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WELCOME

Dear Granite State College Faculty Member,

Welcome. This Faculty Handbook is designed to serve as an orientation and reference guide for all faculty, but especially for new faculty. This edition of the Faculty Handbook is meant to provide you with the College’s policies that directly impact your work as a faculty member here at Granite State College.

Our faculty are academic scholars and leading practitioners in their fields who are vital to advancing Granite State College’s mission of expanding access to public higher education to adults of all ages throughout the state of New Hampshire. Our faculty are an essential part of our community. We strive to create a positive environment in which all faculty can contribute to and become part of this community.

I hope you find the information contained in this Handbook useful and beneficial as you pursue your academic career at Granite State College.

Sincerely,

Kathi Mullin
Chief Administrative Officer
Granite State College
ABOUT GRANITE STATE COLLEGE

Granite State College is one of the four colleges of the University System of New Hampshire and serves more than 4,000 students each year. The College provides flexibility, value and statewide accessibility to higher education throughout the state of New Hampshire and beyond. For over 40 years, the College has specialized in providing access to adults of all ages seeking alternatives to traditional campus-based programs. Courses are conveniently scheduled in the evenings, on weekends, onsite, and online.

Mission and History
The mission of Granite State College is to expand access to public higher education to adults of all ages throughout the state of New Hampshire.

The College achieves this mission by offering degrees and contract programs of excellence that serve our communities through student-responsive curricula, innovative teaching methods, and ongoing assessments of learning outcomes. Granite State College fosters partnerships with area businesses, local and state organizations, and other higher education institutions in order to effectively and efficiently bring high quality academic experiences to the residents of New Hampshire in an efficient and effective manner.

In 1972, the Trustees of the University System of New Hampshire (USNH) created the School of Continuing Studies (SOCS) to deliver USNH programs to adults across the state in the communities where they live and work. Later renamed the College for Lifelong Learning (CLL), the institution grew into a college serving more than 4,000 adult students each year. In the spring of 2005 a statewide needs assessment was commissioned by the University System of New Hampshire. The resulting report supported an expanded mission for the College and a focus on providing greater access to other University System programs and services. In 2009 Granite State College created and adopted its Master Plan 2009-2019 to guide the institution through the next decade. In the 2011-2012 academic year, the College hired its first full-time faculty and began offering the Master of Science degree.

Vision Statement and Values
Granite State College will be nationally recognized as a leader in meeting the academic needs of adult students by offering programs and services of the highest quality that address the educational and workforce priorities of our state and regions. Our statewide presence, innovative programs, and responsive delivery models will enable us to provide a greater number and more diverse group of students with increased educational opportunities. Granite State College will continue to be the institution of choice for individuals who wish to be part of a teaching and learning environment that actively promotes academic success, personal development, professional growth, and community involvement.

The mission and vision statements of Granite State College reflect the following core values identified as key elements in successfully meeting the educational needs of our students.

- **Focus on Adult Students.** Our primary commitment to and respect for adult students of all ages, for whom our innovative college programs are designed.
- **Accessible and Affordable.** We are committed to ensuring access for all students in the state of New Hampshire who desire a college-level education, and to making college geographically convenient and financially affordable.
- **Spirit of Lifelong Learning.** We are inspired by our belief that learning is a lifelong process.
- **Grounded in Fundamentals, Practice, and Self-Reliance.** We are determined to provide an academic experience that extends critical inquiry throughout the curriculum, integrates theory and practice, has a strong foundation in the liberal arts and sciences, and fosters self-directed learning.
- **Results-Driven.** We believe that effective teaching and learning results in assessable outcomes.
- **Community-Focused.** We are determined to have a positive social and economic impact on the communities of which our students are members.
- **Inclusive.** We are committed to diversity and the educational value that inclusion brings to the learning experience.
• **Valued Faculty and Staff.** The College supports the lifelong learning goals of our staff and faculty—vital members of our learning community, who provide essential contributions to the education of our students.

**Accreditation**
Granite State College is accredited by the New England Association of Schools and Colleges (NEASC) and offers associate, bachelor’s and master’s degrees, as well as teacher certification programs at the undergraduate and post-baccalaureate levels.

**University System of New Hampshire:**
Granite State College is a public degree-granting institution awarding associate, bachelor’s, and master’s degrees. Granite State is one of four independent state colleges and universities that comprise the University System of New Hampshire (USNH), together with Keene State College, Plymouth State University, and the University of New Hampshire. In addition to USNH, New Hampshire’s public institutions of higher education include the Community College System of New Hampshire (CCSNH), the statewide system of two-year colleges. As part of its mission of access to higher education, Granite State College is an active partner with USNH and CCSNH institutions to ensure degree pathways for students pursuing all degree levels.
STUDENT PROFILE

The following table provides a composite view of the student population at Granite State College.

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>UNDERGRADUATE</th>
<th>POST-BACCALAUREATE</th>
<th>MASTER'S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average age:</td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of Granite State College’s undergraduate student body who are traditional-age students (18-24):</td>
<td>26%</td>
<td>n/app</td>
<td>n/app</td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female:</td>
<td>71%</td>
<td>85%</td>
<td>55%</td>
</tr>
<tr>
<td>Male:</td>
<td>29%</td>
<td>15%</td>
<td>45%</td>
</tr>
<tr>
<td><strong>ORIGIN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-time college students:</td>
<td>20%</td>
<td>n/app</td>
<td>n/app</td>
</tr>
<tr>
<td>Transfers:</td>
<td>80%</td>
<td>n/app</td>
<td>n/app</td>
</tr>
<tr>
<td>First generation <em>(neither parent has a Bachelor's degree)</em>:</td>
<td>58%</td>
<td>n/app</td>
<td>n/app</td>
</tr>
<tr>
<td><strong>GEOGRAPHY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>States in which students reside:</td>
<td>37</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>% of students living in NH:</td>
<td>87%</td>
<td>94%</td>
<td>84%</td>
</tr>
<tr>
<td>Graduates remaining in NH:</td>
<td>92%</td>
<td>n/avail</td>
<td>n/avail</td>
</tr>
<tr>
<td><strong>STATUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-time:</td>
<td>18%</td>
<td>12%</td>
<td>12%</td>
</tr>
<tr>
<td>Part-time:</td>
<td>82%</td>
<td>88%</td>
<td>88%</td>
</tr>
<tr>
<td><strong>RETENTION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of newly enrolled FY2012 students who re-enrolled in FY2013:</td>
<td>76%</td>
<td>63%</td>
<td>98%</td>
</tr>
<tr>
<td><strong>GRADUATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% completing programs in 150% of expected time:</td>
<td>59%</td>
<td>48%</td>
<td>n/avail (1)</td>
</tr>
<tr>
<td># degrees/certificates awarded in FY2013:</td>
<td>389</td>
<td>91</td>
<td>30</td>
</tr>
<tr>
<td><strong>FACULTY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of faculty teaching:</td>
<td>240</td>
<td>50</td>
<td>28</td>
</tr>
<tr>
<td>Student/faculty ratio:</td>
<td>11/1</td>
<td>5.7/1</td>
<td>5.6/1</td>
</tr>
</tbody>
</table>

*(1) Partial graduation rate for the first Master's cohort (began in Fall 2011) was 68% by June 30, 2013.*
ACADEMICS

Academics at Granite State College
Granite State College’s academic programs are designed for adults who wish to advance their education. We understand the unique needs of adult learners and provide interactive, engaging, and flexible programs that help students reach personal and professional goals.

Adult learners want to see their coursework in action, and that’s why our degree programs and curricula are outcomes-based, providing students with practical skills and competencies. All of our degree programs are designed to:
- Provide standards to be met in demonstrating competence;
- Form a base from which to design and pursue learning activities; and
- Foster the ability to demonstrate self-directed learning.

