



UNDERGRADUATE STUDENT HANDBOOK

2018-2019

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INTRODUCTION

On behalf of the faculty and staff of the New Hampshire Institute of Art (NHIA), 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, succeed at NHIA. The Student Affairs Department has designed this handbook to be used in conjunction with the NHIA academic catalog, which includes course descriptions as well as requirements for graduation and completion of all academic majors and programs. 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 Undergraduate Division Office of Academic Affairs. Additional information on policies relating to student life and co-curricular activities is available through the Student Affairs Department. Please contact Student Affairs if you have any questions or suggestions for improvements to future editions of the *Student Handbook*. We hope that you take advantage of all the programs, services, and opportunities that NHIA and the city of Manchester have to offer.

CHANGES TO POLICY

The information contained in this handbook is subject to change at any time. The Student Affairs Department will notify students through official NHIA email whenever significant changes are made to the *Student Handbook*. This handbook is intended to serve as a general source of information about NHIA and in no way constitutes a binding contract between the students and the College. New Hampshire Institute of Art reserves the right to withdraw or change its curricular offerings, tuition, fees, and policies at any time.

MISSION, VISION, VALUES

Mission

To educate, engage and empower through the arts.

Vision

To be a leader in arts education, recognized for our ability to use the arts to foster positive change in the world and enable individuals to realize their full creative potential.

Values

We are educators.

As mentors and teachers, our job is to challenge and support our students. To achieve this, we focus our education on aesthetic and technical skills, historical and contemporary analysis, experimentation, collaboration, and free inquiry.

We are students.

Each member of our community is a student. We learn from each other and value each other's contributions.

We are practitioners.

While our primary focus is teaching, we are also practicing creative professionals who bring current ideas to those we educate. To broaden the student experience, we incorporate local and global perspectives.

We are advocates.

We believe art is relevant and essential to our culture; therefore, we promote education, presentation, and civic engagement through affordable programs and curricula.

We are creative citizens.

Successful citizenship begins with integrity, inquiry, empathy, responsibility, honesty, accountability, and the celebration of diversity, which ultimately shapes our communities and cultural landscape for the betterment of the world.

We are a community.

Our organization is comprised of a diverse group of people who see inclusion as a priority. Our success relies on cooperation, collaboration and respect for one another.

ACCREDITATION & AUTHORIZATION

The New Hampshire Department of Education Higher Education Commission (NHHEC) has authorized New Hampshire Institute of Art to confer Bachelor of Fine Arts (BFA), Master of Arts in Art Education (MAAE), Master of Arts in Teaching Visual Arts (MAT), and Master of Fine Arts (MFA) degrees. The State of New Hampshire Board of Education has also approved NHIA to offer a K-12 Art Education certification option through its MAT. Both the New England Association of Schools and Colleges (NEASC) and the National Association of Schools of Art and Design (NASAD) accredit the New Hampshire Institute of Art.

STATEMENT OF INCLUSIVITY

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

ACADEMIC ADVISING

Academic advising at NHIA is multi-faceted with assigned academic advisors central to its structure. Operating in close consultation with department chairpersons, faculty advisors 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.

It is the responsibility of the individual student to maintain close contact with their academic advisor, which includes scheduled meetings during various advising/registration periods. It is suggested that each student meet at least twice per semester with their academic advisor.

OFFICE OF THE REGISTRAR

The Office of the Registrar 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, NHIA 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 POLICIES

Academic Integrity

Academic integrity is essential to the integrity of the college. 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 in two separate classes without the prior knowledge and consent of both instructors. It is suggested that the student receive this approval in writing. Student works that have been inspired by or appropriated from other works of art must acknowledge their source and be clearly labeled to that effect. Students appropriating work should be knowledgeable as to the “fair use” doctrine. 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 willful disregard, is unacceptable and will not be tolerated. A violation can lead to suspension and or dismissal from NHIA. Also, see the “Disciplinary Dismissal from a Course or Class” section of this handbook.

Academic Probation/Suspension

Students who fail to maintain a minimum semester grade point average (GPA) of 2.0 are placed on academic probation. Academic progress is evaluated at the end of every semester. If a student does not meet the minimum GPA of 2.0 at the end of the semester, the student will receive an academic probation letter from the Dean of Undergraduate Studies. Students placed on probation must adhere to all requirements outlined in their probation letter. A student can be placed on academic probation for a maximum of 2 consecutive semesters (1st probation and 2nd probation). If the student does not improve their grades after the 2nd semester, they will be academically suspended.

If a student has been placed on a 2nd probation and does not increase their semester GPA to a 2.0 in their third semester or falls below a 1.0 at the end of any given semester, the student may, at the discretion of the Dean of Undergraduate Studies, be academically suspended. Students academically suspended from NHIA may apply for readmission after a period of one year. Students who think they may want to reapply are encouraged to take and pass two to four courses at an approved accredited college while away from NHIA as evidence that they are committed to achieving their long-term academic goals. See the Office of the Registrar for more information about the transferability of course credits. Readmission to NHIA is contingent upon the student’s adherence to the readmission policies outlined in the academic suspension letter.

Students with a semester GPA of 1.0 or less may, at the discretion of the Dean of Undergraduate Studies, be academically suspended from NHIA after only one semester. This policy is in place to ensure that students at NHIA are capable of obtaining a degree within the matriculation time limitation.

Academic probation and academic suspension may have financial and/or financial aid ramifications. Please contact the Financial Aid Office with any questions or concerns.

Academic Responsibilities

Each student shall be responsible for meeting the academic standards established for the course of study in which they are enrolled; these standards shall be the only basis for evaluating the student's academic performance.

Academic Standards and Assessment

NHIA is committed to tracking student success in the written, visual, and liberal arts both within and beyond academic programming. Student, programmatic, and institutional assessments are designed to measure achievement of undergraduate competencies and NHIA learning outcomes. Some examples of the types of assessments students can expect to participate in include: building, discussing, and exhibiting digital portfolios of work; participating in annual student reviews, self-assessments and written reflections; composing a summative capstone document and exhibition of work in the senior year; and participating in all classroom assignments and assessments.

NHIA teaches and evaluates students through competencies. A competency is simply a statement that describes the learning that you will achieve, and be able to demonstrate, at the end of a course. These statements identify what you will know and be able to do.

In all your courses, you can ask your faculty (and see on your syllabus!) what skills and abilities you will learn through the class. Your course assignments will all be linked to these competencies, designed to teach you knowledge you need to advance as an artist. When it comes time to grade, faculty will evaluate you on how well you have achieved those competencies or skills – so instead of a number grade, NHIA faculty will describe your progress on the competencies, often through narratives, critiques, and conversations. These evaluations are represented on your transcript using the NHIA Grading Scale.

Detailed information about course evaluations is described in course syllabi.

Academic Transcripts

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 their 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, student accounts, 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 students.

Add/Drop

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 their registered schedule. All schedule changes must be submitted to the Office of the Registrar on a single add/drop form before the semester add/drop deadlines (published in the academic calendar). Dropped classes will be removed from the student's record; they will 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 adding or dropping a class/classes may affect your financial aid; see the Financial Aid Office with questions.

Please note:

- Adding a class is subject to seat availability.
- The date the Office of the Registrar receives the add/drop form is the date that the official adds or drop takes place.
- Students may change their schedule during the add/drop period; however, financial reimbursement for changes is subject to NHIA's financial policy.

Advanced Placement Test Credits

AP (Advanced Placement) Test Credits: NHIA can accept up to 24 credits of AP credit towards a BFA degree. 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.

Attendance

NHIA is a professional arts college dedicated to teaching and learning. Attendance is required in all classes. It is the responsibility of every faculty member to define the attendance policies that pertain to the classes they teach in consultation with their department chair. Attendance policies, and how they may or may not affect a student's grade, must be clearly communicated in writing as part of the course syllabus and verbally on the first day of class.

Auditing Courses

A student is permitted to audit a course depending upon availability of room in the course, and only with the permission of the instructor. 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. Once a course starts, a student cannot decide 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.

