

NEW HAMPSHIRE  
INSTITUTE *of* ART

**Graduate Student Handbook**

**2015-2016**

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## WELCOME FROM THE PRESIDENT

Welcome to the New Hampshire Institute of Art!

I'm pleased that you have selected the New Hampshire Institute of Art (NHIA) to further your education in the arts.

As a small, independent, non-profit college with a rich New England tradition, we are proud of the degree of individual attention you'll receive as part of your studies here, whether that's in our innovative Creative Writing or Writing for Stage and Screen programs or our excellent Photography or Visual Arts low-residency sessions. I'm also confident that you will come to know and value our extremely dedicated, passionate faculty as they assist you in discovering your own artistic path.

The New Hampshire Institute of Art has a long and distinguished 117-year history. However, the best years are yet to come. We're very pleased that now you will play a part in helping us to write this next chapter in our history.

If I can be of any assistance, or if you just want to say hello, feel free to drop by my office located in the Fuller building and introduce yourself while you are in town for a residency. I also look forward to meeting many of our graduate students at the MFA exhibitions and table readings that occur at each residency.

Once again, congratulations on selecting NHIA to help you further your own educational goals, and welcome to New Hampshire!

All my best,

Kent Devereaux  
President & Chief Academic Officer  
[kentdevereaux@nhia.edu](mailto:kentdevereaux@nhia.edu)

## INTRODUCTION

On behalf of the faculty and staff of the New Hampshire Institute of Art, welcome! We are excited to have you with us and look forward to getting to know you better. The Student handbook contains valuable information to help you, as a student, thrive and succeed while enrolled at the Institute. The Student Affairs division has designed the handbook to be used in conjunction with the NHIA academic catalogs, which includes descriptions of courses as well as requirements for graduation and completion of an academic major or Program. Please note that it is your responsibility to know the information provided in this handbook.

The information contained herein is accurate as of the publication date. The most current information regarding academic policies is available through the Academic Affairs Department, the Graduate Studies Office and the Registrar office. Additional information on policies relating to student life and co-curricular activities is available through the Student Affairs Department or the Graduate Studies Office. Please contact Student Affairs or the Graduate Studies Office if you have any questions or suggestions for future editions of the Student Handbook. We hope that you take advantage of all the programs, services, and opportunities that the New Hampshire Institute of Art and the city of Manchester, and the towns of Sharon and Peterborough have to offer.

## CHANGES TO POLICY

The information contained in this handbook is subject to change at any time. When changes are made, we notify each student through official NHIA email. This handbook is intended to serve as a general source of information about the New Hampshire Institute of Art and in no way constitutes a binding contract between the students and the Institute. New Hampshire Institute of Art reserves right to withdraw or change any curricular offerings, instructorsto revise tuition and fee structures and to amend NHIA policies.

## MISSION STATEMENT

The mission of the New Hampshire Institute of Art is to engage students, artists, scholars, and the community in the arts through quality education, outreach, and access to creative resources, with a focus on the present and a vision on the future. The Institute will distinguish itself through a continued emphasis on teaching the integration of creative, aesthetic, technical, and critical skills in artistic expression.

## VALUES STATEMENT

The New Hampshire Institute of Art will strive to maintain its close, personal community of students, faculty and administration, as it continues to grow.

Everyone at the Institute is expected to value, demonstrate, and cultivate a set of personal attributes and professional skills. Faculty will value, demonstrate, and cultivate a set of personal attributes and professional skills which we view as essential to quality instruction and curriculum development.

All Institute students are encouraged to approach faculty and administration for assistance in solving educational and personal issues, and faculty and administration are expected to openly and willingly provide assistance.

Institute administration, faculty and students, will respect the campus and its physical resources through a high degree of care and maintenance.

All administration facultyand students, are expected to treat one another with respect and honesty. The Institute will work to integrate itself into the community at large and provide outreach to those underservedwithin our neighborhoods.

## ACCREDITATION



The New Hampshire Department of Education Commission on Higher Education has approved the New Hampshire Institute of Art for degree-granting authority for the Bachelor of Fine Arts, Master of Arts in Art Education and Master of Fine Arts. The State of New Hampshire Board of Education approves the Art Education Teacher Preparation Programs. Both the New England Association of Schools and Colleges through its Commission on Institutions of Higher Education (NEASC) and the National Association of Schools of Art and Design (NASAD) accredit the New Hampshire Institute of Art.

#### LICENSING

New Hampshire Institute of Art is authorized to award Bachelor of Fine Arts, Master of Arts, and Master of Fine Arts degrees by the State of New Hampshire.

#### STATEMENT OF INCLUSIVITY

New Hampshire Institute of Art is a private, non-profit educational institution, which maintains a policy of equal opportunity for all. The Institute does not discriminate in its admission or employment policies and practices on the basis of factors such as race, sex, sexual orientation, gender identity, gender expression, age, color, religion, national origin, disability or status as a veteran of the Vietnam War era or as a disabled veteran. The Institute complies with federal and state legislation and regulations regarding non-discrimination.

**ACADEMIC AFFAIRS**

## ACADEMIC PROGRAMS

### GRADUATE PROGRAMS

The Graduate Programs at the New Hampshire Institute of Art offer student-centered programs with an emphasis on the integration of creative, aesthetic, technical, and critical skills in artistic expression. Both the MAAE and the MFA are designed as fine arts degrees and are focused on developing a sustainable professional artistic practice as well as establishing a career in the fine arts.

Each program presents students with a unique opportunity to experience technical, conceptual and professional artistic growth while at the same time, they provide a community that will enrich the student's life in ways that are fundamental to developing and sustaining a professional level of artistic practice. A high standard of academic rigor is paramount, yet each graduate program provides students with an educational environment that also responds to cultural shifts and developments in academic theory while also accounting for individual student needs; this flexibility allows us to deliver a comprehensive degree with relevance to the contemporary art world while still being rooted in traditional pedagogy.

Throughout the programs, students in all residency groups are given personalized and intensive attention. This is focused on the faculty advisor/student and mentor/student relationships but includes individual contact with all faculty and visiting artists. The curriculum of each program is focused primarily on the studio development of its students, yet it is also designed to encourage students to develop professional skills to engage and enrich the wider community through outreach, exhibition and education.

The goals for the graduate programs at NHIA are for students to gain:

A comprehensive awareness of the world of art;

An understanding of their role in that world;

Life-long artistic conceptual, creative, professional and intellectual goals;

Support mechanisms, skills and expertise to complete and exceed these goals.

Clear and focused career goals that will enhance both their own lives as well as enrich the community.

### COMMUNITY EDUCATION

Currently enrolled BFA students may register for NHIA's Community Education (CE) weekly classes or weekend workshops with a 15% discount/waiver on tuition. Students are responsible for all materials required for the class or workshop and any associated fees (which will be published in the CE catalog). Enrollment and completion of Community Education classes or workshops do not count toward BFA credit.

### DEPARTMENTAL STUDIO SAFETY GUIDES

Registered students may work in available class studios outside of class time, and only during standard building hours. Students must adhere to all security requirements. There should be at least two students working in a studio at any given time. If a class is in session students may only work in that studio with the instructor's permission. Students may need to sign in after hours in specific studios. Please check for individual studio requirements.

Pregnant women, persons with respiratory problems or diagnosed allergies and/or persons placed under physical restrictions by their physicians must take responsibility to make their condition known to instructors as soon as courses begin or at the onset of their condition; some studio materials and techniques may pose a heightened health hazard to people with such conditions. Students with concerns should consult with their physician.

NHIA places the highest priority on the health and safety of its students. NHIA has appointed a Health and Safety Committee to work with all constituents. NHIA works to use and provide safe materials, techniques and studio environments for its faculty, staff and students. All faculty are required to discuss safe studio practices and to provide specific health hazard information on class materials being used. Material Safety Data Sheets (MSDS) are available for each area of studio major. Information, books and databases for comprehensive research on health/safety issues are available in the Library.

Basic Studio Safety Reference:

Be aware and conscious of your studio environment – exits, first aid kits, windows, ventilation, etc.

It is your responsibility to be informed and aware of any materials you are using. Read all instructions. Read your Health and Safety handout/syllabus.

Do not bring food or drink into any studio. If you bring liquids to class, they should have a cap on it, and should ONLY be consumed outside the studio area.

Do not dispose of studio supplies in the sink, including, but not limited to, paints, plaster and clay. Dispose of materials only in the appropriate containers.

Report any chemical or material spills immediately to your instructor, or, if you are working in an open studio, the facilities manager or security.

In some areas, the use of respirators or safety goggles will be required by NHIA policy. Please consult with your instructor.

When using an X-actor or other knife, cut AWAY from body parts.

If you are using tools or electrical equipment and you have long hair or loose clothing, tie it out of the way while you are working.

Always wear shoes in studio buildings

If you do injure yourself, let your instructor know immediately. Each studio is equipped with a first aid kit. When safe to do so fill out an incident report and return to faculty or staff member.

In the interest of physical safety and protection, no student is should work unaccompanied in a studio.

Never work in studios when you are fatigued.

Clean your work area when you are finished.

Wash your hands before you leave the studio and/or eat any food.

Any serious injury must be immediately reported to faculty, staff or security and proper treatment must be sought.

Students should always work be in the studio with another person. Students should not be alone in the studios.

GRADUATION

## PETITION TO GRADUATE

Once a Petition to Graduate Form is submitted, the Office of the Registrar performs an official degree audit on the student's academic record. This helps identify if the student has overlooked or misunderstood any graduation requirements. This degree audit is only performed for those who submit this form. A letter will be emailed to inform the student that he/she is on target to graduate, and that the student's courses meet department and Institute requirements. Any questions should be directed to the Office of the Registrar.

Students who have completed the coursework from the previous semester are invited to participate in the following May's commencement ceremony. All obligations to the New Hampshire Institute of Art, such as a library fines, tuition, Financial Aid Exit Counseling, and fees must be met. No cap or gown, diploma, or transcript will be released to a student whose financial obligations to the New Hampshire Institute of Art have not been met.

With permission from the Registrar, students are eligible to walk in the May ceremony if they expect to complete the remaining (limit of 6-credits) course work by the end of the following semester.

## GRADUATION POLICIES

The student is responsible for all course work required for graduation and for the registration of all of the necessary courses. Students who complete their requirements and those who have no more than six outstanding credits may participate (or "walk") in the annual commencement ceremony, which takes place in May.

Students who are allowed to participate/walk must complete the required course(s) with the required cumulative GPA before receiving their actual diploma. Once coursework is complete, and after a successful degree audit is performed by the Registrar, the student's degree will be conferred on the next available degree conferral date.

Students who obtained student loans/federal Financial Aid during their program must take part in Financial Aid Exit Counseling prior to participation in graduation, and to receiving their diplomas. Please contact the Financial Aid Office for more information about the Exit Counseling process.

All obligations to the New Hampshire Institute of Art, such as library fines, tuition and fees, etc. must be met (including payment of the graduation fee). No diploma or transcript will be released to a student whose outstanding financial obligations to NHIA have not been met.

## LIBRARY

The Teti Library and Special Collections: The Teti Library staff members are highly trained professionals committed to assisting students and faculty with their research while promoting independent research skills. Students may contact the reference staff for any research project or assistance with electronic resources or print collections. Email [ref@nhia.edu](mailto:ref@nhia.edu), chat live through our web page <http://nhia.libguides.com/home>, call 603-836-2532, text 603-367-3111, or stop by the reference/circulation desk. Full library policy is available on the library web site.

Borrowing: The Library will register students who present their valid student IDs in the Library circulation system. This will allow students to borrow materials from the library as well as access online image galleries and other electronic resources. Students may borrow up to twenty books for three weeks and three DVDs for one week. A one-week renewal is available using the link on the library's web site or by contacting the library, as noted above. An overdue late charge accrues at the end of a brief grace period. Items not returned will be billed for replacement cost plus a non-refundable \$15.00 per item processing fee, 12 days after the final notice is issued. The borrower is responsible for all charges and fees if the items are returned after the Library has purchased a replacement copy.

The GMILCS system will block checkout for any patron who owes \$10.00 or more in fines or fees associated with his/her library card. All charges associated with a borrower's library account must be cleared before the account will be renewed each semester. In addition, library charges may prevent students from graduating, receiving transcripts, or registering for classes.

#### Inter-Library Loan/GMILCS:

A NHIA ID card activated at the Teti Library enables users to borrow materials from other libraries. The Teti Library shares a catalog with eleven other area libraries, including the Manchester City Library, through a consortium called GMILCS (Greater Manchester Integrated Library Cooperative System). Available materials from any of these libraries may be ordered through the online catalog, or your NHIA ID card may be presented to borrow available materials in person. The lending library determines borrowing policy, to which all NHIA borrowers are accountable. Overdue charges from other GMILCS libraries may be paid at the Teti Library desk. Replacement costs for materials from other GMILCS libraries are to be paid by the borrower directly to the lending library. Materials not available through GMILCS may be borrowed through the New Hampshire College and University Council (NHCUC) library consortium, or via interlibrary loan, worldwide. Please ask at the library desk for more information or contact the library as noted above.

#### Library Instruction / Information Literacy:

Information literacy sessions are required as a part of the Freshman English program, First Year Experience and Art History classes. Additionally, students may be required to attend library information sessions for other selected classes. Students are encouraged to make an appointment to meet with a reference librarian at any time they need research assistance.

#### Special Collections and Archives:

The Special Collections rooms are located in Fuller Hall and are the repository for rare and unique materials for the New Hampshire Institute of Art. The Teti Library Special Collection contains over 2,000 rare books, periodicals, prints and documents. The largest portion of the collection illustrates the history of photography dating back to the 19th century. This collection was started by a very significant donation of rare materials by Mr. John Teti, for whom our library is named. The collection also houses archival materials relating to the history of NHIA. The Thomas L. Adams Jr. Photographic Print Collection is also located in Fuller Hall. Created through the generous donation of Mr. Thomas L. Adams, Jr in 2011, this collection includes fine art photography from major photographers of the 20th and 21st centuries. Subjects include portraiture, figurative studies, "street" and documentary photographs. Photographers represented in the collection include Shelby Lee Adams, Lucien Clerque, Annie Leibovitz and Jock Sturges.

The purpose of Special Collections is to preserve and provide access to unique and rare materials for the purpose of research and teaching that supports the mission of NHIA. The collections serve the information needs of NHIA's students, faculty, and staff, as well as the larger community. To set up an appointment to visit the collections call 603-836- 2532 or email [ref@nhia.edu](mailto:ref@nhia.edu).

#### Photocopying and Scanning:

A coin operated B/W and color copier is available in the library. A B/W printer is connected to the library desktop computers, and is free to NHIA students. Color printing is not available in the library. A scanner is available for use free of charge. Students requiring the scanner for use with Kurzweil reading assistance software are given priority of use.

#### Other Library Policies:

All library users are expected to conduct themselves in a manner that is quiet and respectful of other library users. Individuals who demonstrate disruptive behavior may be asked to leave, may lose library privileges and/or may be reported to Security and/or the Dean of Undergraduate Studies.

Students have access to PC computers, Macintosh desktop computers and Macintosh laptops when the Library is open.

PCs with Windows and Microsoft Office (Word, Excel, Power Point, Publisher) are available with read-write CD drives. Headphones for DVDs are available at the Circulation desk for use in the library. The library is fully wireless, and all library desktop computers are connected to the Internet for research and email. NHIA policy requires that all students have an active, updated anti-virus program on their own personal computers. Students are not allowed to save their work on a library computer. Students must save their work on a CD (available from the Circulation Desk), a USB flash drive, or email the work to themselves.

Mac laptops are available for 4-hour check-out intervals for use in Fuller Hall. Laptops have wireless access as well as full Adobe suite software. Laptops are not configured to print. The library computers are administered by the IT Department. The librarians and library staff will do their best to assist you with technical questions; however, students should get technical assistance from IT staff by contacting [helpdesk@nhia.edu](mailto:helpdesk@nhia.edu) for problems with the network, Internet connectivity, software, etc.

The Eye Gallery at the Teti Library:

In the fall of 2012, Teti Library at NHIA opened the Eye Gallery, which is a student-centered exhibition space designated for the display of student artwork and creative writing. As our mission states, the Eye Gallery “provides an environment that challenges and inspires New Hampshire Institute of Art students to create, exhibit, and promote their artwork. Further, Eye works with NHIA faculty to support the education of the professional artist experience. To the NHIA community and the general public, Eye provides openings, exhibitions, speakers, and other events that encourage the celebration of student art”.

