations that they have incurred with the University. Failure to comply with this policy may result in holds barring class registration and the release of grades, transcripts, or diplomas. Privileges such as on-campus housing or on-campus parking may be suspended until the financial obligations have been met.

Identification Expectations
Students are expected to carry identification when visiting campus should be prepared to verify their identity when requested. All students are expected to represent themselves truthfully in all interactions with the University.

Meeting Conditions of Conduct Sanctions
Students must fulfill conditions established as part of conduct sanctions. Those who fail to fulfill these conditions may be subject to additional conduct action and/or termination of enrollment. Residence contracts and parking privileges may also be terminated.

University Email
Students are expected to check their University-assigned email accounts and use that account for all communication with the University and its faculty and staff. This is the primary communication system used during the term when classes are in session.

Health Requirements for Students in Campus-Based Courses

The Wellness Center is licensed by the State of New Hampshire as an Educational Health Facility and is here to provide medical and mental health care for campus students. To provide the best care possible and ensure the health and safety of the campus community, all residential students, undergraduate campus students, international students, and full-time graduate day campus students taking classes on the Manchester campus must provide the following medical record requirements prior to the start of classes on campus:

- A health history form (including consent for treatment while on campus)
- Accurate immunization records
- Tuberculosis screen and any needed tuberculosis test results
- Physical exam report (required for all athletes within 6 months of term start; optional for all other students)

Vaccination Requirements

All residential students, all undergraduate campus students, all international students, and all full-time graduate day campus students taking classes on the Manchester campus must provide complete and accurate immunization records. Online student programs may require immunization records to be supplied if any components are held in-person. For information regarding the required vaccinations and to view the requirements in full, please visit the Academic Catalog.

Infectious Disease Policy

In instances of an actual or potential infectious disease in the SNHU community, SNHU leadership will oversee and coordinate with the People Team, Facilities, Communications and other SNHU departments in determining and implementing appropriate protocols. Responses to known instances of an infectious disease will be based on guidance from federal and state agencies and public health authorities as well as business needs. Actions may include, among other things:

- Instituting health screening and reporting measures as recommended or required by government authorities.
- Coordinating events and communications around an infectious disease incident or pandemic.
- Implementing permanent or temporary work rules and/or facility management guidelines to promote safety through infection control.
- Limiting travel or non-essential activities such as meetings, conferences, gatherings, and training sessions.
- Making available and/or requiring vaccinations.
- Staggering or altering work schedules to limit building capacity or accommodate cleaning schedules.
- Closing or restricting access to on-site locations.
- Requiring remote work for some or all employees on a short-term or long-term basis.
- Liaising with government agencies, emergency response, healthcare facilities and services, and facilities or equipment suppliers and service contractors who can or have agreed to assist during and after an outbreak or pandemic.
- Implementing social distancing and masking guidelines to help minimize the spread of disease.
- Taking other measures as deemed appropriate by SNHU leadership.

Insurance

The University requires that all undergraduate campus-based students and all graduate and undergraduate international students maintain health insurance coverage that provides comprehensive coverage in New Hampshire. This requirement is intended to ensure that campus students can receive appropriate medical and mental health treatment during their time at SNHU, and to minimize the risk of withdrawal due to unforeseen medical needs or associated costs. The University may terminate any student's enrollment if the student fails to provide proof of proper insurance coverage or does not possess an appropriate insurance policy.

All campus-based domestic undergraduate students and all international students are automatically enrolled in the University-offered insurance plan. Domestic students can waive this coverage if they can validate that they have comparable health insurance coverage in the State of New Hampshire. International students can waive this coverage if they can validate that they are a dependent on a comparable health insurance valid in the State of New Hampshire or are sponsored by a government plan.

The Wellness Center and Student Financial Services can provide domestic students with the information about this program. Information for international student health insurance is available at the Wellness Center and International Student Services.

Student Code of Conduct

The University is a community in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The exercise and preservation of these freedoms and rights requires respect of the rights of all in the community to enjoy them to the same extent. In a community of learning, disruption of the educational process, destruction of property, and interference with the orderly process of the University as defined by the University administration or with the rights of other members of the University cannot be tolerated.

Students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the community and to remove those who are disruptive to the educational process. The policies listed below describe and explain prohibited conduct as well as outline behavioral expectations.

Terms and Definitions

The following is a list of terms that apply to the Student Conduct Process. Students should familiarize themselves with their meanings.

Admission of Responsibility
A respondent's willingness to admit to a violation of the Student Code of Conduct by holding themselves accountable.

Complainant
The individual who brings forward a complaint or files a report alleging a violation of the Student Code of Conduct.

Community Standards
The University's community behavioral expectations for students.

Hearing
The process through which an allegation of a policy violation is reviewed, and results in a finding and/or sanction being communicated to the student. Hearing types include:

- Administrative Hearing or Review
  The process through which a student connects with a staff member one-on-one, either physically or electronically, to address an incident with the intention of determining responsibility and, when applicable, an appropriate sanction. Depending on the nature or timing of the alleged violation student participation in the administrative hearing process could occur either before or during an investigation or at the point of appeal.

- Disciplinary Board Hearing
  The process through which a student has the opportunity to share evidence with a disciplinary board before a determination of responsibility is made. Hearings of this type are typically reserved for complex cases or for cases that could result in a separation from the University.

Hearing Officer
Any person or persons authorized by senior leadership or designee to determine whether a student has violated the Student Code of Conduct and to impose sanctions where appropriate.

Office of Community Standards
Office responsible for investigating and adjudicating alleged violations of the Student Code of Conduct and Academic Integrity policies.

Respondent
The student alleged to have violated the Student Code of Conduct.

Sanction or Conduct Standing
The University's formal response to a student for a founded violation (e.g., warning, reprimand, or suspension).

Standard of Proof
The burden of proof is on the University to show that the student is responsible for the violation or a pattern of misconduct. The rules of evidence applicable to civil and criminal cases do not apply. The decision will be made based upon a preponderance of the information presented – whether a violation of University policy more likely than not occurred.

Authority of the University

The Student Code of Conduct applies to all students and recognized clubs and organizations as they are defined in this document. The University exercises jurisdiction over student behavior that occurs on University premises, sponsored events, off-campus locations, or locations unaffiliated with the University.

Certain conduct occurring before a student begins attendance at the University will not be addressed under the Student Code of Conduct. Such matters are governed exclusively by the Pre-Attendance Misconduct and Admission Revocation Policy in the Academic Catalog, and the procedures and rights described in this handbook do not apply.

Additionally, all violations of the Student Code of Conduct that occur within the SNHU email system, the learning management system, SNHUconnect, direct assessment competency-based education learning environment and community, or any other electronic means of communication prescribed as it pertains to classwork, research, or communication fall under the jurisdiction of the University.

Behavior that conflicts with University expectations may subject students to a hearing pursuant to the Student Code of Conduct. These behaviors are actions that violate the Student Code of Conduct, local, state, or federal laws, or could adversely affect the educational mission of the University or its relationship with the surrounding community. This applies to students acting on their own, as well as recognized clubs/organizations.

University Rights

The University reserves certain rights to ensure compliance with both University policy and state and federal laws.

Inspections
University staff members may conduct a residence inspection whenever reasonable cause exists to believe that activity is taking place that is detrimental to the health, safety, or welfare of individuals, or substances or items are contained in the room that would constitute a violation of the Student Code of Conduct.

Inspections will be confined to areas reasonably related to the alleged policy violation and may include, but are not limited to, all University-owned property or furnishings, any refrigerator, bags, or personally owned property including safes or other locked/secured items.

Examples of circumstances that may prompt an inspection of a room or property are when:

- The size, scent, or shape of the item might suggest alcohol, other drugs, alcohol or drug paraphernalia, or weapons are present
- A staff member hears a noise that might suggest a violation of policy is occurring
- A staff member has confiscated substances that would suggest the presence of additional substances in the area
- A staff member observes behavior such as an unsteady walk, slurred speech, or abusive or violent actions
- A staff member receives a report of any of the preceding circumstances
- A search is the result of an ongoing investigation.

The University reserves the right to confiscate any item when it is against policy or believed to pose a health or safety risk. Items confiscated will be disposed of and not returned to the student. Failing to comply with an inspection may be categorized as a violation of the Student Code of Conduct.

Searches, Arrests, and Related Processes

The University cooperates with civil law enforcement agencies performing their official duties within the University community. The University is not a sanctuary for students who may violate the law.
The University will cooperate with law enforcement agents, process servers, or other legally authorized individuals who are required to serve official papers or enforce arrest or search warrants. This cooperation is intended to minimize interference with activities and to protect all persons.
As prescribed by law, the arresting officers may conduct limited searches of the area where an arrest is made without a specific warrant and property may be seized.

Use of Video Surveillance Cameras on Campus

The Office of Public Safety is committed to enhancing the community's quality of life by integrating the best practices of public and private security. A critical component of this comprehensive security plan is the use of video surveillance, to deter crime and to assist Public Safety officers in protecting the personal safety and property of the University community.

Video monitoring for public safety purposes is conducted in a professional, ethical, and legal manner. On-campus video monitoring of areas is limited to locations that do not violate an individual's reasonable expectation of privacy as defined by state law. Camera locations are in public places such as common areas inside and outside of buildings, building entryways, parking lots, and along some roadways. Personnel involved in the use of video surveillance cameras are properly trained and supervised.

Use of Summary Suspensions and Interim Measures

Students and recognized clubs and organizations who are alleged to have been involved in a significant violation of University policy may be suspended in the interim from the University pending a hearing if senior leadership or their designee deems it necessary. The University may also impose other interim measures including but not limited to prohibiting the student, club, or organization from being on University property, residential suspension or relocation, restricted contact orders, course removal, or deletion of online content. Determinations will be based on the nature of the alleged violation and/or any potential threat to any individual or community.

Adjudication Required for Re-enrollment

When a student withdraws from the University after engaging in conduct that may violate the Student Code of Conduct, and the alleged violation has not been adjudicated through the hearing process, a hold will be placed on the student's record and the student will be banned from campus and all other educational environments. The hold will prevent a student from re-enrolling at the University until the alleged violations have been resolved.

Violations of Law

Violations of local, state, or federal law are subject to University action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g., probation before judgment, nolo contendere, continuation without a finding, etc.) should be aware that the University may also sanction the student.

Withdrawal may be mandated when the conduct suggests that the student presents a danger to the University community.

Notification of Criminal Arrest
Students are responsible for notifying the University of any off-campus arrest, arraignment, or in any situation where the student has been charged with criminal conduct. Upon learning of a student's arrest, arraignment, or criminal charges, Community Standards staff will notify the student that they are required to schedule an appointment for an interview with Public Safety.

The interview will address the facts involved in the student's arrest, arraignment, or criminal charges; the student's obligation to keep the University informed of the progress and outcomes of the criminal charge(s) or proceedings; and the student's duty to report the final disposition of any criminal charge(s) or related legal actions to the University.

Withdrawal when Certain Criminal Charges are Pending
The University may withdraw any student when certain charges are pending against that student, subject to the procedures set forth below. Specifically, withdrawal may be mandated where the crime involves an act of violence; the sale, manufacture, or delivery of drugs; or any other conduct that is egregiously offensive to the University's mission or that presents a danger to the campus community, whether the behavior occurred on or off campus property. The University follows these procedures when initiating an immediate withdrawal over pending criminal charges:

The student may meet with senior leadership or their designee within three business days from the imposition of the withdrawal. In this meeting, the student must demonstrate that the withdrawal is inappropriate because:

- The student is not charged with a crime as listed above.
- The alleged crime, even if proven, has no bearing on any legitimate University interest; or
- The withdrawal is too severe a response from the University.

Senior leadership or their designee decides whether to continue or rescind the withdrawal and communicates this decision to the student within 24 hours of the conclusion of the meeting. The decision is final and may not be appealed. The withdrawal may be noted on the student's transcript, however no conduct record or sanction is created or imposed solely on the basis of the withdrawal. The withdrawal remains in effect until the latter of:

- The dismissal/acquittal of all pending charge(s) against the student
- A full hearing by the student conduct system, if appropriate, of all alleged violation(s) of the Student Code of Conduct relating to the behavior from which the charge(s) derive. In order to hold this hearing, the University must have access to independent information about the case (i.e., police reports, court reports, etc.). In some cases, this may require the student or their legal counsel releasing the necessary information to the University.
- The withdrawal requirement is a supplement to the interim suspension procedures provided elsewhere in the Student Handbook and in no way limits any rights of the University to impose any additional or different conduct sanction.

Parental/Emergency Contact Notification
The University may disclose aspects of a student's education record to the student's parents/guardians/emergency contacts in particular circumstances. This notification policy is enacted with the philosophy that parents/guardians/emergency contacts are partners in student development and can

assist students in fulfilling their educational goals through the use of open dialogue. In accordance with FERPA guidelines, the University may issue notifications to parents/guardians/emergency contacts of students in the following circumstances:

- If a student is found responsible for violating the University's alcohol or other drug policies or federal, state, or local alcohol and drug laws to the extent that they are issued a mandated assessment.
- If knowledge of the information is necessary to protect the health or safety of the student or other individuals
- If a student is missing for more than 24 hours. Students may request that their emergency contacts be notified in the event that they go missing. This information can be updated in their profile in MySNHU
- To comply with any other state or federal requirements

Students are encouraged to discuss incidents with their parents/guardians/emergency contacts prior to University notification. Campus-based students are responsible for notifying the Dean of Student's Office if they are not considered a dependent.

Conduct Records

Conduct files are maintained by the University's Office of Community Standards. These files are private records open only to authorized faculty or staff. Students may review their own records under the supervision of an appropriate staff member. Students may request copies of incident reports as needed for the preparation of their case for a hearing. Notes from preliminary investigations will not be available for distribution; however, the information could be presented at a hearing.

Conduct records, and applicable information, are available to the student and anyone authorized by the student upon request. The University uses its discretion on which, if any, items to disclose to authorized persons after that time. Reviews for outside agencies (e.g., branches of the federal government) doing background investigations are done based upon written authorization of the student. Subpoenas requesting a student's record are honored. The student will be notified before the records are submitted unless the subpoena specifically directs the University not to notify the student. Only notices of probation, suspension, or dismissal will be included in the student's record unless the outside agency specifically requests all formal sanctions.

Conduct Standing and Sanctions

When a student is found to have violated a policy, the University's first priority is to respond by providing or mandating supportive and educational tasks, when appropriate, designed to help the student make more informed choices. Second and equally important, the University makes a change to the student's conduct standing. This categorization represents the progressive conduct model, which increases punitive measures as the severity or frequency of a behavior increases. However, the University reserves the right to use its discretion in all aspects of a conduct case, including changes to conduct standings and sanctions. A student's conduct standing may range from warning to dismissal. Students are no longer in good standing at the level of probation.

Students with disabilities are subject to the same conduct standards as their peers. The presence of a disability does not excuse behavior that is in violation of the University's Conduct policy and expectations.

The following are examples of standings and sanctions that may be imposed for violation of a policy:

- **Warning:** A warning consists of formal notification that the student has violated the University's community standards and advises that repetition will result in a more severe sanction.

- **Reprimand**: At this increased sanction, students understand a formal reprimand is in place.

- **Probation**: This sanction is the most serious warning for violation of University regulations prior to suspension, and it places limits on the student's good standing with the University. Students on probation may be limited in their ability to attend University programs, including applying for and participating in study abroad. Some departments may not hire students on probation. If the student is found responsible for violating any University policy during the probation period, residence removal and/or suspension or dismissal may become effective, and the student may be subject to additional sanctions. Students are no longer in good standing at the level of probation.

- **Suspension**: Suspension means that the student is dismissed from the University for a period of time, with an opportunity for re-admission. When suspended from the University, the student will be barred from all University facilities and online environments and from all University functions for the period of their suspension.

  This sanction may only be imposed by a disciplinary board, or in cases representing a potential on-going threat to an individual or the community, as an interim measure by senior leadership or their designee. Pending action on any disciplinary allegations, the status of students will not be altered, nor will their rights to continue working toward a degree be suspended, except to protect the well-being of students or staff. Only senior leadership or their designee may make such a determination and direct provisional suspension.