BFA Exhibition

All graduating students are required to participate in the annual end-of-year BFA exhibition to fulfill all requirements for graduation. Graduating students must complete Senior Studio coursework to be eligible to participate in this exhibition and graduate. It is fully expected that an approved, focused collection of the senior's studio work will be exhibited in the BFA exhibition. Work must remain on display until the exhibition closes.

A committee of program chairpersons and the Dean of Undergraduate Studies will review all senior graduate exhibition presentations for final approval in assigned studio locations and reserve the right to edit the work displayed. Successful preparation and participation in the exhibition, as deemed by the department chairperson and Dean of Undergraduate Studies, is required in order for the student to participate in commencement/graduation activities, to officially graduate, and receive their diploma.

BFA Majors and Minors

For the 2018-19 academic year students may select one of the following majors: Ceramics, Creative Writing, Fine Arts, Graphic Design, Illustration, and Photography. Beginning in Fall 2018, NHIA will offer three additional majors: Comic Arts, Printmaking, and User Experience (UX) Design.

Students interested in pursuing the Dual Degree: Art Education (BFA/MAT) Program should speak with their advisor and the director of the art education program for more information. Some majors (e.g., Creative Writing) may not be eligible for this program. A student may add (declare) or change their major by completing a declaration/change of major form found in the Office of the Registrar. Students can declare or change majors, or elect to enroll in the Dual Degree program, prior to achieving 45 credits. After 45 credits, special permissions by the Dean of Undergraduate Studies is required, and not all credits may transfer into the new program. The change of major form must be signed by the student and the new department chair. A portfolio review may be required.

NHIA's undergraduate curriculum seeks to minimize barriers between disciplines and provides numerous opportunities for our students to experience and explore a wide variety of creative pursuits within and beyond their major departments. Many students are interested in diversifying their skills with a secondary interest in a particular area, often closely linked to their majors but occasionally much further afield. Declaring a minor is often the perfect way to do this.

Regardless of the major the student declares, they may elect to earn a minor in Art History, Ceramics, Comic Arts, Creative Writing, Design, Fine Arts, Illustration, Photography, or Printmaking. Students must declare a minor prior to completing 75 credits in their BFA program. The flexibility, discipline, and cross-disciplinary thinking required for the pursuit of a minor provides students with skills often necessary for today's creative careers. Each minor requires 15 credits of work in the minor area of study, ranging from required courses to options for electives. Students pursuing a Dual Degree (BFA/MAT) will not be able to add a minor to their BFA program without exceeding the 120-credit minimum to graduate. Students wishing to learn

more about a minor should speak with the department chairperson, faculty in the minor area of study, or their academic advisor. Students may fill out a declaration of a minor form in the Office of the Registrar.

Change or Declaration of Major

Undeclared students, or students wishing to change their major or enroll in the Dual Degree program (including transfer students), must declare a major by the time they complete 45 credits. Freshmen are strongly encouraged to talk to faculty, advisors, and upperclassmen before declaring a major. After 45 credits, special permissions by the Dean of Undergraduate Studies is required, and not all credits may transfer into the new program.

BFA Major Requirements

All BFA majors require the successful completion of the following requirements:

Foundations Core, 9 credits

Foundations Skills Labs, 6 credits

Global Perspectives in Visual Art, 3 credits

Major Core Courses, 39 credits

Major Practicum Courses, 9 credits

Professional Practices, 9 credits

Choice of Studio Electives, 12 credits

Choice of Art History Electives, 9 credits

Choice of Liberal Arts & Sciences Electives, 12 credits

Choice of Science Electives, 6 credits

Choice of Humanities Electives, 6 credits

Total: 120 credits

Canvas and ePortfolios

All NHIA students are required to use Canvas to access course and college information. Canvas is also a convenient way to communicate with faculty and classmates, and in some courses can provide you with information about your progress in the course. Canvas is the gateway to Pathbrite, where you will be required to upload images or digital files of your work and build a record of your achievements at NHIA for your own self-reflection as well as for NHIA's assessment program. Pathbrite is a useful tool for building professional digital portfolios and you will have the opportunity to continue to use it long after graduation in support of your developing career.

Cell Phone 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.

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 using a change of contact information form. For name changes, two forms of identification or documentation are required. Forms are available from the Office of the Registrar.

Class Standing

The number of completed credits a student has earned determines their class standing.

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90+credits

College Level Examination Program (CLEP)

NHIA can accept up to 24 credits from CLEP exams towards a BFA degree. Only tests with a passing score that fill a direct graduation requirement are eligible for transfer credit. Accepted CLEP credits will be reviewed using the same policy as college transfer credit and Advanced Placement Test credits. 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.

Course Cancellation

NHIA retains the right to cancel courses up to one week prior to the start of every semester or by discretion of the Dean of Undergraduate Studies if enrollment for a given course does not meet the minimum enrollment requirements specified for that course. In case of course cancellations, all students who had been registered for that course will be notified by the Office of the Registrar and students may select another course.

Credit Hours and Classification

Students primarily enroll in 3-credit studio and lecture courses. While the outside workload varies from class to class, a studio student is expected to complete at the very least one hour of independent studio work for every two hours of class time. A student in a liberal arts course is expected to spend two hours of outside work for each hour of class time.

Course Load

A full-time course load at NHIA is 12 to 18 credits each semester. A 15-credit per semester course load is required to complete the program in a four-year timeframe. Though students may enroll in up to 18 credits in a semester, they should discuss this with their advisors. Students who consistently enroll in less than 15 credits may delay their graduation date and incur further financial liabilities. This should be discussed with the Financial Aid Office. Students should be aware that decreasing their course load from full-time to part-time might affect their eligibility for financial aid and other obligations.

Dean's List

Students who successfully complete a semester minimum of 12 credits and attain a minimum semester GPA of 3.7, without any grades of incomplete in the given semester, will be named to the Dean's List. Dean's List status is recorded on the student's official transcript and is designated for the fall and spring semesters only.

Degree Requirements

All courses that are required for satisfactory completion of a BFA degree at NHIA are listed in the college's course catalog. 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 the curriculum guide/program plan for their chosen major(s) that was in effect in the term the student entered NHIA as a new student.

Departmental Studio Safety

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 and 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, your health and safety handout, and your syllabus.
- Do not bring food or drink into any studio. If you bring liquids to class, they should be capped 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-acto 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 it to faculty or staff member.
- 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 in the studio with another person. Students should not be alone in the studios.

Enrollment Verification

The Office of the Registrar is the only office that can officially verify enrollment for any student enrolled in any of NHIA’s degree programs, at the student’s request. Requests may be submitted in writing via the student’s NHIA email, or the form that you wish to be completed for verification can be brought to the Office of the Registrar. All outstanding NHIA debt must be paid in full before enrollment verifications will be provided for a student.

Family Education Rights and Privacy Act of 1974 (FERPA)

See “Privacy”.

Grading & Evaluation

NHIA does not use the traditional “A” through “F” 100–point grading scale that students may have experienced for much of their K–12 education. Instead, NHIA has opted to evaluate students on whether or not they have achieved the competencies, or skills, that a course sets out to teach them. Although faculty may approach the evaluation of students against course competencies using varying methods, mid–term and final course grades will all be entered into student records using the following grading scale:

Grade	GPA	Description
Pass with Distinction	4.0	Student achieves course competencies and distinguishes self through exemplary work
Pass	3.0	Student achieves course competencies
Low Pass	2.0	Student demonstrates emerging ability in the achievement of course competencies
Fail	0.0	Student does not achieve course competencies

With this type of competency–based grading scale, evidence of student achievement is critical to understanding success – grades alone cannot paint the full picture. For this reason, NHIA provides all students with ePortfolio software called Pathbrite that can be used both while in school and after graduation to support their developing career. Additionally, a letter from the Registrar will accompany all official transcripts to describe NHIA’s evaluation system to potential employers or graduate schools.

Only final semester grades are recorded on the student's transcript. Mid-term grades are intended to allow for an opportunity for students and faculty to discuss progress and make suggestions for improvements before final grades are in. The final semester grade is averaged into the student's GPA. Students who would like to appeal for a change of final course grade must follow the steps outlined in the "Grade Appeal Process" section.