Each semester the Eye Gallery hosts exhibitions and joins the Teti Library in offering events that support student expression. Eye Gallery promotes opportunities for students to build on their professional practice as artists and writers and enriches the cultural environment of our library and campus. For more information, contact [eyegallery@nhia.edu](mailto:eyegallery@nhia.edu) and visit the library webpage for additional information on current and recent shows.

BLAB/Best Little Art Blog:

BLAB is the blog of Teti Library: sign up to receive notices of Eye Gallery events, library hours, call for entries and cultural activities across the region: <https://nhiatetilibrary.wordpress.com/feed/>

## REGISTRAR

The Office of the Registrar is located on the second floor in the 153 Concord Street building, and is open Monday through Friday, 8:30 am to 4:30 pm. The Registrar is responsible for monitoring student academic records, class schedules, graduation requirements, and other related matters. Questions regarding enrollment verifications, Institute transcripts, course adds or drops, course withdrawals, a leave of absence or withdrawal from NHIA, should be directed to the Office of the Registrar.

## ACADEMIC ADVISING

MAAE and MFA Students:

The Director of the Program and faculty will assist individual students with their educational needs, progress and requests; these include course selections, schedule changes, attendance issues, independent study, study abroad, transcript evaluation and course withdrawals.

#### ACADEMIC PROGRESS

MAAE Students: To make satisfactory academic progress toward a degree and to receive financial aid, a student must maintain a minimum cumulative grade point average of B (3.0). Progress is evaluated at the end of each semester. Students who fail to make satisfactory academic progress are placed on probation.

MFA Students: To make satisfactory academic progress toward a degree and to receive financial aid, a student must maintain a Passing Grade (P). Progress is evaluated at the end of each semester. Students who fail to make satisfactory academic progress are placed on probation (AC).

#### ACADEMIC SUSPENSION

If a student fails to make satisfactory academic progress for three consecutive semesters, that student will be suspended. Students suspended from the Institute may apply for readmission after a period of one semester. Readmission is contingent on the student's adherence to the readmission policies outlined in the probation or suspension letter.

#### ACADEMIC TRANSCRIPTS

A student must submit a signed Transcript Request form to the Office of the Registrar with the \$5.00 fee for each official transcript requested. Only a student may request his or her own transcript. No transcripts will be released to any student or sent to another institution on a student's behalf if the student's financial accounts are not settled with NHIA.

#### ADD/DROP of CLASSES

MAAE Students:

While it is expected that a student will follow the schedule of courses he or she selected with the advisor during the registration period, the first week of the semester provides the student with an opportunity to change his or her registered schedule. All schedule changes must be submitted to the Registrar on one Add/Drop form before the semester's Add/Drop deadlines. Add/Drop forms are available from the registrar: [karengosselin@nhia.edu](mailto:karengosselin@nhia.edu) or by calling 603.836.2511. Dropped classes will be removed from the student's file; they do not appear on the student's grade report at the end of the semester, are not reported on the permanent transcript, and are not factored into the student's GPA. Non-attendance in class does not constitute a drop. Dropping or adding classes or changing sections is not permitted after the Add/Drop period. Please be aware that dropping a class or classes may affect your financial aid; see the Financial Aid Director with questions.

Please note: Adding a class is subject to seat availability.

The date the Registrar receives the Add/Drop form is the date that the official add or drop takes place. Students may change their schedule during the Add/Drop period; however, financial reimbursement for changes is subject to the Institute's financial policy

MFA Students: The MFA program is a full-time program. All classes each semester are required. Therefore students in the MFA program cannot add/drop one class they can only withdraw completely from the program.

#### ASSESSMENT

The Institute is committed to achieving meaningful standards in student learning. Accordingly, the Institute has implemented a program of student assessment in the visual and liberal arts. Assessment is based on end of



semester portfolio review, as well as review of liberal arts projects that assess attainment of course goals and objectives. In addition the Director of the Program or the Dean of Graduate Studies reviews samples of student Academic Course work.

#### CHANGE OF ADDRESS AND CONTACT INFORMATION

It is the responsibility of the student to immediately inform the Office of the Registrar of any change in contact information; such as address, phone number, email address, or name (two forms of identification or documentation is required), using a Change of Contact Information form. Forms are available from the Office of the Registrar.

#### CHANGE OR DECLARATION

MAAE Students: All MAAE students must declare a concentration prior to the registration period for the semester. Students may elect to follow any of the studio concentrations, focusing on a specific discipline, such as Ceramics, Photography or Visual Arts.

A student may change his or her concentration with a written statement to the Director of the Program that the student meets competency levels required. A portfolio review will be required.

#### CREDIT HOURS AND CLASSIFICATION

##### Course Requirements and Prerequisites

MAAE and MFA students: All courses that are required for satisfactory completion of the MFA and MAAE program are listed in the Institute Graduate Student Viewbook. Students must follow their chosen concentration curriculum guide that was in effect when the student entered as a new student.

#### CONCENTRATION DECLARATION AND CHANGE

MAAE Students: All MAAE students must declare a concentration prior to the registration period for the semester. Students may elect to follow any of the studio concentrations, focusing on a specific discipline, such as Ceramics, Photography or Visual Arts. A student may change his or her concentration with a written statement to the Director of the Program that the student meets competency levels required. A portfolio review will be required.

#### ENROLLMENT VERIFICATION

The Registrar can verify enrollment for any student enrolled in the MFA or MAAE program at the student's request. All such requests must be in writing and include the student's name and signature. All outstanding Institute debt must be paid before enrollment verification will be provided for a student. See also "Transcripts." Forms

Most academic forms are available from the Registrar in Fuller Hall, or at [www.nhia.edu](http://www.nhia.edu).

#### FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Annually the New Hampshire Institute of Art informs students of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. This Act was designated to protect the privacy of education records, to establish the rights of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student has the right to inspect and review his or her education records within 45 days of the request; request an amendment to his or

her education records; a hearing if their request for an amendment is unsatisfactory; or file a complaint with the US Department of Education. School officials within NHIA may obtain information from education records without obtaining prior written consent. NHIA determines the criteria for who will be considered school officials and what legitimate educational interests school officials have to be allowed access to educational records.

Students do not have the right to see the following: parental or guardian financial information; confidential letters and recommendations used for admissions purposes (for which the student has waived the right of inspection); confidential letters and recommendations written prior to January 1, 1975; and education records containing information about more than one student (students are permitted access to that part of the record which pertains only to inquiring student).

## GRADING

The evaluation of a student’s work is an ongoing process in all classes, including individual and group critiques, graded assignments, class contributions, and other factors. Students are assigned mid-term grades in each class allowing the opportunity for informal discussion with faculty about progress, and suggestions for improvement. Mid-term and/or final grades are visible by students in their SCAN account 48-hours after the grade due dates that are listed in the Academic Calendar, only the final semester grade is actually recorded on the student’s transcript.

Students who would like to appeal for a change of grade must follow the steps outlined in the “Grade Appeal Process.”

## ASSESSMENT

NHIA is committed to achieving meaningful standards in student learning. Accordingly, NHIA has implemented a program of student assessment in the written, visual and liberal arts. Assessment initiatives include student participation in entrance tests, common final exams in math, standardized writing and research assessments in English and art history courses, digital portfolios of students’ visual production (visual archive), and Annual Student Reviews. The assessment program enables NHIA to examine its effectiveness and to revise its academic programs toward the achievement of its stated goals and objectives.

The evaluation of a student’s work is an ongoing process in all classes, including individual and group critiques, graded assignments, class contributions and other factors. Students receive mid-term evaluations in each class, allowing for the opportunity for informal discussion with faculty about progress, and suggestions for improvement. Only the final semester grade is recorded and averaged into the student’s GPA.

Students who would like to appeal for a change of grade must follow the steps outlined in “Academic and Grade Appeal Process.”

MAAE Students:

The point system assigns a numerical value to each letter grade, as follows:

	Number Grade		
A	100-94	4.0	Exceptional Work
A-	93.9-90	3.7	Very Good Work
B+	89.9-87	3.3	Above Average Work
B	86.9-84	3.0	Average Work
B-	83.9-80	2.7	

C+	79.9-77	2.3	Not to Graduate Standards
C	76.9-74	2.0	
C-	73.9-70	1.7	
D	69.9-60	1.0	
F	< 59.9	0.0	

A failing grade "F" from a required course imposes a requirement for the student to retake the course and gain a passing grade. The "F" grade will remain on the permanent transcript and is factored into the student's GPA.

All MAAE students must maintain a B average or greater to graduate from the program.

IC (0.0) Incomplete

A temporary designation indicating that some of the course requirements have not been met. An "IC" grade is calculated as an "F" grade and will be recorded on the transcript until the student completes and turns in the required coursework within the allotted time. All course requirements must be completed within the 4 weeks following the last day of that semester. A permanent grade designation will be issued by the faculty member no later than the Monday following the 4 weeks. If the student does not complete the course work within the allotted time, a permanent "F" grade is issued.

W (None) Withdrawal

Grade given if a student withdraws from a course before mid-semester. This designation appears on the student's grade report at the end of the semester, and will be recorded on the permanent transcript but is not factored into the student's GPA. This grade may also indicate that the student never attended class and did not complete an Add/Drop Form.

WP (None) Withdrawal/Passing

Grade given to student by faculty member if student withdraws after or during mid-semester and was making satisfactory progress. Grade appears on student's grade report and on permanent transcript but is not factored into the student's GPA.

WF (0.0) Withdrawal/Failure

Grade given to student by faculty member if student withdraws after mid-semester and was making unsatisfactory progress. Grade appears on student's grade report and on permanent transcript and is factored into student's GPA.

AF Administrative Fail

This grade usually indicates that the student stopped attending classes without dropping or completing the course.

MFA Students:

P – Pass

LP – Low Pass (letter of concern given)

AP – Academic Probation – letter from Office of Academic Affairs stating that unless they meet certain criteria by certain deadlines they will be withdrawn from the program and have to reapply to begin a new semester.

F – Fail – if a student fails they will receive a letter from the Office of Academic Affairs stating that they must take a certain amount of time off and reapply to begin a new semester in the future.

Students in the MFA Program shall receive a mid- semester and end-of-semester written evaluation report completed by their advisor and signed by the Director of the Program.

Students in the MFA Program shall receive a mid- semester and end-of-semester mentor evaluation report completed by their mentor.

## REGISTRATION

All outstanding Institute debt must be paid before a student is permitted to register for the upcoming semester. Students must resolve financial holds placed on their accounts by contacting the Bursar's Office before they will be permitted to register for courses. Register using SCAN: For detailed instructions on how to register for classes on SCAN follow the link:

<http://www.nhia.edu/information-technology/> (make sure this is still true once new website goes live)

## WAIVED COURSE

Only the Dean of Graduate Studies and the Director of the Program may waive a required course for a student in that department's major. Waiving a course means only that the specific course is waived, not the number of credits required for the course. The student must still plan to take a course to fulfill the credit requirements attached to the waived course in order to fulfill the particular major's curriculum credit requirements. The Department Chairperson may or may not require a specific course(s) to replace a waived course(s).

## STUDENT PRIVACY

NHIA will refrain from disclosing a student's academic, judicial, billing or financial aid information to parents and/or guardians without the consent of the student. A FERPA Student Consent Form is distributed to students upon registration at the Institution. A student must complete this form and return it to the Registrar, if they wish for the parent (s) or guardian(s) to be able to access specific information regarding their student account. If the student chooses to grant permission to release this information to parent(s) or guardian(s), the parent(s) and/or guardian(s) must be listed on the form. The form is available at the Office of the Registrar.

Schools may disclose the following information without consent: "directory" type information such as a student's name, campus address, telephone number and email address; photographs; relationship to an alumnus/a of NHIA; participation in officially recognized extracurricular activities and sports; concentration of study and degree sought or completed; full- or part-time enrollment status and classification (freshman, sophomore, junior, senior, graduate); dates of attendance and graduation; degrees, honors and awards received; expected date of completion of degree, requirements and graduation; and most recent previous education agency, institution, college or school attended, and degree received from it.

This information, however, will not be disclosed if the student completes a Request to Prevent Disclosure of Directory Information form, available at the Office of the Registrar. By signing this form, your name will be withheld from any Institute-wide posted or published lists such as the Dean's List, the Commencement Program, and information will not be released to prospective employers or during enrollment verifications.

## TRANSCRIPT REQUESTS

Unofficial transcripts may be printed from a student's SCAN account. A student must submit a signed Transcript Request form to the Office of the Registrar with the \$5.00 fee for each official transcript requested. Only a student may request his or her own transcript. No transcripts will be released to any student or sent to another institution on a student's behalf if the student's financial accounts (library, bursar, Financial Aid, etc.) are not

settled with NHIA. Transcripts will not be faxed or emailed, and will be provided in print form only. Although every attempt will be made to process your request as soon as possible, allow up to ten days for processing. Confirmations are not mailed to student.

## TRANSFER /NONTRADITIONAL STUDENT CREDITS

### TRANSFER CREDIT

#### MAAE

MAAE students who wish to have transfer credits evaluated as part of their Admissions process must provide official transcripts and course descriptions of each course from an accredited institution to the Admission Office at the time of Application. A grade of a “B” or above or a “P” (pass) is required in each course that a student wishes to have reviewed for transfer. Transcripts will be reviewed by the Dean of Graduate Studies, the Director of the MAAE Program and the Institute Registrar. Once reviewed, the Admissions Office will inform the student if the transfer of these credits is approved or denied. A maximum of six (6) credits will be allowed in transfer for any MAAE program at NHIA.

#### MFA

To preserve the integrity of the MFA programming, transfer of credit for MFA is not allowed.

### COURSES TAKEN AT ANOTHER INSTITUTION:

#### MAAE

Prior to taking a course at another institution, a student must gain approval from the NHIA Registrar. A “Request to take Courses at Another Institution” form is available in the Office of the Registrar. With assistance from their advisors, students should be certain that the requirement is met, and that the course will fulfill a remaining degree requirement on their degree audit. Students must attach the course descriptions to the completed form and submit it to the Office of the Registrar. This form should be approved by the Registrar prior to enrolling in a course at another college, university or institute.

It is the responsibility of the student to request that an official transcript from the other school be forwarded to the NHIA Registrar once the courses are completed. Credits count, but grades do not. A grade of “TR” is shown on a student’s NHIA transcript to indicate that a student has received credit from another institution. Only course grades of solid “C” or higher (meaning “C”, “C+”, “B-”, “B”, etc.) will be accepted as transfer credit to NHIA. Please note that NHIA’s transfer credit policy typically accepts up to a total of 60 transfer credits (30-credits in studio courses, and 30-credits in non-studio courses), combined from all sources. The course must not duplicate coursework that has already been successfully completed. Grades of transferred courses are not calculated in the student’s GPA, nor will they replace grades for courses that were completed at NHIA.

### STUDENT ARTWORK

NHIA displays, exhibits, and publishes student work to demonstrate the nature and value of our programs. Admissions uses student work to provide examples to prospective students of what NHIA students have achieved. NHIA publishes student work in the catalog and other publications. The Institute reserves the right to use student artwork for such purposes.

### STUDENT EXHIBITION

All graduating students are required to participate in the graduation exhibition. It is fully expected that an approved focused collection of the students studio work will be exhibited. A committee of the Directors of the program and the Dean of Graduate Studies will review all graduating student presentations for final approval in

assigned studio locations, and reserve the right to edit the work. Successful preparation and participation in the presentation, as deemed by the Director of the Program and the Dean of Graduate Studies, is required in order for the student to participate in commencement activities.

#### WEATHER RELATED CANCELLATIONS-

1. In the event of snowstorms or other serious weather events, the cancellation decision for morning, early afternoon or all classes will be made by 7 AM that day, if at all possible.
2. Cancellation information can be accessed by going to NHIA's website, [www.nhia.edu](http://www.nhia.edu), or by calling NHIA's main phone number (603-623-0313) and listening to the first part of the recorded message. You may also access the following television and radio sources:

TV- WMUR Channel 9, FOX Channel 25

3. If a "no-school" announcement is NOT made, it means that classes ARE being held OR that a decision has not yet been made. In the event of middle-of-the-day decisions, every effort will be taken to make and disseminate the decision at least 1½ hours before class time.