Academic Calendar 2013-14

<table>
<thead>
<tr>
<th>Fall 2013</th>
<th>(201301) 12 weeks of class (91 days due to Thanksgiving week vacation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 9 (Tue)</td>
<td>Registration opens (includes online)</td>
</tr>
<tr>
<td>Sep 2 (Mon)</td>
<td>Labor Day Holiday (GSC closed)</td>
</tr>
<tr>
<td>Sep 7-13 (Sat-Fri)</td>
<td>First week of classes</td>
</tr>
<tr>
<td>Sep 17 (Tue)</td>
<td>Last day to drop first 6-week term classes</td>
</tr>
<tr>
<td>Sep 20 (Fri)</td>
<td>Last day to drop 12-week classes</td>
</tr>
<tr>
<td>Oct 1 (Tue)</td>
<td>Last day to withdraw from first 6-week term classes</td>
</tr>
<tr>
<td>Oct 19-25 (Sat-Fri)</td>
<td>First week of second 6-week term classes</td>
</tr>
<tr>
<td>Oct 29 (Tue)</td>
<td>Last day to drop second 6-week term classes</td>
</tr>
<tr>
<td>Nov 1 (Fri)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>Nov 11 (Mon)</td>
<td>Veteran’s Day Holiday observed. Classes must be rescheduled. (GSC closed)</td>
</tr>
<tr>
<td>Nov 12 (Tue)</td>
<td>Last day to withdraw from second 6-week term classes</td>
</tr>
<tr>
<td>Nov 25-Dec 1 (Mon-Sun)</td>
<td>Thanksgiving Break - No classes this week</td>
</tr>
<tr>
<td>Dec 2-6 (Mon-Fri)</td>
<td>Last week of classes</td>
</tr>
<tr>
<td>Dec 13 (Fri)</td>
<td>Faculty deadline to report grades for 12-week classes. Grades are usually available on WebROCK 24 hours after they are reported by faculty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter 2014</th>
<th>(201302) 12 weeks (84 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 1 (Tue)</td>
<td>Registration opens (includes online)</td>
</tr>
<tr>
<td>Jan 4-10 (Sat-Fri)</td>
<td>First week of classes</td>
</tr>
<tr>
<td>Jan 14 (Tue)</td>
<td>Last day to drop first 6-week term classes</td>
</tr>
<tr>
<td>Jan 17 (Fri)</td>
<td>Last day to drop 12-week classes</td>
</tr>
<tr>
<td>Jan 20 (Mon)</td>
<td>Martin Luther King Day Holiday. Classes must be rescheduled. (GSC closed)</td>
</tr>
<tr>
<td>Jan 28 (Tue)</td>
<td>Last day to withdraw from first 6-week term classes</td>
</tr>
<tr>
<td>Feb 8-14 (Sat-Fri)</td>
<td>First week of second 6-week term</td>
</tr>
<tr>
<td>Feb 18 (Tue)</td>
<td>Last day to drop second 6-week term classes</td>
</tr>
<tr>
<td>Feb 21 (Fri)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>Mar 4 (Tue)</td>
<td>Last day to withdraw from second 6-week term classes</td>
</tr>
<tr>
<td>Mar 24-28 (Mon-Fri)</td>
<td>Last week of classes</td>
</tr>
<tr>
<td>Apr 4 (Fri)</td>
<td>Faculty deadline to report grades for 12-week classes. Grades are usually available on WebROCK 24 hours after they are reported by faculty.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 2014</th>
<th>(201303) 12 weeks (84 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 28 (Tue)</td>
<td>Registration opens (includes online)</td>
</tr>
<tr>
<td>Apr 5-11 (Sat-Fri)</td>
<td>First week of classes</td>
</tr>
<tr>
<td>Apr 15 (Tue)</td>
<td>Last day to drop first 6-week term classes</td>
</tr>
<tr>
<td>Apr 18 (Fri)</td>
<td>Last day to drop 12-week classes</td>
</tr>
<tr>
<td>Apr 29 (Tue)</td>
<td>Last day to withdraw from first 6-week term classes</td>
</tr>
<tr>
<td>May 17-23 (Sat-Fri)</td>
<td>First week of second 6-week term classes</td>
</tr>
<tr>
<td>May 23 (Fri)</td>
<td>Last day to withdraw from 12-week classes</td>
</tr>
<tr>
<td>May 26 (Mon)</td>
<td>Memorial Day Holiday. Classes must be rescheduled. (GSC closed)</td>
</tr>
<tr>
<td>May 27 (Tue)</td>
<td>Last day to drop second 6-week term classes</td>
</tr>
<tr>
<td>Jun 10 (Tue)</td>
<td>Last day to withdraw from second 6-week term classes</td>
</tr>
<tr>
<td>Jun 23-27 (Mon-Fri)</td>
<td>Last week of classes</td>
</tr>
<tr>
<td>Jul 4 (Fri)</td>
<td>July 4th Holiday (GSC closed)</td>
</tr>
<tr>
<td>Jul 4 (Fri)</td>
<td>Faculty deadline to report grades for standard courses. Grades are usually available on WebROCK 24 hours after they are reported by faculty.</td>
</tr>
</tbody>
</table>
### Degree Programs

One of the most effective ways we have found to serve adult college students is to develop degree programs from the point of view of what they should know at the completion of the degree. Our outcomes-based programs consist of courses that are offered in more flexible methods than those at most traditional institutions, including evening, fully online, and weekend intensive formats. Our instructors teach not from the point of view of presenting a mass of materials, but with a view toward helping students put their content-area learning into action and achieving expected outcomes. In addition to program-level outcomes, each course at Granite State College has a standard description and course-specific outcomes, known as a Course Guide, which is provided to faculty before they teach any given course. Particular outcomes in the Course Guide may be augmented or emphasized, but instruction is based upon the standard outcomes, regardless of format or instructor.

The outcomes-based approach:
- Promotes consistency of goals for student learning in each course, regardless of instructional format.
- Recognizes that diverse faculty can and should design courses that highlight their teaching strengths, while ensuring that the College articulates clear expectations about the content of each course.
- Provides faculty the opportunity to design assignments that put learning into action, by expecting students to demonstrate the appropriate subject area knowledge and competencies in a variety of ways throughout the course.
- Fosters transparency by articulating outcomes in commonly shared curriculum and program documents.

For full descriptions of our programs, please see the College’s Undergraduate Catalog and Graduate Catalog located at: http://www.granite.edu/academics/schedule.php.

Curriculum Maps for student planning and course sequencing in each of our degree programs are also available on the College’s website. These include program outcomes and courses required for each degree, and provide a helpful overview of program requirements and learning progression. See the Academics section on the homepage, or view Academic Resources, Degree Planning Tools, at www.granite.edu.

### Academic Programs at Granite State College

#### Associate in Arts
- General Studies

#### Associate in Science
- Behavioral Science
- Business
- Communication Sciences and Disorders
- Early Childhood Education

#### Bachelor of Arts
- English Language Arts *(with or without Teacher Certification)*
- History
- Humanities
- Individualized Studies
- Individualized Studies, English
- Math Studies *(with or without Teacher Certification)*
- Social Studies *(with or without Teacher Certification)*
Bachelor of Science
• Accounting and Finance
• Applied Studies
  • Option in Allied Health Services
  • Option in Education and Training
  • Option in Human Services
  • Option in Human Services and Early Childhood Development without Teacher Certification
  • Option in Management
  • Option in Public Service Management
• Business Management
• Communication Studies
• Criminal Justice
• Digital and Social Media
• Early Childhood Education with Teacher Certification
• Health Care Management
• Health and Wellness
• Human Resources Administration
• Individualized Studies
• Information Technology
• Marketing
• Nursing (RN to BSN)
• Operations Management
• Psychology
• Social Science
• Technology Management

Post-Baccalaureate Teacher Certification
• Early Childhood Special Education and Early Childhood Education
• General Special Education
• General Special Education and Elementary Education
• English for Speakers of Other Languages
• Mathematics for Grades 5-8
• Secondary Mathematics, Grades 7-12

Advance Endorsements:
• Specific Learning Disabilities
• Emotional and Behavioral Disabilities
• Intellectual and Developmental Disabilities
• Reading and Writing Teacher
• Reading and Writing Specialist

Course Formats
Granite State College undergraduate courses are normally four credits. Students are required to satisfy a minimum of 60 credits at the associate level and a minimum of 120 credits at the bachelor level. Post-Baccalaureate courses vary from 1 to 4 credits in keeping with the teacher education requirements of the student's program. Graduate courses are three credits each and Master's programs require students to complete 30 credits of graduate work.

Granite State College's various course formats are outlined in the chart below. Independent learning options are also available on an individualized basis to qualified students.

<table>
<thead>
<tr>
<th>Course Delivery Format</th>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face</td>
<td>F2</td>
<td>Course instruction occurs face-to-face. Classes meet every week at one of our campus locations for face-to-face interaction between students and instructors.</td>
</tr>
<tr>
<td>Blended</td>
<td>BL</td>
<td>Course instruction occurs as a blend of weekly face-to-face* and online interaction. Classes meet every week at one of our campus locations for face-to-face contact with students and instructors; the remainder of the instructional time is online.</td>
</tr>
<tr>
<td>Hybrid</td>
<td>HY</td>
<td>Course instruction occurs as a mixture of face-to-face and online interaction. Classes do not meet on campus every week; instead, they meet on campus during selected weeks of the term as determined by the instructor with approval from the academic administration.</td>
</tr>
<tr>
<td>Online</td>
<td>OL</td>
<td>Course instruction (activities, lectures, lessons, discussion, and exercises) occurs completely online over the course of the term. There is no face-to-face requirement.</td>
</tr>
</tbody>
</table>

*For EDU courses, the face-to-face interaction occurs at the field-site, and will include weekly face-to-face contact with supervisors.
Course Delivery Format | Abbreviation | Definition
--- | --- | ---
Intensives | IN | Course instruction occurs primarily on-ground. Classes do not meet on campus every week; instead, they meet for longer durations over a short time period (i.e., weekend-Friday, Saturday, and Sunday). A pre-assignment is normally required.

Field-based | FB | Course instruction occurs as a mixture of student and instructor interaction via meetings in the field and in an online environment. Scheduled face-to-face meeting times are mutually determined by instructor and student. Students are expected to be in a field-based setting for a minimum of 10 hours per week.