Grading: Other Transcript Marks

Grade	Grade Point	Explanation
F	0.0	Failure: 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. If a student receives a failing grade in a required course in the program, he or she must take the exact same course again and receive a passing grade.
IC	0.0	Incomplete: 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. If the student does not complete the course work within the allotted time, a permanent "F" grade is issued.
W	None	Withdrawal: Issued when a student officially withdraws from a course during the designated withdrawal period (the first eight weeks of the term). This designation appears on the student's grade report at the end of the semester and will be recorded on the permanent transcript; no grade is factored into the student's GPA.
WP	None	Withdrawal/Passing: Issued by the instructor if the student withdraws after the designated student-initiated course withdrawal period (between weeks eight and ten) and was making satisfactory progress. The designation appears on the student's grade report and on their permanent transcript; no grade is factored into the student's GPA.
WF	0.0	Withdrawal/Failure: Given to a student by the instructor if the student withdraws after the designated student-initiated course withdrawal period (between weeks eight and ten) and was making unsatisfactory progress. The failing grade "WF" from required courses imposes a requirement for the student to retake the exact same course and gain a passing grade. The grade received in the course the second time will replace the original grade in the calculation of GPA. The original grade will remain printed on the transcript but will not be factored into the student's GPA.
AF	0.0	Administrative Failure: Usually indicates that the student stopped attending classes without dropping or officially withdrawing from the course during the designated withdrawal period and was failing at the time they stopped attending. A failing grade "AF" from a required course imposes a requirement for the student to retake the exact same course and gain a passing grade. The grade received in the course the second time will replace the original grade in the calculation of GPA. The original grade will remain printed on the transcript but will not be factored into the student's GPA.
AU	None	Audit: Students auditing a course will receive no credit for the course and will receive an "AU" on their transcript, since no grade is calculated.
AW	None	Administrative Withdrawal: Usually indicates that the student was removed from class by the instructor because the student stopped attending classes without officially withdrawing from the course during the designated withdrawal period. The designation appears on the student's grade report, and on the permanent transcript, but is not factored into the student's GPA. Students who fail to attend class after week eight, and who do not officially withdraw, may receive the grade of "F", and it will factor into their GPA.

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 two 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. Students who are allowed to participate/walk at graduation 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. BFA degrees are conferred on January 15th, May (the day of the month coincides with the May Graduation Ceremony, which is different each year), and September 15th.

Grade Point Average (GPA)

The GPA is the numerical equivalent of an average grade and is calculated using a 4.0 grade point scale. Each semester's total credits are divided by the numerical value granted for each grade to calculate the GPA for that semester. The cumulative GPA is based on all credits and the total numerical value earned by the student to date at NHIA.

Graduation

To graduate with a Bachelor of Fine Arts degree from NHIA, a student must obtain a minimum cumulative grade point average (CGPA) of 2.0 with a minimum of 120 credits. In order to meet the NHIA residency requirement, a student must successfully complete a minimum of 60 credits at NHIA, the last 30 of those credits to be completed in residence at NHIA (with the exception of study abroad and approved courses at the University of New Hampshire-Manchester).

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 (excluding Senior Studio II) may participate (or "walk") in the annual commencement ceremony, which takes place in May. All obligations to NHIA, such as library fines, tuition and fees, etc. must be met (including payment of the graduation fee) in order for the student to participate in commencement activities and for their diploma to be released. No diploma or transcript will be released to a student whose outstanding financial obligations to NHIA have not been met.

Graduation with Honors

Honors designations are based on a student's final cumulative grade point average (GPA) once all work is complete. You must complete 50% or more of your coursework at NHIA to receive graduation honors. BFA candidates who have completed all degree requirements in time for the Office of the Registrar to complete a final degree audit prior to the May graduation ceremony can earn this distinction. Students who are participating/walking (meaning those who have incomplete or outstanding coursework, or grades of "incomplete" during their final semester) will not earn this distinction until the outstanding work is complete, and their degree is conferred on the next available degree conferral date.

The graduation honors distinctions are as follows:

Cum Laude	3.5-3.67
Magna cum Laude	3.68-3.83
Summa cum Laude	3.84-4.00

Petitioning to Graduate

A petition to graduate form must be completed and submitted by November 1st of a student's senior/graduating year. Petition to graduate forms are available from the Office of the Registrar. 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 they are on target to graduate and that the student's courses meet department and college requirements. Any questions should be directed to the Office of the Registrar. There is a \$100 graduation fee charged to all BFA students.

Students who have completed all of their coursework by the previous December are invited to participate in the following May's commencement ceremony. All obligations to NHIA, such as 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 NHIA 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 six credits) course work by the end of the following semester.

Independent Study

Qualified students may take up to two, 3-credit independent studies during the course of their studies at NHIA, with no more than one independent study in any one term. Independent studies are intended to provide additional breadth and/or depth of study. All independent studies must be approved and signed off on by the sponsoring faculty, the student's advisor, the department chair, and the academic dean. The completed and signed independent study application with its supporting documents must be returned to the Registrar during the BFA registration period or the independent study may not be approved. Please see the application form for all requirements. A student is considered registered for an independent study only after the student has delivered the completed form to the Registrar and the course appears on the student's schedule.

Juniors and seniors with a cumulative GPA of 3.0 or above have the opportunity to work in an area or on a project not otherwise offered in a department curriculum. An independent study may also be used to replace a required course not available in the semester in which the student will graduate. Any sophomores requesting independent studies must petition the Academic Affairs Department, in writing, two weeks prior to the start of registration.

Leave of Absence

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 Undergraduate 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, a student 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 Undergraduate 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.

Privacy

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, NHIA refrains from disclosing a student's academic, judicial, billing or financial aid information to parents and/or guardians without the consent of the student. FERPA was designed 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.

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 their parents or guardians to be able to access specific information regarding their student account. If the student chooses to grant permission to release this information to parents or guardians, the parent(s) and/or guardian(s) must be listed on the form. The form is available at the Office of the Registrar.

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).

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; major 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 college-wide posted or published lists such as the Dean's List or the commencement program, and information will not be released to prospective employers or during enrollment verifications.

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.

Registration

Prior to the semester registration period, the student is required to make an appointment with their academic advisor during their designated academic advising periods to review course options for the upcoming semester, to select courses within their program, and receive approval to register. After completion of an advising session, students will be able to register online during designated time periods. All outstanding NHIA 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 Student Accounts Office before they will be permitted to register for courses. For detailed instructions on how to register for classes on SCAN, follow the link: <http://www.nhia.edu/current-students/technology-support>

Residency Requirement

All matriculating NHIA undergraduate students are required to complete a minimum of 60 credits at NHIA, the last 30 of those credits to be completed in residence at NHIA, with the exception of study abroad credits and approved courses at the University of New Hampshire – Manchester.

Senior Studio Courses

A senior is defined as a student who has already earned 90 or more credits toward a BFA. Only students who fit these criteria will be admitted into senior studio classes.

Social Media Policy

Social media usage by NHIA is intended to extend traditional channels of engagement and provide informational and educational opportunities that promote the perception of our institution. To help you identify and avoid potential issues, we have compiled the following guidelines:

Communication on social platforms is encouraged; however, when necessary, page administrators and school officials reserve the right to remove user-generated content or comments in accordance with this policy for the safety and security of our audiences. All users are personally responsible for their own user-generated content. When you are using social media for personal purposes, make sure it is clear to your audience that you are not representing the position or views of NHIA. If content is not acceptable for face-to-face conversation, it is not acceptable for a social networking site. Posts may be removed for any of the following reasons, at any time:

The use of obscene, threatening, discriminatory, or harassing language.

- Disclosure of information that is confidential by law or regulation.
- Comments advocating illegal activity.
- Posts violating copyrights or trademarks.

In addition to the individual guidelines discussed above, please follow these official guidelines concerning accounts created on behalf of NHIA:

- To ensure that your social media efforts adhere to the design and policy standards of New Hampshire Institute of Art, all official NHIA social media accounts must be created by NHIA's marketing department.
- Page administrators must consistently monitor and update pages on a regular basis. The marketing department reserves the right to disable New Hampshire Institute of Art social media accounts that are dormant for more than 6 months, as such stagnancy reflects poorly on the college.
- When page editors and administrators have left the college and no longer require access to social media accounts, you must update and adjust your page roles immediately.