In the event of a weather-related cancellation your instructor will schedule a make-up day.

If you would like to be informed of these closures, you may subscribe to the New Hampshire Institute of Art text service by texting the keyword NHINSTITUTE to 41411 and you are then automatically registered and will be notified of these announcements via your cell phone.

#### ACADEMIC POLICIES

##### ACADEMIC HONESTY

Academic honesty is essential to the integrity of the Institute. NHIA students are expected to present their own work in studio and liberal arts classes and in exhibitions. Students may not turn in the same assignment to two classes without full prior knowledge and consent of both instructors. It is suggested that this approval be granted in writing. Student works that have been inspired/appropriated from other works of art must be acknowledged and clearly labeled to that effect. Researched sources must be clearly cited in both formal and informal academic writings. Engaging or participating in cheating, plagiarism, or other forms of academic dishonesty, whether out of ignorance or out of willful disregard is unacceptable and will not be tolerated. Students appropriating work should be informed of the fair use doctrine. A violation can lead to suspension and or dismissal from NHIA. Please refer to your course syllabi for further details of plagiarism or copyright infringement.

##### ACADEMIC RESPONSIBILITIES

Each student shall be responsible for meeting the academic standards established for the course of study which she or he is enrolled, and these standards shall be the only basis for evaluating the student's academic performance.

##### ACADEMIC STANDARDS AND ASSESSMENT

NHIA is committed to achieving meaningful standards in student learning. Accordingly, NHIA has implemented a program of student assessment in the written, visual and liberal arts. Assessment initiatives include student participation in entrance tests, common final exams in math, standardized writing and research assessments in English and art history courses, digital portfolios of students' visual production (visual archive), and Annual Student Reviews. The assessment program enables NHIA to examine its effectiveness and to revise its academic programs toward the achievement of its stated goals and objectives.

Each student shall be responsible for meeting the academic standards established for the course of study in which she or he is enrolled, and these standards shall be the only basis for evaluating the student's academic performance.

#### ATTENDANCE

MAAE Students: Attendance to all on-campus courses and events is compulsory. An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may bring their documentation to the Director of their program of study or the Dean of Graduate Studies. After consultation with the instructor, Academic Affairs will send a written notice of approval/disapproval of the absence as excused to the student's faculty, advisor, Director, registrar and any department administrator that the documentation is on file.

Attendance in online courses is tracked by the online course system. A student may log into the system at varying amounts, provided they check in at minimum once per week when assignments are due. Students completing a fifteen-week course must log into their online course a minimum of once per week. Students completing an eight-week intensive must log into their online course a minimum of twice per week. A student is considered absent for every missed log in requirement. For example, a student would be considered absent twice if the student did not log into an eight-week intensive course twice in one week. An MAAE student could be placed on probation or be administratively removed from the course if the student has an excess of one unexcused absence.

MFA Students: Attendance at all residency courses and events is required. An absence may be excused if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Students seeking an excused absence may bring their documentation to the Director of their program of study or the Dean of Graduate Studies. After consultation with the instructor, the Office of Graduate Studies will send a written notice of approval/disapproval of the absence as excused to the student's faculty, advisor, Director, registrar and any department administrator that the documentation is on file.

#### AUDITING COURSES

Auditing classes is permitted at NHIA, if there is room in the available course. A student must designate that they wish to audit a course at the time of registration. This must be done before the start date of the term. A student cannot decide, once a course starts that they wish to audit the course.

The fee for auditing a course is published by the Finance Office each year. Students who opt to audit a course are not required to complete the coursework required of BFA students, and they do not receive credit for the course. An "AU" grade will be entered on the student's transcript.

#### CELL PHONE AND PERSONAL MUSIC DEVICE USAGE

As a courtesy to students, faculty, and staff, all cell phones, personal music devices and any other electronic devices not needed for class participation are to be turned off prior to the start of class. Necessary phone calls are to be made outside of the classroom during a break or at the end of class. Faculty may consider students breaking this rule as absent from class.

#### COURSE REQUIREMENTS AND PREREQUISITES

All courses that are required for satisfactory completion of the MFA or MAAE program are listed in the NHIA View book. Students must complete all freshman (Foundations) and sophomore course requirements before they may register for junior- and senior-level (intermediate and advanced) studio courses. The semester course schedule indicates specific course prerequisites. Unless special permission has been granted, students must follow their chosen major's curriculum guide/program plan that was in effect in the term that the student entered NHIA as a new student.

## COURSE CANCELLATION

In the weeks leading up to the start of a term, the Director the Program works closely with the Dean of Graduate Studies to determine what classes might not reach minimum enrollment. Programs and faculty are notified if a given class appears that it may not be held due to low enrollment. If enrollment for that class does not increase the week before classes begin, NHIA is obliged to cancel the class and notify the students so they may select another course. As a general principle, NHIA's policy is to cancel any course with inadequate enrollment three days before the first class meeting.

## DISCIPLINARY DISMISSAL FROM A COURSE OR CLASS

The only reason for the dismissal of a properly registered student from a class or course in which that student is enrolled is that his/her behavior is disruptive to the point where it interferes with the rights of the teacher or the rights of other students to learn. If a student is disruptive during a class session, the instructor may order the student to leave the classroom for the remainder of the class session. The student can be dismissed from the course if the disruptive behavior continues. The instructor is under no obligation to allow the dismissed student to make up work or tests missed as a result of the dismissal. Dismissal from a course will be entered on the student's permanent record as an AW (administrative withdrawal) grade.

## GRADE APPEAL PROCESS

It is NHIA's policy to encourage community members to resolve conflicts as informally as possible. This appeal process applies to all academic issues, including but not limited to grade disputes, suspensions and conflicts with a faculty member. The academic appeal process is as follows:

The student is responsible for discussing the issue directly and openly with the faculty member within 2 weeks after grades are issued or a problem has arisen. Every effort should be made to resolve the dispute at this stage. Students should also consider using the course and faculty evaluation form to support and inform the complaint.

If the student considers the issue unresolved after the first step, the student should discuss the matter with the faculty member's Department Chairperson within a week of having a conversation with the faculty member.

If the student considers the issue unresolved after the second step (or if the faculty member is a Department Chairperson), the student is encouraged to seek advice from their advisor. The student must submit an appeal or description of the issue in writing to the Academic Affairs Office within 14 days of meeting with the faculty member. The Dean of Undergraduate Studies will forward a copy of the appeal to the Department Chairperson

At the discretion of the Dean of Undergraduate Studies an Academic Performance Committee to include the student's advisor and Department Chairperson, will be appointed to review the appeal. Every effort will be made to provide a fair and equitable hearing to both parties. A decision will be rendered in writing to the student, within two weeks of the committee's meeting, with a copy going to the Registrar.

In the case of a grade change, the final grade will be sent to the Office of the Registrar using a Change of Grade form. The Registrar will change the grade in the student's academic record; copies will be sent to the student's local address and to the faculty member of the course in question, and the original will be placed in the semester grade folder. The new grade will appear on the student's grade report and permanent transcript, and will be factored into the student's GPA.

## LEAVE OF ABSCENSE

A leave of absence may cover personal, family, financial, medical, psychological or emotional conditions that make it difficult for the student to continue course work. A student must be in good academic standing (that is, with a GPA of 2.0 or better) to take a leave of absence from NHIA. A leave of absence request will be evaluated and approved by the Dean of Graduate Studies on a case-by-case basis, in consideration of individual



circumstances. A student may take a leave of absence for up to two semesters (one academic year), and return to NHIA without re-applying. However, he/she must submit a completed Leave of Absence form to the Office of the Registrar for each semester away from NHIA. Failure to complete the appropriate paperwork may result in withdrawal from NHIA. The student must meet with the Director of Financial Aid prior applying for a Leave of Absence so that the student can be made aware of any financial ramifications. International students must meet with the Dean of Undergraduate Studies prior to applying for any leave.

An extension of a student's leave for an additional academic year may be requested by writing to the Dean of Graduate Studies for approval. A student on a leave of absence beyond that period must re-apply to the Admissions Office of NHIA, and must follow course requirements that are in effect at the time of their readmission. Some previous course credits may not apply to the degree audit in the same manner and may be rearranged.

#### PERSONAL LOSS AND THEFT

NHIA is not responsible for loss or damage to student property, including theft, vandalism, fire, or acts of nature. Students are strongly advised to make sure that a personal or family insurance policy covers the loss of personal belongings at NHIA. In the event of a loss by theft, the matter should be reported immediately to Student Affairs. After hours, please report to the security officer on duty, or a Resident Director in the residence hall.

#### READMISSION POLICY

For readmission, students must reapply through the Admissions Office. They must submit a portfolio of work, including work completed at NHIA and any work completed during their absence from NHIA. They may be required to have an interview with a committee of faculty from the department to which they are applying. The Department Chairperson is responsible for communicating the specific activity required of students suspended because of an unsatisfactory department review. Students who have been academically suspended, or those who have voluntarily stopped attending classes for more than two consecutive semesters (one academic year), must also follow NHIA's readmission policy.

#### RELATIONSHIPS WITH FACULTY/STAFF

Faculty/Staff members are in a position of influence in regard to students. Therefore, romantic or sexual relationships between a faculty or staff member and student, whether or not the student is in the staff or faculty member's class or department, can compromise the integrity of the student-faculty or staff relationship. Faculty or Staff members therefore should not engage in romantic or sexual relationships with students, even if the relationship is welcomed and wholly consensual. Violations of this policy are cause for disciplining the faculty or staff member, up to and including termination.

#### WITHDRAWAL FROM CLASS(ES)

Merely ceasing to attend class(es) DOES NOT constitute an official withdrawal; either academically or financially. A student may withdraw from a course only by submitting a completed Course Withdrawal form to the Registrar. (A student may withdraw from NHIA by submitting a separate completed Withdrawal from NHIA form to the Office of the Registrar.) Failure to submit a Course Withdrawal form for any course for which the student is registered but stops attending, could result in a grade of "F" for the course.

An instructor may drop a student from a class roster if the student misses the first two sessions of a class, and the class will be removed from the student's record. A student who ceases to attend a class or classes, but does not withdraw by submitting the completed and signed Course Withdrawal form to the Registrar, as outlined above, will not be considered withdrawn from a course, and will receive a grade of "F."

Students may withdraw from courses during the first eight weeks of the semester with the course grade of "W." Classes from which a student officially withdraws by submitting a completed Student Initiated Course Withdrawal

form by each term's deadline as stated in the Academic Calendar to the Registrar are not factored into the student's GPA.

Withdrawals between the eighth week (mid-semester) and tenth week will only be allowed when:

Withdrawal is student-initiated for conditions beyond the student's control (e.g., illness documented by a physician's letter). The course grade under these conditions will be WP (withdraw passing) or WF (withdraw failing). Documentation must be provided by the student and approved by the student's advisor. The student's advisor will be notified of the change.

Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be WP (withdraw passing) or WF (withdraw failing). Refer to "Grade Point Average" section

No withdrawals are allowed after the tenth week of class.

In all cases, the last date of class attendance (LDA), is verified by the instructor. This is the date that will be used to determine the student's financial aid eligibility status. The date the completed and signed form is submitted to the Office of the Registrar is the date of withdrawal that will be used by the Registrar, Finance Office, and Financial Aid Office for the purpose of applying NHIA's Tuition Refund Policy.

The student must submit withdrawal disputes to the Office of the Registrar in writing within 30 days after the end of the semester during which the student withdrew.

#### TRANSCRIPT REQUESTS

A student must submit a signed Transcript Request form to the Office of the Registrar with \$5.00 fee for each official transcript requested. Only a student may request his or her own transcript. No transcripts will be released to any student or sent to another institution on a student's behalf if the student's financial accounts are not settled with NHIA. Contact the Registrar Office at 603-836-2511

#### WITHDRAWING FROM NHIA

Before officially withdrawing from NHIA, students must schedule a meeting with the Dean of Graduate Studies. Once the appropriate paperwork has been completed, the signed and approved Withdrawal Form will be submitted to the Office of the Registrar for processing.

Students should inform the Office of the Registrar, in writing, if he/she intends to participate in a Study Abroad Program or an Internship. Withdrawal paperwork is not required for these programs.

#### WITHDRAWAL

MAAE Students:

Students taking a 15-week course may withdraw during the first eight weeks of classes with a course grade of a "W." Students taking an 8-week intensive course may withdraw during the first four weeks of classes with a course grade of a "W." Please refer to "REFUNDS after Withdrawal" to determine refund eligibility.

Withdrawals after mid-semester will only be allowed when:

Withdrawal is student-initiated for conditions beyond the student's control (e.g., illness documented by a physician's letter). The course grade under these conditions will be "W." Documentation must be provided by the student and approved by the student's advisor.

Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be “WP” (withdraw passing) or “WF” (withdraw failing). The Dean of Graduate Studies must approve instructor-initiated withdrawals. The student’s advisor will be notified.

In all cases, the date of withdrawal is the last date of class attendance as verified by the instructor. Withdrawal disputes must be submitted in writing by the student within 30 days after the end of the semester during which the student withdrew.

In all cases, the date of withdrawal is the last date of class attendance, as verified by the instructor. This is the date that will be used to determine the student’s financial aid eligibility status. The date the completed and signed form is submitted is the date of withdrawal that will be used by the Registrar, and by the Bursar for the purpose of applying the Institute’s Tuition Refund Policy.

The student must submit withdrawal disputes to the Registrar in writing within 30 days after the end of the semester during which the student withdrew.

See “Grading” for additional information on Withdrawals.

MFA Students:

MFA Students may withdraw from the program at any time by completing a course withdrawal form available from the Registrar.

NHIA Student ID cards and parking permits must be returned to the Office of the Registrar. Laptops must be returned to the IT. Office when withdrawing from NHIA, otherwise a student’s account will be charged the appropriate designated fee. Students who withdraw from NHIA completely after the eighth week of the semester (mid-semester) will receive a grade of either WP or WF for each of the courses for which they are registered. Students who have voluntarily stopped attending classes for more than two consecutive semesters (one academic year) will be Administratively Withdrawn from NHIA, and must follow the readmission policy if they would like to return.

Withdrawal from NHIA Due to Inactivity:

Students who have not registered and have not completed a Leave of Absence or Withdrawal form for two consecutive semesters are considered administratively withdrawn from NHIA.

Withdrawal or Leave of Absence from the Institute and Financial Aid Refunds

Students are REQUIRED to meet with the Financial Aid Office before withdrawing from the Institute or taking a leave of absence, to review their eligibility, options and the financial impact of withdrawing or leave of absence.

Students withdrawing from the Institute, who are eligible for federal financial aid, will have their aid eligibility evaluated using a federally mandated formula. The amount of federal aid earned is based on the portion of the semester completed through the last date of attendance. If a student has received more assistance than was earned, the excess funds will be returned to the appropriate federal aid program(s).

The amount of aid a student is eligible for is based on the percentage of the semester that was completed. For example, if 40% of the semester has passed when the withdrawal process is initiated, then 40% of the federal aid originally scheduled for disbursement has been earned. However, once 60% of the semester has been completed, a student has earned 100% of the federal aid they were eligible to receive. If a student has received more federal aid than was earned the Institute then will return the unearned funds based on a federal refund formula. If the Institute must return a portion of the funds, the removal of those funds from the student’s account may create a balance due, which the student would be required to pay.