FACULTY
Granite State College is proud of its outstanding faculty. Whether you are a full-time or adjunct faculty member, teaching at the undergraduate or graduate level, you join over 200 individuals who have chosen to help New Hampshire adults achieve their educational goals. Most of our adjunct faculty enjoy active careers in such fields as business management, health care administration, criminal justice and the law, education, human services, fine arts, journalism, information technology, and public leadership. They bring the immediacy of the workplace into the classroom, benefiting students who are already focused on the practical application of their learning in higher education.

While our faculty members are geographically dispersed across the state and bring varied backgrounds and teaching expertise to Granite State College, they have much in common. They have a passion for teaching in a nontraditional institution with an access mission, the ability to bring knowledge in and enthusiasm for their academic discipline to life, and a real enjoyment of working with our students. Asked why they teach for Granite State College, many cite a desire to help adults achieve their educational goals. They see teaching and mentoring adults as a way to contribute or give back in a way that is meaningful to them. Regardless of the format that their teaching takes, Granite State College faculty are intellectually curious lifelong learners and dedicated to ongoing growth as teachers.

Qualifications
Credentials
A key qualification is a terminal degree. This may be an M.F.A. degree for the fine arts or a Ph.D. for our courses in the arts and sciences. We also look for credentials from recognized licensing bodies where appropriate to the field of expertise, such as R.N. for registered nurses. A master’s degree is normally a minimum requirement to teach at Granite State College. School of Education faculty need to be certified in the area(s) in which they are teaching at GSC and must provide a copy of their NH DOE credentials.

Experience
Your professional experiences are an important resource for your teaching. Our adult students value faculty members who speak from experience about the subject at hand, and who can link theory and scholarly insight to real-world learning.

Fit
We look for faculty whom we believe will make a connection with our adult population of students. Previous experience teaching adults at the college level is a definite plus, as is an appreciation and understanding of Granite State College’s mission and a desire to further that mission through quality teaching.

Affirmative Action/Equal Employment Opportunity
Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, veteran’s status, disability, or marital status in admission or access to, or treatment or employment in, its programs or activities. Questions or concerns may be directed to Granite State College’s designated Title IX coordinator, Tessa McDonnell, Dean of Students, at 603-513-1308 or tessa.mcdonnell@granite.edu.
Grievance Policy and Procedures

A. Intent
All students are expected to conduct themselves as responsible members of the academic community. Should there be an instance whereby a student feels his/her rights under Granite State College/USNH policy have been violated, the College has detailed the following procedure which protects the rights of all individuals involved and works towards resolution of the issue.

B. Policy
A formal grievance may be filed any time a student believes that his/her rights under Granite State College/USNH policy have been violated. Grievances may arise over alleged violation of policy including, among other things, sexual harassment or discrimination on the basis of race, color, religion, veteran's status, sex, age, national origin, sexual orientation, or handicap. All students shall have fair hearing and appeal in all grievances. This grievance policy and procedure does not apply to grievances concerning grades or other academic decisions made by the Office of Academic Affairs.

The purpose of the formal grievance procedure is to provide a timely and fair method of resolving problems arising from alleged violations of college or USNH policy.

Information on individual rights and responsibilities and the College’s policies on nondiscrimination and sexual harassment are contained in the College’s Student Handbook published annually. All parties involved need to recognize that there are time frames which must be observed in filing a complaint or grievance.

Failure of the complainant to meet time specifications acknowledges the complainant’s acceptance of the decision of the previous step. He/she forfeits the right to pursue the matter further. If an individual chooses to use outside legal or administrative processes concerning the same event or charges, the Granite State College grievance process terminates.

All records and written information submitted or collected in either the informal or formal resolution stages are confidential. Final decisions will be filed in the Dean of Student’s Office with a cross-reference in the student’s student file. Confidentiality cannot be unconditionally guaranteed; however, the College will make every attempt to protect the rights of all parties involved.

Step I. Informal Resolution Efforts
A. Each student, faculty member, administrator or staff member has an obligation to make every effort to resolve problems informally as they arise. All members of the College community are urged to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure. If a suitable solution cannot be reached informally through independent means, which may include consultation with staff members, a formal grievance may be filed.

B. Such informal attempts of resolution shall continue until resolution is achieved or a formal grievance pursued or the issue is dropped. Should such resolution efforts fail in addressing these issues, the student may initiate the formal grievance procedure at Step II. However, because of the private and sensitive nature of sexual harassment and discrimination, an aggrieved individual may choose a support person to help with such a complaint on an informal basis.

C. Process
1a. A student who feels his/her rights have been violated has the option of reporting a complaint to the Dean of Students.

1b. The Dean of Students is available to answer questions about policy rights or filing a grievance. Contact the Dean at 603.513.1308.

2. The Dean of Students will set up a meeting with the student opting to file a complaint (complainant), the person who allegedly committed the violation (respondent) and any other appropriate individuals at the Dean’s discretion.
3. In the oral presentation of the complaint, all parties shall have an opportunity to present their positions. In the informal resolution stage, all parties shall make a good faith effort to resolve the matter.

4. If the parties agree to a resolution, it must be recorded by the Dean and signed by both parties.

Step II. Filing and Presentation of Grievance
A. Should informal resolution efforts (Step I) be unsuccessful, the student has 3 months after the student knew, or should have known of the alleged violation, in which to file a grievance. He/she must notify the Dean of Students, in writing, that he/she wishes to pursue the next step.

B. Process
1. The complainant and the Dean of Students or appropriate designee shall meet with the person who allegedly committed the violation to discuss the grievance within 21 calendar days of this notification.
2. At this meeting the student may be accompanied by a non-attorney third party, if desired.
3. Investigation of the allegation might include interviews and the collection of relevant data from other parties. Care will be given to a thorough review of the alleged violation and to the protection of the rights of all parties involved.
4. The designated administrator may choose to convene a hearing board of up to three individuals (a student, faculty and/or staff member) to hear the case and recommend a decision.
5. The Dean of Students shall render a decision and advise the parties in writing of his/her decision. If the decision involves a recommendation for further administrative action, it needs to be conveyed to the appropriate director or administrator. The decision may also include a recommendation for the sanction to be imposed.

Step III. Appeal
If the complainant believes the decision is unjustified or the procedures have not been followed correctly, he/she may submit a written appeal to the President of the College within 14 days of receipt of the decision rendered under Step II. The petition should be accompanied by a statement of the resolution sought and copies of any previous written statements. The President will review all available materials and render a decision. This decision is final.

Recruitment & Hiring Process:
Recruitment Criteria
Granite State College seeks faculty who understand its mission, are outstanding teachers, and are leaders in their fields of expertise. Quality instruction, an appropriate degree in the discipline, supporting credentials, and experience that links theory to practice are sought.

Application
The first step in applying to teach is to visit Granite State College’s website, which provides the opportunity to apply for all faculty positions via the web. We do not accept mail or phone applications.

Interview
Candidates will be contacted for an interview to discuss professional and teaching experience, teaching philosophy and methods, and the courses they are qualified to teach. The interview also provides an opportunity to tour the Campus and/or explore the online environment, ask questions, and review relevant course and program information.

Employment Eligibility Verification (Form I-9)
Granite State College is required by federal law to examine evidence of identity and employment eligibility within three (3) business days of the date employment begins. At the time of initial hire, all employees, including adjunct faculty, must complete the U.S. Department of Justice, Immigration and Naturalization Service. “Employment Eligibility Verification,” is commonly referred to as Form I-9.

As part of the employment verification process, employees must present original documents that establish both identity and employment eligibility. A
Employers must retain completed I-9s for three (3) years after the date of the hire or one (1) year after the date employment ends, whichever is later.

**Employee’s Withholding Allowance Certificate (Form W-4)**

As part of the hiring process, faculty complete Form W-4 so the College can withhold the correct federal income tax from your pay. This form, with its instructions, will be presented to you at the same time you complete the I-9 verification.

**Disclosure of your Social Security Number (SSN)**

Granite State College is required by the Federal Internal Revenue Code to report the identity of all individuals, along with Social Security numbers (SSNs), who are paid compensation by the institution. The SSNs of employees are maintained and used by the institution for payroll and benefits purposes, and are reported to federal and state agencies as required by law. SSNs are also used for employee benefits purposes to ensure accurate identification and accounting of these benefits. The institution will not disclose an employee’s SSN to anyone outside the institution except as mandated by law or required for benefits purposes in accordance with institutional policy. Please note, as a faculty member, in the event that you come in contact with the Social Security numbers of students, it is your responsibility to maintain their confidentiality as required by federal law.

**Graduate Transcripts**

As a final step in your hire to teach for Granite State College, you will be asked to submit official transcripts of your graduate course work to the appropriate division of Academic Affairs.

**Support Materials**

During your interview, you may receive materials designed to welcome and orient you to both the College and to your role as faculty. These may include current curriculum materials and any relevant college publications, including the Granite State College Catalog. If you would like to review syllabi created by other faculty, the hiring administrator can assist.