- **Dismissal**: If a student is dismissed from the University, they are permanently dismissed from the University without opportunity for re-admission. When dismissed from the University, the student will be barred from all University facilities and online environments and from all University functions. This sanction may only be imposed by a disciplinary board, or in particularly egregious cases as an emergency measure by senior leadership.

As this sanctioning model is presented in increasing severity, it should be noted that violations may be cumulative. A student's prior conduct history and length of time between violations are factors considered when selecting a conduct standing.

NOTE: An individual is responsible for any financial balance incurred as a result of a suspension or dismissal from the university.

Additional Sanctions
The University reserves the right to create additional sanctions based on the nature of the misconduct. Sanctions may include, but are not limited to:

- **Access Restriction**: Students may be denied access to any course, campus building or instructional center, room, activity, program, computer, and network resources, or denied other student privileges.

- **Alcohol Restriction**: In cases where students are found responsible for significant alcohol violations, the student's residential unit may be considered a prohibited area for alcoholic beverages. In addition, students found responsible will be sanctioned individually based on their previous violations of the University's alcohol or other drug policies.

- **Behavioral Agreement/Contract:** In certain circumstances, a behavioral agreement may be developed by a member of the University staff outlining specific behaviors acceptable among all parties involved.

- **Educational Letter:** This sanction is informal in nature. While the educational letter reads much like a warning in that it identifies a particular violation of a policy, the intention is to use the violation as a learning opportunity for the student. An educational letter is part of a student's record in case a similar violation occurs in the future, though it is not reported as a violation should an outside agency inquire about a student's conduct record.

- **Educational Sanctioning:** This sanction is meant to encourage learning or reflection and may include follow-up discussions, research papers, essays, etc. The educational sanction must be completed within the manner and time stated. Participation in certain programs may be withheld or restricted until educational sanctions are completed.

- **Loss of Privileges:** Students may not be allowed use of facilities, services, or activities for a designated period of time. Examples include, but are not limited to, loss of guest privileges, loss of parking privileges, prohibition from certain residence halls, prohibition from University-sponsored activities, room change restrictions, etc.

- **Removal from Class:** Students may be removed from classes if their actions are deemed detrimental to the educational environment.

- **Removal from Housing:** Students may be removed from campus housing if their actions are deemed detrimental to the educational and/or community living environment.

- **Residence Restriction:** Students who violate policies regarding community living may be subject to residence restrictions, including occupancy restrictions, 24-hour quiet hours, relocation to another housing option, etc.

- **Restitution:** Students may be required to pay the full cost of damage to University property. This could include the cost of materials and labor for repairs. In addition, restitution could include the cost of replacing damaged, destroyed, or stolen property, as well as compensating the University for any lost or stolen time.

- **Restorative Response:** The University encourages students to take an active role in shaping a positive campus environment. As such, a hearing officer may allow a restorative response if a student seeks to repair the harm they caused and restore the well-being of the community they impacted. It is important to note that the restorative response is at the hearing officer's discretion, should be tailored to each specific case, and should take into consideration the nature of the incident and the needs and perspectives of the parties involved.

- **Sanctions Held in Abeyance:** In some cases, a sanction may be held in abeyance. This means that the sanction will not be enforced immediately but will be "in place." This conduct status requires that specific conditions be fulfilled. Any violation of those abeyance conditions will result, at a minimum, in immediate enforcement of the sanction without a hearing. It may also result in further conduct action.

Accommodations for the Student Conduct Process

Students with disabilities who are involved in the conduct process, including complainants, respondents, advisors, and witnesses may seek accommodations for any stage of the process. If a student requests reasonable accommodations to participate in the conduct process due to their disability, they must:

- Notify a Community Standards staff member or designee two business days before their meeting or hearing.
- Contact the appropriate Accessibility Center
  - **CAC**: Campus-based students may contact the Campus Accessibility Center at cac@snhu.edu or 603.644.3118
  - **OAC**: Online students may contact the Online Accessibility Center at oac@snhu.edu or 866.305.9430.

These notices allow the Community Standards staff member or designee to determine if a postponement of the meeting or hearing is necessary while the interactive process ensues. It also allows the respective Accessibility Center to request supporting documentation and student input in order to determine what accommodation, if any, is reasonable under applicable standards. The appropriate Accessibility Center will share the decision and any recommendation for implementation of the accommodation(s) with the student and the Community Standards staff member or designee.

Students with disabilities are subject to the same conduct standards as their peers. The presence of a disability does not excuse behavior that is in violation of the University's Conduct policy and expectations.

The Student Conduct Process

The following are the steps that may be taken during the Student Conduct process.

1. Report is Filed

When the Student Code of Conduct may have been violated, an incident report is filed by a student, faculty, staff, or community member who becomes aware of, observes, or is the complainant of the incident. This report is reviewed, and, if necessary, a hearing is held to determine what, if any, violation may have occurred.

Students engaged in the hearing process have the right to obtain a copy of the incident report. The hearing process is intended to be educational in nature and is based on the concept of due process. The procedures provide for a prompt, fair, and impartial investigation and resolution which includes an opportunity for a student to be heard.

An incident can be pursued through the hearing process up to one year after the information about the violation is discovered, though complaints against former students will not be processed. The university has the right to conduct, on a case-by case-basis, a retroactive review of reported instances.

Reports regarding graduating students should be filed prior to their graduation and, when possible, with sufficient time before graduation so that an investigation and hearing can occur.

2. Report is Reviewed by the Office of Community Standards

Review of all alleged violations is overseen by Community Standards staff or their designee. Their role is to identify those acts that may be in conflict with the Student Code of Conduct or Academic Integrity Policy. Alleged violations are assigned to an appropriate staff member for review.

3. Preliminary Meeting may be Held

In cases, it may be appropriate for a Community Standards manager, Public Safety officer, or other University staff member to meet or speak with students who may have relevant knowledge about an

incident. This investigative process allows the staff member to make decisions about an informal or formal approach. These discussions also allow the University to collect information in order to meet its burden of proof.

Formal or Informal Resolution Method is Determined
Depending on the nature of the report, concerning behavior may be resolved using either a formal resolution method such as an administrative hearing or a disciplinary board hearing, or an informal method of resolution. Informal resolutions may be considered in alleged minor violations and are used at the discretion of the University staff member reviewing the report.

- **Informal Resolutions**: An informal resolution does not require a hearing. Examples of an informal resolution can include:
  - Educational letter, conversation, or agreement.
  - Mediation: If mediation is deemed appropriate, contact will be made to all parties involved and an explanation of the process will be offered. If accepted by all parties, mediation will be viewed as an alternative solution. Should an agreement not be possible, the incident may be pursued through a hearing. All agreements reached through mediation are binding. If at any point the agreement is not fulfilled, the negligent party may face further conduct action.

An informal resolution may transition into a formal hearing for any reason including new information learned during an informal meeting or when an informal resolution cannot be reached.

- **Formal Resolutions**: Formal resolution methods, which are described in the sections below, will always result in an Administrative Conduct Hearing or a Disciplinary Board Hearing. Formal resolutions become part of the student's conduct file.

Hearings

In response to an incident that is determined to require a formal resolution by Community Standards staff member, senior leadership, or their designee, the incident will be addressed through an Administrative Conduct Hearing or a Disciplinary Board Hearing. Please note the following:

- All hearings are closed to the public, with the exception of witnesses who are not University community members but who have direct information regarding the incident or if there are criminal or civil charges pending against the respondent regarding the incident. These exceptions are made at the discretion of hearing officers.

- Officials who receive annual training on issues related to sexual assault, domestic violence, dating violence, and stalking may conduct investigations into such incidents; hearing officers are also trained regarding such issues.

- Hearings may be expedited to protect community members. Students or recognized clubs or organizations who are alleged to have been involved in a significant violation may be suspended in the interim from either residence or the University pending a hearing, should the senior leadership or their designee deem it necessary. Residents may also be temporarily relocated pending a hearing.

- Incidents reported during the summer and during breaks when the disciplinary board is not available may be handled through the administrative hearing process. In these circumstances, the University may assemble a special panel of staff or faculty to assist with an administrative hearing or review.

Hearing Guidelines

The following guidelines generally apply to administrative and disciplinary board hearings, outlining a common understanding of the rights and responsibilities generally afforded to students participating in the hearing process. Since every case is unique, the guidelines may be changed or modified by a hearing officer or board as needed.

- The University's burden of proof is to show that it is more likely than not that the student is responsible for the alleged violation or pattern of misconduct. The rules of evidence applicable to civil and criminal court cases do not apply. Hearing decisions are made based upon a preponderance of the information presented – whether a violation of University policy more likely than not occurred.

- A student has the right to review the incident report of the alleged violation upon request. All written or physical evidence that a student seeks to provide for consideration must be presented to the hearing officer or Community Standards staff member 24 hours before the hearing begins.

- Evidence must be pertinent to the charges in question and will be admitted at the discretion of the hearing officer, hearing moderator, or relevant Community Standards staff member.

- Written witness statements must be presented to the hearing officer or Community Standards staff member 24 hours before the hearing begins. A witness is defined as someone who observed the actual incident and may be called in to discuss their statement prior to the hearing. Character witnesses are not allowed. A pre-hearing meeting with a witness is at the discretion of the hearing officer/moderator or Community Standards staff member.

- Witnesses and witness statements will be admitted at the discretion of the hearing officer or Community Standards staff member. It is the responsibility of the student to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.

- A student may have a faculty or staff advisor present at the hearing. Except in Title IX cases, the student's advisor may not participate directly in any aspect of the hearing and may only confer with the student. An advisor will not be allowed to disrupt the hearing by recess or conference outside the hearing. It is the student's responsibility to present all aspects of their own case.

- If a student seeks to use an advisor, they must notify the hearing officer or Community Standards staff member of their advisor 24 hours before the hearing begins. The hearing officer/moderator or Community Standards staff member exercises discretion over admission of any other person into the hearing.

- The University works to accommodate the schedules of students, hearing officers, and disciplinary board members when possible. To resolve complaints in a timely way, neither advisors nor witnesses are consulted when scheduling a hearing. If unavailable during the scheduled hearing time, the student may choose another advisor and/or ask the witness to provide a written statement.

- A student may refuse to answer a question, with the understanding that the hearing officer or disciplinary board must decide the matter based upon the information available at the time of the hearing.

- In incidents involving more than one party, the hearing may be conducted as a joint hearing.

- The hearing is conducted formally, and summary notes may be kept. A hearing officer or disciplinary board may audio or video record the hearing if it is deemed appropriate.

- During the hearing, the University may accommodate concerns for the personal well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses by providing separate facilities, using a visual screen, and/or permitting participation by telephone, video conferencing, video and/or audio recordings, written statement, or other means. This determination is based on the judgment of the hearing moderator.

- If any person exhibits behavior or language that is disruptive or threatening at any time during the course of a hearing, they may be removed from the hearing proceedings with the process continuing without their presence or input.

Administrative Conduct Hearing
An administrative hearing may be held for any violation but is primarily used to review allegations that are unlikely to result in a student's separation from the University. In an administrative hearing a staff member connects with a student in person or electronically, to address an incident with the intention of determining responsibility and, when applicable, an appropriate sanction.

Depending on the nature or timing of the alleged violation, student participation in the administrative hearing process could occur either before or during an investigation or at the point of appeal.

Disciplinary Board Hearing
Some alleged violations, including violence, sexual misconduct, controlled substance use, and patterns of misconduct could result in a sanction of suspension or dismissal. If the alleged violation could result in separation from the University, the matter is reviewed by the disciplinary board, with some exceptions. Cases may be referred to the board when the complexity of the case or the severity of the allegation is significant.

When a case is referred to the disciplinary board, the Community Standards staff member, senior leadership, or their designee may offer all involved students a preliminary meeting to prepare for the process. The administrator is available to discuss the incident reports, student's rights, and the hearing process. A disciplinary board may comprise faculty, staff, and (in non-Title IX cases) students.

In cases assigned to the disciplinary board, members will participate on a rotating basis. Attendance at hearings ranges from three to six board members. The Community Standards staff member, senior leadership, or their designee will determine the composition of the board and serve as a non-voting advisor to the board. All board members commit to upholding the Student Code of Conduct and respecting the confidentiality of the process.

Students participating in a disciplinary board hearing will be given the names of the board members in advance of the hearing. Should a student believe that any board member is biased or cannot render an impartial judgment, the student may challenge the individual's participation in the hearing. The Community Standards staff member, senior leadership, or their designee will rule on such challenges, and the decision will be final.

Disciplinary Board Hearing Procedure
The steps below specify the Disciplinary Board Hearing procedures:

- Notice of Hearing: Students will receive a letter electronically from the appropriate University staff member, informing them of a disciplinary board hearing to review the incident. Students must be given 48 hours' notice for board hearings. In certain circumstances, a 48-hour notification requirement may be waived by senior leadership or their designee. For online students, every

reasonable effort is made to contact involved parties via SNHU email and/or telephone. The student receives an electronic notification indicating the date, time, and location of the board hearing.

- Attendance: The student will meet with the disciplinary board in person or electronically. If the student fails to attend the hearing, the review will be made in their absence, and the student will also forfeit their right to appeal the findings.

- Presentation: A disciplinary board will review the incident report and evidence, and the student will have an opportunity to present their own case.

- Finding and Sanction: Based upon the information presented, the disciplinary board will determine if the student is responsible for the alleged violation(s). Sanctioning is considered only after responsibility has been determined and is based solely on the severity of the violation and a student's previous conduct record. The decision of the board may be subject to final review by the senior leadership.

- Notice of Outcome: An emailed letter notifying the student of the disciplinary board hearing outcome will be sent electronically no later than five business days following the hearing. Additional time may be needed if the case is complicated in nature. A copy of the notification may also be sent to the student's parents, in accordance with FERPA regulations. Decisions made by the board are final pending the appeal process.

Appeal

The appeal process ensures that a student has been treated fairly in the hearing process. A student who has participated in the hearing process and been found in violation of the Student Code of Conduct or Academic Integrity Policy may file a written appeal. In Title IX cases, both the complainant and respondent may file an appeal.

Appeals may be heard by the Community Standards staff, senior leadership, or their designee. Senior leadership may review the outcome of an appeal and modify the decision with both the ability to increase or decrease the severity of a final outcome. An appeal must demonstrate one or more of the following bases for appeal and explain in detail the support for each basis.

Note: Appeals that do not identify or meet the criteria below may not be reviewed.

- New information is now available that was not known at the time of the hearing. This information may have been sufficient to alter the original decision. This new evidence will be considered only if it is clear that the evidence could not have been known by the student(s) appealing at the time of the original hearing.

- A procedural error occurred, and the hearing was not conducted in accordance with procedures prescribed by the hearing process. This procedural error impaired a student's right to a fair opportunity to be heard.

- The severity of the sanction is not appropriate for the violation(s) committed, and the past conduct history of the student. This is not applicable for minimum standard sanctions of the Alcohol or Other Drug policy.

The appeal review is limited to an analysis of the written appeal document, the notes and documents of the initial hearing, and an interview with the original hearing officer or Community Standards staff member as needed. The appeal process is not a re-hearing of the case – it is an opportunity for an impartial review of a case and examine potential errors in the process, unduly severe sanctions, or new information.

If the appeal is based on the appropriateness of the sanction(s) issued, a complete review of the student's conduct history, including previous sanction(s), will take place. In cases where new evidence has emerged, this information will be included as part of the review process. If new information or a procedural error has been determined through the appeal process, the case may be referred to another hearing officer or disciplinary board to allow for a reconsideration of the original finding. The new hearing will be scheduled as soon as possible.

If there is reason to believe that the sanctioned student or other members of the University community are at risk, or a need exists to protect University property or prevent disruption of the University's educational process, senior leadership or their designee may immediately enforce any or all of the original sanctions and those sanctions will remain in effect pending the final outcome of the appeal.