## ACADEMIC CALENDAR 2015-2016

Friday, August 28	BFA Move-In & Orientation Day for New Students
Saturday, August 29	BFA New Student Orientation Continues
Sunday, August 30	BFA New Student Orientation Continues
BFA Move-In Day for Returning Students	
Monday, August 31	BFA Fall 2015 Semester Begins
MAAE Semester I 2015 Session A Begins	
MAAE Semester I 2015 Session B Begins	
Friday, September 4	BFA Fall 2015 Add/Drop Period Ends at 4:30pm
Friday, September 4	MAAE Semester I 2015 Session A and B Add/Drop Period Ends at 4:30pm
Monday, September 7	Labor Day – Institute Closed
Thursday, September 17	Constitution Day – Institute Open
Saturday, Sept. 19 –	
Friday, Dec. 18	Community Education Fall Term
Saturday, October 9	Community Education Open House (SAC Campus)
Monday, October 12	Columbus Day – Administrative offices closed, classes held as scheduled
Week of October 12 – 16	BFA Fall 2015 Mid-semester, classes held as scheduled
Monday, October 12 –	
Friday, October 23	MAAE Semester II 2016 Session A, B and C Registration Period
MFA Spring 2016	Registration Period
Sunday, October 18	BFA Mid-term Grades Due by 4:30pm
Friday, October 23	MAAE Semester I 2015 Session B Ends
Sunday, October 25	BFA & MFA Open House
Monday, October 26	MAAE Semester I 2015 Session C Begins
Monday, October 26 &	
Tuesday, October 27	BFA Spring 2016 Senior Advising Period
Tuesday, October 27	MAAE Semester I 2015 Session B Grades Due by 4:30pm
Wednesday, Oct. 28 &	
Thursday, Oct. 29	BFA Spring 2016 Junior Advising Period
Friday, October 30	BFA Spring 2016 Senior & Junior Advising Day

MAAE Semester I 2015	Session C Add/Drop Ends at 4:30pm
BFA Fall 2015 Last Day to Withdraw from a Class	
Monday, Nov. 2 &	
Tuesday, Nov. 3	BFA Spring 2016 Senior Registration Period
Wednesday, Nov. 4 &	
Thursday, Nov. 5	BFA Spring 2016 Junior Registration Period
Friday, November 6	BFA Senior & Junior Open Registration
Monday, Nov. 9 &	
Tuesday, Nov. 10	BFA Spring 2016 Sophomore Advising Period
Wednesday, November 11	Veterans Day- Institute Closed- studio spaces open 8am - Midnight
Thursday, Nov. 12 &	
Friday, Nov. 13	BFA Spring 2016 Freshman Advising Period
Friday, November 13	BFA Spring 2016 Sophomore & Freshman Advising
Sunday, November 15	BFA Open House
Monday, Nov. 16 &	
Tuesday, Nov. 17	BFA Spring 2016 Sophomore Registration Period
Wednesday, Nov. 18 &	
Thursday, Nov. 19	BFA Spring 2016 Freshman Registration Period
Friday, November 20	BFA Sophomore & Freshman Open Registration
Monday, November 23	BFA Spring 2016 Open Registration (All classes)
Thursday, November 26	Thanksgiving Day– Institute Closed
Friday, Nov.27 –	
Sunday, Nov. 29	Thanksgiving Holiday – Institute Closed, studio spaces open 8am - Midnight
Monday, Nov. 30 –	
Friday, January 22	Community Education Winter/Spring Term Registration Period
Saturday, December 5	BFA Open House
Tuesday, December 8	MFA Fall 2015 Semester Ends
Friday, December 11	BFA Fall 2015 Semester classes end
Saturday, December 12	BFA Residence Halls Close (2:00pm)

Tuesday, December 15	BFA Fall 2015 Final Grades Due by 4:30pm
Thursday, December 17	BFA Fall 2015 Student Grades published
Friday, December 18	MAAE Semester I 2015 Session A and C classes end
Tuesday, December 22	MAAE Semester I 2015 Session A and C Grades Due by 4:30pm
Thursday, Dec. 24 –	
Sunday, Dec. 27	Institute Closed
Monday, Dec. 28 –	
Wednesday, Dec. 30	Institute Open
Thursday, December 31 –	
Friday, January 1	Institute Closed
Saturday, January 2	Institute Open
Sunday, January 3	MFA Spring 2016 Semester Begins
Sunday, January 3 –	
Monday, January 11	MFA January 2016 Residency
Wednesday, January 6	BFA Fall 2015 Incomplete Work Due
Friday, January 8 BFA	Fall 2015 Incomplete Grades Due
	MFA Fall 2015 Grades Due by 4:30pm
Monday, January 11	MAAE Semester II 2016 Session A and B Begins
Friday, January 15	BFA Orientation & Move-In Day for New Spring 2016 Students
MAAE Semester II 2016	Session A and B Add/Drop Period Ends at 4:30pm
Sunday, January 17	BFA Residence Halls Re-open 201620
Monday, January 18	Martin Luther King Jr. Day – Institute Closed
Tuesday, January 19	BFA Spring 2016 Semester Begins 201620
Tuesday, January 25	BFA Spring 2016 Add/Drop Period Ends at 4:30pm
Tuesday, February 2 –	
Friday, April 22	Community Education Winter/Spring Term
Monday, February 15	Presidents Day – Administrative offices closed, classes held as scheduled
BFA Open House	
Monday, February 22 –	

Friday, March 4	MFA Fall 2016 Registration Period
MAAE Semester I 2016	Registration Period
Friday, March 4	MAAE Semester II 2016 Session B Ends
Monday, March 7	MAAE Semester II 2016 Session C Begins
Friday, March 11	MAAE Semester II 2016 Session C Add/Drop Period Ends at 4:30pm
MAAE Semester II 2016	Session B Grades Due by 4:30pm
Sunday, March 13	BFA Mid-term Grades Due by 4:30pm
Monday, March 14 –	
Friday, March 18	BFA Spring Break – no classes
Friday, March 25	BFA Last Day to Withdraw from a Spring 2016 Class
Monday, March 28 &	
Tuesday, March 29	BFA Fall 2016 Senior Advising Period
Monday, March 28 –	
Friday, April 22	Community Education May Session Registration Period
Wednesday, March 30 &	
Thursday, March 31	BFA Fall 2016 Junior Advising Period
Friday, April 1	BFA Fall 2016 Senior & Junior Advising Day
Sunday, April 3	BFA Accepted Student Day
Monday, April 4 &	
Tuesday, April 5	BFA Fall 2016 Senior Registration Period
Wednesday, April 6 &	
Thursday, April 7	BFA Fall 2016 Junior Registration Period
Friday, April 8	BFA Senior & Junior Open Registration
Monday, April 11 &	
Tuesday, April 12	BFA Fall 2016 Sophomore Advising Period
Wednesday, April 13 &	
Thursday, April 14	BFA Fall 2016 Freshman Advising Period
Friday, April 15	BFA Fall 2016 Sophomore & Freshman Advising Day
Monday, April 18	BFA Open House

Monday, April 18 &	
Tuesday, April 19 BFA	Fall 2016 Sophomore Registration Period
Wednesday, April 20 &	
Thursday, April 21	BFA Fall 2016 Freshman Registration Period
Friday, April 22	BFA Fall 2016 Sophomore & Freshman Open Registration
Monday, April 25	BFA Fall 2016 Open Registration (All classes)
Monday, April 25 –	
Monday, May 23	Community Education Summer Term Registration Period
Monday, May 2 –	
Sunday, May 29	Community Education May Session
Friday, May 6	BFA Spring 2016 Classes End
Monday, May 9 –	
Friday, May 13	BFA 2016 Student Reviews
Tuesday, May 10	BFA Spring 2016 Final Graduating Senior Grades Due by 4:30pm
Thursday, May 12	MAAE Semester II 2016 Session A Grades Due by 4:30pm
Friday, May 13	BFA Spring 2016 Semester Ends
Saturday, May 14	BFA Residence Halls Close (2:00pm)*
Tuesday, May 17	BFA Spring 2016 Final Grades Due by 4:30pm
Thursday, May 19	BFA Spr. 2016 Student Grades published
Saturday, May 21	BFA Preview Party
Sunday, May 22	Commencement and Opening of the BFA Annual Student Exhibition
Friday, May 27	BFA Spring 2016 Incomplete Work Due
Monday, May 30	Memorial Day – Institute Closed
Wednesday, June 1	BFA Spring 2016 Incomplete Grades Due by 4:30pm
Friday, June 3	MFA Spring 2016 Semester Ends
Monday, June 6 –	
Friday, July 29	Community Education Summer Term
Monday, June 13	MFA Fall 2016 Semester Begins
Sunday, June 26 –	



Friday, July 1	Art Educators Summer Institute (Manchester campus)
Sunday, June 26 –	
Sunday, July 10	MAAE Semester I 2016 Residency I
Sunday, June 26 –	
Monday, July 25	Community Education August Session Registration Period
Monday, July 11 –	
Thursday, July 21	MAAE Semester I 2016 Residency II
Monday, July 4	Independence Day- Institute Closed
Saturday, July 9 –	
Friday, July 22	Pre-College Summer Program
Friday, July 22 –	
Sunday, July 31	MFA 2016 Residency
Sunday, July 24 –	
Friday, July 29	Art Educators Summer Institute (Sharon campus)
Wednesday, July 27 –	
Saturday, July 30	MFA Exhibition (Opening Reception on Saturday, July 30)
Monday, August 1 –	
Friday, August 26	Community Education August Session 201633
Monday, August 1 –	
Friday, September 9	Community Education Fall Term Registration Period
Tuesday, August 2	MFA Spring 2016 Grades Due by 4:30pm
Wednesday, August 3	MAAE Semester I 2016 Residency I Grades Due by 4:30pm
Wednesday, August 17	MAAE Semester I 2016 Residency II Grades Due by 4:30pm

\*Seniors may stay in residence halls until graduation

PLEASE NOTE- dates subject to change

KEY:

BFA= Bachelor of Fine Arts (Manchester only)

MFA= Master of Fine Arts (Manchester and Sharon)

MAAE= Master of Arts in Art Education (Manchester only)

MAAE Semester I= Fall

MAAE Semester II= Spring

MAAE Session A= runs for the WHOLE semester

MAAE Session B= runs for the FIRST half of the semester

MAAE Session C= runs for the SECOND half of the semester

“Institute Closed” indicates that there are no classes held, and offices and studios are closed (unless otherwise specified)

“Institute Open” indicates that there are classes being held (if applicable), and offices and studios are open under their normal schedules

Community Education Registration Periods, Sessions, and Terms are for both Sharon and Manchester campuses

**ADMINISTRATIVE AND FINANCIAL SERVICES**

## CAMPUS FACILITIES

### LOCATIONS

The New Hampshire Institute of Art is comprised of various facilities in Manchester and Peterborough. The following locations serve as administrative, classroom and residential facilities for the New Hampshire Institute of Art.

#### Academic and Administrative Buildings:

French

Fuller

Lowell

Roger Williams

Sharon Arts Campus

153 Concord Street

#### Residential Buildings:

Plaza

Institute Hall

Lowell Hall

Hampshire House

Merrimack House

## CAMPUS ORGANIZATION

### Offices

The administrative and faculty office suites accommodate faculty and academic administrators, school administrators, administrative support staff, career services, student affairs, admissions, and student finance personnel. The administration, faculty, and staff of the New Hampshire Institute of Art are dedicated to helping students achieve academic success in their chosen field of study. The process does not take place in the classroom alone, but requires a coordination of academic and administrative support services.

Furthermore, The New Hampshire Institute of Art is governed by a variety of federal and state statutes, standards, rules and regulations. Students should retain this handbook for ongoing reference purposes. Please refer to the Office of the President and or the Student Affairs Department regarding any elements outlined herein that require clarification. This handbook is periodically reviewed and updated as necessary for enhancing operating policies and procedures and/or meeting federal and state legislative changes.



Manchester Campus Map

# NEW HAMPSHIRE INSTITUTE of ART

Manchester Campus | Sharon Arts Campus

## Campus Map

- P Public Parking   ■ Public Park   H Hospital
- Place of Interest   ▶ One Way Street

**Campus Directory:**

- 1** French Building, 148 Concord St.
- 2** Fuller Hall, 156 Hanover St.
- 3** Roger Williams Studio, 77 Amherst St.
- 4** Lowell Street Building, 88 Lowell St.
- 5** 153 Concord Street Building
- 6** Institute Hall/YMCA, 30 Mechanic St.
- 7** Plaza Place, 41 Mechanic St.
- 8** Student Center & Dining Hall, 1000 Elm St.

**Public Parking:**

- P1** Harnett Parking Lot
- P2** Victory Parking Garage
- P3** Hampshire Plaza Parking Garage
- P4** Center of NH Garage



To contact Security: (603) 836-2112

# NEW HAMPSHIRE INSTITUTE of ART

Manchester Campus | Sharon Arts Campus

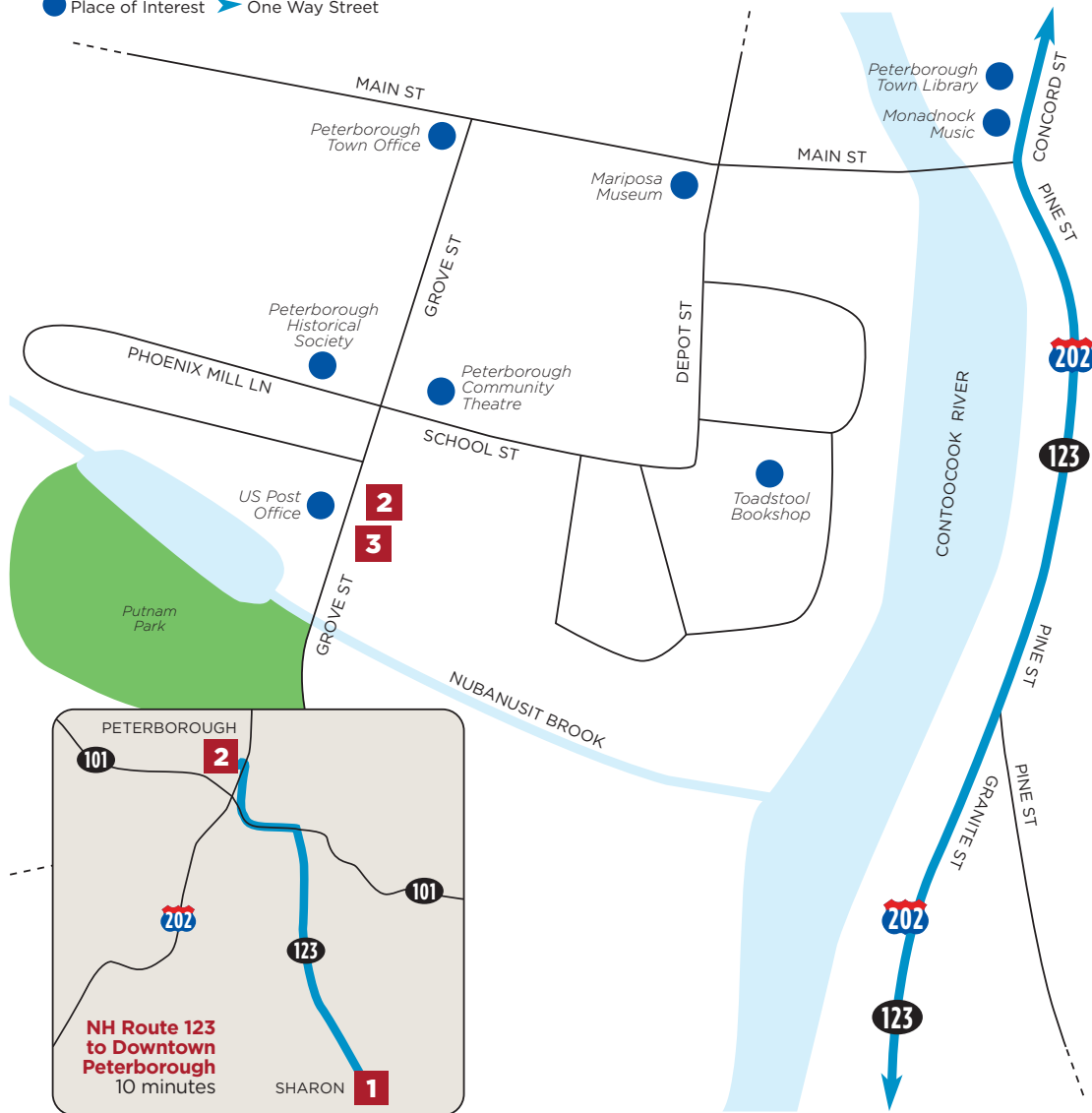
## Campus Map

- P Public Parking
- Public Park
- H Hospital
- Place of Interest
- ▶ One Way Street

### Campus Directory:

- 1** Sharon Arts Center School, 457 NH Route 123, Sharon, NH
- 2** Sharon Arts Exhibition Gallery, 30 Grove St, Peterborough, NH
- 3** Sharon Arts Fine Craft Gallery, 20-40 Depot St, Peterborough, NH

- KEENE: 101 West** (30 minutes)  
**MANCHESTER: 101 East** (55 minutes)  
**PORTSMOUTH: 101 East** (1 hour 35 minutes)  
**BOSTON: 101 East, 93 South** (1 hour 45 minutes)



Revised 10/2015

### EMERGENCY NOTIFICATIONS

Text Alerts

If students would like to be informed of NHIA closures and emergency information, they may subscribe to the New Hampshire Institute of Art text service by texting the keyword NHIA to 41411.