Please take into consideration that all users, including administrators, are subject to these guidelines. Please contact JenRobertson@nhia.edu, Director of Marketing, with questions.

Student Artwork

By enrolling at NHIA, each student grants permission to NHIA to use, copy, reproduce, publish, distribute, or display any and all works created by the student while enrolled at NHIA for any and all academic purposes, whether in order to demonstrate examples of student work to current and future NHIA students; for public display in the galleries or on the campus of NHIA or on the NHIA website; or for promotional materials created by NHIA in all forms of media known or later to be developed, including but not limited to exhibition catalogs, direct mail, advertising, or classroom presentations. Such permission is on-going and shall continue until such time as the student explicitly revokes this permission by giving NHIA three months written notice of revocation, and NHIA having three months from the date of such notice to stop all use.

Student Exhibitions

All graduating students are required to participate in the annual end-of-year BFA Exhibition in order to graduate. Graduating students must have completed Senior Studio I & II before graduating. It is fully expected that an approved focused collection of the senior's studio work will be exhibited in the student-assigned area of the BFA Exhibition. No work may be removed from the exhibition until its close.

A committee of program chairpersons and the Dean of Undergraduate Studies will review all senior graduate exhibition presentations for final approval in assigned studio locations and reserve the right to edit the work displayed. Successful preparation and participation in the exhibition, as deemed by the department chairperson and Dean of Undergraduate Studies, is required in order for the student to participate in commencement/graduation activities, to officially graduate, and receive their diploma.

Student Reviews

All BFA students must be available for and participate in annual reviews, typically mid-Spring semester, during a time slot assigned by the Office of Academic Affairs.

Student reviews are an important component of NHIA's assessment program and provide students with an opportunity to present a portfolio of work from the academic year to a panel of faculty for discussion. The panel will write an evaluation of the work with recommendations at the time of the critique. Faculty may select work from each student during reviews for display in the annual student exhibition.

Students are subject to the expectations and requirements outlined in the student review packet, which gets distributed each spring. Any student who fails to present work for review is subject to academic probation or suspension. Students who, because of exceptional circumstances, expect to miss their review must arrange to have their review made up before the start of the next term. This arrangement must be made in writing through their department chairperson. Students who fail to take part in the review process risk being placed on academic probation.

Study Abroad

NHIA students who wish to study at accredited institutions outside of the United States must obtain academic approval by the Registrar prior to registration at the other higher education institution to ensure that the credits will be accepted toward their NHIA academic program. A description of the prospective course(s), along with credit hours, must be provided for review.

Students interested in the study abroad program that NHIA currently offers should make an appointment to discuss the study abroad process with the Registrar. To qualify for a study abroad program, the student must apply before the assigned deadline, write a student statement, have their department chairperson's approval, and have two letters of recommendation in order to have their application reviewed for acceptance. The student must have completed three semesters of course study at NHIA and must have a cumulative GPA of 3.0 or better. Once the appropriate information is submitted, the application will be reviewed, and the student will be informed once a determination has been made. Official transcripts from the approved study abroad program or school must be sent to the NHIA Registrar before credit can be entered in the student's record. Only course grades of solid "C" or higher (meaning "C", "C+", "B-", "B", etc.) will be accepted as transfer credit to NHIA. 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.

Textbooks

Course syllabi are distributed on the first day of class containing the list of required textbooks and course supplies.

Information about textbooks for the current or next semester can also be found at <http://www.nhia.edu>. The Teti Library often has a copy of required textbooks held on reserve for in-library-only use.

Transcripts

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 their 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 Office of the Registrar at (603) 836-2511 to request your transcript.

Transfer Credits

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 2.0 equivalent) 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.

Waived Courses

Only a department chairperson 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).

Weather Related Cancellations

In the event of snowstorms or other serious weather events, the cancellation decision for morning, early afternoon or all classes will be made by 9:00 pm the evening prior to an anticipated storm, if at all possible. Cancellation information can be accessed by visiting our website at www.nhia.edu/alerts, Twitter at @nhiaalerts, or by calling NHIA's main phone number at (603) 623-0313 and listening to the first part of the recorded message. You may also access the following television sources: WMUR Channel 9, FOX Channel 25.

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 2 hours before class time.

In the event of a weather-related cancellation your instructor may 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. You are then automatically registered and will be notified of these announcements via your cell phone.

Withdrawal Policies

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. 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 to the Registrar by each term’s deadline as stated in the academic calendar 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 the “Grade Point Average” section of this document.
- 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.

Withdrawal from NHIA:

Before officially withdrawing from NHIA, students must schedule a meeting with their academic advisor once the appropriate paperwork has been completed with their advisor, the signed and approved “Withdrawal from NHIA” form will be submitted to the Office of the Registrar for processing. Students should inform the Office of the Registrar, in writing, if they intend to participate in a study abroad program or an internship. Withdrawal paperwork is not required for these programs. NHIA student ID cards and parking permits must be returned to the Office of the Registrar. Laptops must be returned to the Information Technology 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 and must follow the readmission policy.

Withdrawal or Leaves of Absence and Financial Aid Refunds:

Students are required to meet with the Financial Aid Office before withdrawing from NHIA or taking a leave of absence to review their eligibility, options and the financial impact of withdrawing or leave of absence. Students withdrawing from NHIA 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, NHIA must return unearned funds to the U.S. Department of Education based upon a federal refund formula. If NHIA 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 then be required to pay.

LIBRARY

The Teti Library staff 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 for assistance with electronic resources or print collections. Email 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

Students who present their valid student IDs will be registered in the library system. This registration 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. A late charge for overdue items 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. Library charges can be paid with cash, check or credit card (there is a processing charge for credit card payments).

Information Literacy

Research skills are a competency that will be included in NHIA instruction in all four years of study. Library staff will work with faculty to ensure students have a firm understanding and ability to perform college-level research. Library staff will also provide instruction in other key information areas such as intellectual freedom, copyright issues, and intellectual property rights. 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.

Inter-Library Loan/GMILCS

An 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 the Greater Manchester Integrated Library Cooperative System (GMILCS). 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 worldwide interlibrary loan. Please ask at the library desk for more information or contact the library as noted above.

Special Collections and Archives

The special collections rooms are located in Fuller Hall and are the repository for rare and unique materials for NHIA. 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 with 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.

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.

Printing, Photocopying and Scanning

NHIA students have access to various printing options in the library. A black and white 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 or Text to Speech software are given priority of use.

Other Library Policies

The Teti Library exists to benefit the students of NHIA. Please let us know how we can improve your experience. While Fuller Hall can be noisy, we encourage quiet individual and group work whenever possible. Groups are encouraged to work in the Fuller Hall lobby area. We expect all library users to conduct themselves in a manner that is quiet and respectful of others 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.

Technology in the Library

Students have access to both Windows™ and MacOS™ desktop computers and MacOS laptops when the library is open. PCs with Windows and Microsoft Office (Word, Excel, PowerPoint, 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 Creative Cloud 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 for problems with the network, Internet connectivity, software, etc.

The Eye Gallery at the Teti Library

In the fall of 2012, the 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 NHIA 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 work.”

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 and visit the library webpage for additional information on current and recent shows.

BLAB

BLAB is the blog of the Teti Library. Sign up to receive notices of Teti Library and Eye Gallery events, calls for entries and cultural activities across the region, and library hours, including holidays and library closings. <http://blabnhia.org/>

Social Media

Keep up-to-date with library events and schedule changes, calls for entry, and other cultural activities by following the Teti Library on Facebook and Twitter.

ADMINISTRATIVE AND FINANCIAL SERVICES

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 <http://www.fafsa.ed.gov> for more information and to apply.

Priority Date for Financial Aid

NHIA has a priority deadline for incoming students to apply for financial aid. Students may be eligible for some types of aid such as Federal Pell Grants and Federal Direct Loans after the priority deadline but are less likely to be considered for institutional aid and campus-based funds after the priority date. Returning students have a different priority deadline. This date will be announced to returning students. Students may expect the same amount of institutional merit scholarship and need-based grant annually with the exception of an enrollment change and one-time scholarship/grant awards. NHIA merit scholarship and need-based grants are prorated according to enrollment status. For example, if a student is enrolled for 9 credits, being $\frac{3}{4}$ time, she/he will receive 75% of the NHIA merit scholarship and NHIA need-based grant. Other forms of campus-based aid may be limited for applications received after the published deadline.