All decisions resulting from an appeal review are final. Although a verbal notification may be provided to the student, an email notification of the decision will be sent within seven business days of the review.

Submitting an Appeal

For disciplinary board hearings, students will receive an individual appeal link included in the outcome email they receive from the hearing officer, board hearing moderator, or Community Standards staff member.

- For administrative hearings students should email the hearing officer who addressed the case. Informal resolutions cannot be appealed as they are not a part of a student's conduct record.

- The appeal must be submitted within five business days of the decision being made. If the appeal is reviewed, a decision will be made within 10 business days of receipt. Outcomes could include upholding the decision, changing the decision, dismissal of the original decision/sanctions, or granting a new hearing. In cases of sexual assault, the University must notify the complainant.

Online Conduct Suspension: Applying for Re-Admission

Online students who have been suspended for conduct or academic integrity violations may request an opportunity to apply for readmission after the period of suspension has passed. In order to be considered for readmission, the student must complete the Request to Return from Disciplinary Suspension form.

Within seven business days of the receipt of the completed form, the disciplinary board will be reconvened including as many of the original board members as possible. The disciplinary board will determine, by majority vote, whether to approve the student's request to apply for re-admission.

If approval to apply is granted, the student must follow the standard readmission process and must meet all admission requirements. If the student was enrolled in the previous 12 months, they may request to be reinstated following that process.

Should the disciplinary board determine that the student cannot apply for readmission, the student will not be allowed to return to the University. The board's decision is final and there is no avenue for appeal.

Conduct Standards for Clubs and Organizations

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Behavior that is inconsistent with the Student Code of Conduct caused by individual students or collectively by student organizations – is addressed through an educational hearing process designed to promote safety and good citizenship, as well as impose appropriate consequences when necessary.

The Student Code of Conduct applies to both individual students and student organizations; the Student Organization Conduct Standards serve as a subsection of the Student Code of Conduct, ensuring that all student organizations' officers and members know and accept responsibility for their actions and the actions of their members and guests, and understand the responsibilities of holding official University recognition.

Additionally, the Student Organization Conduct Standards:

- Protect the rights of recognized student organizations,
- Ensure accountability for violations of University policy, and
- Guarantee due process in the adjudication of complaints concerning student organizations.
- Student organizations must also abide by all policies outlined by the Office of Student Involvement.

Student Organization Member Responsibilities

The University expects student organization members to be good citizens, engage in responsible behaviors, positively represent their student organization and SNHU, treat others civilly, and constructively contribute to student life. When acting as part of a student organization, a student is responsible for their conduct both individually and collectively.

Likewise, a student organization may be held responsible for the group's misconduct, as well as the misconduct of its leaders, members, representatives, or guests.

An individual acting as part of a student organization may be referred to the Office of Community Standards for adjudication of their behavior at the same time the student organization is held to the Student Organization Conduct Standards. Any external proceedings have no impact on the University's internal hearing processes for students or student organizations.

After a student organization's case has gone through the hearing process, governing councils, if applicable, may review member organizations' conduct and adjudicate accordingly.

Policies and Rules

All student organizations must be aware of possible infractions, including:

- University space or equipment violation
- Utilizing University space or equipment for purposes other than originally intended or specified, damage of University property, etc. Clubs and organizations must reserve spaces on campus for their meetings, events, and activities through the official room booking software (25live) and all reservations are subject to the approval of Conference and Events Services.

Office of Student Involvement Policy or Procedure Violation

Violation of a policy specified by the University, the Office of Community Standards, or the Office of Student Involvement specifically intended to govern student organizations. Policies and rules governing student organizations are published yearly and can be accessed online in the Office of Student Involvement Handbook.

University policy violation
The University identifies unacceptable student behavior in the Student Code of Conduct, published within the Student Handbook. The behaviors of individual students and student organizations are managed by the Office of Community Standards.

Federal, state, or local law violation
When a student organization violates federal, state, or local law, the student organization may be charged with a disruption of community relations University policy violation, as well as in criminal or civil court.

Application of Standards
Student organizations may be held accountable for a violation of the Student Organization Conduct Standards when a member or guest commits an alleged violation and any of the conditions below apply:

- The violation was sanctioned by an officer of that same organization, or officers had prior knowledge that the incident would take place
- Organization funds financed the venture
- The violation was substantially supported, sponsored, or endorsed by the organization's membership
- The violation grew out of, occurred during, or was related to any student organization-sponsored, -financed, -supported, or -endorsed activity, event, or environment created by the group
- Members knew of the violation before or during the incident and did not attempt to prevent the infraction
- The organization failed to report the incident or chose to protect its members
- A reasonable person would understand the behavior to fall within the scope of the organization's Activity
- The violation demonstrated a pattern of misconduct by student organization members
- The behavior undermined the University's reputation, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it.

Conduct Process for Student Organizations
The Office of Student Involvement exercises jurisdiction over all registered student organizations, including fraternities and sororities and club sports. Community Standards and Student Involvement leadership or their designee coordinates the adjudication of misconduct by all recognized student organizations.

Determinations of responsibility are made on the basis of a preponderance of evidence (whether it is more likely than not that the student organization violated University policy). No student or advisor may record any proceeding but may request to listen to a copy of the recording, if available. Records are maintained according to the University's record retention schedule.

All University hearing officers, and disciplinary board hearing members are trained by Community Standards staff.

Conduct Procedures for Student Organizations
The following procedures comprise the Student Organization Conduct Standards process:

1.Incident Reported
Anyone may file a report alleging that a student organization violated a policy. Reports go to the Office of Community Standards who informs Student Involvement about the alleged violation.

2. Investigation
Community Standards staff work with University staff to review the alleged violation and the associated information and evidence. The offices of Student Involvement, Community Standards, or Public Safety will

conduct the investigation, which may include, but is not limited to: Interviews, review of incident reports (including previously reported incidents), evaluation of police reports, and discussions with student organization members, advisors, and other witnesses. The investigation is not intended to determine responsibility, but to gather information and evidence to aid Community Standards and Student Involvement leadership's determination of whether the reported incident has merit and should move forward in the process.

3. Student Organization Charged
If merit is lacking, no charges are filed against the student organization and the information collected during the investigation is kept on file with the Office of Community Standards. If the case has merit, Community Standards and Student Involvement leadership or their designee will notify the student organization's president or chief officer and advisor, scheduling an initial conversation to discuss the alleged violation and the subsequent process.

Whether the case is decided through a meeting with Student Involvement staff, an administrative hearing, disciplinary board hearing, or other option, the group may be represented by no more than the president/chief officer and two active student members from the student organization. Other members of the student organization may be called as witnesses.

The group may also choose to have a hearing advisor, who may be the student organization's faculty/staff advisor, another member of the University community, or (in Title IX cases) lawyer. Except in Title IX cases, the hearing advisor may not participate directly in any aspect of the hearing, though they may confer with the students. The hearing advisor may not question any individual, raise objections, or otherwise participate in the hearing. It is the students responsibility to present all aspects of their own defense. Students must notify Community Standards staff in writing at least 24 hours prior to a hearing with the name of their hearing advisor.

If criminal charges are pending, a student may seek the advice of legal counsel in preparing for the meeting or hearing. When criminal charges are pending, a lawyer may be allowed attendance at the meeting or hearing, serving as either an observer or the student organization's hearing advisor. In an observation role, the attorney is limited to advising the student organization about answering questions that may be self-incriminating.

4. Meeting or Hearing
Based on the investigation's outcome, Community Standards and Student Involvement leadership (or designee) will determine the student organization's adjudication type: Meeting with an Office of Student Involvement staff member, administrative hearing, disciplinary board hearing, or other option.

5. Sanction Process
When a student organization is found responsible, the Student Involvement staff member, hearing officer, or disciplinary board consider the case's facts and circumstances to determine appropriate sanctions. Only at this point in the process do board members receive the student organization's prior conduct record, which is considered when sanctioning. Also. with disciplinary boards, both Community Standards and Student Involvement leadership (or designee) advise the board members, should they have questions about sanctioning.

Recommended sanctions may include (but are not limited to):

- Reprimand
- Service hours
- Educational activities
- Restitution (e.g., monetary compensation, replacement for property)

- Student organization probation/loss of privileges (e.g., suspension of student activity budget, suspension of access to student organization web space, inability to reserve on-campus rooms, inability to apply for SGA funding, suspension of office space, etc.)
- Student organization suspension/loss of recognition

6. Decision Shared
The Office of Community Standards and/or Student Involvement leadership provide the student organization's president/chief officer with the meeting or hearing's outcome, outlining findings of responsibility, sanctions, and the appeal process, if applicable.

If no appeal is made within five business days, the case is considered closed upon the completion of the recommended sanctions. If the student organization appeals, the process moves to Step 7.

7: Appeal
The president/chief officer, acting on behalf of the student organization, may appeal the meeting or hearing outcome. Appeals can be filed based only on one or more of the following:

- Availability of new information
- Procedural error
- Severity of sanction

If the president/chief officer appeals the meeting or hearing's finding, a written statement must be submitted within five business days of the decision notification. On appeal, the burden of error rests with the student organization. The appeal must state the reason, supporting facts, and recommended way to correct the error.

Appeal consideration involves a file review by the appeal board, which may affirm, modify, or reverse the case decision. All decisions are communicated in writing within ten business days of an appeal's submission. All appeal board decisions are final.

General Behavior Policies

The University has established the following categories of prohibited conduct and standards. These policies are in place to ensure the safety and well-being of our community. While the Student Code of Conduct aims to sufficiently detail inappropriate behaviors, it is not possible to account for every possible circumstance. If at any time a student has questions about past or anticipated conduct, they must seek advice from a staff or faculty member. All students are expected to conduct themselves in accordance with standards of good citizenship. Any student found to have committed or to have attempted to commit the following misconduct is subject to the hearing process and sanctions outlined elsewhere in the Student Handbook.

Policies

Acceptable Use

Southern New Hampshire University provides students with access to information and technology resources that support learning, research, instruction, administration, and overall student success. The Student Acceptable Use Policy applies to all SNHU students and establishes expectations for the responsible, ethical, and lawful use of these resources. Because University technology resources are shared, valuable, and essential to SNHU's mission, students are expected to use them only for authorized purposes and in compliance with University policies, applicable laws, and contractual obligations. For the full policy, please see Appendix C. *See also the Inappropriate Use of Technology policy below.*

Advertising Policy

Campus-based University departments and offices, as well as all clubs and organizations that have attained University recognition, have the right to advertise programs, events, and fundraising programs according to Student Involvement regulations, including the requirement that each poster be stamped by Student Involvement staff. With the exception of tabling, solicitation is not allowed. For specific guidelines, contact the Office of Student Involvement.

Assault

Any physical contact without consent, or intentionally inflicting bodily harm upon any person or animal, or taking reckless action that results in harm to any person or animal.

Bias Incident

Negative behavior committed, in whole or in part, against a person or group based upon a real or perceived affiliation with a protected class. Protected class is defined as persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis.

Petty slights, minor annoyances, and isolated incidents (unless severe) of rude, uncivil, or non-collegial behavior generally do not rise to the level of a policy violation, though may still be addressed with a University official. Academic freedom provides significant space for individuals to express controversial views, teach controversial subjects, and engage in controversial research. The offensiveness of a particular singular expression, course content, subject of academic inquiry, or research topic, as perceived by some, may not constitute a violation of this policy.

Bullying

Deliberately hurtful and unwelcomed behavior intended to humiliate, mentally or physically intimidate, or injure and/or isolate or control an individual or group of individuals. It can occur as a single severe and/or pervasive incident or repeatedly over a period of time, intimidating, impeding, and/or interfering with work performance, academic status, or college life.

Bullying may be in the form of:

Verbal/written bullying:

- Sarcasm, teasing, name-calling, insults, taunting, or other abusive, threatening, derogatory, or offensive remarks
- Social/relational bullying: Intentionally hurting someone's reputation or relationships, including:
  - Excluding or isolating someone on purpose
  - Promoting rejection by others
  - Spreading rumors
  - Embarrassing someone in public
- Cyberbullying: Misappropriate use of any information and communications technology such as the Internet, interactive and digital technologies, cell phones, etc., including, but not limited to:
  - Texting, emailing, or phoning unpleasant, threatening, or rude messages or posting similar communication in discussions boards or the learning management system
  - 'Sexting' inappropriate pictures
  - Posting abusive or demeaning comments on social networking sites, in chat rooms, or SNHUconnect

Physical bullying/abuse:

- Hurting a person's body or possessions, including, but not limited to:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or damaging someone's personal property
  - Damage to Property
  - Damage or destruction of property owned or operated by the University, other students, faculty, administration, staff, or guests.

Copyright Infringement and Peer to Peer File Sharing Policies

The unauthorized sharing of Copyrighted materials is strictly prohibited per the SNHU Copyright Infringement & Peer to Peer File Sharing Policy. Students found engaging in the unauthorized copying and/or distribution of copyrighted material may be subject to disciplinary action under the student code of conduct where potential outcomes include, but are not limited to, loss of access to the University computing network, suspension, or dismissal from the University.

Disorderly Conduct

Violent, abusive, indecent, profane, harmful, and/or damaging conduct or language. These behaviors are unreasonable at the time of their occurrence and interrupt teaching, research, administration, community living, hearing proceedings, and/or other activities. This includes but is not limited to disruptive behavior in all University physical and online spaces, including on and off campus.

Disrupting Community Relations

Failure to abide by both University regulations as well as local, state, and federal laws. It is expected that individuals and groups take reasonable preventative measures to ensure that all University policies are followed. Disrupting community relations applies to behavior that occurs anywhere off- campus, not just places immediately adjacent to campus proper. This may be any place in the world that a behavioral incident occurs, as well as online.

Disruptive Gatherings

Hosting a disruptive gathering, whether on or off campus. Examples include but are not limited to: Gatherings that result in a noise complaint, those that are disruptive to neighbors in any way, and excessive

attendance beyond what is safe and/or reasonable. All individuals must take reasonable preventative measures to ensure that all attendees behave appropriately.

Driving Policy
Failing to abide by state driving laws and rules while driving on University properties or off campus.

Drones
Possessing and/or operating a drone, unmanned aircraft, or unmanned aircraft system upon or in the airspace of the University without the express written permission of the Director of Public Safety.

Endangering Acts or Behavior
Engaging in conduct that creates or causes a situation that may result in threat or harm to a person, including themselves.

Export Control and Sanctions
The University requires all students to follow University policy and federal laws that limit sharing certain information, technology, or money with people or countries under sanctions. Students are forbidden from engaging in such activities which include but are not limited to traveling to restricted countries for school activities, accessing University-issued accounts while in restricted countries, or distributing course materials, software, or research data overseas without permission. Such activities will be treated as violations of University policy and may also be subject to possible civil and criminal liability.

For a complete description of this policy and more information on export controls and sanctions, please visit the Export Control and Sanctions Policy page.

Failure to Comply
Not abiding by the direction of University officials (resident assistants, residence directors, public safety officers, or any staff or faculty member) in the exercise of their duties, including both written and verbal instruction as well as producing University identification when asked.

Fire Safety
Breaching campus fire safety, including, but not limited to, any of the following fire safety policies:

- Setting a fire (including charring, burning, lighting of papers, or any other act that could cause a fire), causing or creating a false alarm, or other such intentional or reckless conduct that causes harm or reasonable apprehension of harm to a person or property. Damage to property will be prosecuted as arson whenever appropriate.

- Misusing, tampering with, or damaging fire safety equipment is prohibited, including:
  - Removing, discharging, or damaging fire safety equipment,
  - Suspending items from a ceiling, overhead wires, pipes, and sprinkler heads
  - Covering smoke detectors, sprinkler heads, electrical outlets, or lights.

Students will pay restitution for the costs associated with activating false fire alarms. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to the residents of the floor or area where the alarm was registered. Anyone found discharging a fire extinguisher for reasons other than a fire will face conduct action and will be held responsible for the costs related to damage of property, clean up, and recharging the affected fire extinguisher(s).