#### Weather Related Cancellations

1. In the event of snowstorms or other serious weather events, the cancellation decision for morning, early afternoon or all classes will be made by 7 AM that day, if at all possible.

2. Cancellation information can be accessed by going to NHIA's website, [www.nhia.edu](http://www.nhia.edu), or by calling NHIA's main phone number (603-623-0313) and listening to the first part of the recorded message. You may also access the following television and radio sources:

TV- WMUR Channel 9, FOX Channel 25

3. If a "no-school" announcement is NOT made, it means that classes ARE being held OR that a decision has not yet been made. In the event of middle-of-the-day decisions, every effort will be taken to make and disseminate the decision at least 1½ hours before class time.

4. In the event of a weather-related cancellation your instructor will schedule a make-up day.

#### FINANCIAL AID

##### APPLYING FOR FINANCIAL AID

All students applying for financial aid at NHIA must submit a Free Application for Federal Student Aid (FAFSA) online. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for more information and to apply.

##### PRIORITY DEADLINE

Though there is no priority deadline for graduate students, MFA and MAAE students are encouraged to apply for financial aid upon acceptance to the program

##### ELIGIBILITY

Eligibility for federal student aid is based on the student's financial situation as determined in from the FAFSA application. Institutional funds are awarded based on need, as verified from the FAFSA, and merit based on artistic promise and academic performance, as determined solely by NHIA. Classes selected for each registration period must fulfill an elective or requirement in the program of study in order for a student to be eligible to be awarded or to receive financial aid.

In order to maintain your eligibility to receive financial aid, you must continue to make Satisfactory Academic Progress (SAP) toward completion of your degree throughout your enrollment at the Institute. The NHIA Financial Aid Satisfactory Academic Progress Policy may be found at: <https://www.nhia.edu/graduate-studies/admissions-and-financial-aid/scholarships-loans-and-assistantships>

By law, some students who have drug-related convictions under any federal or state law may be ineligible for federal student aid. Even if you have drug convictions, you should complete and submit a Free Application for Federal Student Aid (FAFSA).

##### MATRICULATION TIME LIMITATION



The total maximum time frame for graduate students receiving financial aid cannot exceed 150% of the published length of the program. At the New Hampshire Institute of Art, an MFA degree requires 60 credits for graduation. An MAAE requires 33 credits for graduation.

#### FINANCIAL OBLIGATIONS TO THE INSTITUTE

##### Tuition and Fees: 2015-2016

Students are responsible for tuition, fees, and related Institute costs. Tuition and fees are billed by semester. The balance due, after deducting any financial aid or loans, must be paid prior to the beginning of each semester or before the due date provided on the student’s statement. Student accounts remaining unpaid after the due date will be assessed a \$100 late fee. Any student who does not clear his or her outstanding balance with NHIA will be considered as not having completed registration, and will be subject to the following: will not be allowed to register for any future semesters will have all enrollments for the current semester deleted, and will not be allowed to attend class unless special arrangements are made with the approval of the Vice President of Finance. Additional charges assessed or adjustments to the student’s account made after the due date must be paid within thirty days of the assessment or adjustment.

No degree, transcript, or grade report will be issued to any student whose financial accounts are not settled with NHIA, as determined solely by the Bursar. All outstanding balances must be paid before a student is permitted to register for the upcoming semester, to receive grades for courses taken, transcripts or a diploma. Past due accounts may be subject to interest, additional late fees and collection charges.

All payments should be directed to the:

##### BURSAR

New Hampshire Institute of Art

148 Concord St.

Manchester, NH 03104

#### MFA TUITION & FEES

##### ACADEMIC YEAR 2015–2016

##### PER SEMESTER 2 SEMESTERS FA15/SP16

Visual Art & Photography	\$9,500	\$19,000
Creative Writing & Writing for Stage and Screen	\$9,000	\$18,000

In addition to the above costs, the New Hampshire Institute of Art recommends that each student allow for additional expenditures for supplies and books.

Residency Fee	\$495	\$990
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Students staying in a New Hampshire Institute of Art residence hall during their residency will be charged \$550 for the ten-day period. Students needing to rent bedding will be charged an additional \$50. A \$250 Housing Damage Deposit (only for students staying in New Hampshire Institute of Art residence halls during the residency

periods) is assessed prior to each residency and will be refunded to the student, less any damage to New Hampshire Institute of Art property.

Students concerned about paying New Hampshire Institute of Art's costs are strongly encouraged to complete the FAFSA before March 1, 2015 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). New Hampshire Institute of Art's school code is 031823. Federal loans are available to New Hampshire Institute of Art students who qualify.

\*Tuition and fees are subject to change.

#### MAAE TUITION & FEES

##### ACADEMIC YEAR 2015–2016

##### PER SEMESTER

Tuition per 3-credit course	\$2,385
Residency Fee	\$395
Tuition & Required Fees	\$2,780

In addition to the above costs, the New Hampshire Institute of Art recommends that each student allow for additional expenditures for supplies and books.

Students staying in a New Hampshire Institute of Art residence hall during their residency will be charged \$1,350 for the 30-day period. Students needing to rent bedding will be charged an additional \$50. A \$250 Housing Damage Deposit (only for students staying in New Hampshire Institute of Art residence halls during the residency periods) is assessed prior to each residency and will be refunded to the student, less any damage to New Hampshire Institute of Art property.

Students concerned with paying New Hampshire Institute of Art tuition and fees costs are strongly encouraged to complete the FAFSA before March 1, 2015 at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). New Hampshire Institute of Art's school code is 031823. Federal loans are available to qualifying New Hampshire Institute of Art students.

\*Tuition and fees are subject to change.

#### TUITION MANAGEMENT SYSTEM

An interest free, monthly payment plan is available through Tuition Management Systems at [www.afford.com/nhia](http://www.afford.com/nhia).

This partnership between TMS and NHIA is to provide a payment plan that assists students and parents in managing educational expenses. This plan allows students and parents to spread their educational expenses over smaller monthly installments. A 10-month payment plan (July through April) and a 9-month payment plan (August through April) are available to cover fall and spring semesters. The summer semester must be scheduled separately. There is a small fee to enroll. For information about the payment plan, visit [www.afford.com/nhia](http://www.afford.com/nhia), or contact the Bursar at 603-836-2523.

The Housing Damage Deposit of \$250 per year (for resident students only) is assessed only once during the academic year and will be refunded to the student, less any damage to NHIA property, after the end of the academic year.

#### WITHDRAWALS AND REFUNDS

MAAE Students: A student wishing to withdraw from individual courses must submit a completed Course Withdrawal form to the Registrar.

MFA Students: The MFA is a full time program so students cannot withdraw from one class but instead must withdraw from the complete semester.

To withdraw from the Institute's MFA AND MAAE Program, the student must submit a completed Withdrawal Form to the Registrar. A student who has been awarded financial aid must meet with the Director of Financial Aid prior to withdrawal to determine if any financial aid must be removed from his or her account and returned to the appropriate federal aid program or other funding source, any remaining balance will be the responsibility of the student to pay.

If a student withdraws from a course or from the Institute, tuition and other refundable fees\* will be adjusted according to the following schedules:

MAAE Students: Refunds for paid tuition for dropped or withdrawn classes are as follows:

If dropped/withdrawn by the end of the first academic week: 100%

If dropped/withdrawn by the end of the second academic week: 80%

If dropped/withdrawn by the end of the third academic week: 50%

If dropped/withdrawn by the end of the fourth academic week: 25%

After the fourth academic week of the classes: 0%

MFA Students: This refund policy applies to students in the New Hampshire Institute of Art's Creative Writing MFA, the Visual Arts MFA, the Writing for Stage and Screen MFA and the Photography MFA programs. Actual refund percentage depends on the official date of formal withdrawal. To officially withdraw you must complete and submit a Withdrawal Form

From day 1 up to and including day 3 – 90% of tuition refunded

From day 3 until day 10 – 50% of tuition refunded

From day 10 until day 30 – 20% of tuition refunded

From day 30 on – 0% of tuition refunded

#### ASSIGNMENT OF GRADES FOR WITHDRAWAL FROM MAAE AND MFA COURSES

A student may withdraw from a course only by submitting a completed Course Withdrawal form to the Registrar. (A student may withdraw from the Institute by submitting a separate completed Withdrawal from the Institute form to the Registrar.)

Failure to submit to the Registrar a Course Withdrawal form for any course for which the student is registered but stops attending will result in the automatic recording of an AF (administrative failure) grade for the course. The official date of withdrawal is the last date of class attendance as verified by an instructor for Financial Aid purposes. The date the form is received by the Registrar is the date of withdrawal used by the Business Office and the Registrar. If a student never attended classes, then the classes will be removed from the student's record. An instructor may drop a student from a class roster if the student misses the first two sessions of a class, and the class will be removed from the student's record.

A student who ceases to attend a class or classes, but does not withdraw by submitting to the Registrar the completed and signed Course Withdrawal form, as outlined above, will not be considered withdrawn from a course, and will receive the grade of "F."

A grade will be assigned to a student for a class unless the student is dropped by the instructor or withdraws from the class. A grade of AF (administrative fail) will be issued if a student stops attending class, and the grade will be factored into his/her GPA.

#### Effective Date

Students are required to complete the appropriate form(s) to withdraw from the Institute or a course, or to request a leave of absence. The effective date used for adjusting Institutional charges is the date the Registrar receives the completed and signed form. If a student has received financial aid, the Financial Aid office will determine if any federal funds must be returned according to the Title IV federal guidelines. The effective date used for adjusting financial aid is the last date of class attendance, as verified by the instructor.

#### Student Refunds

Students whose actual payments exceed their charges may request a refund from the Bursar after settlement of the tuition bill. Credits resulting from Financial Aid funds will be refunded two weeks from receipt of these funds. There will be no advances given prior to the disbursement of aid.

Credits for students with TMS payment plan should notify TMS to reduce the budgeted amount for the term.

Credits that are a result of a Parent Plus loan will be refunded to the parent borrower.

### INFORMATION TECHNOLOGY

#### COMPUTER POLICIES

NHIA computer resources are offered to students under an acceptable use policy. Inappropriate use of NHIA computers for any potentially harmful purpose such as sending threatening or obscene email messages or images will result in disciplinary action. It is not permissible for students to install software or make changes to the configuration of any NHIA computer. Penalties for such infractions may include, but are not limited to, termination of computer privileges.

#### EMAIL ACCOUNTS

Please note, unless specifically told otherwise, your NHIA.EDU email address is firstnamelastname@nhia.edu. For example, John Smith is johnsmith@nhia.edu

#### LOGIN

1. In your web browser of choice (Internet Explorer, Firefox, Safari etc.) type in <https://artmail.nhia.edu>  
You will be presented with the following login screen: Your User name and Password are:  
User Name: firstnamelastname (For example John Smith is johnsmith)  
Password: Your student ID Number. You will be asked to change it.

NOTE: YOUR STUDENT ID IS THE LAST 9 DIGITS OF THE NUMBER ON YOUR STUDENT ID CARD  
Go to <http://www.nhia.edu/information-technology/> to find more information

## DIGITAL LABS

Digital Labs are accessible to students during set hours only, which are posted at [www.nhia.edu](http://www.nhia.edu). Digital lab services are provided to assist students in completing classroom assignments. When space is limited in labs, students who need to complete class work assignments will take precedence over other students; a lab monitor may ask a student not doing class work to give up a workstation to a student who is.

The last print job will be accepted no later than thirty minutes before the digital lab is closed. Digital lab hours will not be extended to accommodate a student's printing needs. Monitors will clearly announce this one-hour prior to closing. Students needing IT/technical assistance for school-related work should email their request to [helpdesk@nhia.edu](mailto:helpdesk@nhia.edu).

## HELP DESK

If you are working in the Teti Library or a Digital Lab, please ask a staff member for IT assistance. Students needing additional IT assistance with NHIA-related software, hardware, and projects should send an email with all pertinent information to [helpdesk@nhia.edu](mailto:helpdesk@nhia.edu) from their Institute email addresses. IT personnel will respond via email within 48 hours.

## PARKING

### ON CAMPUS PARKING

Limited parking is available on a first come first serve basis in the NHIA designated lots at the Roger Williams Studio Building, Fuller Hall Building, and the French Buildings. Multiple public parking options are also available within walking distance of NHIA, including on-street metered parking. Overnight parking is not permitted for any commuting or residential students in any NHIA lots. All NHIA parking rules and regulations apply to and are the same for commuting students and those who live on campus. Any vehicle parked in NHIA parking lots must display the current NHIA parking sticker issued for that vehicle. Parking stickers are not transferable and do not guarantee parking for anyone. Parking stickers must be affixed to and visible in the lower part of the passenger side windshield.

Students parking in NHIA lots must obtain a parking sticker from the Office of the Registrar. NHIA parking stickers are valid for a maximum of one year (they will always expire in August). Students will only be issued one sticker. Failure to display your vehicle's valid parking sticker may result in your car being towed. If any Institute parking regulation is violated, the student's vehicle will be towed at the student's own risk and expense. If your vehicle is towed, please call Mid City Towing, located at 518 Silver Street in Manchester, directly at (603) 669-8359.

### LOCAL AREA PARKING

Students at Institute Hall and The Plaza may be eligible for city parking permits that allow for parking on designated streets and at specific locations; permits are available at City Hall. The vehicle operator is solely responsible for finding and paying for a public parking space, and for any fees and/or fines incurred by violating public or private parking regulations. Metered on-street parking is available on city streets and in city lots near NHIA. For information about purchasing an iPark pass, visit [www.quickparking.us/manchester/](http://www.quickparking.us/manchester/)

Students may park in the following public garages. Payment is by the hour, day, or month.

#### Hampshire Plaza Parking Garage

2 Plaza Drive (across the street from The Plaza and Institute Hall)

(603) 622-6223

Wall Street Towers Garage

555 Canal Street (two blocks from The Plaza and Institute Hall)

(603) 668-0855

Victory Garage

25 Vine Street (two blocks from the Residence Hall, and 2 blocks from NHIA)

(603) 264-6580

## STUDENT AFFAIRS

## OVERVIEW

The Student Affairs Department is committed to providing a safe and supportive environment that allows our student's creativity to flourish. Our goal is to ensure that all NHIA students' sole focus can be on their creative output. We are dedicated to fostering diversity and inclusion in all our services. The Student Affairs Department provides a place to gather, play, relax, and work, in addition to extracurricular activities, mail room, academic and disability support, quiet testing area, career services, health and counseling services, residential life and support for the Student Leadership Committee, Student Clubs and Student Organizations. We are committed to giving the student body a foundation on which to grow into successful and thriving professional creatives. OSA offices and Student Center are located at 1000 Elm Street, Suite 33 (just past the post office).

## ACADEMIC SUPPORT CENTER

Located in Plaza Place, the Academic Support Center (ASC) provides free assistance to BFA students at all stages of the writing process, from brainstorming to revision. Additionally, the ASC offers tutoring, in all subject areas and provides ongoing support for students who seek to improve study skills, time management and organizational habits. Faculty and peer tutors offer individual conferences, which can be arranged in advance via phone or email; drop-in appointments are also sometimes available.

The ASC's resources include Mac computers, Internet and database access, printing capability, and assistive technology. Professionally staffed on a full-time basis, the ASC seeks to meet the academic needs of a diverse student body and to be a valuable resource for all NHIA students. All students are encouraged to use the resources available at the ASC to assist them in attaining academic success.

### Academic Accommodations

NHIA values diversity and inclusion of all students; therefore, we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Students who anticipate or experience physical or academic barriers based on disability are encouraged to contact the Disability Services Office to establish accommodations. Contact the Academic Support Center at [ds@nhia.edu](mailto:ds@nhia.edu) or call 603-836-2581.

