



*Student Rights, Rules,
&
Responsibilities*



**University of
New Hampshire**

at Manchester

manchester.unh.edu

UNH Manchester 2015/2016 Academic Calendar

Fall 2015

Monday, August 31	Classes begin
Monday, September 7	Labor Day, no classes
Friday, September 18	Last day to add courses, or to choose pass/fail option
Friday, October 2	Last day to drop courses, change to audit, withdraw
Saturday, October 17	Mid-semester
Tuesday, November 3	Election Day—no exams scheduled
Wednesday, November 11	Veterans Day Observed, no classes
Wednesday, November 25	No classes—Manchester only
Thur/Fri/Sat/, Nov. 26-28	Thanksgiving Holidays, no classes
Saturday, December 19	Classes end

January Term 2016

Monday, Dec. 28, 2015	January term on-line classes begin
Friday, January 1	New Year's Day, University holiday
Monday, January 4	January term on-campus and blended classes begin
Monday, January 18	Martin Luther King Jr. Day, University holiday
Friday, January 22	January term classes end

Spring 2016

Tuesday, January 26	Classes begin
Friday, February 12	Last day to add courses, or to choose pass/fail option
Friday, February 26	Last day to drop classes, change to audit, withdraw
Saturday, March 12	Mid-semester
Mon.-Sat., March 14-19	Spring recess
Monday, May 16	Classes end
Tuesday, May 17, 2016	UNH Manchester Honors Convocation
Thursday, May 19, 2016	UNH Manchester Commencement

Be aware that the UNH Manchester calendar varies slightly from the Durham calendar.

October 2, 2015

Dear UNH Manchester Student:

This document contains the rights, rules, and responsibilities that apply to all University of New Hampshire students regardless of home campus. However, several sections have been adapted to better reflect the size, resources, and operations of UNH Manchester. These sections have been produced as an addendum to the University of New Hampshire Student Rights, Rules and Responsibilities.

Please be aware that there are sections of this handbook that do not pertain to UNH Manchester, particularly those dealing with room, board, and residential life.

Please read this handbook to find answers to the questions and problems you might encounter during your academic career. We hope this information helps you be better prepared to participate in and manage your college experience.

We have included a copy of the 2015-2016 UNH Manchester academic calendar. Be aware that it varies slightly from the Durham calendar.

The faculty and staff of UNH Manchester wish you much success!

The sections that have been adapted to UNH Manchester are as follows:

The Student Code of Conduct and Conduct Process

Article II: Judicial Authority

Coordination of judicial programs at UNH Manchester rests with the Academic Counseling Office under the supervision of the Director. UNH Manchester judicial records are located in the Academic Counseling Office. Please refer to the addendum that describes the structure of the conduct system at UNH Manchester.

Academic Policies

03.13 Auditing

Note: Bachelor degree students who register for 300-level courses are registered as auditors and do not receive credit or grades toward graduation and pay normal tuition charges. Courses designated at the 300-level carry elective credit only in associate degree programs.

04.21 Class period

The normal class periods for lectures are 90 minutes to three hours and for lab exercises are two hours to five hours at UNH Manchester.

04.131 Absence on Voting Day

No examinations will be scheduled on the first Tuesday of November.

05.2 General Course Requirements

Note: AA and AS programs are available through UNH Manchester.

General Course Requirements for students admitted as UNH Manchester Associate in Arts degree candidates or Associate in Science degree candidates are located in the addendum.

07.2 Honors

07.21 Honors Classification

UNH Manchester students receive semester honors with at least 8 graded credit hours.

08 Library Regulations

Refer to UNH Manchester addendum.

09 Academic Honesty**09.7 Procedures for Dealing with Academic Misconduct**

UNH Manchester academic misconduct records are located in the Office of the Associate Dean. Refer to UNH Manchester addendum for procedural information that applies to UNH Manchester students.

Administrative Policies and Regulations**11. University of New Hampshire Hazing Policy**

Refer to UNH Manchester addendum.

12 Financial Responsibilities**12.3 University Accounts****12.341 Refund of tuition**

Refer to addendum.

Exception to refund policies

Petitions for exceptions to UNH refund policies should be submitted to the Academic Counseling Office with appropriate documentation. Requests are referred to the University's Financial Appeals Committee. Exceptions are rare and will be made for compelling, documented, non-academic reasons only.