- Failure to evacuate University buildings during a fire alarm.

- Camp stoves, candles, incense and incense burners, propane torches, and lanterns are not permitted in any residence.
- Possessing anything in the nature of fireworks or explosives on any property owned or operated by the University. Students may not ignite or detonate anything that could cause damage by fire, explosion, or similar means to persons or property.

Fraud, Lying, or Misleading
Lying or fraudulent misrepresentation regarding any transaction with the University or an outside entity, whether oral or written. This includes, but is not limited to, filing a malicious or frivolous complaint, CARE Team/Risk Assessment Team referral, or misguiding university officials in the exercise of their duties.

Gambling or Betting
Playing, or participating in, games of chance (i.e., online poker, blackjack, etc.) or participating in betting, which includes, but is not limited to, wagering on University athletic teams.

Harassment or Discrimination
Harassment is defined as actions directed towards an individual with the purpose or effect of humiliating and/or intimidating an individual or impeding and/or interfering with work performance, academic status, or college life.

Discrimination is defined as conduct that is based upon an individual's protected class (as defined below) and that: adversely affects a term or condition of the individual's employment; is used as the basis or factor in decisions affecting the individual's employment; excludes the Complainant from participating in, be denied the benefits of, or be subjected to unequal treatment in any educational program or activity offered by the University, or occurs in a place of public accommodation operated by the University, such as the library, dining facilities, or recreational spaces, and which results in the denial of full and equal enjoyment of goods, services, facilities, or privileges on the basis of the individual's disability, consistent with the protections afforded under Title III of the ADA.

Protected classes include; individual or group because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis.

Any retaliation against an individual filing a complaint or for cooperating in an investigation of such a complaint is prohibited.

Hazing
Engaging in or failing to report hazing is strictly prohibited. Hazing includes any intentional or reckless act whether physical, psychological, or coercive committed in connection with joining or participating in any group regardless of the victim's willingness to participate. This policy applies to all students, student organizations, athletic teams, volunteers, and university-affiliated groups.

Students are required to report any suspected hazing through designated University channels or local law enforcement. Retaliation against individuals who report hazing is also prohibited. Violations may result in disciplinary action, including suspension, derecognition of organizations, or removal from campus. A complete description of this policy, including reporting procedures and legal implications under state and federal law, can be found on the University's Consumer Information Disclosure page.

Implied Consent
Awareness of, or in the presence of a violation of University policy and remaining in the presence of and/or failing to take reasonable actions to stop the violation, communicates consent to the violation and makes

the witness a party in the violation. Additionally, encouraging or assisting anyone in violating any University policy (e.g., hosting someone who has been restricted from residence areas).

Improper Use of Bicycles, Skates, and Skateboards
Riding bicycles, skates, skateboards, and other recreational equipment in any University building. Students must park all bicycles at the bicycle racks. Some small, non-motorized recreational equipment may also be stored in out-of-the-way areas of residences.

Inappropriate Use of Technology
Using a device to make an audio or video recording of any person without their prior knowledge or consent, when such a recording is likely to cause damage or harm. engaging in explicit, obscene, lewd, or indecent conduct through university-owned, operated, or affiliated technology platforms, communication systems, or virtual environments. This includes, but is not limited to, participating in audio or video calls, chats, livestreams, recordings, or other electronic communications.

Students are also responsible for their university-related login credentials and must not share these credentials with anyone at any time. Students are also responsible for any online communication or representation in social media, including engaging in phishing and spamming schemes. Pictures tagged by others or messages posted on one's social media account can be used in investigations by the University, local, state, and federal authorities.

The institution does not actively search these online communities for information; however, any behavior that violates the Student Code of Conduct that is brought to the attention of a University official may be investigated. *See also the Acceptable Use Policy in Appendix C.*

Indecent Exposure
Exposure of one's genitals or other intimate body parts in a manner that can be easily seen by individuals who have not consented and would reasonably find the behavior lewd, offensive, or threatening, including public urination or defecation. Additionally, engaging in sexual acts in a public place or where non-consenting individuals are present or likely to be present.

Misuse of Keys
Using or possessing a University key without proper authorization. A student may never, under any circumstance, duplicate a University key. Residents are issued one room key and may not give that key to another person. Failure to return a key when leaving an assigned space will result in a core change and the corresponding charge will be applied to their account.

Misuse of University Documents
Forgery, alteration, or misuse of any University document. Unauthorized access to, disclosure of, or use of any University document, record, or identification including, but not limited to, electronic software, data and records is forbidden.

Misuse of University ID Cards
Lending a University ID card to anyone or not carrying/possessing a University ID card whenever on campus. Students are expected to carry SNHU identification and be prepared to verify their identity when requested. All students are expected to represent themselves truthfully in all interactions with the University and must never possess another community member's SNHU identification.

Mutual Combat
Fighting in which both parties have contributed to the situation by verbal and/or physical action. It differs from assault as there is no clear aggressor.

Pattern of Misconduct
Involvement in multiple violations of community standards indicates an inability or unwillingness to adapt to the University's expectations.

Possession of Weapons and Explosives
Possessing, displaying, using, or distributing a firearm or any other weapon or explosive on property owned by or under control of the University. A weapon is defined as an instrument of offensive or defensive combat or something to fight with and is generally any device capable or thought to be capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This includes but is not limited to firearms, bb guns, ammunition, bows, arrows, swords, rockets, sling shots, air guns, paintball guns, personal knives (two-inch blade or greater), electroshock weapons (i.e., Tasers), guns that shoot foam arrows/pellets (i.e., Nerf guns), and martial arts devices.

When found, these items are confiscated and not returned. Other items may also be considered a weapon, based on the intent of use.

Retaliation
Retaliation, including intimidation, threats, coercion, or discrimination against any individual who has made a good faith complaint, or who has participated in the hearing process is a violation of University policy.

Any community member engaging in retaliation is subject to conduct action, up to and including dismissal from the University.

Smoking
Smoking is prohibited in classrooms, residence halls, work areas, and public areas as defined below. Smoking includes all nicotine- and/or tobacco-derived or containing products, or non-tobacco or non-nicotine-derived or -containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, vaporizers, cigars, cigarillos, and hookah-smoked products.

In addition, smoking is prohibited within 25 feet from any University building entrance and on all athletic-related venues. Work areas are defined as any enclosed location, permanent or temporary, where faculty, staff, and students perform work-related duties in the course of their employment.

Public areas are defined as conference rooms, dining hall, hallways, administrative and academic buildings, and bathrooms.

Theft or Misappropriation
Attempted or actual theft, possession, seizing, or concealing of unowned property. This includes receiving property with knowledge that it has been stolen. Sale, possession, or misappropriation of any property, including University property, without the owner's permission is forbidden. This policy also applies to stealing time in employment. Any objects that students find must be turned into the Office of Public Safety. Restitution may be sought for university property. The university is not responsible for restitution for personal property.

Threat
Any intentional act or statement that places a person in fear of harm that would be painful, injurious, insulting, or offensive. Petty slights, minor annoyances, and isolated incidents (unless severe) of rude, uncivil, or non-collegial behavior will generally not rise to the level of a policy violation.

Unauthorized Access or Forced Entry

Unauthorized access or entry to, into, or onto any University premises, building, room, structure, or facility, or property owned or operated by the University or of private individuals is prohibited. To enter the residence room of another student, one must be granted access or invited by a resident of the room.

Unauthorized Use of SNHU Name and Logo
Unauthorized use of the Southern New Hampshire University name, seal, mascot, or logo on any article of clothing, poster, or book in any manner of imprint. The University's name, seal, and logo can imply University approval of the sale, use, or message of the group or item on which its name or logo appear. As the name, seal, and logo are exclusive property of the University, any organization or member of the community that wishes to use them must seek prior written permission of the Vice President of Marketing and Student Recruitment.

Unlawful Demonstrations
Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of others. Leading or inciting others to disrupt scheduled and/or normal activities is also forbidden. All community members must conduct dialogues with dignity and courtesy. Specifically, demonstrations and expressions of dissent on University property will not:

- Deny or infringe upon the rights of, or result in harassment of, other students, faculty, or guests of the University community
- Disrupt or interfere (by volume, number of participants, banners, or distributed information) with educational or University mission and goals
- Obstruct or restrict pedestrian movement, use of offices, any facilities, or vehicular traffic
- Endanger the safety of any person
- Result in the defacement or destruction of property owned or leased by the University.

Residence Life Policies

Any student found to have committed or to have attempted to commit the following misconduct is subject to the hearing process and sanctions outlined elsewhere in the Student Handbook.

Policies

Appliances
For safety reasons, University regulations prohibit the possession or use of some appliances even though they are regularly found in private homes. Examples of items not allowed are space heaters, power tools, hot pots, hot plates, toaster ovens, coffee makers, other small cooking appliances, microwave ovens, air conditioners, immersion heaters, 3D printers, and halogen lamps. This list is a guide and is not all-inclusive. The University reserves the final decision on any item determined to be inappropriate for residence halls.

Residents living in an apartment may have coffee makers with automatic shutoff features, and microwaves. Whenever using any appliance, follow common sense and exercise reasonable precautions. The following rules apply to the use of electrical appliances:

- The appliance must be UL approved.
- Devices that overload or extend the normal capacity of outlets are prohibited. UL approved power strips with separate circuit breakers are allowed.
- Extension cords must be grounded.

Open flames are not permitted in residence halls. Camp stoves, candles, incense and incense burners, propane torches and lanterns are not permitted in any residence.
Personal refrigerators (maximum size of 3.5 cubic feet) must be located where they do not interfere with doorways. Micro fridge units contracted through the University-approved vendor are the only approved microwaves allowed in residence hall rooms. All other microwave units are not allowed and will be removed if found in residence.

Bathrooms/Showers
Multi-occupancy bathrooms are designated as female, male, or gender inclusive. All personal items (shampoo, blow dryers, curling irons, etc.) should be kept in a resident's room when not in use; if items are left in the bathroom SNHU is not responsible for them.

Courtesy Hours
Courtesy hours are maintained at all times, so as not to disturb neighboring residents, including those living on other floors and in other buildings. Exceeding a reasonable level of quiet at any point in the day is prohibited. Residents are expected to anticipate and respect the needs of other students, specifically the need to live in an environment conducive to sleep, study, and individual wellness.

Grills
Personal cooking grills (charcoal, gas, or propane) are not permitted.

Overnight Residential Guest Policy
Guests of resident students include non-students, commuter students, residents of other halls, and non-occupants of the room who reside within the same building.

Behavior of guests is the responsibility of the host student. A host can be any student an unregistered guest is accompanied by or a student who formally registers a guest. Hosts are required to register and accompany their guests around campus at all times and to monitor their behavior. Hosts are also

responsible for any fines or charges incurred by their guest. Each resident student has the right to their own room; however, the privilege of entertaining guests is a negotiable agreement between roommates. Students may not create or allow a situation where their guests violate University policy or guidelines. If a host is found responsible for failure to control their guests on campus, the level of sanctioning for the host may correspond to the appropriate level of the violations the guest committed. If a guest is registered to stay on campus during a time when their host is in class, the guest must remain in the host's residence during class times.

Resident students are permitted to register guests to stay with them on campus. Residents are limited to registering guests for five nights within a 30-day period. However, guests may not stay longer than three consecutive nights per stay. Students are limited to no more than two guests at a time. Alumni and commuter students staying overnight must be registered as guests. Approval to stay longer than the above times must be granted in advance by the area's residence director. Students may not register guests for other students. Resident students may not have overnight guests during breaks.

Guests are subject to all rules and regulations that apply to students. Disorderly or intoxicated guests will be ordered off campus and may be taken off campus by a cab (at the guest's expense) or by a sober friend. If an intoxicated guest has a vehicle on campus, they will be allowed 24 hours to return for the vehicle. If a guest was mistakenly allowed on campus (either host lost privilege or the guest is barred from University property), they can be ordered to leave upon discovery on campus. Students found in violation of the guest policy will lose the privilege of hosting guests.

Hall Sports and Activities
Athletic activities are not permitted in residence, unless sanctioned by staff.

Health and Safety Regulations
Students are expected to abide by all Health and Safety regulations included in the Housing License Agreement.

Misuse of Residence
Residents are responsible for all violations that occur in their residence. The use of a residence by people who are not assigned there is prohibited. This includes apartments, entrances, hallways, lounges, and other common areas.

Motorized Vehicles
Motorized vehicles (including, but not limited to, motorcycles, mopeds, hover boards, self-balancing scooter boards, two-wheeled scooters, Segway carts, etc.) may not be operated, charged, or stored inside any residence hall. Electronic bikes (e-bikes) are not permitted to be charged or stored inside any residence hall.

Occupancy
Occupancy varies based on room size. Students who live in residence halls are permitted to have the following number of people in their room. This number includes the occupant within the maximum number of people permitted in a room, suite, or apartment at a time:

- Single & Premium Single: 5 people
- Double: 10 people
- Triple: 15 people
- Quads, Suites, and Apartments: max of 20 people
- Occupancy is limited for safety reasons.

Pets
Animals, including pets are prohibited in or around residence areas, on campus grounds, events, libraries, and all academic and administrative buildings. SNHU will permit students to keep fish in their residential spaces.

Fish are permitted with the following specifications:

- One tank (not to exceed 10 gallons) per living unit
- Resident is responsible for care and maintenance over vacations and breaks
- If fish are left in a resident's room unattended and are found deceased, the staff may
- dispose of the fish
- Resident is responsible for any associated cleaning/repair charges to their residence.

Emotional Support Animals
Emotional Support Animals (ESA) may be a reasonable accommodation for a student with a disability who resides in one of SNHU's resident halls. To learn more about ESA Accommodations, please contact the Campus Accessibility Center (CAC) for more information.Service Animals
Service Animals are trained dogs who perform work or service activities for a person with a disability. Service Animals are permitted to accompany their owner/handler anywhere the student is permitted to be, including but not limited to residential halls, classrooms, dining halls, athletic facilities, events and more.

The owner/handler must maintain control over the Service Animal at all times, otherwise the Service Animal may be removed from campus. If a location or situation presents a potential health and safety challenge for the Service Animal, the owner/handler must discuss any concerns ahead of the event, class, or location. Owners of Service Animals do not need to register with the Campus Accessibility Center (CAC) or Online Accessibility Center (OAC) to have their Service Animal with them.

Projectiles
Throwing or causing to be projected any object or substance that has potential for damaging or defacing University or private property or causing personal injury or disruption is prohibited. Dropping any item or causing any item to be dropped from a window is a violation of this policy. The owner/occupant of a residence is responsible for anything that leaves their window.

Quiet Hours / 24-Hour Quiet Hours
Speaking and/or playing radios, televisions, and stereos beyond a low-level and/or outside a closed room is prohibited. Out of consideration for other students, residents must keep noise to a minimum and not play speakers, stereos, musical instruments, or other devices out of windows or in common areas. If residents gather in halls or common areas, they must observe quiet hours, as other students may be studying or sleeping.

In addition to 24-hour quiet hours, the University enforces the following quiet hours in its residence areas:

- Sunday through Thursday: 10 pm to 10 am
- Friday and Saturday: 1 am to 10 am

Toward the end of term, 24-hour quiet hours are in effect. Residence Life staff will post the start date of 24-hour quiet hours on a term basis. Special quiet hours may also be set during graduate programs' final exams as the need warrants.

Residence Damage Responsibility
Damage to an assigned room, suite, apartment, entrance hallway, lounge, or other common areas, or to the furniture, fixtures, equipment, and effects they contain is not permitted. Residents are liable for the cost of any damage to their assigned residence, including University-owned contents.

When damage occurs in a common area, such as a hallway, bathroom, or stairwell, staff will try to identify the responsible person(s). If that is not possible and the cost is deemed billable, the cost of the damage will be divided among the residents of the area. To ensure proper materials, safety, and quality of workmanship, the University's maintenance staff will complete all repairs. Repairs that students make will not reduce the charges.