Financial Aid Process

- Students complete the FAFSA.
- Students receive the financial aid award letter via U.S. Postal Service.
- Students follow through with any instructions to secure their aid as indicated in the award letter.
- All financial aid is disbursed after the drop/add period.
- Refunds are processed 2 weeks after disbursement.

Eligibility

Eligibility for federal student aid is based on the student's financial situation as determined from the FAFSA application. Institutional funds are awarded based on need, as verified from the FAFSA, while merit awards are 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 BFA program in order for a student to be eligible to be awarded or to receive financial aid.

Satisfactory Academic Progress (SAP)

To maintain financial aid eligibility, all students are evaluated for Satisfactory Academic Progress (SAP) at the end of every semester. SAP is measured qualitatively by review of a student's Cumulative Grade Point Average (CGPA); quantitatively (pace) by review of a student's rate of progress (i.e., the percentage of credits earned vs. attempted); and overall against a maximum timeframe to complete a program equal to 150% of the program's length, as measured in attempted credits. Academic credit for a semester is earned with a passing grade.

To maintain Satisfactory Academic Progress a full-time undergraduate student must:

- Maintain a CGPA of a minimum of a 2.0.
- Complete at least 67% of credit hours attempted each semester.
- Complete their program within six years (see table below for minimum completion requirements).

Year	Number of Credits that must be earned
1	20
2	40
3	60
4	80
5	100
6	120

At the SAP checkpoint, a student who is not meeting the SAP requirements for the first time will be issued a financial aid warning and may be placed on academic probation. Students with a financial aid warning who do not meet SAP requirements for the subsequent semester will lose financial aid eligibility. To regain aid eligibility after this point, the student must appeal in accordance with the policy described below. Students whose appeals are granted will be placed on financial aid probation for the next semester. If students do not meet SAP after the financial aid probation period, all financial aid eligibility will be lost.

Additionally, students who have a GPA of less than 1.0 after one semester will receive an academic suspension for a minimum of one year; thereby canceling all financial aid.

SAP Appeal Process

Any student who loses aid eligibility due to failure to maintain SAP may appeal. To do so, the student must submit a financial aid appeal form and submit it to the Office of Financial Aid for review. If the appeal is granted, a student previously receiving financial aid will regain financial aid eligibility while on financial aid probation for one semester. The student must regain SAP status by the close of the financial aid probation semester to continue receiving financial aid in subsequent semesters.

The student's appeal must address the following questions:

1. Why did you fail to make Satisfactory Academic Progress?
2. What has changed that makes you confident you will achieve Satisfactory Academic Progress in the coming term?
3. What is your plan for the upcoming term to return to Satisfactory Academic Progress?

Appeals are granted on a case-by-case basis.

A student appealing the loss of financial aid as a result of failing to meet SAP is strongly encouraged to work with their academic advisor in the program of study to formulate an education plan and seek academic assistance through the Academic Support Center; failure to do so could influence the decision of a student's financial aid appeal.

For more information contact the Office of Financial Aid at (603) 836-2577 or financialaid@nhia.edu

In accordance with: HEA Sec.484(c); 34 CFR 668.16(e); 34 CFR 668.32(f); and 34 CFR 668.34.

Matriculation Time Limitation

The total maximum time frame for undergraduate students receiving financial aid cannot exceed 150% of the published length of the program. At NHIA, a bachelor's degree requires 120 credits for graduation. This means that you will need to complete your degree within 180 attempted hours ($120 \times 150\% = 180$) in order to be eligible for financial aid.

Financial Aid Services

Students are encouraged to contact the Office of Financial Aid at any point during enrollment should they experience financial concerns or if they would like counseling regarding budgeting, loan repayment, credit health, or financial aid projects.

FINANCE

Tuition and Fees

Students are responsible for tuition, fees, and related NHIA costs. Tuition and fees are billed by semester. The balance due, after deducting any financial aid and/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 their 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 VP 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. 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.

Payments

All payments should be directed to the:

Student Accounts
New Hampshire Institute of Art
148 Concord Street
Manchester, NH 03104

Student Accounts Office

The Student Accounts Office is open Monday through Friday from 8:30 am to 5:00 pm. Questions regarding payment, billing and charges should be directed to the accounts receivable accountant at (603) 836-2523.

Tuition and Required Fees Chart

FULL TIME STUDENT (BFA)	PER SEMESTER	FULL YEAR
Tuition (12 - 18 credits per semester)	\$12,245	\$24,490
Comprehensive Fee	\$1,095	\$2,190
Student Activity Fee	\$100	\$200
FULL TIME TUITION & REQUIRED FEES		\$26,880
Resident Student Room and Board (Double Room with 19	\$5,580	\$11,160

meals per week)

FULL TIME TUITION, REQUIRED FEES, & ROOM AND BOARD \$38,040

PART TIME STUDENT(BFA)	PER SEMESTER
Tuition per 3 credit course	\$3,285
Tuition per one credit	\$1,095
Comprehensive fee per credit	\$95
Student Activity Fee	\$100

In addition to the above costs, NHIA recommends that each student allow for an additional expenditure of \$2,000 per semester for art supplies and books. Students enrolled in more than 18 credits per semester will be assessed an overload charge of \$1,095 per credit. Students concerned about paying NHIA's costs are strongly encouraged to complete the FAFSA before March 1st at <http://www.fafsa.ed.gov>. NHIA's school code is 031823. Need-based tuition and housing grants are available to NHIA students who qualify.

Student Health Insurance

It is a condition of enrollment that all full-time students have health insurance coverage. The entire cost will be billed in the fall semester. Students who enroll in the spring semester will have the annual cost prorated. If you do not wish to purchase the plan offered through the college, it is very important that you visit the college insurance provider's website and follow the instructions on the "**Online Student Health Waiver**" link. After the waiver due date, you will not be eligible to waive the insurance or have the charge removed from your tuition bill. For additional information, please contact the Student Accounts Department.

Tuition Management Systems

An interest free, monthly payment plan is available through Tuition Management Systems (TMS) at <http://www.afford.com/nhia>. This partnership between TMS and NHIA provides 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 <http://www.afford.com/nhia>, or contact the accounts receivable accountant at (603) 836-2523.

Room and Board

NHIA requires that all first and second-year full-time (i.e., students with 12 or more credits) undergraduate students live on-campus. NHIA is eager to foster a vibrant residential experience for our new students and believes that resident hall living offers an invaluable component of the overall art school experience. In addition, NHIA wants to ensure that students do not spend an inordinate amount of time commuting to and from their classes.

This requirement may be waived for students who meet one of the following criteria:

- Live at and commute from a parent's/legal guardian's home address that is less than 50 miles from NHIA's Manchester campus. (Parents/guardians are defined as the person(s) who are named and whose financial information appears on the student's completed FAFSA. Distance is based on Google Maps.)
- Will be 21 years or older at the start of the upcoming NHIA semester
- Transfer 30 or more college credits to NHIA
- Are married, in a civil union, have a domestic partner, or are the primary care-giver for a child at the start of the upcoming NHIA semester

Meal Plan

The 19-meal plan is required for all first- and second-year resident students (i.e., students with fewer than 60 NHIA credits). Commuting students as well as junior and senior students living on campus may select either the 19 or 10 meals-per-week plan. Contact the Director of Residential Life at (603) 836-2174 for additional information.

Damage Deposit

The housing damage deposit of \$250 per year (for resident students only) is assessed only once and will be carried on the student account until the student moves out of the residence hall. Student Services will submit the housing form documenting any damages, which will then be assessed against the student account, and a check will be issued for the remaining balance.

Refund Policy

All refunds require that the student complete an official withdrawal form. Tuition and other refundable fees will be adjusted according to the following schedules:

Reversal of Charges (including room and board) Fall & Spring Term(s)

If dropped or withdrawn by the add/drop deadline	100%
If withdrawn prior to 1 week after the add/drop deadline	80%
If withdrawn prior to 2 weeks after the add/drop deadline	50%
If withdrawn prior to 3 weeks after the add/drop deadline	25%
There are no refunds given after three weeks after the add/drop deadline.	