12.4 Financial Aid to Students

A UNH Manchester financial aid package may include a combination of federal, state, institutional, or private funding sources. For more information or to apply for financial aid at UNH Manchester, please visit the Financial Aid Office website, <http://manchester.unh.edu/admissions/financial-aid>

13.313 Note: Health Insurance requirement applies to full-time UNH Manchester degree students.

18 Student Organization Policies

UNH Manchester participates and has representation through the University of New Hampshire Student Senate.

18.2 Recognition of Student Organizations

Any UNH Manchester undergraduate student who wishes to start a student club or student organization on campus should contact the Student Activities Coordinator at unhm. studentactivities@unh.edu or 641-4395. UNH Manchester recognition of student organizations follows the University recognition process. Please refer to the <http://manchester.unh.edu/student-activities> site for information on UNH Manchester specific policies and procedures.

19 Sport Clubs

Sports clubs at UNH Manchester are offered the same rights and held to same rules and responsibilities as other student organizations.

21 Student Participation in University Committees

UNH Manchester operates under a shared governance structure. Standing committees of the college have student representatives.

23 Outdoor Assemblies and Events, Solicitation and Dissemination of Viewpoints in the Public Areas of Campus**23.2 Solicitation and Distribution of Viewpoints**

The public areas under this heading shall include but not necessarily be limited to the second floor lobby at the 88 Commercial St. building.

24 Commercial Activities on Campus

The conducting of any commercial activities by non-students for the profit of any person or business is not permitted on the UNH Manchester campus unless specifically authorized by the Dean of UNH Manchester or his/her designee.

25.2 Parking Enforcement, Tickets, Appeals, Visitors

Those receiving violations from the City of Manchester should appeal at: City of Manchester Ordinance Violations Bureau, One City Hall Plaza, P.O. Box 1630, Manchester, NH 03105-1630. UNH Manchester students who wish to appeal a violation on the Durham Campus should fill out the violation appeal form at the University Transportation Services, Parking Department, in Durham or online at: <http://www.unh.edu/transportation/parking>

28 Grievance and Complaint Procedures

UNH Manchester follows the University grievance and complaint procedures outlined in Section 28 with the exception of the following: If the matter is not resolved at the director/supervisor level, final appeal may be made to the University of New Hampshire Interim Acting Vice Provost and Dean of Students or his/her designee.

31 UNH Behavioral Intervention Team

The UNH Manchester Behavioral Intervention team consists of the Director of Academic Counseling, the Associate Dean of Academic Affairs, the Assistant Dean of Academic Student Services and the Security Services Supervisor. This team campus team follows protocols of the University Behavioral Intervention team and consults with the University team when appropriate.

The University and Federal, State, and Local Laws

The Family Educational Rights & Privacy Act of 1974. ("Buckley Amendment")
See addendum for the list of UNH Manchester offices and departments maintaining student educational records.

Alcohol and Illegal Drugs

See addendum for UNH Manchester referral services.

Annual Campus Crime Report: Safety and Security Information

See addendum for UNH Manchester annual crime report information.

Article IV: Conduct Policies and Administrative Procedures

IV. A. Charges

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the *UNH Manchester Academic Counseling Office*. The charges will be referred to the Director of UNH Office of Community Standards who is responsible for the administration of the University conduct system, to determine if the charges have merit. Any charge shall be submitted no later than twelve (12) months after the occurrence of the alleged incident and the discovery of the identity of the student(s) involved. Complainants are encouraged to file charges as soon as possible after the alleged incident to ensure witness and evidence availability. If a student has withdrawn or withdraws after the filing of such charges, either (1) a "hold" will be placed on the student's academic record and the student notified that disciplinary action may be initiated upon the student's application for readmission, or (2) the University may proceed to resolve the disciplinary action.