**Adjunct Hiring Letter for Term Teaching Assignment(s)**

Once you have completed and signed all hiring documents, a teaching assignment e-letter will be issued by the appropriate college administrator. The e-letter will outline the specific course information (i.e. term, duration, location, course start and end dates, salary, pay scale for low-enrolled course or independent study format). Faculty must respond to the e-letter via email and reply with an acceptance to the appropriate college administrator. Without timely receipt of this acceptance, payroll will not proceed.

**Full Time Faculty Letter of Appointment/Annual Contract**

Full-time faculty are hired by a letter of appointment issued by the division Dean in consultation with Human Resources. An annual contract process applies to full time faculty members, as detailed in the Full-Time Faculty Workload Management System Guidelines.

**Salary**

Your salary will be confirmed by your hiring administrator, and a faculty title assigned to you (Lecturer or Senior Lecturer) at the point of formal hire. Once you have completed and signed all hiring documents, including the I-9, W-4, and your faculty hiring letter, and submitted your official graduate transcript, your hire will be finalized and documents will be processed for payroll. You will be paid for teaching assignment(s) on a bi-weekly basis with pay periods ending every second Friday. The effective date of pay for each assignment will begin on your first day of that assignment and your pay will be spread from that date to the end date of the assignment. While the paychecks may not be precisely the same each time, the total will equal the amount listed in your faculty hiring letter.

If you are serving as a faculty mentor for an independent learning contract or as a field supervisor, you are paid in total after the contract has been completed and a grade has been submitted to the Registrar’s Office.
Review of Policy Information
Faculty are responsible for familiarizing themselves with policies of the College as documented in the College catalog(s) and as detailed in this Faculty Handbook.

Change of Contact Information (Name/Address/Telephone Number/Email Address)
Faculty members who have changed any of this information should contact their college administrator for their academic division immediately. Doing so will ensure the receipt of all correspondence from the College.

Note on the Recruitment & Hiring Process for Full-Time Faculty
The full-time faculty hiring process is coordinated between the appropriate Academic Affairs division and the Granite State College Office of Human Resources, in keeping with University System of New Hampshire and Granite State College policies for full-time employment. Available full-time positions will be posted on the designated Granite State College web site area, and in other recruitment media as appropriate. Questions on the search process should be directed to the Office of Human Resources at 603-513-1371.

Preparing for Teaching
Expectations, Responsibilities, and Questions
Your hiring administrator (Assistant Dean of Faculty, Associate Dean, or Program Director) will share expectations for your role as faculty. S/he is the best resource for your questions, from your early preparation to begin teaching at the College, to getting fully oriented, to successfully navigating the teaching of your course and your interactions with students, through assigning grades.

Signing Your Adjunct Hiring Letter for Term Teaching Assignment(s)
Well in advance of the term start, you will receive your hiring e-letter, which we ask you to respond to promptly via email, to facilitate payroll processing. Please note the non-binding nature of your letter of agreement. For example, your hire is for one term only. If enrollment is low, a reduced stipend will apply, and course cancellation is possible.

Schedule Expectations
Please note the number of hours your course is expected to meet. You are required to hold your classes for the full number of hours and in keeping with the schedule listed in your letter of agreement, for the full number of sessions. If your course falls on a holiday, please make arrangements to make up that missed class. If an emergency forces the cancellation of a course meeting, contact your hiring administrator and notify the Regional Campus as soon as possible so staff can provide support in notifying students and assisting you as needed. Online faculty are expected to follow the course development timetable in the letter of hire, and, once they begin teaching, should access their course frequently, with every other day as a recommended minimum. It is also expected that all faculty respond to student questions within 24 to 48 hours.

Locations
To ensure that we meet our institutional responsibilities for security, we expect that classes will be held in their scheduled locations. A class meeting should not be held at an alternative location unless the hiring administrator has been notified and has given approval. Granite State College policies, including those concerning harassment, alcohol and drugs, apply to classes and course-related activities wherever they are held.

Instructional Resources Choice and Book Order Form
To decide which textbook(s) or other instructional resources to adopt for your course, consult with your hiring administrator, who can confirm whether a particular text or resource is required and can provide support. Timely responses to our book order timelines are required of faculty to ensure that Granite State College complies with federal regulations on disclosure of textbook information costs to students at time of registration. Faculty should contact publishers directly to request exam or desk copies; where necessary, a College staff member can confirm
for a publisher that you are a Granite State College faculty member who is scheduled to teach in an upcoming term.

As textbook costs are a concern for many students, faculty members are asked to note the retail price of the required texts they are considering as part of the selection process. It is essential to list the correct ISBN and edition when notifying Granite State College of your selection(s).

Please note that Granite State College’s online bookstore is a contracted service that ensures in-stock delivery of required course texts to students at their home address. Students are free to order from sources other than the official College bookstore, but do so at the risk of receiving incorrect or non-returnable editions, or experiencing shipping delays. The official virtual bookstore has a buy-back program for used textbooks, and sells both new and used editions.

Course Costs
Any costs that students in your course will pay beyond textbook costs must be discussed with your hiring administrator well in advance so that College registration information and publications can reflect those costs, and students can be notified. Such costs might include art supplies, software, or admission to events. Under no circumstances should students pay faculty members directly for any course-related costs, including books.

Syllabus Template
The College will provide you with a template for your course syllabus that includes the accurate course title and number, description, and official outcomes. The template includes several sections that may be customized or are optional, but the title, description, and outcomes must not be changed on the template, as these drive the assignments and activities you will design for the course. If you are teaching at the undergraduate level, the Assistant Dean of Undergraduate Faculty will review your syllabus once it is prepared, and is available to work with you in planning the best possible course. If you have concerns about the approved curriculum outcomes, currency of course content, feasibility of course design, or any other academic aspect, please note these with the Assistant Dean of Faculty, who is the Academic Affairs liaison between part-time faculty and the College’s Undergraduate Curriculum Committee. In the School of Education, the Associate Dean reviews syllabi and is available to faculty teaching in both the undergraduate teacher certification and Post-Baccalaureate programs. If you are teaching in the graduate programs, the Program Director of the Master’s degree for which you are teaching will review your syllabus once it is prepared, and is available to work with you in planning the best possible course. If you have concerns about the approved curriculum outcomes, currency of course content, feasibility of course design, or other academic aspect, please note these with the Graduate Program Director, who will report back to the Granite State College Graduate Curriculum Committee.

Faculty Biography
All new faculty are asked to submit a brief biography and photo to be included on the College website. Your hiring administrator can assist you should you require help in drafting your bio. Undergraduate and School of Education faculty bios can be found at: granite.edu/undergradfaculty. Graduate faculty bios are available at: granite.edu/gradfaculty.

Support and Services
Contact information for all departments referenced below is available at www.granite.edu.

MyGranite and WebROCK Online Services for Faculty
Faculty members have access to several online services via the College's web portal, MyGranite. WebROCK, a self-service for our faculty, is the College's system by which you will enter midterm reporting and final grades online. WebROCK also provides you with instant web-based access to class rosters, enrollment numbers, times, dates and meeting locations of your course(s), email addresses of your students, your teaching history at the College, and your personal contact information, as listed in our official database.
Library Services and Resources
The GSC Library and Research Commons (LRC) seeks to be a nexus of virtual and innovative learning and research services that support the GSC community. Our approach to services reflects this mission. The LRC website is at: http://library.granite.edu/. Granite State College’s Library and Research Commons serves the College community by providing clear paths to information resources that support, enrich, and enhance the students’ educational experience through the GSC Discovery Service. Services of the Library integrate information literacy skills into teaching and learning at Granite State College. The Library and Research Commons, available as a tab on the College website, is an online gateway providing 24/7 virtual access to research journals, licensed databases, selected web resources presented by academic discipline, and opportunities to contact the Assistant Dean of Library Services and College Librarian with questions and comments.

Library Privileges
As a faculty member, you have access to the collections of all New Hampshire College and University Council (NHCUC) libraries and borrowing privileges at all but Dartmouth College. See the College’s Library and Research Commons for details.

Faculty Resource Center
The College’s Faculty Resource Center is a virtual space in which adjunct and full-time faculty can find helpful teaching resources, communicate with one another, and view information such as calendars of faculty development events and helpful tips. Your hiring administrator will orient you to the Faculty Resource Center: http://teach.granite.edu/.

Faculty ID
The College offers a faculty identification card for its adjunct faculty and full-time faculty. Please contact your hiring administrator if you would like a faculty ID.

Teaching with Technology: Instructional Design
The Educational Technology division at Granite State College includes a team of Instructional Designers who work with faculty teaching in hybrid and online formats on effective course design, integration of rich media resources, and related topics. Faculty new to teaching in online or hybrid/blended formats are required to demonstrate their competency in these formats, whether through the Introduction to Teaching and Learning in Moodle seminar or another approved means. Moodle Learning Management System orientations, rich media workshops, and other professional development opportunities on teaching with technology are regularly available to both part-time and full-time faculty.

Tech Support
The College’s Tech Support resources include Information Technology professionals who assist students, staff, and faculty in troubleshooting and technical problem solving.