** The comprehensive fee and the student activity fee are non-refundable.*

After applying adjustments to the student's account, a statement will be sent to the student. Any balance remains the responsibility of the student and is due within 30 days. The student account will be placed on hold until the balance is paid.

FACILITIES

Buildings and Grounds

New Hampshire Institute of Art consists of facilities in Manchester, Peterborough, and Sharon, New Hampshire. The following locations serve as administrative, teaching, and residential facilities for New Hampshire Institute of Art.

Manchester Campus

Academic and Administrative Buildings

French Hall
Fuller Hall
Lowell Hall
Williams Hall
Concord Hall

Residential Buildings

Institute Hall
Lowell Hall
The Hampshire

Sharon Arts Campus

Academic and Administrative Buildings

Sharon Arts Center
Sharon Arts Center Gallery

PARKING

On-Campus Parking

Limited parking is available on a first come, first serve basis in the NHIA designated lots at the Roger Williams Studios, Fuller Hall, and French Hall. 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 NHIA 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 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 <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 Institute Hall)
(603) 622-6223

Wall Street Towers Garage

555 Canal Street (two blocks from Institute Hall)
(603) 668-0855

Victory Garage

25 Vine Street (two blocks from the Lowell Residence Hall, and two blocks from NHIA), (603) 264-6580

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.

E-mail Accounts

Please note, unless specifically told otherwise, your nhia.edu email address follows the format firstnamelastname@nhia.edu. For example, John Smith is johnsmith@nhia.edu.³⁷

LOGIN

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:

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/current-students/technology-support> to find more information.

Canvas Login

In your web browser, type in <https://nhia.instructure.com>

You can also access Canvas from nhia.edu, Current Students.

Your login information is the same as your email login information.

Digital Labs

Digital Labs are accessible to students during building hours. 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.

Help Desk

Students needing additional IT assistance with NHIA-related software, hardware and projects should send an email with all pertinent information to helpdesk@nhia.edu from their NHIA email addresses. IT personnel will respond hours.

STUDENT SERVICES

The New Hampshire Institute of Art is committed to providing a safe and supportive environment that allows our students' 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. Additionally, NHIA also offers extracurricular activities, a mail room, academic and disability support, a quiet testing area, career services, health and counseling services, residential life services, 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.

ACADEMIC SUPPORT CENTER

New Hampshire Institute of Art's Academic Support Center (ASC) seeks to empower students to become more confident, independent, and accomplished learners. The ASC strives to be a safe space for students and to aid them with their transition to post-secondary education and throughout their enrollment at NHIA. Working closely with faculty and staff, the ASC strives to provide students with support in all academic and studio subjects, as well as their individual growth as artists and professionals. The ASC seeks to equip students with life-long skills to discover and express their academic and artistic voices.

Tutoring Services

The Academic Support Center (ASC) offers free tutoring in all subject areas, including studio courses, and provides ongoing support for students who seek to improve academic skills, study skills, time management and organizational habits. Additionally, the ASC provides individualized assistance to BFA students at all stages of the writing process, from brainstorming to revision. Students may utilize the ASC to work on a single assignment, study for tests, or to receive ongoing help in any number of courses.

Faculty and peer tutors offer free individual conferences, which can be arranged in advance via phone or email; drop-in appointments are also sometimes available.

For an appointment or additional information about the ASC and its services, please contact the Academic Support Center at ascappt@nhia.edu or (603) 836-2581.

Additional Resources

The ASC's resources include Mac computers, Internet and database access, printing capability, and assistive technology. Students do not need to make an appointment to use the ASC to work independently or to utilize the technological resources provided there.

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.

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 online resource and opportunities board, which features both on and off-campus arts positions, calls for entries, community outreach and area internships. This list is designed to connect you nationally and internationally as well as with the greater Manchester community, and to provide opportunities to exercise your skills outside of the classroom.

Graduate and Instructional Assistantships

All full-time graduate students are eligible to apply for assistantships. 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> and look under "Assistantship Program" or email careerservices@nhia.edu.

Internships

Students are encouraged to select a three-credit (140 hours) or six-credit (280 hours) internship experience in their third or fourth year. All current full-time NHIA students who have a cumulative grade point average over 2.5 are eligible for student employment. Student workers are funded entirely by NHIA and may work a maximum of 15 hours per week during the school year. Most positions are filled in the beginning of each semester, but some positions do become available during the semester. To find open positions or apply online visit <http://nhia.libguides.com/cs> or email careerservices@nhia.edu.

Generally, students spend internship hours in a highly structured field-based setting where they receive supervision by a trained professional. The internship experience offers the students an opportunity to expand their classroom knowledge and integrate the skills and theory learned through their courses into the work setting. The Office of Career Services can help you throughout the entire internship process. To make an appointment, email careerservices@nhia.edu.

Student Employment

Career Services serves as the personnel office for part-time undergraduate and graduate employment. Students interested in applying for employment or a graduate assistantship should email careerservices@nhia.edu. Work-study eligibility is determined by the Office of Financial Aid, and eligible students then apply to available positions through the Office of Career Services. During the school year, you may work no more than 15 total hours per week. Only during the summer, student employees may work no more than 29 hours per week and do not need to be eligible for Federal Work-Study.

Career Services collaborates with all departments, offices, and students in order to provide a safe and enjoyable work experience for all parties. Each department determines the necessary skills, appropriate schedule, and other factors required to fill each job. Supervisors of student employees manage scheduling and time sheets, communicate expectations, evaluate performance and may terminate employment when warranted based on performance or a violation of student conduct rules and regulations. It is the student's responsibility to maintain office confidentiality and professional behavior, and to ask their supervisor to sign and then submit time sheets to finance/payroll according to the payroll schedule.

Work-Study Program

The Federal Work-Study Program is a form of financial aid, funded by the federal government, to help students meet educationally related expenses through part-time employment. All current full-time NHIA students who have a cumulative grade point average over 2.5 are eligible for the Federal Work-Study Program. Most positions are filled in the beginning of each semester, but some positions do become available during the semester. To find open positions or apply online visit <http://nhia.libguides.com/cs> or email careerservices@nhia.edu.

In order to participate in the program, you will need to first complete a FAFSA form and visit the Financial Aid Office. Students are authorized for the Work-Study Program by Financial Aid as part of their total financial aid package in the beginning of the fall semester each year. At NHIA, work-study wages are paid by a combination of federal and institutional funds.

Financial Aid: French Building
148 Concord Street
(603) 836-2578 financialaid@nhia.edu

Students who have been awarded federal college work-study funds can visit <http://nhia.libguides.com/cs> to see a list of open

positions and find supervisor contact information to arrange an interview. At the interview you will be provided with:

- Work schedule
- General expectations and confidentiality issues summary
- Employee evaluation process summary

When you are offered a position, make an appointment with Career Services to fill out new hire paperwork by emailing careerservices@nhia.edu or calling (603) 836-2155.

DISABILITY SERVICES

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 NHIA.

Students who seek reasonable accommodations should contact the Academic Support Center to notify 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.

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. 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.

Academic Accommodations

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 (FH Act), 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 Director of Residential Life 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 Disability Services and the Office of Residence Life 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 the Office of Disability Services and the Dean of Student Affairs. Students with approved emotional support animals reside in a designated residence hall. Please see further information on support animals under "Residence Life" later in this handbook.

Grievance Policy for Disability Services

If you have a concern or complaint in this regard, please contact the Director of the Academic Support Center. Complaints will be handled in accordance with the school's internal grievance procedure for complaints of discrimination and harassment.

HEALTH AND WELLNESS

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
(603) 836-2529 or tpopoloski@nhia.edu

Mental Health Emergency

In the event of an after-hours emergency, please contact Emergency Services 24 hours a day/7 day 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 or <http://www.mhcgm.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.

Student Health Insurance

It is a condition of enrollment that all full-time students have health insurance coverage. If you do not wish to purchase the plan offered through the college, it is very important that you visit the college insurance provider's web site and follow the instructions on the "**Online Student Health Waiver**" link. Please have a copy of your health insurance card with you before you begin the process as you will be asked to provide details of your existing health insurance. Print out the confirmation page or write down the confirmation number for your records.