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

B. Informal and Formal Action Informal Action

1. In some cases of student misconduct a disciplinary hearing may not be necessary. This is most often true when the student admits responsibility and the violation typically results in a sanction up to probation, rather than a separation sanction. In this case, the student might receive a Violation Form (written notice of a conduct violation) from the *UNH Manchester Associate Dean*. The notice will contain information about the alleged violation; including date, location, and nature of the incident. The student may choose to resolve the matter at this level by accepting responsibility and prescribed sanctions. If the student wishes to discuss the incident and prescribed sanctions with the *Associate Dean*, s/he must contact the Associate Dean within 48 hours of receiving the Violation Form. A meeting will be held to finalize facts around the incident and sanctions. Following that meeting, the Associate Dean will decide the appropriate resolution of the complaint. Decisions made in meetings are final if sanction is less than probation. In the event that the *Associate Dean* is the first hand observer of the incident, and a meeting is requested, then an alternate staff member will conduct the meeting. A summary of the resolution will be filed in the UNH Office of Community Standards and the *UNH Manchester Academic Counseling Office* and becomes part of the respondent student's disciplinary file.
2. If one of the sanctions includes probation, the respondent may request a review. The scope of the review is limited to a.) affirm

or reduce sanction, and b.) determine if a preponderance of the evidence supported the finding of responsibility. The respondent is eligible for a review only after h/she meets with the *Associate Dean*. A written request for review must be delivered to the Office of Community Standards within two (2) work days after the Violation Form is finalized between the *Associate Dean* and the respondent. In the event the student chooses not to return the completed form within 48 hours, then resolution of the case becomes final.

3. If a student is charged with a second violation which does not rise to the level of a separate sanction then the *Associate Dean* and respondent can meet informally to resolve the case. This meeting is an opportunity for the respondent to discuss the allegations of misconduct with the *Associate Dean*. During the Informal Meeting, the respondent will be invited to discuss and review information contained in the incident report, and will be encouraged to ask questions concerning all charges against him or her, as well as available options for resolution within the UNH student conduct system. If an agreement is reached, at the Informal Meeting, it will be summarized in a written formal agreement containing the violation(s) of the Student Code of Conduct for which the respondent has accepted responsibility, and the agreed upon sanctions. This written agreement becomes part of the student's disciplinary file that is maintained in the Office of Community Standards and the *UNH Manchester Academic Counseling Office*.

Continue with Article IV.B. Formal Action in University Rights and Rules publication.

05. Academic Requirements

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

General Education requirements apply to students admitted as first year students prior to fall 2010 and transfer students admitted prior to fall 2011.

1. Completion of at least 64 credits with a minimum grade point average of 2.00 based on a 4.00 scale.
2. Completion of General Education Requirements as follows:
 - a. One course in writing skills (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
 - b. One course in quantitative reasoning (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
 - c. Two courses in biological sciences, or physical sciences or technology, (No pass/fail allowed);
 - d. One course in historical perspectives (No pass/fail allowed);
 - e. One course chosen in foreign culture or fine arts (No pass/fail allowed);

- f. One course in social science (No pass/fail allowed);
 - g. One course in works of philosophy, literature and ideas (No pass/fail allowed).
3. Completion of Interdisciplinary Core course, Humanities I or Humanities II, (no pass/fail allowed). Must be taken within the first 48 credits of study.
 4. The remaining courses or credits may be earned in one of the concentrations and/or elective courses.
 5. The last 16 hours of credits must be University of New Hampshire courses completed at UNH following admission and matriculation, unless permission is granted to transfer part of this work from another institution.
 6. Completion of the Writing Intensive Requirement. Completion of two Writing Intensive courses, one of which must be ENGL 401, First Year Writing.

Discovery Program requirements apply to Associate in Arts students admitted as first year students in fall 2010 and after and transfer students admitted fall 2011 and after.

To graduate with an **Associate in Arts** degree students must complete 64 credits, earn a minimum cumulative GPA of 2.0, and fulfill two types of requirements: University Discovery Program requirements and degree requirements. The Associate in Arts includes nine courses from the Discovery Program (below). The last 16 hours of credit must be UNH courses completed following admission and matriculation.

The Associate in Arts includes the following Discovery Program course requirements:

Discovery Foundation Skills:

- **Inquiry course (or INQ attribute course).** This course may fulfill a Discovery category and/or a departmental requirement. It should be taken during a student's first or second year or prior to completion of 48 credits.
- **One course in writing skills.** Most students will satisfy the first-year writing requirement with English 401. This course should be taken during a student's first year or prior to completion of 32 credits.
- **One course in quantitative reasoning.** This course must be completed by the end of the first year or 32 credits.

Discovery in the Disciplines:

Students must take courses from the Discovery categories at the 400 - 600 levels. Inquiry courses that carry Discovery category designations may be used to satisfy this requirement.