Academic Coaches
Granite State College’s advising model is student-centered and personalized. Each degree student has the opportunity to work with an Academic Coach who provides academic program guidance as well as serving as a contact for a range of services offered by the College. For School of Education and Post-Baccalaureate programs, the support person is the Field Placement Faculty member. For Graduate programs, the support person is the Program Director. Faculty have direct access to Academic Coaches’ contact information on the eLearning login page. Academic Coaches and members of Academic Affairs collaborate on faculty-student issues regularly. If you have questions or concerns about a particular student, please notify your hiring administrator in Academic Affairs, who will serve as your main point of contact and can initiate contact with other members of the College’s staff as appropriate.

Faculty Development
Faculty are invited and may be required to attend faculty development workshops held across the state throughout the year. These are opportunities to network with other faculty members from around the state while focusing on curriculum development, outcomes assessment, teaching and learning technologies, and pedagogy, among other useful topics.
Granite State College Distinguished Faculty Award
The annual Distinguished Faculty Award recognizes outstanding contributions to the teaching and learning process at the College. The focus of this award is on distinguished teaching and facilitation of learning, including classroom instruction, curriculum development, assessment of prior learning, and mentoring. The Distinguished Faculty Award is presented at the commencement ceremony.

Grading and Evaluation
General Guidelines
Evaluating student’s work and assigning grades can be challenging tasks. To facilitate the grading process we offer the following general guidelines:

- **Learning at Granite State College is outcomes-based.** Design learning activities and graded assignments so that they will provide information about whether the student has achieved the outcomes identified in the syllabus. Grading is primarily based on outcomes, with effort a secondary consideration.

- **Be clear and specific.** The more clearly you identify the criteria you use to evaluate students’ work, the better they will understand your grading process. They will also be more likely to view your grading as fair. Use both a quantitative and qualitative approach. For each graded assignment, identify how many points or what percentage the assignment will contribute to the final grade. Next, provide a clear explanation of the criteria you use to determine the quality of each graded assignment.

- **Consider using assessment rubrics.** When students understand the specific criteria you are looking for in an outstanding piece of work, they are more likely to be able to strive toward those results. When they do not achieve those results, they will be more likely to understand what they need to do to improve their performance. Sample rubrics are available from the Office of Undergraduate Studies, School of Education, or the Office of Graduate Studies.

Discuss challenging cases with your hiring administrator. Student requests for extensions, incompletes, and reconsideration of grades are part of college teaching, but you do not have to make grading judgments without the support of your Academic Affairs administrators, whose experience and knowledge of policy are valuable supports to your teaching and decision-making.

Letter Grades
The following scales will be used in all Granite State College courses in the interest of consistency, so that a given letter grade has the same numerical value in one course as in another. Final grades are reported to the Registrar via the College’s web portal in letter form only (ex: B+) and are due seven days after the final class session.

Faculty members retain discretion over grading in their courses, and may use the method of calculation they judge to be best suited to the particular course. Faculty members should explicitly articulate all grading standards on their course syllabi. Questions on grading-related matters at the College may be directed to the appropriate academic division administrator.

Undergraduate Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Grade Points</th>
<th>Level of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>2.00</td>
<td>Acceptable*</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>1.67</td>
<td>†</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
<td>1.00</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>60-63</td>
<td>.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>≤ 59</td>
<td>0</td>
<td>Failure, no credit</td>
</tr>
</tbody>
</table>

*A grade of C or better is necessary to meet requirements in the major, minor, or General Education courses at the undergraduate level.

† A grade of C- or below generally does not transfer to another college or university.
**Graduate Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Grade Points</th>
<th>Level of Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.00</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>74-76</td>
<td>2.00</td>
<td>Below Average*</td>
</tr>
<tr>
<td>C-</td>
<td>70-73</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>≤ 69</td>
<td>0</td>
<td>Failure, no credit</td>
</tr>
</tbody>
</table>

*A grade of C or better is necessary to meet credit requirements at the graduate level.

**Other Grades**

Note: Please consult with your hiring administrator, who can assist with policy clarification and provide advice as needed, when determining whether to assign an AF or F, or to grant a request for an Incomplete.

1. **AF (Administrative Failure):** An AF grade should be assigned to the student who stops participating early in the course and has not completed coursework sufficient for the assessment of course outcomes, or has stopped attending without formally withdrawing from the College. An AF counts as an F grade in the calculation of grade point averages. It is not equivalent to withdrawal (W) from a course.

2. **IC (Incomplete Coursework):** A grade of IC can be assigned by a faculty member only when s/he has approved a student’s request and agreed to the proposed plan to complete remaining assignment(s). However, when assigning ICs, consideration should be given to the amount of work previously completed by the student. Students must have completed the major portion of all assignments and be passing the course to be considered for a grade of IC. Questions on assigning a grade of IC can be directed to the Office of Undergraduate Studies, School of Education, or Office of Graduate Studies. A grade of IC taken in the final term of the student’s program will prevent conferral of the degree until the course is complete.

**Extension of Incomplete:** A student request to extend an incomplete after the established deadline must be accompanied by an academic petition from the student to the academic Dean of the division, demonstrating a compelling reason for the extension. Faculty will be consulted on the validity of the student’s request.

3. **Recording Final Grades:** Final grades are due no later than seven (7) days after your last scheduled class and are entered through WebROCK online. If you assign any Incomplete (IC) grades, the Registrar’s Office will contact you to report final grades for all incomplete grades submitted. Do not delay the posting of grades, as such delays can have considerable implications, including academic, financial, and enrollment-related consequences, for the institution and your students. All grades must be submitted on time.

**Evaluation of Teaching**

Granite State College has a three-part model for the evaluation of teaching. Students provide formative feedback to faculty on their teaching through the end-of-term course evaluation/survey. These surveys are required to be completed for each course. Faculty members are also asked to complete a periodic self-assessment of their teaching. Additionally, the College has implemented a peer-review approach using a common rubric, so that a fellow instructor contributes to faculty evaluation in the spirit of continued improvement of teaching through collegial feedback.

**Institutional Assessment**

To examine the College’s effectiveness in providing an environment that facilitates the acquisition of skills and knowledge and the enhancement of lifelong learning, the College has developed an institution-wide assessment program. The College assesses student achievement of broad educational outcomes as well as specific program and course outcomes. Assessment includes an examination of the effectiveness of teaching and learning environments as well as services that support learning. The goal of the assessment
process is to provide research-based information that leads to continuous program involvement and enhanced educational services for adults.

COLLEGE PRACTICES AND POLICIES

Academic Policies

Academic Integrity

Academic integrity and intellectual truth are among the foremost priorities in institutions of higher learning. Without these, there is no real learning, critical inquiry, creativity, or development of new knowledge. Therefore, the Trustees of the University System of New Hampshire confirm their commitment to these principles, and express their expectation that, in the pursuit of learning, students and faculty in the various institutions commit themselves completely to integrity in the pursuit of truth.

Academic Honesty

Joining an academic community is a privilege with a long and honored history. All who join the community share in this history and, as in any community, all are charged with maintaining the integrity and standards of the academy. A primary function of this community is to stimulate scholarship that creates new knowledge or verifies existing knowledge. Academic dishonesty, therefore, seriously undermines the integrity of the academic community and interferes with this quest for knowledge. Such dishonesty hurts everyone. In particular, students who cheat diminish the value of their education and weaken their prospects for future academic success. Our policies emphasize the seriousness of academic dishonesty and give faculty some options for handling violations of these standards. Faculty and students have a joint responsibility to ensure the integrity of the academic experience.

Procedure Regarding Violation of Academic Honesty

A faculty member who suspects a violation of the academic honesty policy will take reasonable measures to ascertain the validity of those suspicions, including but not limited to checking primary and secondary sources, comparing student papers and/or answers, conferring with other faculty and the Assistant Dean(s) of Faculty, or verifying inappropriate similarities in style or content. School of Education Faculty should contact the Associate Dean of the School of Education and Graduate Faculty should contact the Vice Provost for Graduate Studies. When the faculty member has reasonable evidence that academic dishonesty has occurred, the following procedures will be followed:

1. Discussion with student. The faculty member contacts the student for discussion of the possible violation of the academic honesty policy within one week of discovering the incident.

2. Incident report. Regardless of whether the incident is deemed to be intentional on the part of the student or not, if the instructor remains convinced after discussion with the student that a violation of the academic honesty policy has taken place, s/he contacts the Assistant or Associate Dean promptly after the discussion with the student to report the incident and discuss next steps.

3. Determination of action to be taken. The Assistant or Associate Dean will review the incident with the instructor, who has the option of assigning a failing grade for the assignment in particular or for the course.

4. Written report. Within two weeks of the date of the academic dishonesty incident, the instructor must submit to the student a written report describing the incident and notifying the student of the grade-related consequences. This written report must be copied to the Assistant or Associate Dean.

5. Academic Affairs administrator contacts student. The student will be contacted in writing within one week of receiving the faculty member’s written report. This communication will offer the student an opportunity to respond in writing within one week.
6. Written report, evidence and student response file. The Assistant or Associate Dean will forward the faculty member’s written report to be placed on file in the office of the appropriate Academic Affairs administrator, together with the evidence of academic dishonesty and any written response that the student has provided within the timeline permitted. Academic Affairs will acknowledge in writing to the student, faculty member, and Assistant or Associate Dean, receipt of the materials.