Room Furnishings/Lounge
The University provides an adequate amount of furniture for each living area. Moving University furniture from its assigned space, disassembling room furnishings, storing furniture elsewhere, or taking common area furniture for a resident's own use is not permitted. The cost of missing furniture is assessed to the residents of the area. Waterbeds of any kind are not allowed in any University residence. No additional bed extenders, bed risers, or anything attached to the bed is permitted unless it is an approved accommodation through the Campus Accessibility Center (CAC).

Unsanitary Conditions
Hall staff conduct occasional health and safety inspections. If a room's condition may be deemed unhealthy or unsanitary, residents will be required to address this concern and hall staff will reassess the situation at a later date. Abnormal and/or unreasonable use of the facilities and/or property will be charged to the individual student or group of students residing in the area.

Windows
Students are not to remove screens or safety mechanisms from windows. Throwing items out of windows and climbing out of windows is prohibited. Additionally, students may not enter or exit any building through windows, nor pass items through windows.

Social Media Guidelines

As stated in the Student Code of Conduct, students enrolling in the institution assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution, including on their own social media sites. This document is meant to guide students to make smart decisions about what is and what is not appropriate to represent themselves as students and future professionals on social media.

Guidelines

Use Social Media for Good

When used properly, social media can be a powerful tool to communicate, collaborate, network, and share creative content. You have the freedom to express yourself how you choose. Such freedom comes with potential consequences if that expression hurts others or is not aligned with the values of the University or future employers.

Professionalism

- Do not post, including comments or 'likes,' anything that you do not want a future employer to read. Ask yourself – does this pass the 'publicity test': If the comment were published how would that make you feel?

- Be aware that employers and universities may conduct internet searches for applicants. If your social media presence does not reflect the values they are looking for, you could lose valuable opportunities.

- All students are held to a certain standard of behavior regarding their presentation of themselves within the community, including on social media sites. However, those entering certain fields, such as healthcare, where ethical behavior is considered an expectation, will have increased scrutiny on their behavior.

Safety/Privacy Tips

- Nothing on social media should be considered private. Likes, comments, posts, or instant messages can be shared with others.

- Review your privacy settings and limit who can see what you post and your personal information.

- Be aware that limiting your privacy settings has its limitations because you cannot control the actions of others.

- Never post personal identifying information.

- Be Aware of your Digital Footprint

- Make it a habit to know what the internet has to say about you. Use internet search engines to see what other people see if they search for you.

- If in doubt about posting something, allow time to reflect before posting. The internet lives forever, even if posts are deleted. The University is seeing an increase in third parties reporting social media posts that may violate the Student Code of Conduct.

The Student Code of Conduct may be applied to behavior conducted online via email, social media, or any other electronic medium. The University will not regularly search for conduct violations that occur online but may take action if such information is brought to the attention of University officials and the behavior otherwise violates the student code of conduct.

Alcohol, Tobacco, and Other Drugs Policies

The use of illicit drugs and the illegal use of alcohol or tobacco by students on University property, or property rented for the purpose of holding classes, is prohibited by Southern New Hampshire University. Failure to abide by the University's drug and alcohol policies may constitute violations of the Student Code of Conduct and could result in disciplinary action, including suspension or expulsion. Students are expected to follow the policies and processes below, as well as the University's Drug & Alcohol Policy which includes important information about the federal Drug-Free Schools and Community Act.

Policies

Distribution of Tobacco Products
Per federal law, no one may distribute to and/or purchase tobacco products for those under 21.

Drinking Games or Acts
Participation in games or activities intended to increase the rate of consumption of alcoholic beverages. Drinking games (including those played with non-alcoholic beverages) or other activities involving rapid and/or excessive alcohol consumption are not allowed.

Excessive Amounts of Alcohol or Common Source
People of legal drinking age transporting unopened alcohol between residences cannot exceed 12 standard drinks. A standard drink is defined as a 12 oz. beer, a 4 oz. glass of wine, 1½ oz. of 80-proof alcohol or 1 oz. of 100-proof alcohol. Excessive amounts of alcohol are defined as supplies of alcohol that exceed the outlined ratio for the number of students of legal drinking age present (not to exceed the occupancy allowed within a resident unit). The determination of what is excessive will be made during the hearing process.

Examples of typical common sources of alcohol are kegs, beer balls, and “punch.” Common source containers, whether full or empty, are not permitted in University residence areas. Beer and wine making, or products used for beer and wine making are also prohibited.

Hosting
Hosting that leads to an alcohol or other drug violation in any residential area includes, but is not limited to, minors possessing or consuming alcohol, excessive amounts of alcohol, drinking games, students present who are intoxicated, occupancy violation, etc.

Intoxication/High Risk Consumption
Drinking alcohol in a high-risk manner or to the point of intoxication or knowingly serving another person to the point of intoxication, regardless of age. This includes but is not limited to university-owned, operated, or affiliated spaces, platforms, communication systems, or virtual environments. Behavioral symptoms frequently associated with excessive consumption or intoxication may include:

- Impaired motor skills,
- Difficulty communicating,
- Vomiting,
- Glazed/red eyes,
- Smell of alcohol on one’s breath,
- Verbal and/or physical aggressiveness,
- Destructive and/or disruptive behavior, and
- Engaging in any behavior that may endanger oneself or others.

The determination of high-risk drinking or an intoxicated state may be based upon physical observation and need not rely on any mechanical, electrical, or chemical sobriety instrument.

Manufacture or Distribution of a Controlled Substance
The manufacture or distribution of illegal drugs or controlled substances.

Possession and/or Consumption of Alcohol in a Prohibited Area
Possessing/consuming alcohol and/oralcoholic beverage to include but not limited to containers, whether full or empty, in:

- Residences where all of the assigned residents are under the legal drinking age,
- Residence hall common areas (including hallways, stairwells, lounges, bathrooms, building entries, and lobbies) regardless of the person's age,
- University-owned, operated, or affiliated spaces, platforms, communication systems, or virtual environments.

Possession of a Controlled Substance
Possessing illegal drugs or controlled substances, including the possession of prescription drugs for other than their intended medical purposes or their possession by a person to whom the medication was not prescribed. As the University follows federal drug laws, New Hampshire or neighboring state's drug laws do not impact campus policy or enforcement.

Possession of Alcohol in an Open Container
Open containers of alcohol while in a public place or in the compartment of any motor vehicle. A public place is an area to which the general public can gain access, including stairwells, hallways, lobbies, patios, any public building, and anywhere outside. In addition, a beverage found out of the original container (e.g., in a cup or water bottle) that looks and/or smells like alcohol is assumed to be an alcoholic beverage. The determination that alcohol is present will be made by the individual reporting the incident. The factory seal of the beverage's original container must be intact to qualify as a closed container.

Possession of Alcohol Paraphernalia
Possession of paraphernalia, including funnels and gaming tables, which supports drinking games or activities intended to increase the rate of consumption of alcoholic beverages; such items will be confiscated by University officials.

Possession of Drug Paraphernalia
The possession of drug paraphernalia, including bongs, hookah pipes, bowls, scales, grinders, pipes, dugouts, roach clips, rigs, or any other items typically associated with the use of controlled substances. Evidence of drug use involving the paraphernalia is not necessary to be charged with possession of the item.

Serving Underage Person(s)
Students of legal drinking age who provide alcohol to minors are considered to be serving underage person(s). Students of legal drinking age may possess or consume alcohol in their personal residence, as may their legal drinking age guests. The legal drinking age host must be present when any legal drinking age guest possesses or consumes alcohol. Each person of legal drinking age is limited to one open standard drink (a 12 oz. beer, a 4 oz. glass of wine, 1½ oz. of 80-proof alcohol or 1 oz. of 100-proof alcohol).

Underage Possession and/or Underage Consumption of Alcohol Products
The acquisition or attempted acquisition, possession (including internal possession), transportation, or consumption of alcohol by anyone under 21 years of age. The determination that an individual is under the influence of a controlled substance or illegal drug may be made based upon physical observation and evaluation of behavior by a University authority.

Underage Possession/Consumption of Tobacco Products

The acquisition or attempted acquisition, possession (including internal possession), transportation, or consumption of tobacco-based products by anyone under 21 years of age. The determination that an individual is under the influence of a controlled substance or illegal drug may be made based upon physical observation and evaluation of behavior by a University authority.

The University does not actively search for information regarding the use of tobacco; however, any behavior that violates the Student Code of Conduct that is brought to the attention of a University official will be investigated.

Under the Influence of a Controlled Substance/Illegal Drug
Being under the influence of an illegal or controlled substance at any time. Indications that an individual is under the influence of an illegal or controlled substance may include, but is not limited to:

- Bloodshot eyes
- Strong odor on one's clothing or breath
- Excessive mood swings
- Excited behavior
- Irrational or erratic behavior that lacks a logical explanation

The determination that an individual is under the influence of a controlled substance or illegal drug may be made based upon physical observation and evaluation of behavior by a University authority.

Use of Controlled Substance or Evidence Supporting Use
The use or evidence of the use of illegal drugs or controlled substances. The use of prescription drugs for other than their intended medical purposes or their possession by a person to whom the medication was not prescribed is not permitted. The University official reporting the incident may determine the presence of evidence that would support conducting a search. Evidence of marijuana use may include, but is not limited to, paraphernalia, smell, smoke, seeds, or residue.

Conduct Response to Alcohol and Other Drug Violations

The Office of Community Standards in conjunction with senior leadership, determines the appropriate response for all alcohol- and drug-related violations.

Due to the importance of addressing drug and alcohol use, the University developed a specific set of responses for these types of violations. A student found responsible for violating an alcohol or other drug policy will be held accountable for their own actions and for allowing or encouraging violations by their guests. The University provides a two-part response for students in violation of the alcohol or other drug policy: A change in conduct standing, and an educational response.

The alcohol or other drug policy chart outlines recommended sanctions, however specific circumstances may require alternate or more severe responses. Both the hearing officer and the Wellness Center reserve the right to create and/or tailor an appropriate response that accounts for prior conduct history and evaluations completed by the Wellness Center.

Educational Responses
Once an alcohol or other drug violation has been adjudicated in the hearing process, portions of the educational response encourage students to reflect and examine their decision-making in order to make more informed future choices. Some of the educational responses include:

- **The Impact Feedback Survey**: A confidential online tool designed to help students gain deeper insight into their behaviors and choices related to alcohol and marijuana use. The survey takes only a few minutes to complete and is structured to be both informative and reflective. After completing the survey, students will receive a personalized feedback report. This report provides individualized

information, including how their substance use compares to peer norms, potential impacts on health, academics, and well-being, as well as practical strategies to reduce any potential risks or negative consequences. The goal of the Impact Feedback Survey is not to judge or penalize, but rather to empower students with accurate, personalized information so they can make informed, safer choices that support their goals and values.

- **BASICS** (Brief Alcohol Screening and Intervention for College Students): A harm-reduction preventative intervention designed for college students who drink in high-risk ways and have experienced negative consequences from their use of alcohol. The program uses motivational interviewing and is conducted in two to three individual sessions. It is an intervention strategy that helps a student look at their high-risk behaviors and work toward lowering their risk level focuses on the social effects alcohol has on a person.

- **CASICS** (Cannabis Screening and Intervention for College Students): A harm-reduction preventative intervention designed for college students, aimed to reduce risky behaviors and harmful consequences of marijuana abuse. The program uses motivational interviewing and is conducted in two to three individual sessions. It is an intervention strategy that helps a student look at their high-risk behaviors and work toward lowering their risk level.

- **Alcohol or Other Drug Assessment** (Internal or External to University). Recommended as needed. Students are expected to pay any costs associated with an off-campus assessment. In some instances, these fees may be discounted or covered by a student's medical insurance.

Minimum Recommended Sanctions for Alcohol and Other Drug Violations

The following chart is provided as general guidance only. Sanctions may vary based on conduct history, severity of incident, and length of time between violations.

SANCTIONS MATRIX	CONDUCT STANDING	EDUCATIONAL RESPONSE	EDUCATIONAL REFLECTION
FIRST VIOLATION	Warning; Reprimand	Student Impact Survey (Alcohol & Marijuana Education)	Follow-up Meeting with Hearing Officer
SECOND VIOLATION	Probation	BASICS (Alcohol); CASICS (Marijuana)	Follow-up Meeting with Hearing Officer
THIRD VIOLATION	Extended Probation; Suspension in Abeyance; Suspension Alternative; Suspension; Parental Notification	Alcohol or Other Drug Assessment (by Wellness Center or external clinician)	Follow-up Meeting with Hearing Officer
FOURTH VIOLATION	Suspension; Dismissal; Parental Notification	Alcohol or Other Drug Assessment (by external clinician)	

NOTE: Each case will be evaluated on its individualized facts and circumstances. The University reserves the right to depart from or decline to follow this matrix at any time when determining conduct standing and educational responses.

Responsible Penmen Policy

Southern New Hampshire University's primary concern is the health and safety of its students. The University is aware that students may not seek medical attention for themselves in alcohol-and drug-related emergencies, fearing conduct standing changes (e.g., warning, probation, suspension, dismissal). Likewise, students and student organizations may not seek medical attention for others in such emergencies, worrying about disciplinary consequences for themselves, the person in need of medical attention, or the organization hosting the event where the problem occurs.

By implementing the Responsible Penmen Policy, the University encourages students and student organizations to seek medical attention for themselves or others who experience an alcohol- or drug-related emergency. The Responsible Penmen Policy allows the University to waive a conduct standing change when that student or student organization reports an alcohol-or drug-related emergency with the intention of getting medical or safety assistance for anyone in need of care.

Students who find themselves in a situation where another person requires emergency care should immediately seek assistance from a University staff member (reporting details needed by emergency response personnel), contact the Department of Public Safety at 603-645-9700 when on-campus, and/or call 911 when off-campus.

Scope of Protection

While a student or student organization who acts as a Responsible Penmen will NOT see their conduct standing changed, the student or student organization will still attend a hearing to discuss the incident. The student or student organization may be mandated to participate in appropriate educational programs, as well as be referred to a substance abuse specialist for assessment, counseling, and/or possible referral for treatment.

The Responsible Penmen Policy applies only to those students and student organizations who proactively seek medical assistance in connection with an alcohol- or drug-related emergency; this policy does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees.

Because the University takes sexual misconduct very seriously, the Responsible Penmen Policy especially applies to sexual misconduct complainants who have also engaged in alcohol or drug use. The University encourages all people to report sexual misconduct without fear of punitive action from the student conduct process.

The Responsible Penmen Policy does not shield a student's role as a respondent in alleged sexual misconduct violations, verbal or physical abuse or harassment, hazing, distribution of controlled substances, property damage, or actions that result in the student's arrest. Students who commit other University or criminal violations (i.e., vandalism, disorderly conduct, possession of false identification, sale to minors, etc.) associated with the incident may face a change to their conduct standing for those violations.

If the student or student organization fails to attend the hearing or educational meetings, or does not complete the required sanctions, the student or student organization will see their conduct standing changed as a result of the alcohol- or drug-related violation; additionally, the student or student organization may be charged with the Failure to Comply violation and face an additional conduct hearing.

Other Requirements/Conditions

Abuse of the Responsible Penmen Policy (as defined by Community Standards staff) may force the University to limit its repeated use and assign a change to a student or student organization's conduct standing as a result.

Students or student organizations hosting or sponsoring an event or students attending a University-sponsored event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook.

Regardless of the applicability of the Responsible Penmen Policy, University staff will follow their alcohol- or drug-related emergency response procedures, including notifying a student's emergency contact to protect the health and safety of the student.

Important Policy Limitations

Though the Responsible Penmen Policy may apply within the University, it does not prevent action by local and state authorities when the situation warrants outside involvement. The University does not have the authority to dispose of and/or grant legal immunity for controlled substances and will contact local police whenever necessary.

Title IX and Sexual Misconduct Policy

Title IX of the Educational Amendments of 1972 protects individuals from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Southern New Hampshire University is committed to providing an environment free from discrimination on the basis of sex. Sexual harassment, which includes sexual violence, is a type of sex discrimination and is prohibited under Title IX and by the university. You may view the full Title IX and Sexual Misconduct Policy online.