## CAREER SERVICES

### Community Outreach Opportunities/Talent Requests/Call for Entry

NHIA supports community outreach and service learning for BFA and Graduate Students by offering a current on-line resource and opportunities board, which feature both on and off-campus arts positions, call for entries, community outreach and area internships.

### Graduate and Instructional Assistantships:

All full-time graduate students are eligible to apply. Instructional Assistants are paired with experienced BFA faculty members and hone their instructional skills by working closely with them in the classroom. Graduate Assistantships offer students expertise completing special projects in their area of interest with faculty or staff supervisors. For more information on the program and the application process, please visit <http://nhia.libguides.com/cs> under Assistantship Program or email [careerservices@nhia.edu](mailto:careerservices@nhia.edu).

## DISABILITY SERVICES

The New Hampshire Institute of Art provides accommodations to qualified students with disabilities. The Academic and Student Support Services Office assists qualified students with disabilities in acquiring reasonable



and appropriate accommodations and in supporting equal access to services, programs and activities at the New Hampshire Institute of Art.

Students who seek reasonable accommodations should notify the Dean of Student Affairs, Michele Tracia, 603-836-2510, micheletracia@nhia.edu, of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation.

The New Hampshire Institute of Art values diversity and inclusion of all students; therefore, we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. If you anticipate or experience physical or academic barriers based on disability, please notify the instructor as soon as possible. You are also encouraged to contact the Disability Services Office to begin this conversation and/or to establish accommodations.

#### Request Services:

To request academic or physical accommodations – please contact the Coordinator of Academic Support Services at 603-836-2581. You will need to complete an accommodations request form and submit supporting documentation. Once accommodations are approved a student receives accommodation letters for each of their faculty members. Accommodations need to be requested every semester. For additional information, please email Academic Support Center/ Office of Disability Services at ds@nhia.edu or call 603-836-2581.

#### Service Animals

In accordance with the Fair Housing Act (FHAct), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA): If it is readily apparent that the individual has a disability and that the animal is a service animal, no further information will be requested. If it is not readily apparent that the animal is a “service animal” such request should be processed as follows:

A student requesting to live with a service animal should provide the Office of Disability Services or Housing Office with as much advance notice as possible.

An individual may be asked if the service animal is required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required.

#### Support Animals

A student requesting an emotional support animal should provide the Office of Student Affairs with as much advance notice as possible. A student is not permitted to live with an emotional assistance animal until expressly approved to do so by Student Affairs.

The student should provide a signed letter, on professional letterhead, from the person’s physical or mental healthcare licensed provider or therapist. The provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:

- a. The provider's professional opinion that the individual's condition qualifies as a disability and the basis for that opinion.
- b. The provider's opinion that the emotional support animal is required to help alleviate symptoms associated with the person's disability and to allow the person use and enjoy housing services.
- c. A description of the comfort or assistance that the animal will provide.

The Office of Student Affairs and the Office of Disability Services will review documentation and, if the Office of Disability Services and Student Affairs determine a qualifying disability exists, it will forward a recommendation to the Housing Office. A Housing Office staff member will meet with the student requesting that an emotional support animal be housed in NHIA housing. This policy will be carefully reviewed with the person at that time.

#### Grievance Policy for Disability Services

If you have a concern or complaint in this regard, please contact the Dean of Student Affairs, Michele Tracia, 603-836-2510, [micheletracia@nhia.edu](mailto:micheletracia@nhia.edu). Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

## HEALTH AND WELLNESS SERVICES

### COUNSELING SERVICES

Short term, solution focused counseling is available on campus during the school year with a licensed independent clinical social worker. Students who are experiencing adjustment issues, anxiety, depression, substance abuse, grief, and other issues are encouraged to visit the counselor for individual consultation. Appointments can be scheduled via email or phone. Some issues would benefit from a long-term counseling model and/or a mental health specialist. Referrals may be made to providers within walking distance.

On Campus Mental Health Counselor:

Tanya Popoloski, MSW, LICSW

Plaza Place

(603) 836-2529/ [tpopoloski@nhia.edu](mailto:tpopoloski@nhia.edu)

In the event of an after-hours emergency, please contact Emergency Services 24 hours a day/7days a week at 603-668-4111 or go directly to Catholic Medical Center where a member of Emergency Services will be contacted to do an evaluation.

Off Campus Mental Health Resources

The Mental Health Center of Greater Manchester

(603) 668-4111/ [www.mhcg.org](http://www.mhcg.org)

The Mental Health Center of Greater Manchester is a community mental health center, which provides counseling services for students in addition to screening and psychiatric evaluation, crisis intervention, and stabilization. The Mental Health Center accepts students with insurance and those without are asked to pay on a sliding scale. Students are advised to call ahead of time to schedule an appointment.

## HEALTH SERVICES/SCHOOL NURSE

A licensed registered nurse is available for students seeking care. The nurse is available three days per week. The hours vary from semester to semester. Walk in hours area available or you may call ahead for an appointment: (603)-836-2111

NHIA School Nurse

Cindy Holden RN

Plaza Place

(603)-836-2111 or nurse@nhia.edu

## STUDENT HEALTH INFORMATION AND VACCINATION POLICY

The New Hampshire Institute of Art recognizes all state and federal vaccination and immunization requirements. The Institute is responsible for ensuring compliance with applicable requirements. A physical exam should have been done within one (1) year of entrance to the Institute. Students must submit their Student Health Information Form – including Emergency Contact Information and Health Insurance Information – prior to registration for classes. Documentation of Physical Exam and Immunization records must also be submitted prior to registration. Vaccination records must include proof of immunization against Measles, Mumps, Rubella, Tetanus-Diphtheria, Polio, Tuberculosis, Meningitis, and Hepatitis B Vaccine Series. Recommended immunizations include Chicken Pox Vaccine and Hepatitis A Vaccine. All immunization records and medical forms should be turned in to the Student Affairs Department. (603)836-2527

## SMOKING POLICY

It is the intent of NHIA to provide a smoke-free working and learning environment for all students, faculty, and staff. Smoking is therefore strictly prohibited inside any NHIA building, including any common area, hallway, stairwell, residence hall room, etc. Smokers are asked to use designated smoking areas outside of NHIA's buildings, and dispose of cigarette butts properly and without littering. E-cigarettes are also prohibited.

The Student Affairs department maintains a list of support agencies for those students who need assistance combating alcohol or drug dependence.

## ALCOHOL AND OTHER DRUGS: POLICY AND EDUCATION

### Health Policies

**Alcohol and Illegal Drugs:** NHIA is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

Drugs and alcohol are prohibited from all residence halls and academic buildings. Alcohol is forbidden from all NHIA buildings except at specific NHIA events for those who are 21 years or older. Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents. Intoxication and/or being under the influence of drugs is a violation of the Student Code of Conduct as well as the Residence Life policies.

### Alcohol or Drug Dependence Resources

The Office of Student Affairs maintains a list of support agencies for those students who need assistance combating alcohol or drug dependence. The Office of Student Affairs treats all requests confidentially.

## New Hampshire State Alcohol Laws

The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:

Have in your personal possession any alcoholic beverages,

Misrepresent your age for purpose of obtaining alcoholic beverages,

Drive in a car containing alcoholic beverages except when accompanied by a parent, guardian, or spouse at least 21 years of age,

Be in an area where alcoholic beverages are served unless accompanied by a person at least 21 years of age.

Penalty: Fine and/or time in jail.

## Drugs/Controlled Substance Policy

Students, NHIA employees, and guests are prohibited from the use, possession, transfer or sale of any illegal drug or substance or related paraphernalia while on any part of the campus or on NHIA field trips. The Drug-Free Schools and Communities Act Amendments of 1989 require that NHIA, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on NHIA property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the NHIA are notified of the following:

The unlawful possession, use and distribution of illicit drugs and alcohol on NHIA campus or during NHIA sponsored activities are prohibited.

Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.

Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from NHIA.

## ALCOHOL AND DRUG TREATMENT RESOURCES

Elliot Urgent Care at the River's Edge

[http://www.elliorthospital.org/\\_newsite/urgent\\_care](http://www.elliorthospital.org/_newsite/urgent_care)  
185 Queen City Avenue Manchester, NH. 03103  
(603)663-3000

Catholic Medical Center – Urgent Care

<http://www.catholicmedicalcenter.org/Urgent-Care>

[http://www.ellioghospital.org/\\_newsite/urgent\\_care](http://www.ellioghospital.org/_newsite/urgent_care)  
5 Washington Place (Off South River Road)  
Bedford NH 03110  
(603)314-4567

Manchester Community Health Center

145 Hollis Street

Manchester, NH 03101

(603) 626-9500

Planned Parenthood

24 Penacook Street

Manchester, NH 03104

(603) 669-7321

Teen Health Clinic

1245 Elm Street

Manchester, NH 03101/ (603) 629-9707

Women's Crisis Center at the YWCA

72 Concord Street

Manchester, NH 03104

Emergency 24 hr. phone number/ (603) 668-2299

#### INTERNATIONAL STUDENT SERVICES

International students in student visa (F-1 or M-1) status must meet certain requirements to maintain visa status and qualify for related benefits, such as employment authorization and vacation terms. International Student Advisors are available to help international students make informed decisions regarding visa status, academic planning, employment eligibility, and related areas. International students are strongly encouraged to consult with an International Student Advisor each academic term to ensure these Requirements are met. Maintaining student visa status is ultimately the responsibility of the student.

All international students enrolled at the New Hampshire Institute of Art are required at the start of each quarter, each returning international student must stop by and physically register with an International Student Advisor and meet with a designated International Student Advisor. There is an international student advisor in the Admissions Department.

## RESIDENCE LIFE

### ROOM ASSIGNMENTS

The New Hampshire Institute of Art's acceptance of a student's Housing Agreement does not guarantee a specific room assignment. First year student room assignments are primarily based upon availability, the date of application and date of deposit.

### RESIDENCE HALLS

The Office of Residence Life provides housing in five residence halls.

Institute Hall on the third and fourth floors of the Manchester YMCA, Institute Hall provides a traditional, co-educational college living environment. Each floor features both single and double rooms and a student lounge with a full kitchen and free on-site laundry facilities. Residents are provided a twin bed, dresser, desk and chair.

88 Lowell Street offers suite style living with two double rooms connected with a shared bathroom. Each student is provided a twin bed, dresser, bureau, desk and chair. Free laundry facilities are located on all residential floors. A student lounge and kitchen are located on the 6th floor, with stunning views.

The Plaza, newly renovated summer 2015, the co-ed residence hall provides a traditional college living experience. Providing both single and double rooms, the residence hall is equipped with a full kitchen, student lounge, free on-site laundry facilities and shared studio space. Each student is provided a twin bed, dresser, desk and chair.

Hampshire House and Merrimack House are scheduled to re-open in Fall 2016.

### FIRE SAFETY POLICY AND PROCEDURES

Yearly, each residential hall must have a test of their fire alarm systems, preferably at the start of the year. This is to insure proper working conditions, as well as to give students an idea of what they are to do, and how to safely remove themselves from the area of danger in a real emergency. Students are to follow the highlighted route on their emergency exits form.

Failure to follow any emergency procedure can result in a fine and possible disciplinary action. The cost for needlessly activating a fire alarm is \$300.00. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to all residents. Fire extinguishers are provided in all residence areas for emergency use. Anyone found in possession of a fire extinguisher, tampering with or discharging a fire extinguisher for reasons other than emergency will be subject to disciplinary action.

### FURNISHINGS

Residential rooms on campus are to be used as a place of private residence in a way that respects the right of others, civil laws, and Institute regulations. All rooms in each of the residence halls are provided fully furnished including a bed, dresser, desk, and chair. In order to maintain a healthy environment, outside upholstered furniture is prohibited. This includes couches, futons, bean bag chairs, padded chairs, and long nap rugs, etc.

Each resident is responsible for maintaining the condition of the room and furnishings. Furniture may not be removed from a resident's room. Residents are responsible for damage of furnishings resulting from misuse and for damage as a result of affixing materials and/or decorations to walls, ceilings, floor, and woodwork. Altering or replacing the present locks or other security devices, or installing additional locks or security devices is prohibited. Using nails, tape, screws, bolts, or decals upon the furniture, walls, doors, woodwork, ceiling, or floors of the room otherwise defacing or marring such surfaces is prohibited.

Any damage done to a resident's room will be taken out of their damage deposit. Any damages above and beyond that amount will be billed to the resident. Any money not paid will put a hold on the resident's account, resulting in a hold on registration and preventing the resident returning to NHIA.

#### GUEST POLICY

Overnight stays for one guest are limited to five days in any consecutive 30 day period. An overnight stay is defined as any stay within the hours of Midnight - 8:00am Sunday- Thursday and 2:00am - 8:00am Friday and Saturday. All guests must be signed in with the on-duty RA before the start of overnight hours (before midnight or 2am). Any guest not signed in during overnight hours will be asked to leave. Guests that live on campus in another building can stay as often they like, as long as they don't cause a disturbance. They must still be signed in with an RA if staying overnight (past 11 PM) There can only be 2 guests at any time per room.

Hosts are responsible for the actions of their guest(s) in the residence halls at all times. The definition of a host shall not be limited solely to the individual who signed the guest in, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any violation.

Host and guests cannot sleep in residence hall common rooms, nor may any student remove common room furniture or cushions to accommodate a guest in their room. Guest must be escorted by the host or other resident of the building at all times. Guests are not permitted in the residence halls unaccompanied. This includes the host's room. Any violation of these regulations by the resident or guest can result in disciplinary action including, but not limited to, suspension of all guest privileges. Guests are not permitted during any final examination period or Review Week without prior RD approval. Residence Life staff may ask a guest to leave if they break NHIA policy or cause any disruptions. Guests that cause issues can be banned from residence halls.

#### MOVE OUT POLICY

Every student living on campus is required to complete the designated check in procedures at the beginning of occupancy and complete the designated check out procedures at the end of occupancy.

To be properly checked out of a residency, the student must contact a Resident Assistant and coordinate a time frame for the room to be inspected prior to leaving. Before checking out with the RA, the student is required to remove all trash, and personal property (If personal belongings are found, the New Hampshire Institute of Art will dispense of items away after a 24-hour time period.) All furniture belonging to The New Hampshire Institute of Art should be clean, organized, and placed in an organized fashion. Students will be fined if there requires any additional cleaning, furniture with damage or missing property (with the exception of normal wear and tear.) The Housing Inventory and Condition Form, obtained at check in, will become the basis for an assessment of charges due to damage or loss.

If a student does not complete the above protocol or does not complete checkout within the timeframe as previously discussed, they will receive up to a \$300 improper checkout fee. All Common areas are subject to the same damage charges. When there is no one person to attribute the damages to, NHIA reserves the right to apportion damage charges among the residents of the individual floor. In the event that the damage charges assessed exceed that of the housing damage deposit, charges for the damages over and above the deposit will be charged to the individual student account.

For holidays or breaks, residents will follow a different procedure that is decided by each Residence Director. When the residence halls are closed, residents are required to leave by the designated time and are not allowed to re-enter the residence until they re-open.

#### PRIVACY

Each resident is entitled to the right of privacy. The New Hampshire Institute of Art, however, holds the right to conduct searches of residence hall rooms without just cause. Listed below are some of the reasons why the New Hampshire Institute of Art would need to enter:

- Maintenance repair
- Health and safety checks
- Checkout
- Ensuring the safety of the residents
- Fire safety

Resident Directors and Assistants reserve the right to enter a residence hall room, with or without prior notice if they have knowledge of misconduct that is against New Hampshire Institute of Art policy or State law to ensure the safety of the residents and the property. It is the responsibility of the New Hampshire Institute of Art's residents to cooperate with officials in this process.

Giving out the pass code to your room is prohibited and can result in disciplinary action. Any person found entering a room that is not his/her own without invitation is subject to disciplinary action.

#### PET POLICY

Students are not allowed to have pets in NHIA housing at any time.

#### ROOM CHANGES

Room Change Policy: In order to have a successful room change a student must complete the following:

Notify the Office of Student Affairs

Obtain and complete all proper documentation

Obtain proper authorization for room change

Follow proper check in /check out procedures

#### SERVICE ANIMALS

In accordance with the Fair Housing Act (FHAct), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA): If it is readily apparent that the individual has a disability and that the animal is a service animal, no further information will be requested. If it is not readily apparent that the animal is a "service animal" such request should be processed as follows:

A student requesting to live with a service animal should provide the Office of Disability Services or Housing Office with as much advance notice as possible.