7. Procedures for first and second offenses: sanctions, notifications, hearing, decision. If the report is a first offense, the materials will be kept on file in the Office of Academic Affairs until the student graduates from Granite State College. If the report documents a second offense by a student who has already been penalized for a prior instance of academic dishonesty, the Provost will be notified, and the following procedures will apply.

In the case of a second offense, additional sanctions beyond grading penalties may be imposed. The Provost may determine that temporary suspension from the College or academic dismissal is warranted. Upon notification of a second academic dishonesty incident by the same student, the Provost notifies the student in writing that s/he is aware of the two charges made, the dates of the incidents, and the sanctions imposed by the faculty members. In this communication, the Provost informs the student of any additional sanctions imposed and of the student’s right to a hearing to respond to the charge and sanctions. A copy of this letter from the Provost will be placed in the student’s official student file.

When a student has received notification from the Provost of a second charge of academic dishonesty, the student has the option of making a request in writing for a hearing within 30 days. The student may choose to bring a non-attorney third party to the hearing.

The hearing will be conducted by the Provost, with others in attendance at his/her discretion. The student will have the opportunity in the hearing to review and comment on the evidence presented in support of the most recent charge only. The student will also have the opportunity to provide his or her own supporting facts and explanations and to ask questions concerning the most recent charge only.

The Provost will convey a written decision that (a) summarizes the evidence of the second charge; (b) provides a basis for the decision; and (c) conveys an outcome (e.g., further sanction, dismissal of second charge). This written decision will be placed in the student’s official file, and is final.

Plagiarism
Plagiarism is defined as submitting or presenting another person’s words and/or ideas as if they were one’s own. This includes the use of the published or unpublished work of another person (including online) – either by paraphrasing or by copying word-for-word – without giving full and clear acknowledgements of where the words or ideas originated. For more information about plagiarism and how to avoid it, please refer to information in the GSC Library tab at my.granite.edu.

Cheating
Cheating involves turning in work that is not one’s own, as in giving, receiving, or using assistance not explicitly sanctioned by the instructor on exams, quizzes, projects, written assignments, and so forth. Other forms of cheating include purchasing assignments, unauthorized collaboration, and turning in the same work for more than one course when the faculty members involved have not given their explicit permission to do so.

Plagiarism and Cheating Policy
Plagiarism and cheating are unacceptable in any form. They are serious violations of academic dishonesty and will not be tolerated by the College. Students who engage in such activities will be subject to serious disciplinary action.
Copyright Policy
Granite State College does not condone copyright infringement by faculty, administrators, staff, employees, or students. Each individual is solely responsible for obtaining permission from copyright holders to duplicate, or in any way reproduce, in part or in whole, materials held under copyright. The Assistant Dean of Library Services and College Librarian can assist the GSC community in answering basic copyright questions. A copyright overview is available on the Library and Research Commons website at: http://library.granite.edu/copyright-basics/, as well as more extensive copyright resources in the LRC’s Research Toolkit.

Procedures
The College follows the guidelines for “Educational Fair Use” as stated in the United States Code #107. They are:

1. **Single Copy for the Teacher**
   A single copy may be made of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
   a. A chapter from a book;
   b. An article from a periodical or newspaper;
   c. A short story, short essay or short poem, whether or not from a collective work;
   d. A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

2. **Multiple Copies for Classroom Use**
   Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:
   a. The copying meets the test for brevity and spontaneity as defined; and
   b. Meets the cumulative effect test as defined; and
   c. Each copy includes a notice of copyright.

Definitions of what is allowable under the conditions of brevity, spontaneity, and cumulative effect as well as specific prohibitions are available online at http://library.granite.edu/copyright-basics/.

Human Participant Research and Institutional Review Board (IRB) Policy
Granite State College is committed to the protection of the rights and welfare of the participants in research investigations conducted under the jurisdiction of the College. Granite State College believes that review independent of the investigator is necessary to safeguard the rights and welfare of human participants. All research involving human participants is conducted in accordance with federal regulations, including Title 45 of the Code of Federal Regulations, Part 46 (45 CFR 46). The review process is outlined in the Granite State College Guidelines for the Protection of Human Participants in Research and Guidelines for Students. These guidelines apply to any student, faculty, or staff who conducts research with human participants under the auspices of the College. Both documents are available at my.granite.edu in Academic Resources.

In accordance with this policy, all Granite State College research activities which involve human participants, regardless of the level of risk foreseen, require review and written approval by the College’s IRB prior to the initiation of the activity.

Procedures, Obligations, and Responsibilities of Researchers:
1. Research investigators acknowledge and accept their responsibility for protecting the rights and welfare of human participants and for complying with all applicable Granite State College policies.

2. Research investigators who intend to involve human participants will not make the final determination of exemption from review.

3. Research investigators are responsible for providing a copy of the informed consent document to each participant at the time of consent.

4. Research investigators will promptly report proposed changes in previously approved human participant research activities to their instructor. If the research investigator is not a student,
changes will be reported to the Office of Academic Affairs.

5. Research investigators will promptly report to their instructor or to the Office of Academic Affairs any injuries or other unanticipated problems involving risks to participants and others.

Grade Appeals Policy
Granite State College faculty members are responsible for making a professional judgment about the quality of students' academic work and performance. Policy and procedure have been established to give students the opportunity to appeal if they have reason to contest a grade received in a course or learning contract offered through the College. To resolve a disputed grade, the student must initially discuss the grade with you. If the student does not accept your decision, he or she may file a written appeal with the Assistant Dean of Faculty (Undergraduate Faculty), Associate Dean (School of Education and Post-Baccalaureate Faculty), or the Program Director (Graduate Faculty), who will review the information and reply in writing to the student. If the student does not accept this decision, he or she may file a written petition to Academic Affairs. For complete procedures, please refer to the College Catalog.

Grade Corrections
If an error was made in assigning a grade, it is important that faculty contact the Registrar’s office as soon as the error is discovered but no later than six months after the grade was first issued. Please contact the Registrar by emailing registrars.office@granite.edu. The processing of the grade will be researched, and the grade, if an error occurred, will be corrected. No grade changes will be made after a student has graduated.

Attendance
At Granite State College, students are expected to attend scheduled classes or inform faculty about any expected absences from class. Any coursework missed due to absences is the responsibility of the student.

Permission to make up missed work must be given by the instructor. Faculty members may have varying practices regarding penalties that result from missing in-class activities. These must be included in your syllabus.

Rosters to Monitor Registration
For face-to-face courses, you will receive class rosters for the first two weeks of the term, with instructions for reviewing and confirming these. The rosters allow Granite State College staff to monitor registrations and proactively address inaccuracies.

At-Risk Student Identification
Faculty may be asked to identify students enrolled in their courses who are at risk of academic failure, normally prior to the deadline for course withdrawal each term. Please be responsive to these requests, which help students, faculty, and the College ensure that best efforts are made to support academic success and that the institution meets compliance with federal financial aid and reporting requirements.

Advising Students on Registration Status
While it is important that faculty regularly and accurately advise students of their academic status in courses, it is not recommended that adjunct faculty direct students to drop or withdraw from courses. Students are responsible for understanding all the implications, academic, financial, and otherwise, of their registration decisions, and should consult with appropriate individual (Campus Staff for Undergraduate, School of Education for Post-Baccalaureate, or the Program Director for Master's) to ensure that they have a comprehensive view of those implications. Please refer students with questions on dropping or withdrawing from your course to our Campus student services staff.

Adding and Dropping Courses
The add/drop period at Granite State College is normally the first two weeks of the term for 12-week courses and the first week of the term for 6-week courses. For courses that do not follow the regular 12-
week or 6-week schedule, and for summer courses, specific Add/Drop dates are noted on the schedule pages of the Course Schedule for each term. When students add a course within the add/drop period of registration, faculty should ensure that students are aware of assignments that may have been missed, but responsibility for timely assignments rests with students regardless of when they register. Officially dropped courses are not recorded on transcripts. Failure to officially drop a course will result in an “AF” grade (administrative failure), which normally means that the student did not attend class after the second week of class but remained registered; financial aid and student account balances may be affected. The AF grade is maintained on records and included as 0.00 in the student’s grade point average (GPA).

**Withdrawing from Courses**

Students can withdraw from classes after the official drop deadline. A “W” will be denoted on the transcript indicating that an individual did not complete the course. If a student contacts you regarding withdrawing from your course, please refer them to a Campus staff member or to the Registrar’s office. Additionally, students should check College publications and/or the web for withdrawal deadlines. There is no refund of tuition or fees for withdrawals. Not attending classes does not constitute an automatic withdrawal.