The university encourages any student or employee who thinks they have been subjected to sex discrimination or sexual harassment, including sexual violence, by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individual persons or offices listed on the Title IX and Sexual Misconduct website.

Mandatory Leave Policy

Circumstances Necessitating Placement on Mandatory Leave
Southern New Hampshire University offers a range of resources and support, and accommodations to address the needs of our students. On occasion, when a student's immediate needs require resources or knowledge beyond what can reasonably be provided by the University community, a student may be counseled to consider/take a voluntary leave of absence consistent with the Course Withdrawal Policy found in the Academic Catalog. In the event the student refuses to take a voluntary leave of absence and their level of need remains the same or increases; SNHU may place the student on a mandatory leave of absence.

Such a scenario may present:

- where a student is unable or unwilling to carry out substantial self-care obligations,
- where current knowledge, including medical knowledge and/or the best available objective evidence, indicates that a student's presence or behavior poses a significant risk to the health or safety of others,
- where, due to a known or apparent medical condition, a student's behavior severely disrupts the University environment or demonstrates (not based on mere speculation, stereotypes, or generalizations) the inability to consistently meet the University's Community Standards, or
- where a student poses an actual risk to their own safety not based on mere speculation.

The University will conduct an individualized assessment with the student to determine the availability and effectiveness of reasonable accommodations that would permit the student's continued presence in the University environment prior to placing a student on leave.

The student will have an opportunity to provide information relevant to the determination, including records and input from the student's medical providers, for consideration. Where circumstances necessitating placement on mandatory leave are medically related, the student may also be asked to provide consent for the University to receive information from the student's healthcare provider regarding information relevant to the consideration of a leave. If the student refuses or fails to provide timely consent, the University decision-maker may proceed with the assessment based on available information.

A mandated leave will be effective immediately and demand a student's immediate removal from the University environment for a period of time determined by the University. Student Affairs and/or Student Experience leadership team member or a designee may need to inform appropriate parties of the student's placement on leave if necessary to protect the health or safety of the student or other individuals. A mandatory leave is not a disciplinary measure and also does not preclude the possibility of a student's conduct being addressed under another applicable University policy.

Conditions requisite to placement on mandatory leave
Mandated leaves are only considered after the University has engaged in an individualized assessment, engaged in the interactive process with the student to determine if reasonable accommodations might be a reasonable alternative. Nothing in this Policy shall limit the ability of the University to take immediate administrative action to protect personal safety or the essential operations of the University. An individualized safety assessment may include a review of any applicable medical records. However, such measures will not be construed as in any way requisite to a student's placement on leave. In certain urgent or exceptional circumstances, the University may place a student on temporary mandatory leave without meeting these conditions. In such instances, the student's leave will be reviewed by the Student Affairs and/or Student Experience leadership team member, or an identified designee as soon as reasonably possible.

Conditions requisite to return from mandatory leave

Conditions requisite to return from mandatory leave will be based upon the individualized assessment of a student's circumstances. A Student Affairs and/or Student Experience leadership team member will communicate the means by which the student may seek to return to the University and the documentation, if any, that will be required to support the student's return.

Students placed on a mandatory leave are eligible to apply for reinstatement at any time. Where warranted, a student's return may be conditioned upon stipulations deemed necessary to protect the University community or support the student's successful return to the University environment. Where leave was initiated as an effect of a student's medical condition, careful consideration will be given to the recommendation of the student's medical or behavioral healthcare provider. A student placed on mandatory leave is required to initiate the return process at least thirty days prior to the start date of the term of a planned return by initiating a written request to return from leave to the Dean of Students or an identified designee.

Appeal

A student may appeal a placement on leave or the conditions requisite to return. A student's exclusive means of appeal is by submitting a written request for reconsideration to Student Affairs or Student Experience leadership or an identified designee. A student may submit supporting documentation with an appeal. All appeals must be submitted within ten business days unless extended by the VPSA due to extenuating circumstances.

Academic Integrity Process

The Academic Integrity Policy applies to all students enrolled in courses online, in person, in competency-based programs, and professional development courses. As an academic community committed to fostering an ethical and intellectual environment, Southern New Hampshire University holds its students to these standards of academic integrity; the University expects that all aspects of a student's educational path are conducted with the highest degree of integrity, accountability for one's own work, and respect for the intellectual property of others. Violations of these academic standards, such as cheating and plagiarism, will result in sanctions. This policy identifies the behaviors and sets the guidelines that members of the SNHU academic community are expected to follow. The Academic Integrity Policy follows the sanctioning protocol outlined in the Student Code of Conduct.

Standards of Academic Integrity
As an academic community committed to fostering an ethical and intellectual environment, Southern New Hampshire University holds its students to these standards of academic integrity; the University expects that all aspects of a student's educational path are conducted with the highest degree of integrity, accountability for one's own work, and respect for the intellectual property of others.

Violations of these academic standards, such as cheating and plagiarism, will result in sanctions. This policy identifies the behaviors and sets the guidelines that members of the SNHU academic community are expected to follow.

Academic Integrity Expectations
All members of the University community have a responsibility to acquaint themselves with the expectations for academic integrity noted within the policy. Faculty and staff are asked to join in educating students about academic integrity, while students are expected to understand and follow policy, engaging in ethical academic practices.

A student remains responsible for the academic integrity of work submitted in courses at Southern New Hampshire University even if the student has received a final grade. Ignorance of these standards will not be considered a valid excuse or defense.

Academic Integrity Process for Online Courses

The process for violations applies to students enrolled in online courses. The policy covers all academic conduct, including submitted drafts; final coursework; research; comprehensive examinations; and the preparation of theses or dissertations. Responses to violations of the academic integrity policy are initiated by the course instructor or any individual or committee with responsibility for a class, project, or activity. Other University employees, should they suspect a violation of the policy, are expected to bring the suspected dishonesty to the attention of the responsible instructor, individual, or committee.

- **Filing of Student Conduct & Academic Integrity Concern Form**
  When an instructor becomes aware of a possible academic integrity violation, they should contact the student as soon as possible by email to make the student aware of the concern and file a Student Conduct & Academic Integrity Concern Form with the Office of Community Standards.

- **Discretion of Instructor**
  If the instructor determines that the violation was an unintended mistake rather than a purposeful act of dishonesty, the instructor may use the occasion to help educate the student about standards of academic integrity. For example, the instructor might require the student to correct the original assignment or submit a substitute assignment.

- **Form Submission Requirement**
  If the instructor decides to penalize the student by assigning a lower or failing grade, the instructor must complete and submit the Student Conduct & Academic Integrity Concern Form. Submitting this form serves to notify the Community Standards Manager of the charge of violation of academic integrity and provides the University a means for checking for repeat offenses.

- **Community Standards Review**
  The Community Standards Manager assigned to the case will investigate the allegation. Based on the evidence, the manager will determine whether the allegations were founded or unfounded and, if necessary, will impose the appropriate sanctions. If sanctions are imposed, the student and the instructor will be notified by email.

Academic Integrity Process for Campus Courses

The following applies to all campus-based students and students enrolled in in-person courses at instructional centers. This policy applies to all forms of academic work, including drafts, final submissions, research, exams, and thesis or dissertation preparation. Faculty members are defined as anyone responsible for a course, project, or academic activity and are responsible for initiating the academic integrity process. Other university personnel, such as teaching or graduate assistants, must report suspected violations to the appropriate faculty member, who will follow the procedures outlined in this process.

- **Filing of Student Conduct & Academic Integrity Concern Form**
  When a faculty member becomes aware of a possible academic integrity violation, they must contact the student by email within three business days to make the student aware of the concern. Faculty must then discuss the situation with the Associate Dean or Dean to determine whether the violation qualifies as an informal or formal process (see below). Faculty must also notify their program director or department chair of the possible violation. Faculty must file a Student Conduct & Academic Integrity Concern Form with the Office of Community Standards via the Community Standards homepage, whether opting to use the informal process or formal process (see below).

  The faculty member determines any and all academic penalties, such as grade reduction, giving a grade of zero, and/or disallowing resubmission of the assignment in question. The administration determines all non-academic penalties, such as issuing a warning, reprimand, probation, suspension, or dismissal, as outlined in the code of conduct.

Informal Academic Integrity Violation (for first-time, less egregious violations)

- Discretion of Faculty: If the faculty member determines that the violation was an unintentional mistake rather than a purposeful act of dishonesty, the faculty member may use the opportunity to educate the student about standards of academic integrity. For example, the faculty member may require the student to correct the original assignment or submit a substitute assignment.

- The faculty member must hold a one-on-one meeting with the student to discuss the allegation, and clarify and reset the course expectations.

- The faculty member may apply a reduced grade to the assignment and/or course. The faculty member may also determine whether to allow or not allow for resubmission.
- The faculty member must file a report with the Office of Community Standards for future reference via the report link.
- If the student disputes the allegation or the issue is unresolved, the matter proceeds with the formal process, in which the report will be reviewed by the Office of Community Standards.

Formal Academic Integrity Violation (for serious and/or repeat violations)

- The faculty member becomes aware of a potential violation, reviews the evidence, and must communicate with the Associate Dean/Dean. The faculty member must also notify their program director or department chair of the possible violation.

- The faculty member must file a report with the Office of Community Standards for review via the report link.

- The Community Standards Manager assigned to the case investigates the allegation and coordinates an administrative hearing if applicable.

- The Community Standards Manager may contact the faculty member for additional information and/or evidence depending on the reported case.

- The Community Standards Manager reviews the available evidence to determine whether the allegations were founded or unfounded and, if necessary, imposes appropriate sanctions (see administrative non-academic penalties outlined above). If sanctions are imposed, the student and the faculty member will be notified by email.

Appeal

If the student initiates an appeal, the Associate Dean/Dean will coordinate with the Office of Community Standards for a review of the appeal within 10 business days. An appeal must demonstrate one or more of the following bases for appeal and explain in detail the support for each basis:

- New information is now available that was not known at the time of the hearing. This information may have been sufficient to alter the original decision. This new evidence will be considered only if it is clear that the evidence could not have been known by the student(s) appealing at the time of the original hearing.

- A procedural error occurred, and the hearing was not conducted in accordance with procedures prescribed by the hearing process. This procedural error impaired a student’s right to a fair opportunity to be heard.

- The severity of the sanction is not appropriate for the violation(s) committed, and the past conduct history of the student.

Guidelines for AI Use

Southern New Hampshire University (SNHU) recognizes and embraces the possibilities artificial intelligence (AI) tools offer to reshape education and transform the lives of our learners. We also recognize the responsibilities that accompany its use. It is critical that the SNHU community remains vigilant and proactive in addressing the ethical, social, and technical concerns that arise when using AI tools. The risks include data privacy and security concerns, threats to academic integrity, and biases that may perpetuate inequity.

The SNHU AI policy establishes principles in the adoption and use of AI tools in a university-related capacity to safeguard SNHU's institutional information and technology resources and to uphold the safe, innovative, and equitable use of AI tools. SNHU is committed to ensuring that the adoption of AI tools is guided by principles of fairness, transparency, and inclusivity, and that the adoption follows all state and federal laws, accreditation standards, and existing SNHU policies. These AI guidelines follow these requirements and reflect SNHU's dedication to provide guardrails that foster safe, innovative, and equitable opportunities for our community.

Guidelines for AI Use by Online Students

Generative Artificial Intelligence (GenAI) tools such as Grammarly, ChatGPT, and others can provide an opportunity to enhance your learning if used appropriately. There are both opportunities and ethical concerns when it comes to GenAI, so you are encouraged to demonstrate caution when using these tools. The guiding principle that should be followed when employing these tools is to leverage them solely for the purpose of enriching your learning experience. These tools should never be used to "do the work" for you; rather, they can be looked at as additional strategies to enhance your learning. You are expected to complete your assignments without substantive assistance from any tools, including GenAI.

The following lists of do's and don'ts can be used to help you understand the appropriate use of GenAI in the classroom. These two lists are not meant to be exhaustive and the guidelines may vary depending on your course. Please reach out to your instructor with specific questions.

DO

- Use a tool such as Grammarly to support appropriate grammar usage
  Similar to spell check in Microsoft Word and other software, Grammarly can help identify grammar mistakes and opportunities to clarify your message.

- Ask these tools to help further clarify course concepts
  Sometimes you may be stuck on understanding a course concept. These tools can offer additional insight that can further support your learning.

- Utilize tools to help brainstorm various ideas
  You can get help from these tools with brainstorming research questions, additional viewpoints you may have not considered, etc.

- Use tools to organize already-established content
  Sometimes you may have already established the ideas you want to cover in your assignment, but could benefit from extra support organizing the content in the most effective manner.

- Acknowledge the use of GenAI tools
  Transparency is an important ethical principle to uphold. Acknowledge when you have used a GenAI tool to generate ideas or clarify information through citing your usage of GenAI.

DON'T

- Copy/paste the outputs from these sources if not explicitly allowed
  It is never appropriate to copy another's work to pass it off as your own, as this would be a significant violation of SNHU's Academic Integrity Policy. If copy/paste of AI output is allowed, exercise caution with the accuracy of the outputs from these tools.

- Submit SNHU course materials to a GenAI tool
  This includes course materials such as discussion prompts, discussion posts from peers, assignment sheets, or readings. The tool may create content that infringes on others' intellectual property or copyright-protected works.

- Enter protected data into a GenAI tool
  This includes any sensitive, restricted, or otherwise protected data not approved by the university.

- Utilize GenAI tools in place of course materials
  Coursework is designed to provide a structured experience that helps you learn specific concepts, develop critical thinking abilities, provide relevant examples, and more. Bypassing this can result in missed learning opportunities.

- Assume that all the information presented in the tool is accurate
  GenAI models are trained on content from a specific period of time, which could result in information being incomplete or outdated. Further, this data could include biases if the outputs favor the most dominant voices, which is an ethical consideration that may reduce an opportunity to increase diversity, equity, inclusion, and a sense of belonging.

- Reference GenAI tools as scholarly sources
  While the use of GenAI tools should be cited, they are not scholarly sources. A GenAI tool will generate responses based on patterns in the data it was trained on, but it does not have the ability to verify the accuracy or credibility of the information it provides. Scholarly research relies on credible and peer-reviewed sources, which GenAI models like ChatGPT cannot guarantee.

Guidelines for AI Use by Campus Students

Students are to follow AI course policy as stated within the course syllabus or risk violating SNHU's Academic Integrity Policy resulting in academic sanctions. Any questions regarding the use of AI to fulfill course requirements should be directed to the course instructor.

- Citing Work Generated from AI Tools
  Please refer to Shapiro Library's FAQs to obtain the most current formatting for citation styles.

- Prohibited Uses of AI
  Students may not enter any sensitive, restricted, or otherwise protected data into any generative AI tool or service not approved by the University. This information includes, but is not limited to:

  - Any individually identifiable student information, such as:
  - University Directory data.
  - Work produced by students to satisfy course requirements.
  - Student names, grades, or other academic records.
  - Student accommodation-related information.
  - SNHU ID photos
  - Health or medical information of an identifiable individual.
  - Any intellectual property without the creator's consent. The use of generative AI may create content that infringes on others' intellectual property or copyright-protected works. It also might

exceed the usage terms of external vendors. This includes the submission of any academic materials into a generative AI tool such as course syllabi, course materials and resources, assignment sheets/directions, discussion board prompts, external materials, and student work.

University-Sponsored Travel Policy

The University maintains a University-Sponsored Travel Policy governing all University-sponsored student domestic and international travel, including Study Away programs, athletics travel (other than regular season and playoff competition), alternative break programs, conferences, competitions, retreats, field trips, and other approved travel activities involving students. Students, Trip Leaders, Chaperones, and other Participants must complete all required approvals, forms, and orientation, and must comply with applicable health, safety, financial, and conduct requirements before and during travel. Travel that is not approved or that does not meet applicable requirements may be denied, modified, suspended, or discontinued.

Please see the full University-Sponsored Travel Policy for more information.