An individual may be asked if the service animal is required because of a disability and to explain the work or task that the animal has been trained to perform. The animal will not be required to demonstrate this task and no documentation of training will be required.

## SUPPORT ANIMALS

A student requesting an emotional support animal should provide the Office of Student Affairs with as much advance notice as possible. A student is not permitted to live with an emotional assistance animal until expressly approved to do so by Student Affairs.

The student should provide a signed letter, on professional letterhead, from the person's physical or mental healthcare licensed provider or therapist. The provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of assistance animals for people with disabilities. At a minimum, the letter should include the following items:

- a. The provider's professional opinion that the individual's condition qualifies as a disability and the basis for that opinion.
- b. The provider's opinion that the emotional support animal is required to help alleviate symptoms associated with the person's disability and to allow the person use and enjoy housing services.
- c. A description of the comfort or assistance that the animal will provide.

The Office of Student Affairs and the Office of Disability Services will review documentation and, if the Office of Disability Services and Student Affairs determine a qualifying disability exists, it will forward a recommendation to the Housing Office. A Housing Office staff member will meet with the student requesting that an emotional support animal be housed in NHIA housing. This policy will be carefully reviewed with the person at that time.

### Responsibility of Persons with Service or Emotional Support Animals

**Care and Supervision:** Care and supervision of the animal is the sole responsibility of the student who benefits from the animal's use. The student is required to maintain control of the animal at all times. The student is responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by NHIA.

### Health and Safety:

The student is responsible to ensure that the health and safety of others is not threatened by a service animal or emotional support animal. Similarly, animals authorized to live in NHIA housing must not interfere with others' enjoyment of the residential space (e.g., by barking, creating an unsanitary condition, etc.) NHIA reserves the right to request vaccination and licensing information for emotional support animals, but this information will not be requested for service animals.

### Other Conditions:

In response to a particular situation, the New Hampshire Institute of Art may impose other reasonable conditions or restrictions, if necessary to ensure the health, safety and reasonable enjoyment of others.

### Expectations of Faculty, Staff, Students, and Other Members of the Institute Community

Members of the NHIA community are expected to abide by the following practices:

Allow a service animal to accompany its owner at all times and in all places on campus, except where the presence of the service animal would present an unreasonable threat to health or safety. In those situations, NHIA will work with the individual to determine other options for the individual to receive the benefit of NHIA's program.

Do not touch or pet a service or emotional support animal.

Do not feed a service or emotional support animal.

Do not deliberately startle a service or emotional support animal.

Do not separate or attempt to separate an owner from his or her service or emotional support animal.

Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.

### Removal of Service or Emotional Support Animal

The owner of a service or emotional support animal may be asked to remove the animal from NHIA facilities if the owner or animal fails to comply with this policy. The following describes behaviors which may result in the removal of the animal:

#### Disruptive Behavior

An animal may be removed if its behavior is unruly or disruptive (e.g., barking, growling, damaging NHIA property, jumping on people, taking food from tables, taking or damaging of personal belongings of individuals other than the owner, running around, or displaying aggressive behavior). The owner may be prohibited from bringing the animal on campus until the owner takes significant and effective remedial steps to correct the animal's behavioral problems.

#### Poor Health

Animals with health conditions that pose a threat to others are not permitted.

#### Uncleanliness

The animal must be kept clean and free of pests. Owners who fail to properly clean up and dispose of the animal's waste may be required to remove the animal from NHIA property. Owners of animals that are otherwise unclean or unkempt may be required to remove the animal from NHIA property. An animal that becomes wet from walking in the rain or mud, but is otherwise clean, is considered a clean animal.

#### Responsibility for Damage and/or Uncleanliness

Owners of service or emotional support animals are solely responsible for any damage to persons or property caused by their animal. The owner's residence and/or work area may be inspected for physical damage, fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence or work area will be treated using approved fumigation methods by a NHIA approved pest control service. The owner will be billed for the expense of any pest treatment. The owner's residence and/or work area may be inspected to ensure it is being properly cleaned and that sanitary and safe conditions are being maintained. If required, the owner will be billed for the expense of the additional cleaning required.

#### Service and Emotional Support Animals in NHIA Housing:

Service and emotional support animals may not reside in NHIA housing without express written approval of NHIA officials.

## STUDENT IDENTIFICATION CARDS

It is mandatory for all students to carry a current NHIA student photo-ID card while on the premises. Student must have their Student ID cards to use the studios, use and check out the resources at the Teti Library, and free admission to the Currier Museum of Art and the Museum of Fine Arts in Boston. Student IDs are issued by the Office of Student Affairs. If an ID is lost, stolen, or broken please stop by Student Affairs as soon as possible for a replacement. Lending or otherwise misusing a student ID card is strictly prohibited and consequences will be given out for doing so.

After the first offense students must stop by the Finance Office and pay the fee disclosed below before receiving their new Student ID.

### Replacement Fee Chart

1st Offense: No charge

2nd Offense: \$5 fee

3rd Offense: \$10 fee

## SAFETY AND SECURITY

In emergency situations always first dial 911. NHIA's campus security company is Securitas, who helps to provide a secure environment for all students on campus. Securitas is available on campus Monday through Thursday from 5:30 pm until academic buildings close at midnight; and on Saturday and Sunday from 5pm until 9pm. You will often see Securitas's friendly officers walking around campus. Securitas monitors and walks from building to building to assure the campus is safe for NHIA Students. Securitas is also available for those students who would like some company walking between buildings. Securitas can be contacted by dialing 603-836-2112. Personal safety alarms are available for NHIA students; see the Student Affairs Department for more information.

## CAMPUS SECURITY REPORT, EMERGENCY PROCEDURES, AND CRIME STATISTICS

### Campus Security

The Institute publishes the Jeanne Clery Disclosure of Campus Crime Security and Statistics Act Report, which is an annual security report that contains information concerning policies and programs relating to campus security, reporting crimes, emergency notification, evacuation, and educational programs for the prevention of crimes and sexual offenses, including the rights of victims, drug and alcohol policies, campus law enforcement and access to campus facilities and fire safety and missing person information (for sponsored housing only). The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs Department during regular business hours. Copies of the Crime Report are available on the NHIA website in the Student Consumer Information section.

### Timely Warning

NHIA will issue a timely warning to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a serious or continuing threat to students or employees.

The Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. For more information on campus safety, please review the complete annual security report and crime statistics, and go to:

#### NON-DISCRIMINATION POLICY

The New Hampshire Institute of Art does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The New Hampshire Institute of Art provides reasonable accommodations to qualified individuals with disabilities. The New Hampshire Institute of Art will not retaliate against persons bringing forward allegations of harassment or discrimination. Dean of Student Affairs, Michele Tracia, 603-836-2510, micheletracia@nhia.edu, has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Non-Discrimination policy.

#### NO HARASSMENT POLICY

The New Hampshire Institute of Art is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

#### STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the Institute's Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with Dean of Student Affairs, Michele Tracia, 603-836-2510, micheletracia@nhia.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Institute will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise

required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of the Institute. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. The Institute will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.

#### Title IX: SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY;

#### PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS

The New Hampshire Institute of Art values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The New Hampshire Institute of Art and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the New Hampshire Institute of Art will proceed once it is made aware of any such report. For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

#### I. Preliminary Issues & Important Definitions

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/ reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

## A. What is “Sexual Misconduct”?

Sexual Misconduct includes:

**Sexual Assault:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

**Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.

**Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

**Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

**Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

## B. What is “Relationship Violence”?

Relationship Violence includes:

**Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

**Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:

**Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or

Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

### C. Who are “Complainants” and “Respondents”?

The New Hampshire Institute of Art is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

### D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

### E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for the New Hampshire Institute of Art: Michele Tracia, Dean of Student Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus’s efforts to comply with and carry out the campus’s responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

## II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately. Different employees on campus have different abilities to maintain confidentiality:

#### Confidential Reporting:

Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

#### Non Confidential Reporting:

Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation.

The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Dean of Student Affairs, other Student Affairs staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, and Human Resources.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School’s review and investigation of any complaint covered by this Policy. The School will honor a Complainant’s request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution’s intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School’s ability to take certain actions.

#### Other Code of Conduct Violations

The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the



School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

### III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Dean of Student Affairs, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.

#### A. Investigation Commencement

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

#### B. Initial Response

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

#### C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

#### D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests

under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

#### E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

#### F. Determinations

##### 1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases. The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

##### 2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to Human Resources or a Committee (whichever had been appointed to review). The Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

#### G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

#### H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

#### I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

#### J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Institute President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.

The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing

party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the President is allowed to make all logical inferences in benefit of the non-appealing party.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

#### GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Graduate Studies Affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate NHIA staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Graduate Studies Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

The New Hampshire Department of Education  
101 Pleasant Street | Concord, NH | 03301-3494  
Telephone: (603) 271-3494 | TDD Access: Relay NH 711

Or you may contact:

New England Association of Schools & Colleges

Commission on Institutions of Higher Education

Address to the President

3 Burlington Woods, Suite 1000

Burlington, MA 01803

#### DRUG FREE SCHOOL AND WORKPLACE

Drugs/Controlled Substance Policy Students, NHIA employees, and guests are prohibited from the use, possession, transfer or sale of any illegal drug or substance or related paraphernalia while on any NHIA property and any NHIA sponsored activity.

The Drug-Free Schools and Communities Act Amendments of 1989 require that NHIA, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on NHIA property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the NHIA are notified of the following:

The unlawful possession, use, transfer, manufacturing and distribution of illicit drugs and alcohol on the NHIA campus or during NHIA sponsored activities are prohibited.

Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.

The use of drug paraphernalia includes, but is not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling or otherwise using other drugs. As the term relates to alcohol, only paraphernalia that facilitates the rapid consumption of alcohol is prohibited.

Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from NHIA.

#### INCIDENT REPORTS

When a New Hampshire Institute of Art student, faculty, staff member, or visitor is involved in a policy violation, any NHIA staff member or official should document the event by filling out an Incident Report. Not every incident documented is a policy violation. Examples include emergency concerns, theft, loss, equipment damage or illness. All incident reports should be written objectively, and it is extremely important that all information given is accurate. The Dean of Student Affairs reviews all incident reports and may set up meetings in order to receive more information.

#### EMERGENCY NUMBERS

Securitas: 603-836-2112

Manchester Police Non-Emergency Line: (603) 668-8711

NH Domestic Violence Hotline: (866) 644-3574

National Suicide Hotline: 1(800) 784-2433

National Suicide Prevention Line: 1(800) 273-8255

## **STUDENT CODE OF CONDUCT**

## DECLARATION OF STUDENT RIGHTS AND RESPONSIBILITIES

The rights of the individual to pursue learning and to express his or her views responsibly are of paramount importance in an academic environment.

### RIGHT TO PARTICIPATE IN INSTITUTE GOVERNANCE

Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.

### RIGHT TO ASSEMBLE AND ASSOCIATE

Students may organize and assemble to pursue their common interests, subject to the guidelines established through the Institute governance structure.

### RIGHT TO DUE PROCESS

Students are guaranteed the right of fair hearing and appeal in all matters of judgment of academic performance and personal conduct. See Code of Conduct for exception on appeal of informal action.

### RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS

The Institute maintains student records, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations specified in the federal government's Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g, also known as FERPA). By Institute policy, no records shall be kept that reflect political or ideological beliefs or associations.

### RIGHTS AND RESPONSIBILITIES UNDER THE LAW

Individual rights under the United States Constitution shall not be abridged by the Institute.

### RESPONSIBILITY FOR STANDARDS OF CONDUCT

Students shall accept the responsibility of adhering to standards of conduct as established through the Institute governance structure.

### ACADEMIC RESPONSIBILITIES

Each student shall be responsible for meeting the academic standards established for the course of study in which she or he is enrolled, and these standards shall be the only basis for evaluating the student's academic performance.

### RESIDENCE LIFE/HOUSING AND DINING SERVICES/MEAL PLAN AGREEMENT

Students shall be responsible for knowing and adhering to the terms and conditions as set by the Institute.

### STUDENT CODE OF CONDUCT

The New Hampshire Institute of Art is dedicated to the promotion of learning, creativity and scholarship. To achieve that purpose, we are obliged to provide the environment in which such learning can take place. This obligation carries with it certain rights of the Institute to protect and preserve itself in order that it may continue to provide the appropriate environment. Thus, a proper condition for individual learning is one in which the rights of the Institute itself, as well as the rights of the individual members thereof, are recognized and balanced. Within that framework, these declarations are made for all students at the New Hampshire Institute of Art. NHIA expects its students to uphold the Institute's values, mission and expectation of citizenship. Upon acceptance to NHIA every student agrees to adhere to the NHIA Student Code of Conduct.

## Section I – GUIDING PRINCIPLES

The Institute recognizes its students as responsible and dedicated men and women who are preparing for a career in the creative arts. An integral part of their personal and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all career situations. As members of the NHIA community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the Institute provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

## Section II – SCOPE

This Student Conduct Policy applies to all students and student organizations at the Institute.

## Section III – REACH

The Student Conduct Policy shall apply to student conduct that occurs on Institute premises including online platforms, at NHIA-sponsored activities, student organization sponsored events or in Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Graduate Studies Affairs or a delegate as appointed by the President of the Institute), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial Institute interest and potentially violates a campus policy.

## Section IV – RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of the NHIA community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the New Hampshire Institute of Art and to other individuals who make up the community. By enforcing its Student Conduct Policy, the Institute neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the Institute will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

## Section V – DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The Institute may sanction other conduct not specifically included on this list:

Scholastic Dishonesty

Plagiarism

Cheating on assignments or examinations

Engaging in unauthorized collaboration on academic work

Taking, acquiring or using test materials without faculty permission

Submitting false or incomplete records of academic achievement

Altering, forging or misusing an NHIA academic record

Fabricating or falsifying data, research procedures, or data analysis



Deceiving the Institute and/or its officials

Illegal or Unauthorized Possession or Use of Weapons

Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on NHIA property, Residence Halls or at Institute sponsored functions, except where possession is required by law.

Possession or use of a weapon or a replica thereof, such as a firearm, knife (longer than 3 inches), explosives, or any other instrument used or potentially used to intimidate, threaten, and/or injure any member of the NHIA community.

Sexual Assault or Nonconsensual Contact

Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

Assault, battery, or any other form of physical abuse of a student or Institute employee.

Fighting or physical altercation.

Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy NHIA property or the property of other students or NHIA employees.

Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Conduct which threatens or endangers the health or safety of any member of the NHIA community including physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, stalking, or coercion.

Bullying or cyber-bullying in an attempt or humiliate any student, faculty or staff member of the NHIA community.

Theft, Property Damage and Vandalism

Theft, attempted theft, vandalism/damage, or defacing of NHIA property, NHIA controlled property or the property of another student, faculty, staff member or guest.

Extortion.

Setting fires, tampering with fire safety and/or firefighting equipment.

Disruptive or Disorderly Conduct

Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other NHIA-sponsored activity.

Soliciting, assisting, or inciting another Institute community member to perform an act that violates the Student Code of Conduct or attempting to do same.

Failure of a student to act in a responsible manner to assure that the student's guest is preserving the rights of the NHIA community as outlined within the Student Code of Conduct.

Conduct that could result in the violation of any federal, state or local law.

Disruptive Behavior, such as, Interference with the normal operations of the Institute (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other NHIA activities.

Disruptive Classroom Conduct, such as:

Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or

Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

Disorderly, lewd, indecent, or obscene conduct.

This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by NHIA officials;

Breach of peace on NHIA property or at any Institute-sponsored or supervised program; or

Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the NHIA and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on NHIA property or at any function sponsored or supervised by the Institute.

Being under the influence of illegal or controlled substances on NHIA property, or at any Institute function.

Use, sale, possession or distribution of alcoholic beverages on NHIA property or at any function sponsored or supervised by the Institute.

Being under the influence of alcohol on NHIA property or at any Institute function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or NHIA Employee.

Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.

Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the Institute.

## Falsification

Willfully providing NHIA officials with false, misleading or incomplete information.

Forgery, falsification, alteration or misuse of NHIA documents, records or identification with the intent to injure, defraud, or misinform.

Knowingly furnishing false information to the Institute.