**Students with Documented Disabilities**

As a faculty member, you are required by law to seek ways to work with qualified students who have a documented disability on file with the College’s Dean of Students and who express the need for assistance. The College's requirement for official documentation of disabilities affords important protections to both students and faculty. When a student has a documented disability, your hiring administrator and the Dean of Students are available to assist you in planning strategies or locating resources as you work with students who have disabilities. Accommodations in the learning environment or in instructional methods must be reasonable. Should questions arise, the Dean of Students will help you evaluate your options with the intent of working as partners with the student to identify arrangements that will work in each situation. For full policy and procedures information, please see the College Catalog.

**Weather Cancellations**

In inclement weather, the College posts delay and closing information at major media outlets (including the broadcast/web site for statewide television station WMUR). Please note that conditions around the state may vary considerably, and thus it is important to verify whether specific College locations are closed, or whether the entire College is closed. Students and faculty are expected to use prudent judgment in assessing weather and travel conditions, while maintaining operations to all reasonable extent. Make-up course sessions or other strategies for ensuring course hours are achieved will apply when classes are cancelled due to weather. For additional details, please visit: http://my.granite.edu/safety-security.

**Protection of Student Information**

Faculty are responsible for familiarizing themselves with the basic rights of students to privacy of information (Family Educational Rights and Privacy Act, known as “FERPA”). Please do not discuss student academic performance or disclose contact information with any third party, including a parent or spouse; contact the Registrar’s office if you have questions before disclosing any information in a given situation.

**Family Educational Rights and Privacy Act Guidelines**

The federal government’s Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (The Buckley Amendment) ensures student access to records pertaining to their matriculation within an educational institution. The Act provides for federal monitoring (through the US Department of Education) of the institution’s education recordkeeping and makes the institution subject to a cutoff of federal funds for failure to comply with the Act.
A. The Act provides the following to each student attending an institution of higher education:

1. Access to “inspect or review” his or her personal education records.
2. Opportunity to contest the contents of such personal education records.
3. Protection in the form of requiring notice and written consent by the student before a personal record can be provided to a third party (other than officials of the institution attended by the student).
4. A list of requests for and disclosures of any education record released without the student’s consent, including but not limited to: disclosure to a parent of an eligible student; disclosure in response to a lawfully issued court order or subpoena; disclosure for external research purposes where individual students have been identified; or disclosure in response to an emergency.
5. The right to file a complaint with the FERPA Office in Washington, DC.
6. The right to obtain a copy of the College’s detailed FERPA policy.

B. An educational record is defined as any record which is directly related to a student (in handwriting, print, tapes, film, or other medium) maintained by the College or its agent, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that s/he is a student, provided the record is issued only in relation to the individual’s employment.
3. Alumni records which contain information about a student after s/he is no longer in attendance at the College and which do not relate to the person as a student.

Granite State Offices Maintaining Student Records

In compliance with the provisions of the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), the following office maintains student educational records on all students enrolled at the College:

Office of the Registrar
Granite State College
24 Hall Street
Concord, NH 03301
603-513-1312

CODE OF CONDUCT

Membership in society implies minimal norms for civil behavior towards one another. It is our expectation that all members of our College community treat faculty, staff, and fellow students with respect. Students need to be knowledgeable of, and comply with, College policies. Each individual is accountable for his/her actions and the consequences of any behavior that is inconsistent with these values and expectations.

If an individual student disrupts College business or administrative functions, s/he will be informed that the behavior is unacceptable and must cease. If, after being warned, the behavior persists, the Dean of Students will notify the student that the College may suspend or dismiss him/her and withdraw him/her from enrolled course(s) and/or the College.

After notification, the student has the opportunity to request a hearing. At this time, evidence of the inappropriate behavior will be presented, and the student will hear the evidence and respond, presenting his/her perspective. The hearing may result in a decision to either suspend or dismiss based on the nature of the incident(s). The Dean of Students will then communicate this decision in writing to the student.

Sexual Harassment

All faculty, staff, and students have a right to work in an environment free of discrimination, including freedom from sexual harassment. It is the policy of
the University System of New Hampshire that no member of the University System community may sexually harass another. The intent of this policy is not to create a climate of fear, but to foster responsible behavior in an academic and working environment free of discrimination.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

• Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a hostile or offensive working or academic environment.
• Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual.
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic work.

Examples of conduct which may, if continued or repeated, constitute sexual harassment are:

• Unwelcome sexual propositions
• Graphic comments about a person’s body
• Sexually suggestive objects or pictures in the workplace
• Sexually degrading words to describe a person
• Derogatory or sexually explicit statements about an actual or supposed sexual relationship
• Unwelcome touching, patting, pinching, or leering
• Derogatory gender-based humor

Such conduct, whether intended or not, constitutes sexual harassment and is illegal under both state and federal law. Violation of this policy will not be permitted. Any faculty, staff, or student who violates this policy will be subject to discipline up to and including dismissal. Procedures for filing a complaint or grievance can be found in the appropriate Granite State College Catalog: http://www.granite.edu/academics/schedule.php.

Computer and Network Acceptable Use
Granite State College offers a wide array of computing, networking, and media services to students, faculty, administrators, and staff. These services are in place to facilitate teaching and learning and administrative activities to further the College’s mission. By utilizing the College’s email services, individuals agree to, abide by, and are subject to, the terms and conditions of the Granite State College Networking and Computing Acceptable Use Policy (www.granite.edu/pdf/ComputerNetworkPolicy.pdf), which governs the use of computers and networks at Granite State College, as well as adhere to the Appropriate Use of Email. This allows the College to provide quality services and maximize productivity while protecting the rights of all members of the community. Users are responsible for reading and understanding both documents.

Computer and Network Acceptable Use Policy

Rights and Responsibilities
Computers and networks can provide access to resources on and off College locations, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the system and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Since electronic information is volatile and easily reproduces, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Conduct which violates this policy includes, but is not limited to the activities in the following list:
• Unauthorized use of a computer account.
• Using the College/University System of New Hampshire network to gain unauthorized access to any computer system.
• Connecting unauthorized equipment to the College/University System of New Hampshire network.
• Unauthorized attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or decrypting intentionally secure data.
• Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
• Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
• Violating terms of applicable software licensing agreements or copyright laws.
• Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc.
• Using electronic mail to harass or threaten others. This includes sending repeated, unwanted email to another user.
• Initiating or propagating electronic chain letters.
• Inappropriate mass mailing. This includes multiple mailings to newsgroups, mailing lists or individuals, e.g. “spamming,” “flooding,” or “bombing.”
• Forging the identity of a user or machine in an electronic communication.
• Transmitting or reproducing materials that are harassing, slanderous, or defamatory in nature or that otherwise violate existing laws or College/University System of New Hampshire regulations.
• Displaying obscene, lewd or sexually harassing images or text in a public computer facility.

Email Acceptable Use Policy
Granite State College policy prohibits certain types of email. These include mail that may be perceived as harassment, political campaigning, or commercial solicitation. Mass emailing and chain mail are also prohibited because they consume large amounts of system resources. Use of email for private or personal business is not permitted. However, incidental personal use is permissible as long as: 1) it does not consume more than a trivial amount of resources; 2) it does not interfere with staff productivity; and 3) it does not preempt any business activity.

Members of the Granite State College community shall not stalk others, post, transmit or originate any unlawful, threatening, abusive, fraudulent, hateful, defamatory, obscene, or pornographic communication, or any communication where the message, or its transmission or distribution, would constitute or would encourage conduct that would constitute a criminal offense, give rise to civil liability, or violate any local, state, national, or international law.

It is not acceptable to use email in a way that disrupts network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and unauthorized access to another person’s mailbox. It is unacceptable to use the Global Address List or portions of it as a source of addresses to create or augment an email address listing, database, or directory. It is also not acceptable for an individual to use email to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources of information.

Users of email should remember that email messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted can unintentionally be retained on system backup files. Malicious users who know the owner’s computing ID and password can abuse email. Users are responsible for protecting their own passwords.

Mailbox management is also an important aspect of acceptable use.

Access to email services may be cut off, suspended, or modified at any time, without prior warning, if a pattern is detected that is not consistent with our usage policy. The administrators of Exchange and Granite State College email resources reserve the right to report incidents of apparent unacceptable use to College administrators on a case-by-case basis, but are under no obligation to do so. Certain types of email, including but not limited to harassing email, may also subject the sender to civil or criminal penalties.

Please note that your go.granite.edu address is preferred when corresponding with students and staff at Granite State College.
Alcohol and Drugs
Granite State College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendment of 1989, all students and employees of Granite State College are notified of the following:

1. The unlawful possession, use, and distribution of illicit drugs and alcohol on any College property or property being used for classes or during College-sponsored activities is prohibited.

2. Students and employees who are found 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.

3. Students who are found to be in violation of this state prohibition are subject to discipline in accordance with established College procedures. Discipline may include probation or dismissal from the College.

4. Faculty and staff employees who are found to be in violation of the stated prohibition are subject to discipline in accordance with the applicable College employment rules and procedures. Discipline may include probation, suspension, or termination of employment.

In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by College employees on College premises, or off our premises while conducting College business, is prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have further legal consequences.

Alcohol/Drug Assistance Services
The College utilizes a system of community referrals if a student is in need of services. Staff members are key links in the communities where we are located and a network of medical, psychological, and human services agencies are accessible in local areas.