Student Support Resources

Accessibility Services

Students with disabilities who are experiencing long- and short-term physical, medical, mental health, and learning needs may request temporary or long-term academic accommodations by registering with the appropriate accessibility center. Campus students with disability related needs may seek housing accommodations through the Campus Accessibility Center.

- Campus-based students may contact the Campus Accessibility Center (CAC) at cac@snhu.edu, 603.644.3118
- Online students may contact the Online Accessibility Center (OAC) at oac@snhu.edu, 866.305.9430
- SNHU Staff and Faculty: hr@snhu.edu.

Note: Requests for live captioning or live ASL Interpreting require at least three weeks' advanced notice.

For further information regarding accessibility support and services, please visit the Disability & Accessibility Services webpage.

Campus Wellness Center

For Campus-based students, the Wellness Center provides integrated medical and mental health services. In-house services are included in student fees and provided at no additional cost to students. Cost for any external referrals are managed on an individualized basis and may be dependent on student health insurance coverage.

As a college Health and Counseling Center, all student information is maintained in accordance with all pertinent confidentiality and privacy rules. As such, student health information cannot be shared without student consent.

The Wellness Center can be reached at 603.645.9679 or wellness@snhu.edu. For the After Hours On- Call Counselor, students can call the Wellness Center main number and follow the prompts (option 3) to be connected to our afterhours service.

CARE Team

The mission of the SNHU Crisis Assessment, Response and Evaluation team (CARE Team) is to foster a secure and inclusive academic community by proactively identifying and addressing student emotional stressors, basic needs barriers, academic concerns and behavioral concerns that may impact the well-being of students or the University community. Through collaboration, intervention, and support, we strive to provide a nurturing environment where individuals can thrive academically, emotionally, and socially.

For all concerning behaviors, a risk level is determined by using the NABITA Risk Rubric tool. The CARE Team utilizes this research-backed risk assessment tool to determine level of risk, and the tool provides suggested intervention strategies.

Our dedicated university CARE Team is committed to upholding the values of respect, empathy, and fairness, while promoting mental health awareness, early intervention, and individual growth. Together, we aim to create a campus where every member feels valued, supported, safe, and equipped to succeed. The CARE Team members consult with offices to:

- Coordinate a response to the situation, and

- Determine what to communicate to others affected by the situation.

Information sharing is determined on a need-to-know basis following an assessment of potential risk to the health and safety of others, what information is pertinent to support the student, and is in compliance with any privacy and confidentiality requirements. The CARE Team members review open cases to determine if students may need follow-up contact.

In deciding whether and how to notify family, roommates, instructors, and others about a student's threatening behaviors, the team complies with all applicable confidentiality and privacy rules.

The CARE Team can be reached at CAREteam@snhu.edu, or by visiting the Student Affairs Office.

Risk Assessment Team

The Risk Assessment Team is composed of a group of SNHU staff members who provide support and assistance in the recognition, reporting, and response to situations where online students are displaying seriously disruptive, concerning, or threatening behaviors that may indicate danger to self or others.

Risk Assessment Team members document, review, and assess the level of risk associated with active and non-active threats. When appropriate, members of the Risk Assessment Team will make decisions on actions to be taken and will foster connections across the University to identify any patterns or escalating behaviors that can be a risk to the campus community.

Mantra Care Hub

The Mantra Care Hub complements the existing supports provided by SNHU's Wellness Center, CARE Team, and Risk Assessment Team and is designed to help increase pathways to care and support for the whole student.

Mantra services include self-guided digital wellness tools and information, emotional wellness and productivity coaching, mental health peer support via Togetherall, assistance with basic needs resources through Single Stop, in-the-moment or on-call mental health support, virtual psychotherapy, and international crisis mental health support.

Mantra Care Hub services are included in student fees and available at no additional cost to all active SNHU learners, regardless of modality and can be accessed using SNHU single sign-on through www.mantrahealth.com/snhu or by downloading the Mantra Health App.

Honors

Honor Roll

Honor Roll is a term-specific achievement that recognizes learners who excel at SNHU. Eligibility for the SNHU Honor Roll requires full-time or part-time undergraduate, graduate, or coursework-only online or campus students to earn an academic grade point average (GPA) of 3.5 or higher for an individual term. Full-time undergraduate students who receive the Honor Roll may also be eligible for the President's List or Dean's List. Honor Roll is awarded at the end of each term, while the President's List and Dean's List are recognized at the end of the 16-week campus terms or following paired 8-week terms for online students.

While acknowledgment of the Honor Roll is an achievement, it is not a recognized university honor and has no bearing on eligibility for honor societies, Latin honors, or ceremonial honors at the time of conferral or during the Commencement ceremony, nor will it be noted on the student's academic transcript or diploma. Please see the Academic Catalog for policies specific to President's List or Dean's List, Latin, and ceremonial honors.

President's List and Dean's List

At the close of each reporting term (fall, winter/spring, summer) at Southern New Hampshire University, the Registrar's office publishes two lists of undergraduate students who have achieved standards of academic excellence during the reporting term's work. Full-time undergraduate students who have earned a minimum grade-point average of 3.700 and above for the reporting term are named to the President's List. Undergraduate students who have earned a minimum grade-point average of 3.500 to 3.699 for the reporting term are named to the Dean's List. Full-time status is achieved by earning 12 credits over each 16-week term or paired 8-week terms grouped in fall, winter/spring, and summer. Please see the Academic Catalog for more information.

Honor Societies

Honor Societies for Online Students

Detailed information regarding Online Honor Societies can be found on the mySNHU Honor Society Page. For questions about Online Honor Societies, please email acadhonorsociety@snhu.edu or call 603.931.3559.

Alpha Sigma Lambda

In 1946 Dr. Rollin B. Posey, Dean of University College at Northwestern University, realized that non-traditional students could benefit from the same recognition of their academic achievements as traditional students, giving them motivation to reach their long-term educational or career goals.

Dr. Posey founded, Alpha Sigma Lambda to honor the dedicated undergraduate students who balance life, school, work, and families while maintaining high scholastic standards. Visit the online chapter page in the SNHUconnect community.

Membership criteria

- Must be an online undergraduate student in a course-based program
- Must have earned a minimum of 24 credit hours at SNHU
- Must have a minimum 3.2 GPA on a 4.0 scale
- Only the top 20% of eligible students who have met the above criteria will be invited on a predetermined date each year.

Delta Mu Delta

The SNHU honor society for business students is the Gamma Nu Chapter of Delta Mu Delta, an international honorary society in business administration. Its purpose is to promote and recognize training for business and to reward scholastic achievement in business subjects. Members are honored by a gold or gold/purple cord adorning their academic regalia. Visit the online chapter page in the SNHUconnect community.

Membership criteria for undergraduate students

- Must be an online student in a course-based program
- Must be of good character, enrolled in a business program accredited through ACBSP
- Must have completed half of the required credits for your bachelor's degree
- Must have a minimum 3.25 GPA on a 4.0 scale
- Must have completed at least 24 credit hours at SNHU
- Only the top 20% of eligible students who have met the above criteria will be invited on a predetermined date each year.

Membership criteria for graduate students

- Must be an online student in a course-based program
- Must be of good character, enrolled in a business program accredited through ACBSP
- Must have a minimum 3.6 GPA on a 4.0 scale
- Must have completed at least 9 credit hours at SNHU
- Only the top 20% of eligible students who have met the above criteria will be invited on a predetermined date each year.

National Society of Leadership and Success

Sigma Alpha Pi is the online SNHU chapter of the National Society of Leadership and Success, the nation's largest leadership honor society. Students are selected by SNHU for membership based on either academic standing or leadership potential. Students must complete the online induction steps in order to receive this

honorable distinction and their induction regalia. Visit the online chapter page in the SNHUconnect Community.

Membership criteria for undergraduate students

- Must be an online student in a course-based program
- Must have completed at least 18 credit hours at SNHU
- Must have a minimum 3.0 GPA on a 4.0 scale

Membership criteria for graduate students

- Must be an online student in a course-based program
- Must have completed at least 9 credit hours at SNHU
- Must have a minimum 3.5 GPA on a 4.0 scale Required steps to complete induction

To be recognized as a fully inducted member, students must complete the Online Induction Steps, as outlined on the NSLS website.

Pi Lambda Theta

Founded in 1910, Pi Lambda Theta (PLT) is the most selective honor society for educators. Pi Lambda Theta recognizes the academic achievement and outstanding disposition of graduating education learners. The accomplishments of exemplary education learners are honored through this induction. Candidates' development of knowledge, skills, professionalism, and leadership are promoted and supported through their membership in Pi Lambda Theta, a member of Phi Delta Kappa International.

Membership criteria

- Must be an online graduate student in a course-based program
- Must be identified by School of Education faculty as satisfying the eligibility requirement
- Must have demonstrated exceptional disposition through the education program
- Must have a minimum 3.9 GPA on a 4.0 scale

Psi Chi

Psi Chi is the international psychology honor society, founded in 1929 to recognize and promote excellence in the science of psychology. The society welcomes eligible students, faculty and alumni who demonstrate strong academic achievement and a commitment to the field, providing them with opportunities for research grants, networking events and publishing original work. Visit the online chapter page in the SNHUconnect community.

Membership criteria for undergraduate students

- Must be enrolled in a psychology-related program (e.g., BA.PSY, BA.HSE, BA.SOC)
- Must have completed at least 45 credit hours of full-time college coursework
    - A minimum of 24 credit hours completed at SNHU
    - Must have completed at least 9 credit hours or equivalent of psychology courses
- Must have a minimum 3.3 GPA on a 4.0 scale
    - Must have a minimum 3.0 GPA in psychology courses
- Only top 20% of students who have met the eligibility criteria will be invited on a predetermined date each year

Membership criteria for graduate students

- Must be enrolled in a psychology-based graduate program (e.g., MS.PSY)
- Must have completed at least 9 credit hours of graduate psychology courses
- Minimum of 9 credit hours completed at SNHU
- Must have a minimum 3.3 GPA on a 4.0 scale, including psychology courses

Sigma Tau Delta, Alpha Phi Beta Chapter
Sigma Tau Delta is the international English honor society. SNHU established a chapter, Alpha Phi Beta, in the spring of 2015 for online learners. The honor society provides eligible English Language and Literature, and Creative Writing majors and minors with opportunities to attend and present at conferences, publish undergraduate work, and gain valuable networking opportunities. Visit the online chapter page in the SNHUconnect Community.

Membership criteria for undergraduate students

- Must be an online student in a course-based program
- Must be enrolled in an English degree program
- Must have completed at least 45 credit hours at SNHU
- Must have a minimum 3.3 GPA on a 4.0 scale

Membership criteria for graduate students

- Must be an online student in a course-based program
- Must be enrolled in an English degree program
- Must have a minimum 3.3 GPA on a 4.0 scale

Honor Societies for Campus-Based Students

For questions about Campus Honor Societies, please email campusacadhonorsociety@snhu.edu

Alpha Chi
Alpha Chi, Epsilon Chapter, is the National Honor Society for liberal arts majors and education majors at Southern New Hampshire University. Alpha Chi recognizes high scholastic achievement, service, and character. It emphasizes the needs of students by providing opportunities for academic scholarships, participation in national and regional conferences, and a higher initial grade in Civil Service jobs.

Membership in Alpha Chi is open to campus liberal arts majors who have completed at least one half of the work required for a baccalaureate degree, who rank in the top 10 percent of their class, and who have earned a cumulative grade point average of 3.85 or above.

Membership criteria

- Minimum 60 credits completed
- Minimum 30 institutional credits
- School of Arts, Science, and Education in Bachelor of Arts major
- Minimum cumulative GPA 3.85

Alpha Phi Sigma (Nu Iota Chapter)
In the spring of 2012, Southern New Hampshire University chartered a chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society. Alpha Phi Sigma was founded in 1942 and since then has grown to more than 360 campuses across the nation. Alpha Phi Sigma is a certified member of the Association of College Honor Societies and affiliated with The Academy of Criminal Justice Sciences.

Alpha Phi Sigma's mission is to promote analytical thinking, rigorous scholarship, and lifelong learning; to keep abreast of the advances in scientific research; to elevate the ethical standards of the criminal justice professions; and to sustain in the public mind the benefit and necessity of education and professional training.

Southern New Hampshire University's Alpha Phi Sigma Nu Iota chapter grants membership to undergraduate campus students and professionals of sound scholarship and character who support this mission. SNHU students are required to have a cumulative and major GPA of 3.3 or higher in the following degree areas: AS, JST, BS.JST, and the following concentrations: PLE, CCR, THS, LLP, and must complete four

JUS courses at SNHU. Campus students are required to participate in one or more face-to-face activities as part of their membership. Membership is for life. Students honor and promote academic excellence, service, leadership, and unity.

Membership criteria

- Minimum cumulative GPA 3.3
- AS.JST, BS.JST, or BS.JST with the following concentrations: PLE, CCR, THS, LLP
- Minimum 45 completed credits
- Must have completed 4 JUS courses at SNHU
- Must be enrolled as a campus student in a POT 1, FEW, or SEW term

Chi Alpha Sigma

The Chi Alpha Sigma National Honor Society was formed to provide outstanding student-athletes with an opportunity to become connected within a fraternal association that aligns their educational and athletic successes for a lifetime.

The induction into this honor society represents the dedication and commitment demonstrated both in the classroom and on the court, field, track, or arena. Inductees into Chi Alpha Sigma must be a student-athlete from an accredited four-year institution that has achieved a minimum cumulate grade- point average of 3.4 or higher. This honor is a culmination of years of practice and sacrifice.

Membership criteria

- Campus and Online undergraduate students
- Member of athletic team
- 60+ credits
- Minimum 3.4 cumulative GPA

Delta Mu Delta

The Southern New Hampshire University Honor Society for Business is the Gamma Nu Chapter of Delta Mu Delta, a national honorary society in business administration. Its purpose is to promote and recognize training for business and to reward scholastic achievement in business subjects.

Membership is extended to campus business students of good character who have completed more than half of their program of study and reside in the top 20 percent of their respective class.

Membership criteria

- Minimum 60 total earned credits (minimum 24 institutional credits) undergraduate students
- Minimum 15 total earned credits graduate students
- Minimum 19 total earned credits doctoral
- Minimum 3.25 cumulative GPA for undergraduates
- Minimum 3.60 cumulative GPA for graduate and doctoral students
- School of Business students only

Pi Lambda Theta

Founded in 1910, Pi Lambda Theta (PLT) is the most selective honor society for educators. Pi Lambda Theta recognizes the academic achievement and outstanding disposition of graduating education students.

The accomplishments of exemplary education students are honored through this induction. Candidates' development of knowledge, skills, professionalism, and leadership are promoted and supported through their membership in Pi Lambda Theta, a member of Phi Delta Kappa International.

At Southern New Hampshire University, there is a direct honors program through which Pi Lambda Theta extends membership to graduating campus students who have been identified by School of Arts, Science,

and Education faculty as having satisfied the eligibility requirements. Graduate students in master's programs must have achieved a GPA of 3.9 or above. Undergraduate students must have earned a 3.5 or above. All candidates must have demonstrated exceptional disposition through their education program.

Membership criteria

For Undergraduate:

- Minimum 3.5 cumulative GPA
- Program in Education

For Graduate:

- Minimum 3.9 cumulative GPA
- Program in Education

Psi Chi

Psi Chi is the national honor society in psychology, founded for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology.

Psi Chi serves two major goals. The first goal is to provide academic recognition to its inductees for excellence in their scholarship within the area of psychology. The second goal is to nurture the spark of that accomplishment by offering a climate congenial to its creative development.

Membership in Psi Chi is open to psychology majors who have completed three semesters of University coursework, who have completed nine semester hours of psychology, and who have earned a psychology GPA within the top third of their class.