Unauthorized use of electronic or other devices to record any person while on NHIA property, disseminate personal information, or otherwise violate privacy without prior knowledge or consent.

Abuse of the Institute's Disciplinary System, including but not limited to:

Failure to obey the summons of a disciplinary body or NHIA official.

Falsification, distortion, or misrepresentation of information before a disciplinary body or NHIA official.

Disruption or interference with the orderly conduct of a disciplinary proceeding.

Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.

Failure to comply with the sanction(s) imposed under the student conduct policy.

Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Retaliation -- adverse action taken against a person because of the person's good faith opposing, reporting, or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to Institute policies, including the Code of Conduct.

## Unauthorized Use or Misuse of NHIA Facilities

Unauthorized entry into, unauthorized use of, or misuse of Institute property, including computers and data and voice communication networks.

Unauthorized entry or use of NHIA property, which includes unauthorized entry to residence halls, classrooms, digital labs or studios.

Unauthorized possession, distribution, use, or duplication of keys or access cards for Institute property.

## Violation of Federal or State Laws

Violation of federal, state or local laws and NHIA rules and regulations on Institute property or at Institute-sanctioned or NHIA-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Dean of Student Affairs within 5 days of the conviction.

## Insubordination

Persistent or gross acts of willful disobedience or defiance toward Institute personnel.

Failure to comply with direction of Institute officials, faculty, staff or security officers who are acting in the performance

## Overview of the Conduct Review Process

The Conduct Review Process provides a fair and impartial assessment of a student's responsibility for violating the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Bullying, Unlawful Harassment, and Retaliation. It is an administrative and educational process rather than a legal one. The standard conduct process is completed within sixty (60) days; respondents and complainants are notified of time frame adjustments and advised of options for ensuring a prompt and equitable process.

When student behaviors fall at the intersection of multiple policies, such as the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; Academic Integrity Code; Residential Code of Conduct; or policies regarding employment, exchange, study abroad, or mobility; the Dean of Students Affairs or designee will consult with other NHIA officials to determine which policies and procedures to apply. Where applicable, policies for Pre-College, Graduate Programs, Art Educators Summer Institute, and other programs sponsored NHIA will supersede this Student Code of Conduct. The Institute reserves the right to use an accelerated conduct process -- without the option for a hearing -- for non-degree students.

Students may be accountable to criminal and/or civil authorities as well as to NHIA for acts that violate federal and state laws. The NHIA conduct processes will not await civil or criminal proceedings unless the government requires a deferral.

## Reporting Sexual Misconduct, Discrimination, Unlawful Harassment, and Retaliation

Students who suspect or have experienced harassment, discrimination, retaliation, or sexual misconduct (e.g., sexual assault, relationship violence, nonconsensual sexual contact, sexual exploitation) are encouraged to seek support from Dean of Student Affairs or designee to make informed decisions about reporting such incidents. The Dean can discuss formal and informal complaint processes, possible remedies that accompany either type of complaint (e.g., altering living, work, and classroom situations), confidentiality/privacy concerns, support available within and outside of NHIA, no-contact and restraining orders, and options for reporting to law enforcement, if desired.

## Filing of Formal Complaint

In all circumstances, the filing of the formal complaint marks the beginning of the conduct process. Any member of the I community may file a complaint in writing, identifying the basis of the complaint, the relevant events, the dates, and the individuals that have knowledge of the events. Those who file a complaint or whose rights may have been violated are identified as "Complainants." Students who are alleged to have violated the Student Code of Conduct or other applicable policies are identified as "Respondents." Complaints should be submitted as soon as possible, preferably before the close of the semester in which the incident has occurred unless permitted otherwise by the Dean of Students Affairs or designee.

## Investigation

The Dean of Students Affairs or designee reviews the formal complaint, and determines if a full investigation is warranted or if the complaint should be dismissed and a different course of action should be recommended to the complainant. An investigation typically consists of interviews with those with knowledge of the events and a review of relevant documents and evidence. If an investigation leads to formal charges, the conduct officer notifies the complainant and promptly convenes an informational meeting with the respondent.

## Informational Meeting

During the informational meeting the conduct officer and the respondent have an opportunity to discuss the conduct process and the charges to help the respondent to decide whether to accept responsibility. If the respondent accepts responsibility, the next step is an administrative meeting. If not, a hearing is the appropriate next step. Respondents who fail to appear for the informational meeting will have their charges reviewed in their absence based on information available at that time.

## Administrative Meeting

The conduct officer issues appropriate sanctions during the administrative meeting. Respondents who fail to appear for the administrative meeting will have their charges reviewed in their absence based on information available at that time.

## Hearing

The judicial board is comprised of three to seven students, staff, and faculty. The goal of the hearing is for the board to assess the accuracy and credibility of the accounts that have been presented and determine whether the respondent is responsible for the charges. To that end, all parties are urged to answer all questions and otherwise fully participate in the hearing. Respondents who fail to appear will have their charges reviewed in their absence based on information available at the hearing.

The Dean of Students Affairs or designee has the discretion to determine whether multiple respondents in a single case are considered jointly or separately.

Hearings are closed to the public; exceptions are made at the discretion of the Dean of Students Affairs or designee. Only those parties questioned by the judicial board are eligible to speak. Procedural advisors and others who have been permitted to attend may not address the judicial board or otherwise disrupt the proceedings. When necessary, the conduct officer approves special arrangements: for example, either party may request to be in a different room than the other during a sexual misconduct case hearing, or a student who is studying abroad may need to participate remotely.

## Deliberation

The Judicial board makes decisions regarding responsibility for charges by majority vote in a closed session that is not recorded or transcribed. They then determine appropriate sanctions for any charges for which the respondent is found responsible.

## Notification

The Dean of Students Affairs or designee composes the outcome letter, shares one copy with the respondent and places another in the respondent's disciplinary record. The complainant is also notified of the outcome. The outcome is considered final in the event that a timely appeal is not filed.

## Appeal

When notified of the outcome, the respondent and complainant are advised that either may file a written appeal with the Dean of Student Affairs or designee within five (5) working days. The appeal must specify:

a significant procedural impropriety or

new relevant information that could not have been discovered/revealed at the time of the administrative meeting or hearing or

Variations from the conduct process outlined above are not considered a “significant procedural impropriety” unless they lead to significant prejudice to a respondent, complainant, or to NHIA.

The outcome of the appeal process is shared with the respondent and complainant within ten (10) working days of the receipt of the written appeal. The imposition of sanctions generally does not await the conclusion of the appeal process. The Dean of Student Affairs or designee reserves the right to reduce, uphold, or increase sanctions on a case-by-case basis; his/her decision is final and binding to all parties.

#### Additional Information

##### Procedural Advisor

The Institute provides complainants and respondents with procedural advisors: neutral faculty or staff volunteers whose familiarity with the Student Code of Conduct; Policy Prohibiting Sexual Misconduct (Title IX Compliance) ; and Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation enables them to inform students about the conduct process, help protect their rights, provide support and referrals, and otherwise be of assistance.

Advisors are permitted to attend hearings and conduct meetings. However, advisors’ scheduling conflicts cannot interfere with the prompt resolution of a case.

Advisors may not speak on behalf of complainants or respondents; the conduct officer and the judicial board reserve the right to remove advisors who disrupt the conduct process.

##### Intermediary Steps

Intermediary steps may be taken at any point in the conduct process if the Institute identifies a possible threat to the campus community’s safety, security, or civil rights. Intermediary steps are considered administrative rather than disciplinary actions and may include the following:

The Dean for Student Affairs, or designee may suspend students from NHIA for an interim period pending disciplinary or criminal proceedings. An interim suspension becomes effective immediately, without prior notice, if there is information that the students’ continued presence poses a substantial and immediate threat to the community or to the performance of Institute functions.

The interim suspension will not delay or void the conduct process, which will proceed on a normal schedule up to and through consideration of the case by a judicial board, if required.\*

(\*During interim suspension, students may be denied access to all NHIA property and all Institute activities or privileges for which they might otherwise be eligible.)

Alternative intermediary steps may include adjusting the class schedule, residence, employment, or other activities of the complainant or the respondent. Steps may also include a no-contact order for complainant, respondent, or other participants in the conduct process. Where possible, the impact of such adjustments on the complainant will be minimized.

In cases of suspected possession of weapons, the Institute reserves the right to search personal belongings, including but not limited to articles of clothing, purses, briefcases, bags, and vehicles. The Dean Student Affairs, Director of Residential Life or designee, must approve all such searches. The Institute may request the involvement of law enforcement officials in cases of suspected possession of weapons.

In the case of possible violations of federal, state, or local law, the Institute reserves the right to refer matters to the appropriate authorities. When students are charged by federal, state, or local authorities with a violation of law, the Institute will not request or agree to special consideration for them because of their status as students.

When students are taken through criminal proceedings as well as conduct processes, the Institute may advise off-campus authorities of NHIA's procedures.

### Rights of Respondents

Students who are alleged to have violated the Student Code of Conduct or other applicable policies are entitled to the following procedural protections:

To a prompt and equitable conduct process.

To be considered "not responsible" for charges until found "responsible."

To be informed of the specific charges against them.

To be informed of the identity of the complainant, except when identification may pose a danger to the complainant or when the impacted community member decides not to be identified and the Institute has a substantial interest pursuing the case. In such instances, the Institute is the complainant.

To be informed of the options to resolve the charges.

To be accompanied by a procedural advisor during an administrative meeting or judicial board.

To hear and respond to information upon which a charge is based.

To present information and identify witnesses who can provide additional relevant information.

To be assured that all participants will be requested to keep information as private as possible.

To be informed of the outcome of the investigation/hearing, options for appeal, and outcome of any appeal.

To be informed of these rights prior to any administrative meeting with a conduct officer or judicial board.

The best course of action for respondents who wish to preserve their rights and make use of all available options is to participate fully in the conduct process. Respondents may be eligible for additional options and protections in cases of sexual misconduct, discrimination, and unlawful harassment.

### Rights of Complainants

NHIA community members who file a complaint or whose rights have allegedly been violated are entitled to the following procedural protections:

To a prompt and equitable conduct process.

To have their identity shielded when identification may pose a danger to them.

To be informed of alternatives to resolve the charges, including optional pursuit of criminal charges.

To be advised of how the campus can support court-ordered no-contact, restraining, and protective orders, such as by notifying NHIA's Security department or placing additional safeguards with the Dean of Student Affairs on publicly available information about the complainant.

To be accompanied by a procedural advisor during an administrative meeting or judicial board.

To hear and respond to information upon which a charge is based.

To present information and identify witnesses who can provide additional relevant information.

To be assured that all participants will be requested to keep information as private as possible.

To be informed of the outcome of the investigation/hearing, options for appeal, and outcome of any appeal.

To be informed of these rights before the respondent is notified of charges.

The best course of action for complainants who wish to preserve their rights and make use of all available options is to participate fully in the conduct process. Complainants may be eligible for additional options and protections in cases of sexual misconduct, discrimination, and unlawful harassment.

### Respondents' and Complainants' Responsibilities

Meet with their procedural advisor to review the student conduct process (very strongly recommended).

Present a written personal account, witness contact information, and other pertinent records to the conduct officer.

Review the investigation report upon receipt (preferably with the procedural advisor) and submit additional information to the conduct officer as needed.

Prepare an impact statement for submission during the hearing (optional). The impact statement explains how the student has been impacted academically, financially, etc., by the case and is only reviewed if the board determines the respondent to be responsible.

### Sanctions

Sanctions hold students accountable for violations of community standards and policies, enable students to learn to be effective community members in the future, and preserve community safety. If found responsible, students may receive one or more of the following sanctions:

**Disciplinary warning:** students are notified in writing that more serious penalties will be forthcoming if any further violation occurs.

**Disciplinary probation:** Students are notified of a specified period of time during which privileges may be restricted (e.g., studying abroad, serving in a student leadership position), conditions imposed (e.g., no entry into NHIA residence halls or Institute-sponsored events). Violations of the terms of disciplinary probation or any other violation of NHIA policies and regulations during the period of probation may result in additional sanctions, up to and including suspension or dismissal from the Institute. Students on disciplinary probation who earn lower than a 2.0 term or cumulative GPA are subject to academic dismissal.

**Disciplinary suspension:** Students are excluded from NHIA property, Institute-sponsored classes and activities, and other privileges for a specified period of time. A student's eligibility for reinstatement is contingent upon completion of the conditions imposed in the outcome letter and compliance with normal standards for enrollment.

**Disciplinary dismissal:** Students are permanently separated from the Institute and excluded from its property, Institute-sponsored classes and activities, and other privileges.

**Restitution:** students are required to repay the Institute or an affected party for damages.



Fines: Students are fined a specified monetary amount.

Educational sanctions: Students are required to complete educational projects, such as attending workshops or meetings, participating in community service, writing reflective or research papers, etc.

Records hold: Students have holds placed on their records preventing class registration, awarding of diplomas, and/or issuing of transcripts or other records until the terms of the sanctions are completed.

Withholding the degree: Students' degrees are withheld until the completion of the conduct process, including the resolution of imposed sanctions, regardless of the students' academic status. This sanction requires approval of the provost.

Revocation of community privileges: The Institute revokes privileges normally associated with community members' status as admitted students, non-degree students, or alumni/ae.

The Institute considers significant mitigating or aggravating factors when imposing sanctions and does not follow progressive disciplinary actions (i.e., students do not have to be placed on warning or probation before they are considered for suspension or dismissal). Mitigating or aggravating factors may include the present demeanor and past conduct record of the respondent; the nature of the offense and the severity of any damage, injury, or harm resulting from it; and the level of ongoing threat to the safety and security of the complainant or campus community. Unless specified otherwise in the notification of outcome, sanctions take effect immediately.

#### Disciplinary Records

The Institute retains student disciplinary records for seven (7) years from the date of the outcome letter and may be kept for longer periods of time at the discretion of the Dean of Students Affairs or designee. Students may review disciplinary records in accordance with the Family Educational Rights and Privacy Act's provision for viewing their educational records; they do so by scheduling an appointment with the Dean of Students Affairs or designee at least five working days in advance. Records may be redacted, which means that information relating to other students, administrative file notes, and other confidential information will be removed prior to student inspection. Please note that the Clery Act requires that the campus report (without names or personally identifying information) statistics about misconduct that rise to the level of criminal activity, including sexual assault; domestic violence; burglary; and certain drug, alcohol, and weapon law violations.

#### Definition of Conduct Terms

Case -- A case is a compilation of relevant information pertaining to the charge(s).

Charge -- A charge is the specific, formal violation of the Student Code of Conduct; the Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation for which the Institute is determining student responsibility.

Disciplinary Record -- A disciplinary record refers to the collection of files related to a student's case. The files may include but are not limited to incident report(s), correspondence, investigation notes, witness statements, impact statements, student conduct history, and outcome letters.

Complaint -- A formal complaint is the document (electronic or hard copy) that describes the nature of the alleged violation of the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation as well as the parties involved, witnesses, and other relevant details.

Complainant -- A complainant is a person whose rights within the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation are reported to have been violated. "Complainant" can also refer to the person or entity reporting a violation.

Working Day -- The Institute defines working days as Monday through Friday, excluding administrative holidays when offices are closed.

Judicial Board -- A Judicial board is a group of three to seven specially trained staff and faculty who adjudicate conduct cases. Those who hear sexual misconduct cases receive (at minimum) yearly briefings on topics such as sexual assault, assessment of credibility and relevance, sanctioning, and hearing processes that promote accountability and protect the safety of complainants and other community members.

Procedural Advisor -- Advisors are neutral faculty or staff volunteers whose familiarity with conduct processes enables them to provide information and recommendations to either the complainant or respondent about conduct-related procedures and options.

Preponderance of Evidence -- Preponderance of evidence means “more likely than not” or “50 percent plus a feather.” It is the standard used by judicial boards and conduct officers when reviewing cases.

Respondent -- A respondent is a person who is named in a complaint and accused of violating the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation.

Sanction -- Sanctions are disciplinary and educational obligations assigned to students found responsible for violating the Student Code of Conduct; Policy Prohibiting Sexual Misconduct; or Policy Prohibiting Discrimination, Unlawful Harassment, and Retaliation.

Conduct Officer -- The conduct officer is a trained staff or faculty member who is authorized by the Dean of Students Affairs or designee to administer conduct procedures for a specific case.