SAFETY AND EMERGENCY INFORMATION

Campus Safety
Granite State College is committed to supporting the welfare of its students, faculty, staff and visitors by providing a safe and secure learning environment. It is important for all faculty, staff, and students to be aware of safety and security issues pertaining to them while participating in Granite State College activities, and take basic precautions for their own safety. For example, you should plan to walk with others when leaving class, lock unattended vehicles, and when in a new environment, take a moment to note the location of exits and phones in the building.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Director of Facilities, Safety, and Sustainability provides yearly crime statistics supplied to Granite State College by local law enforcement agencies in our campus communities. Each fall, email notification is made to all active students, current faculty, and staff that provides a website to access this report which is located at: http://my.granite.edu/safety-security.

For questions about this report, please contact:
Peter Conklin
Director of Facilities, Safety, and Sustainability
Granite State College
25 Hall Street, Concord, NH 03301
603-513-1382

Contact Information
Since Granite State College is a statewide institution that utilizes a network of locations for its classes, it does not employ its own security force and relies
on local police and fire departments for security services. Local police are familiar with Granite State College operations, and are available to respond to even minor incidents. All emergency calls should be made to 911 and can be dialed directly from security phones in our centers, personal cell phones, and pay phones depending upon your location.

Granite State College’s Director of Facilities, Safety, and Sustainability maintains a working relationship with local police departments to ensure their awareness of general operational details of the College, including class schedules and hours of operation, security concerns as they arise, and any special security services as needed.

**Local Law Enforcement**
Non-emergency calls should be placed to the police department associated with your campus:

<table>
<thead>
<tr>
<th>Police Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin Police</td>
<td>752-3131</td>
</tr>
<tr>
<td>Claremont Police</td>
<td>542-9538</td>
</tr>
<tr>
<td>Concord Police</td>
<td>225-8600</td>
</tr>
<tr>
<td>Conway Police</td>
<td>356-5715</td>
</tr>
<tr>
<td>Lebanon Police</td>
<td>448-8800</td>
</tr>
<tr>
<td>Littleton Police</td>
<td>444-2422</td>
</tr>
<tr>
<td>Manchester Police</td>
<td>668-8711</td>
</tr>
<tr>
<td>Nashua Police</td>
<td>594-3500</td>
</tr>
<tr>
<td>Portsmouth Police</td>
<td>427-1500</td>
</tr>
<tr>
<td>Rochester Police</td>
<td>330-7127</td>
</tr>
</tbody>
</table>

**Weapons Policy**
Granite State College is committed to providing a safe and secure learning and working environment for learners, staff, and faculty. Therefore, no person, except law enforcement officers while actively engaged in carrying out their duties as such, shall have in possession any deadly weapon as defined in RSA 625:11, V, while in any building or facility used by the College for administration or classes or on the grounds adjacent thereto (the premises). RSA 625:11, V defines “deadly weapon” to mean “any firearm, knife or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury.” Examples of deadly weapons under this policy include but are not limited to: explosives, fireworks, guns, (including paint, pellet, BB, air guns or authentic looking replicas) and hazardous substances.

**Violation of Policy**
In the event any person violating this policy refuses to leave the premises or to remove such deadly weapon from the premises, such person shall be reported to local law enforcement and shall be subject to such disciplinary, legal, or administrative action as may be appropriate under provisions of state law and the policies and procedures of the College.

**Emergency Response Procedures**
Granite State College is committed to the safety of the College community. The following emergency response procedures are used to inform the Granite State College community of imminent threats to health and safety.

**Emergency Notification**
In the event of an emergency Granite State College will notify the College community through the following methods:
- Roam Secure email and text messaging service
- Local media outlets including WMUR-TV and WOKQ radio
- Granite State College’s email system
- Granite State College’s website

Choice of method is dependent on circumstances with more emergent issues being addressed with Roam Secure and less emergent situations through the other methods in descending order.

Granite State College partners with local law enforcement, our USNH sister campuses, and the NH Department of Emergency Management to confirm the severity of emergency situations. Due to frequent travel between campuses by our community, notifications will be made to the entire community even if they only affect one location. Emergency notifications will inform the community of the nature of the emergency, impacts on College operations,
and recommendations on responses or resources as necessary. The emergency notification system is initiated by the Director of Facilities, Safety, and Sustainability in consultation with College leadership as necessary.

Granite State College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Timely Warnings
Granite State College will post timely warnings for the College community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Facilities, Safety, and Sustainability, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. Granite State College issues timely warnings for the following incidents:

- Criminal homicide
- Sex offenses
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Major incidents of arson
- Other crimes as determined necessary

Granite State College does not issue timely warnings for the above listed crimes if:

- The subject(s) apprehended and the threat of imminent danger to the College community has been mitigated by apprehension.
- If a report was not received in a manner that would allow posting “timely” warning to the community.

Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the College to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms:

- **Roam Secure**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation to email accounts or cell phones. Students, faculty, staff, and affiliates can sign on at https://alert.unh.edu.
- **Email**: email system alerting students, faculty and staff.
- **Granite State College website**: www.granite.edu.
- **Local area radio and television stations and print media**.

A copy of the timely warning will be filed in the corresponding case file. Granite State College may also issue “Safety Alerts,” when necessary, to apprise the College community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the College community can make informed decisions about personal safety.

Criminal and Incident Reporting
Granite State College is committed to providing and sustaining a safe environment for its students, faculty, and staff. It is therefore essential that all fires, accidents, criminal acts, or other potentially hazardous situations or incidents are brought to the attention of the College administration so that remedial or preventive action can be taken. Incidents shall be
reported to the College administration by means of the Incident Report Form. The Incident Report Form must be completed by the College employee involved in, witness to, or notified of an incident and should be completed within 24 hours after an employee is made aware of the incident and forwarded to the Director of Facilities, Safety, and Sustainability for review, investigation, and follow-up action. You can obtain this document at: http://my.granite.edu/hr-forms-resources. Click on Incident Report Form.

Emergency Management Team
Emergency management decisions at Granite State College are the responsibility of the Director of Facilities, Safety, and Sustainability in consultation with operational and administrative managers as necessary including, but not limited to: the Office of the President, Integrated Services, Information Technology, Campus Operations, and Marketing and Communications. Granite State College relies on local first responders to manage incidents that require fire, life safety or police services.

CAMPUS LOCATIONS AND DIRECTIONS

Campus Locations

Claremont Regional Campus
27 Pleasant Street
Claremont, NH 03743
603-542-3841
603-542-3942 (fax)

Lebanon Academic Campus
The Trade Center Building
24 Airport Rd.
W. Lebanon, NH 03784
(Please contact the Claremont Regional Campus)

Concord Regional Campus
25 Hall Street
Concord, NH 03301
603-228-3000
888-228-3000
603-513-1389 (fax)

Manchester Academic Campus
MillWest Building, 3rd Floor
195 McGregor Street
Manchester, NH 03102
603-626-7714
603-627-5103 (fax)

Conway Regional Campus
53 Technology Lane, Suite 150
Conway, NH 03818
603-447-3970
603-447-2740 (fax)

Berlin Academic Campus
On the campus of White Mountain Community College
2020 Riverside Drive
Berlin, NH 03570
(Please contact the Conway Regional Campus)

Littleton Academic Campus
39 Main Street
Littleton, NH 03561
603-444-6319
603-444-5330 (fax)

Rochester Regional Campus
35E Industrial Way, Suite 101
Rochester, NH 03867
603-332-8335
603-822-5449 (fax)

Portsmouth Academic Campuses
51 International Drive
Portsmouth, NH 03801
603-334-6061
603-427-7600
AND
On the campus of Great Bay Community College
320 Corporate Drive
Portsmouth, NH 03801
Nashua Academic Campus
On the campus of Nashua Community College
505 Amherst Street
Nashua, NH 03063
603-578-8919

Directions
Directions to GSC campuses can be found at http://www.granite.edu/contact/locations.php.

CONTACT INFORMATION FOR ADMINISTRATIVE OFFICES

Academic Affairs
603-513-1310  603-513-1387 (fax)
Admissions
603-513-1339  603-513-1386 (fax)
Dean of Students
603-513-1308  603-513-1389 (fax)
Education and Training Partnership
603-513-1397  603-513-1389 (fax)
Financial Aid
603-513-1392  603-513-1386 (fax)
Human Resources
603-513-1332  603-228-1067 (fax)
Library & Research Commons
603-728-8140
Marketing
603-513-1331  603-513-1389 (fax)
Office of Graduate Studies
603-513-1334  603-513-1387 (fax)
Office of the President
603-513-1307  603-513-1389 (fax)
Office of Undergraduate Studies
603-822-5419  603-822-5449 (fax)
Payroll
603-513-1329  603-228-1067 (fax)
Registrar
603-513-1391  603-513-1386 (fax)
School of Education
603-822-5431  603-882-5448 (fax)
Student Accounts
603-513-1330  603-513-1386 (fax)
Technology Support
888-372-4270 (toll-free)
603-513-1361  603-513-1389 (fax)