Membership criteria:

- Campus student enrolled as a primary or secondary major in a psychology program or a program psychological in nature
- Minimum of 45 earned credits (including institutional and transfer)
- Completed at least 9 credits in psychology courses (including institutional and transfer)
- Minimum cumulative GPA of 3.5
- Minimum 3.5 GPA average for psychology courses

Pi Mu Epsilon

Pi Mu Epsilon, NH Beta Chapter, is the national mathematics honor society at Southern New Hampshire University. The purpose of Pi Mu Epsilon is the promotion and recognition of mathematical scholarship among students in postsecondary institutions. It aims to do this by electing members on an honorary basis according to their proficiency in mathematics and by engaging in activities designed to promote the mathematical and scholarly development of its members.

Candidates are selected based upon their outstanding scholastic records and their exceptional performance in mathematics. Membership in Pi Mu Epsilon is open to undergraduate students who have completed at least the equivalent of two semesters of calculus and two additional courses in mathematics, at or above the calculus level, and who have maintained a grade point average of at least 3.0, both for all courses that lead to fulfillment of requirements for a major in the mathematical sciences, and also for all courses that lead to fulfillment of requirements for an undergraduate degree. To be chosen as a member of Pi Mu Epsilon is a very high honor.

Membership criteria:

- Undergraduate campus students
- Minimum 3.0 cumulative GPA

    - Minimum 3.0 GPA on mathematics courses
- Successfully completed MAT 275 or MAT 275H
- Successfully completed 2 of the following MAT courses: 299, 300, 310, 325, 330, 350,360, 360H, 361, 362, 362H, 370, 415, 431, 433, 434, 435, 440, 450, 450H, 470, 480, 480H, 490, 495

Sigma Gamma Tau

Sigma Gamma Tau is the honor society for aerospace engineering. It seeks to recognize and honor those individuals in the field of aeronautics and astronautics who have, through scholarship, integrity, and outstanding achievement, been a credit to their profession. The society seeks to foster a high standard of ethics and professional practice and create a spirit of loyalty and fellowship, particularly among students of aerospace engineering. Membership in Sigma Gamma Tau is open to undergraduate students enrolled in an accredited aerospace curriculum who have completed at least three semesters of work toward the bachelor's degree and have a minimum cumulative GPA of 3.0.

Membership criteria:

- Undergraduate campus students in accredited Aerospace/Aeronautical engineering program
- Minimum cumulative GPA 3.0
- Minimum 30 completed credits

Sigma Tau Delta

Sigma Tau Delta is the International English Honors Society. SNHU established its own chapter, Alpha Pi Psi, in the fall of 2008. The Honors Society provides eligible campus English Language and Literature, Creative Writing, and English Education undergraduate majors, undergraduate minors, and graduate students with critical academic and professional opportunities such as attending and presenting at conferences, publishing research, taking field trips, and creating valuable networking opportunities.

Sigma Tau Delta undergraduate inductees are majoring or minoring in English Language and Literature, Creative Writing, or English Education; have completed at least three semesters at SNHU; have completed more than two literature courses beyond the General Education requirements; and have maintained a minimum 3.3 GPA. Graduate inductees are enrolled in a graduate program in English at SNHU, have completed at least six semester graduate hours at SNHU, and have maintained a minimum 3.3 GPA.

Membership criteria:

- Undergraduate students with English major or minor
- Completed credits undergraduate - minimum 45 credits
- Undergraduate - minimum 6 credits in literature courses
- Graduate – minimum 18 credits in literature courses
- Minimum 3.3 cumulative GPA

Order of Omega

Order of Omega is a Greek Honor Society; members are selected from the highest achieving, upper- class, campus fraternity or sorority members at Southern New Hampshire University. The Order of Omega was founded in 1959 and has chapters throughout North America. The Phi Omega chapter was chartered at Southern New Hampshire University in 2009 and has since inducted hundreds of members.

Order of Omega is a Greek leadership honor society for members of Fraternity & Sorority organizations. Order of Omega recognizes upperclassmen who have exemplified high standards in the areas of scholarship, leadership, involvement within their respective organization, within the Inter-Greek Council, and within the campus and local community.

Membership criteria:

- Minimum 3.0 cumulative GPA undergraduate and graduate
- Minimum of 60 earned credits for undergraduate students

- Current membership in good standing with the Inter-Greek Council and their respective fraternity or sorority

Appendix A: Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

- A student should submit a Request to Review Education Records form identify the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

  A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

  A student who wishes to ask the University to amend an education record should submit a written request to the University official responsible for the record, or, if that official is not known, to the Office of the Registrar at registrar@snhu.edu. The request should clearly identify the part of the record the student wants to change, and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.

  The right to seek amendment under FERPA applies to the accuracy of what is recorded in a student's education records. It does not provide a basis for challenging a substantive academic or disciplinary judgment, such as the grade a student believes should have been awarded or the outcome of a conduct proceeding. Students seeking to challenge a grade or a conduct outcome should follow the Grade Appeal process or the Student Conduct Appeal process (*see Student Code of Conduct, above*), as applicable. A student may use the FERPA amendment process to correct an error in how such a decision was recorded. For example, a grade entered incorrectly in the student's academic record.

  If the University decides not to amend the record as requested, the University will notify the student in writing of its decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the records hearing procedures will be provided to the student at the time the student is notified of the right to a hearing.

  If, as a result of the hearing, the University decides not to amend the record, the student has the right to place a statement in the record commenting on the contested information, stating why the student disagrees with the University's decision, or both. The University will maintain that statement with the contested portion of the record for as long as the record is maintained and will disclose the statement whenever it discloses the portion of the record to which the statement relates.

- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without

consent. A student should submit the FERPA Authorization for Disclosure of Non-Directory Information to give consent to disclose personally identifiable information.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the students' enrollment or transfer.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S
W Washington, DC 20202-5901

SNHU Directory Information
In compliance with FERPA, Southern New Hampshire University (SNHU) does not disclose personally identifiable information contained in student education records, except as authorized by law. SNHU may disclose appropriately designated Directory Information without a student's consent unless the student has advised SNHU to the contrary in accordance with established procedures.

- SNHU has designated the following information as directory information:
  - Student's name
  - Address(es)
  - Telephone listing(s)
  - Electronic mail address
  - Photograph(s)
  - Fields of study (major(s), minor(s), etc.)
  - Dates of attendance/Enrollment status
  - Anticipated program completion date
  - Class level
  - Degrees, honors, and awards received
  - Weight and height of members of athletic teams
  - Participation in officially recognized activities and sports
  - The most recent educational agency or institution attended

If you do not want SNHU to disclose directory information from your education records without your prior written consent, you must notify the University in writing. This may be done at any time by submitting an Authorization to Prevent or Resume Disclosure of Directory Information to the Office of the University

Registrar by fax 603-629-4647 or by email to registrar@snhu.edu. The primary purpose of Directory Information is to allow the University to confirm attendance to prospective employers and other third parties, and to include this type of information from your education records in certain University publications. Examples include: a playbill, showing your role in a drama production, the annual yearbook, Dean's List, President's List, recognition lists, Commencement Ceremony Program, and sports activity sheets/team rosters, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Disclosures of directory information will be limited to specific parties for specific purposes or both.

Solomon Amendment & FERPA

Solomon Amendment is a federal law that allows military recruiters to access the following "student recruiting" information on students aged 17 and older at the time of the request:

- First Name
- Last Name
- Student Class Level (e.g., Freshman, Sophomore)
- Academic Program (e.g., BS in Accounting)
- Age
- Phone – Cell
- Phone – Home
- SNHU Email Address
- Preferred Address

Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters must be from one of the 12 eligible units within the five branches of the service:

- Army: Army, Army Reserve, Army National Guard
- Navy: Navy, Navy Reserve
- Marine Corps: Marine Corps, Marine Corps Reserve
- Air Force: Air Force, Air Force Reserve, Air Force National Guard
- Coast Guard: Coast Guard, Coast Guard Reserve

The Department of Education has determined that the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list, which may or may not match FERPA directory information list. However, if a student has submitted an Authorization to Prevent Disclosure of Directory Information to the Office of the University of Registrar to prevent the release of his/her directory information, then no information from the student's education record will be released under the Solomon Amendment.

Appendix B: Grade Appeals and Other Academic Disputes

The policy governing grade appeals and academic disputes can be found in the Academic Catalog. In addition to the provisions of that policy, the following appeals process is in place:

If a Grade Appeal is denied, and the student wishes to pursue the matter further, then the student must:

- Within fifteen (15) business days of the Appeal denial, submit a written final appeal to the Committee for Appeal of a Grade. Final appeal inquiries can be initiated by responding to the original grade appeal outcome letter furnished by the Office of Dispute Resolution and students will be provided with the final appeal request form.[1] Such final appeal consists of a copy of the original Grade Appeal, and any additional information or clarification that the student wishes to add to the original Appeal.

- The Committee for Appeal of a Grade is composed of three assistant or associate deans and associate vice presidents external to the program area. The Committee is charged with determining whether the grade was assigned without error, prejudice, or arbitrariness.

- If the Committee determines that the grade was awarded without error, prejudice, or arbitrariness, then within fifteen (15) business days of receipt of the Appeal, the Committee will report its conclusions to the student and the instructor, after which the matter will be considered to be closed.

If the Committee determines that the grade assigned should be changed, the Committee will take the appropriate action(s) to change the grade. Within fifteen (15) business days of receipt of the Appeal, the Committee must report its conclusions to the student and must inform the instructor of the reasons for its decision to change the grade, after which the matter will be considered to be closed.

[1] Updated to reflect change to Dispute Resolution email process.

Appendix C: Acceptable Use Policy

Introduction

The Student Acceptable Use Policy applies to all registered domestic and international undergraduate, graduate, full- and part-time students, as well as students enrolled in online, remote, direct assessment competency-based education programs, or continuing education at Southern New Hampshire University (SNHU or University) collectively (Students).

Every effort is made to ensure that the information in the Student Acceptable Use Policy is accurate and up to date, but it may not reflect most recent policy updates. The University reviews and updates the Student Acceptable Use Policy on an annual basis, publishing it in the Student Handbook each academic year. The University reserves the right to make necessary changes prior to the yearly revision and will notify the University community when revisions are made.

The University expects Students to be familiar and comply with all policies and procedures contained within the Student Handbook. Failure to read and understand this document does not excuse Students from the rules, policies, and procedures contained within it.

The University makes available to its community, information, and information Technology Resources, in support of our mission and the success of our learners. The availability and use of Technology Resources at SNHU are essential for studying, research, instruction, and administration. Our Technology Resources are valuable assets that must be used and managed responsibly to ensure the confidentiality, integrity, availability, and privacy of SNHU's University Information and our technology ecosystem.

The University strives to provide a robust, resilient, and reliable information technology ecosystem. Because these resources are shared and limited, Students are required to use these resources responsibly, for their intended purpose, and in alignment with acceptable practices, and by their use, agree to comply with all applicable University policies; federal, state and local laws; and contractual obligations.

Definitions

- **University Information**: Information, in any format, created, collected, recorded, captured, stored, processed, transmitted, or otherwise managed by or for the University to conduct SNHU business.
- **Technology Ecosystem**: The interconnected collection of University Technology Resources, University Information, systems, services, networks, applications, devices, infrastructure, third-party platforms, and related processes that support the University's academic, administrative, operational, and business functions.
- **Technology Resources**: Technology owned, provisioned, entrusted to, managed by, or managed on behalf of the University, including computers, virtual environments, networks, hardware, software, databases, online services, user accounts, electronic communications, and University Information.

Policy

Scope

This policy applies to the use of all Technology Resources owned, provisioned, entrusted to, managed by, or managed on behalf of the University, whether online or on campus, regardless of whether that use is for educational purposes or for personal use. It includes, but is not limited to:

- Computers (e.g., desktops, laptops, tablets)
- Computer networks
- Internet
- Third-party products and services made available to the University community

- Online services
- Hardware (e.g., servers, switches, routers, storage media),
- Software (e.g., operating systems, business applications, licensed software)
- Databases
- University accounts issued to enable access to any SNHU Technology Resource
- Electronic communication (e.g., electronic mail, telephones, smart phones, cell phones, social media, voice mail, files, images, and faxes
- University Information in use by or entrusted to the University

Additionally, this Policy applies to the use of personally owned devices when those devices are used to access University Technology Resources.

All Students who are granted access to, or use of the University's Technology Resources and/or University Information are subject to this Policy.

Purpose
This Policy establishes requirements for the use and management of SNHU's University Information and Technology Resources to safeguard the confidentiality, integrity, and availability of these mission critical assets and preserve the privacy of University Information.

Policy Statement
All University Information and Technology Resources are assets of the University and shall remain the property of SNHU.

Students shall be individually responsible for the appropriate use of all Technology Resources assigned to them or to which they are granted access.

Students shall only access the University Information and Technology Resources for which they have been authorized based on a valid educational need.

Students shall have no expectation of privacy when using University Technology Resources unless otherwise required by University policy or applicable law.

The University reserves the right to monitor all activity for compliance with this Policy and for security purposes in accordance with University policy, including the University's applicable access authorization requirements. Routine and automated security monitoring is addressed in the Security Monitoring Standard. Any review of the content of a specific individual's account, communications, or files as distinct from automated or routine monitoring, is subject to, and requires advance approval consistent with, the University's applicable access authorization requirements.

Acceptable Use
Acceptable use of University Information and SNHU Technology Resources is always ethical, legal, and reflects academic integrity in accordance with the SNHU Code of Ethical Conduct. It adheres to all University policies and aligns with information security requirements and best practices. It supports our core values and is free from intimidation or harassment.
To ensure acceptable use of these University assets, each Student shall:

- Protect all SNHU credentials issued to them and all Technology Resources they are authorized to access from unauthorized use.
- Be responsible for all access to University Technology Resources using their credentials and/or any activity originating from their device (e.g., SNHU computer resource, personal phone, laptop, tablet).

- Access only the University Information and/or Technology Resources they have been authorized to access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Report any suspicious or unusual activity, unexplained service interruption or degradation, suspected theft, loss, or compromise of University Information and/or Technology Resources to the Information Technology Service Desk immediately.
- Return University assets when withdrawing from the University.

Prohibited Use

This section of the Policy defines the use of University Information and Technology Resources explicitly prohibited at Southern New Hampshire University.

Students shall not:

- Use University Information or Technology Resources that is unlawful, in violation of University policy or the Student Handbook (e.g., use/behavior that is abusive, harassing, defamatory, profane, racist, or illegal).
- Enable or allow an unauthorized party to access University Information and/or Technology Resources.
- Expose or disclose University Information categorized as Confidential to any unauthorized individuals (e.g., speaking, posting, or sharing it publicly, failing to position screen away from public view, failing to secure hard-copies, sharing passwords).
- Fail to provide reasonable physical protection to University-issued assets to avoid theft.
- Attempt to circumvent any security controls or to gain access to University Information or Technology Resources without authorization.
- Masquerade, impersonate others, or otherwise use a false identity in an attempt to obscure the identity of the Student the connected device while accessing or utilizing any SNHU Technology Resource.
- Change or remove of any SNHU owned computer settings, software or controls that safeguard the confidentiality, integrity, or availability of University Information and/or Technology Resources (e.g., antivirus software, group/active directory policies, system folder permissions, user permissions, screen lock settings, audit or log settings).
- Install any software on a University Technology Resource that is unauthorized.
- Deliberately introduce malicious software to a University-issued Technology Resource (e.g., malware, hacking/cracking tools, anti-forensic or network tunneling software).

Roles and Responsibilities

Roles and responsibilities specific to this policy are listed here:

Student:

- Follow all local, state, federal, and international laws and regulations and SNHU policies and standards governing access to and use of University Information and Technology Resources.
- Respect the rights and privacy of other community members.
- Safeguard the confidentiality, integrity, and availability of SNHU University Information and Technology Resources.
- Protect all SNHU-issued credentials (username and password).
- Report any suspicious activity related to enterprise or institution accounts, University Information, and/or Technology Resources to the Information Technology Service Desk immediately.
- Avoid engaging in any prohibited use of University Information and/or Technology Resources.

Enforcement

Students are expected to comply with the requirements in this Standard. Violations will be subject to the University's applicable disciplinary policies and processes.