The online waiver must be completed **by August 1st**. After this date, you will not be eligible to waive the insurance or have the charge removed from your tuition bill.

HEALTH & WELLNESS RESOURCES

Elliot Urgent Care at the River's Edge http://elliiothospital.org/website/rivers-edge.php	185 Queen City Avenue Manchester, NH 03103	(603)663-3000
	5 Washington Place Bedford NH 03110	(603)314-4567
Catholic Medical Center – Urgent Care http://www.catholicmedicalcenter.org/urgent-care	145 Hollis Street Manchester, NH 03101	(603)626-9500
Manchester Community Health	24 Penacook Street Manchester, NH 03104	(603)669-7321
Planned Parenthood		
Teen Health Clinic	1245 Elm Street, Manchester, NH 03101	Emergency 24 hour (603)668-229
Women's Crisis Center at the YMCA	72 Concord Street, Manchester, NH 03104	

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 hour(s) area available or you may call ahead for an appointment.

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

Alcohol Policy

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

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.

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 to dispose of cigarette butts properly and without littering. E-cigarettes are also prohibited.

Vaccination Policy

NHIA recognizes all state and federal vaccination and immunization requirements. NHIA is responsible for ensuring compliance with applicable requirements. A physical exam should have been done within one (1) year of entrance to NHIA. 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 proof of a 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. For further information, please call: (603) 836-2527

STUDENT SERVICES

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 receive free admission to the Currier Museum of Art and the Museum of Fine Arts in Boston. Student IDs are issued by the Student Affairs Department. 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

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.

At the start of each quarter, all international students enrolled at NHIA are required to physically register and meet with an international student advisor. There is an international student advisor in the Student Affairs department and in the Office of the Registrar.

Mail Services

Student Affairs provides mail service for students living on campus in the Hampshire, Lowell, and Institute Hall residencies. On-campus residents will be assigned a combination mailbox located at Student Affairs. Students will not be notified of individual letter mail and are responsible for checking their mailbox. Students can access their mailbox during the hours of operation for Student Center.

If a student receives a larger package they will be notified through their NHIA email. Packages can be picked up in the Student Affairs mailroom. Students must provide their student identification and will be required to sign for their package. Any packages not picked up fourteen days after notification *will be returned to sender*.

RESIDENCE LIFE

The residence life staff will assist students seeking college-sponsored housing. All first- and second-year students are required to live on campus. Both traditional residence hall-style and also shared house-style living options are offered. Housing may range from single to triple rooms. Housing is located within walking distance of the academic and administrative buildings. Each residential room is furnished with a bed, desk, desk chair, and dresser for each student. All facilities are equipped with an Internet connection and lounges are equipped with basic cable hookup. Free laundry facilities are located at each housing facility.

We are strongly committed to building an exciting and caring community living environment. Community living requires individuals to make some concessions for the good of the community. When you sign your housing license agreement

accepting the rules and regulations of college-sponsored housing, you are agreeing to your commitment to promoting the well-being of all residents.

In this setting, residents benefit from an environment supportive of personal growth and learning. Community living in college-sponsored housing should be an enjoyable and educational experience, and the rules and regulations help to ensure this. All students living in housing are required to uphold the rules and regulations provided in the housing license agreement and housing materials as well as the Student Code of Conduct. All students are required to have a meal plan as part of the housing costs. This is a school-sponsored meal plan (cafeteria) for traditional-style housing. Specific housing options and details will be listed in the housing license agreement available to students applying for college-sponsored housing. Please contact the Office of Residence Life at (603) 836-2174 for more information about availability each semester.

Room Assignments

NHIA'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 various residence halls.

Institute Hall on the third and fourth floors of the Manchester YMCA 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.

Lowell Hall: 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 sixth floor, with stunning views.

Hampshire House offers students the ability to live in a piece of local history: a converted Victorian home on Walnut Street, just steps from NHIA's French Hall. Hampshire House includes space for 36 students in both single and double rooms. This elegant building features a common lounge and kitchen as well as a parlor with a piano. Shared studio space is located right on site, as well as free laundry facilities. Please note that Hampshire House does not include an elevator and is not air-conditioned. Furnishings include a twin bed, desk, chair, and dresser. Hampshire House is a gender-neutral residence hall.

Fire Safety Policy & 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 systems are in proper working condition, 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. 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 or found 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 college 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, or 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. Damages to common areas within the residence halls will be charged to the student or students who are found responsible for the common area damage. If no one student or group of students is identified as responsible for the common area damage – the cost of damage repair or replacement items will be shared by all building residents. A hold will be put on the residents account for any money not paid, 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 to 8:00 am, Sunday – Thursday, and 2:00 am to 8:00 am on Friday and Saturday. All guests must be signed in with the on-duty resident advisor (RA) before the start of overnight hours (before midnight or 2:00 am). 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 11:00 pm). There can only be two 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 resident director (RD) approval. Residence Life staff may ask a guest to leave if they break NHIA policy or cause any disruptions. Guests causing 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, NHIA will dispense of items after a 24-hour time period.) All furniture belonging to NHIA should be clean, organized, and placed in an organized fashion. Students will be fined if any additional cleaning is required, as well as for furniture with damage or for 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. 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 NHIA would need to enter a resident's room:

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

Student Affairs staff, security personnel, area coordinators, 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 NHIA policy or state law in order to ensure the safety of the residents and the property. It is the responsibility of 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 may have non-aggressive fish in a tank of ten gallons or less. The tank must have a working filter. Fish must be taken home/removed from the residence halls when the college is closed. No other pets are allowed.

Room Changes

In order to have a successful room change, a student must complete the following:

- Notify the resident director/live in professional for their residence hall
- Obtain and complete all proper documentation
- Obtain proper authorization for the room change
- Follow proper check in /check out procedures

Roommate Conflict

If the student is in fear of personal safety, they are to contact the resident director and/or the Student Affairs Department immediately. If this does not apply, the following procedure must occur:

It is the responsibility of the resident to first address the issue with their roommate. If this is unsuccessful, the student can then contact a resident assistant so that they may assist in addressing the conflict. If this is unsuccessful, a resident director will be contacted, and the issue will be dealt with. If the issue warrants action, this may include disciplinary action, change of residence room or hall, or removal from the residence halls.

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 Director of Residential Life 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 Disability Services and 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 the Office of Disability Services.

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:

- The provider's professional opinion that the individual's condition qualifies as a disability and the basis for that opinion.
- 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.
- A description of the comfort or assistance that the animal will provide.

The Dean of Student Affairs and Office of Disability Services will review documentation and, if it is determined that a qualifying disability exists, they will forward a recommendation to the Director of Residential Life. The Director of Residential Life 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. All animals must be crated/caged when the owner is not in the room. Animals cannot be noisy/disruptive.

Health and Safety for the Community: 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. Animals will be provided a two-week adjustment period for noise (barking, vocalization, etc.). If after two weeks the animal continues to bark, meow, or otherwise vocalize, the animal will need to be removed from the residence hall at the owner's expense/supervision.

Other Conditions: In response to a particular situation, NHIA 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 College 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 their 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. Students may be required to live in a specific residence hall.

STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

The life of a typical NHIA student is generally filled with activity both in and out of the classroom. We offer students many opportunities to get involved and have fun by participating in student organizations. All students are welcome to join any organization. The Student Affairs Department is also open to proposals for new organizations and programs. For more information or to get involved, contact Student Affairs at (603) 836-2527.

Student organizations and clubs will keep your calendar packed with activities as exciting and creative as the students you share them with. Grab the microphone at a poetry slam, find your Zen at a free yoga session, or dance the night away at a masquerade ball. You'll expand your horizons, meet new faces, and grow your inspiration.

Acting and Improv Group

Express yourself in other artistic avenues such as live theatre, or by improvising sketches and acting out scenes.

Anime Club

Join other NHIA students to discuss, watch and create anime. The group also travels to anime conferences.

Art Club

Join other NHIA students to critique each other's artwork, discuss news happening in the arts, and help the Manchester community embrace the arts.

Commuter Student Association

Our mission is to help create a sense of community and friendship among the commuter student population and to provide

helpful resources for commuters. Through various events and functions, the Commuter Student Association aids commuter students in becoming active in campus life and becoming informed about all available student activities and relevant news.

Feminism Club

A safe space where students gather to talk openly about feminism in today's society.

Print Club

Meet to discuss the latest printmaking news and talk about recent printmaking experiences or creations.

Neo Victorian Club

Join students fascinated by the diverse culture and arts of the Victorian time period to hold discussions and plan events related to Neo-Victorian culture.

Queer Student Union

A safe, open, and confidential space for students of any gender identity to gather to discuss LGBTQIA to discuss topics and issues.

Residence Hall Association (RHA)

The Residence Hall Association of NHIA shall serve as a community government for, and within, each residence hall. In doing so, the Residence Hall Association represents and advocates for the rights and well-being of all resident students, provides programming that will benefit all resident students, and strives to build a greater sense of community among all residents at NHIA.

Student Leadership Committee (SLC)

The Student Leadership Committee, serving NHIA, is an open forum facilitated by a group of elected students tasked with the mission to assist student issues, represent a student voice at NHIA, and allocate funding for nonacademic student activities.

Verge Art Gallery

Verge is a student-run art gallery where student, staff, faculty, and visiting artists' artwork are exhibited throughout the year. It is NHIA's "for students, by students" gallery. Verge's mission is to offer opportunities to all NHIA students, including those in the MFA, BFA, and CE programs, as well as alumni.

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. 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.

Campus Security Report (Clery Disclosure)

NHIA 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, and evacuation; 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 <https://www.nhia.edu/consumer-information>.

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.

NHIA 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 the Consumer Information page: <http://www.nhia.edu/consumer-information>

Incident Reports

When a NHIA 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.

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.

Studio Safety Guidelines

Registered students may work in available class studios outside of class time during standard building hours. Students must adhere to all safety 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.

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

In the event of snowstorms or other serious weather events, the cancellation decision for morning, early afternoon or all classes will be made by 7:00 a.m. that day, if at all possible.

Cancellation information can be accessed by going to NHIA's website, <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 sources: WMUR Channel 9, FOX Channel 25

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.

STUDENT CODE OF CONDUCT

POLICIES

Drug-Free Schools and Communities Act

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 or participating in 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 Code of Conduct. Discipline may include disciplinary probation or dismissal from NHIA.

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 Undergraduate Studies 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 Undergraduate Studies 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:

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

Grievance Procedure

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 described below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether NHIA's Non-Discrimination Policy has been violated.

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 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.

NHIA will investigate the allegations. Both the Complainant and the Respondent 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 NHIA's final determination with respect to the alleged sexual offense and any sanction that is imposed against the Respondent. Both the complainant and the Respondent 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 investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

The student who made the complaint and the Respondent 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 Respondent 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 Respondent.

The decision of the investigator may be appealed by petitioning the President's office. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or their 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.

NHIA will not retaliate against persons bringing forward allegations of harassment or discrimination. 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.

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.

Non-Discrimination Policy

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. NHIA provides reasonable accommodations to qualified individuals with disabilities. NHIA 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

NHIA 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.)

Relationships with Faculty/Staff

Faculty/staff members are in a position of influence in regard to students. Therefore, NHIA prohibits romantic or sexual relationships between a faculty or staff member and student. Regardless of whether or not the student is in the staff or faculty member's class or department, such relationships can compromise the integrity of the student-faculty or staff relationship. Faculty or staff members therefore are explicitly prohibited from engaging 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.

Title IX: Sexual Misconduct and Relationship Violence Policy

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 NHIA 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 NHIA 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 Respondent 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"?

NHIA 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 NHIA is 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. These include the Director of Human Resources and the Director of Campus Safety and Security.

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 College 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.

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.

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, NHIA 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 NHIA 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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

RIGHT TO PARTICIPATE IN NHIA 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 NHIA 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 the Student Code of Conduct for exception on appeal of informal action.

RIGHT TO CONFIDENTIALITY OF STUDENT RECORDS

NHIA 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 college 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 college.

RESPONSIBILITY FOR STANDARDS OF CONDUCT

Students shall accept the responsibility of adhering to standards of conduct as established through the NHIA 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 NHIA.

STUDENT CODE OF CONDUCT

NHIA 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 NHIA 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 NHIA 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 New Hampshire Institute of Art. NHIA expects its students to uphold NHIA 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

NHIA 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, NHIA 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 NHIA's mission.

Section II – SCOPE

This student conduct policy applies to all students and student organizations at NHIA.

Section III – REACH

The Student Code of Conduct shall apply to student conduct that occurs on NHIA 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 Undergraduate Studies or a delegate as appointed by the President of the College), the policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial NHIA 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 NHIA and to other individuals who make up the community. By enforcing its Student Code of Conduct, NHIA neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, NHIA 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. NHIA 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 NHIA 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, including likenesses of weapons, on NHIA property, residence halls or at NHIA-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 NHIA 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 NHIA 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 NHIA (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 NHIA-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 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 NHIA.

- Being under the influence of illegal or controlled substances on NHIA property, or at any college function.
- Use, sale, possession or distribution of alcoholic beverages on NHIA property or at any function sponsored or supervised by NHIA.
- Being under the influence of alcohol on NHIA property or at any NHIA 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

- 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 NHIA.

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 NHIA.
- 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 NHIA 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 Student Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to NHIA policies, including the Student Code of Conduct.

Unauthorized Use or Misuse of NHIA Facilities

- Unauthorized entry into, unauthorized use of, or misuse of NHIA 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 NHIA property.

Violation of Federal or State Laws

- Violation of federal, state or local laws and NHIA rules and regulations on college property or at NHIA-sanctioned or NHIA-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Dean of Student Affairs within five days of the conviction.
- Insubordination.
- Persistent or gross acts of willful disobedience or defiance toward NHIA personnel.

- Failure to comply with direction of NHIA officials, faculty, staff or security officers who are acting in the performance of their duties.

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; Sexual Misconduct & Relationship Violence Policy; or policies 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; Sexual Misconduct & Relationship Violence Policy; 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 precollege, graduate programs, Art Educators Summer Institute, and other programs sponsored by NHIA will supersede this Student Code of Conduct. NHIA 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, and 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 NHIA 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.

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.

Procedural Advisor

- NHIA provides complainants and respondents with procedural advisors: neutral faculty or staff volunteers whose familiarity with the Student Code of Conduct; Sexual Misconduct & Relationship Violence Policy (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 NHIA 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 of 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 NHIA 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 NHIA 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, NHIA reserves the right to search personal belongings, including but not limited to articles of clothing, purses, briefcases, bags, and vehicles. The Director of Safety and Security, Dean Student Affairs, Director of Residential Life, or designee, must approve all such searches. NHIA 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, NHIA 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, NHIA 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 college 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 NHIA has a substantial interest pursuing the case. In such instances, the college 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 be 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 NHIA-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 NHIA. 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, NHIA-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 NHIA and excluded from its property, NHIA-sponsored classes and activities, and other privileges.
- Restitution: students are required to repay NHIA 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: NHIA revokes privileges normally associated with community members' status as admitted students, non-degree students, or alumni/ae.

NHIA 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

NHIA retains student disciplinary records for seven (7) years from the date of the outcome letter. Records 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; Sexual Misconduct & Relationship Violence Policy; or policies prohibiting discrimination, unlawful harassment, and retaliation for which NHIA 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; Sexual Misconduct & Relationship Violence Policy; or policies 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; Sexual Misconduct & Relationship Violence Policy; or policies 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 -- NHIA 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 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 Respondent of violating the Student Code of Conduct; Sexual Misconduct & Relationship Violence Policy; or policies 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; Sexual Misconduct & Relationship Violence Policy; or policies 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.

EMERGENCY NUMBERS

Manchester Police/Emergency: 911

Securitas: (603) 836-2112

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

Manchester Mobile Mental Health Crisis Team: (800) 688-3544.

NH Domestic Violence Hotline: (866) 644-3574 National Suicide Hotline: (800) 784-2433

National Suicide Prevention Line: (800) 273-8255