- Two courses chosen from two of these three categories: Biological Sciences*, Physical Sciences*, or Environment, Technology and Society
*One of these must have a lab component.
- One course in Historical Perspectives

- One course in World Cultures or Fine and Performing Arts
- One course in Social Science
- One course in Humanities

In addition, students must complete the following degree requirements:

- two writing-intensive courses, one of which must be Engl 401, First Year Writing, and one other writing-intensive course
- the interdisciplinary core: HUMA 411, Humanities I, or HUMA 412, Humanities II

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

General Education requirements apply to students admitted as first year students prior to fall 2010 and transfer students admitted prior to fall 2011.

1. Completion of at least 64 credit hours with a minimum grade point average of 2.00 based on a 4.00 scale.
2. Completion of General Education Requirements as follows:
 - a. One course in writing skills (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
 - b. One course in quantitative reasoning (No pass/fail allowed) should be taken as soon as possible but must be taken within the student's first 32 credits of study;
 - c. Two courses in biological sciences, or physical sciences or technology (No pass/fail allowed);
 - d. Three courses chosen from the following, with no more than one from each category: historical perspectives; foreign culture; fine arts; social science; works of philosophy, literature and ideas (No pass/fail allowed.)
3. Completion of Interdisciplinary Core course, Humanities I or Humanities II (No pass/fail allowed). Must be taken within the first 48 credits of study.
4. The remaining courses or credits may be earned in one of the concentrations and/or elective courses.
5. The last 16 hours of credits must be University of New Hampshire courses completed at UNH following admission and matriculation, unless permission is granted to transfer part of this work from another institution.
6. Completion of the Writing Intensive Requirement. Completion of two Writing Intensive courses, one of which must be ENGL 401, First Year Writing.

Discovery Program requirements apply to Associate in Science students admitted as first year students in fall 2010 and after and transfer students admitted fall 2011 and after.

To graduate with an **Associate in Science** degree students must

complete 64 credits, earn a minimum cumulative GPA of 2.0, and fulfill two types of requirements: University Discovery Program requirements and degree requirements. The last 16 hours of credit must be UNH courses completed following admission and matriculation.

The **Associate in Science** degree includes the following Discovery Program course requirements:

Discovery Foundation Skills:

- **Inquiry course.** This course may fulfill a Discovery category and/or a departmental requirement. It should be taken during a student's first or second year or prior to completion of 48 credits.
- **One course in writing skills.** Most students will satisfy the first-year writing requirement with English 401. This course should be taken during a student's first year or prior to completion of 32 credits.
- **One course in quantitative reasoning.** This course must be completed by the end of the first year or 32 credits.

Discovery in the Disciplines:

Students must take courses from the Discovery categories at the 400 - 600 levels. Inquiry courses that carry Discovery category designations may be used to satisfy this requirement.

- Two courses chosen from two of these three categories: Biological Sciences*, Physical Sciences*, or Environment, Technology and Society. **One of these must have a lab component.*
- Three courses chosen from three of these five categories: Historical Perspectives, World Cultures, Fine and Performing Arts, Social Science, Humanities with no more than one course from any single category.

In addition, students must complete the following degree requirements:

- two writing-intensive courses, one of which must be Engl 401, First Year Writing, and one other writing-intensive course .
- the interdisciplinary core: HUMA 411, Humanities I, or HUMA 412, Humanities II.

Additional Information

Discovery Program requirements shall not be waived on the basis of special examinations or placement tests, except for the College Board Advanced Placement tests and the College Level Examination Program (CLEP) tests.

The required courses cannot be taken on a pass/fail basis. No single course may be counted in more than one Discovery discipline category. Academic departments may or may not permit Discovery courses to count toward requirements for a major. All Discovery courses carry 3-4 credits.

08 Library Regulations

08.1 Library Hours

Academic Year: Check posted hours on the web page. manchester.unh.edu/library

08.2 General Regulations

Library stacks are open for browsing and students are encouraged to ask for assistance in locating materials. Students must present a valid UNH identification card to borrow materials. The borrower is responsible for the timely return of library materials.

08.3 Loans

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

08.4 Fines

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

09. Academic Honesty

09.7 Procedures for Dealing with Academic Misconduct

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

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

in the course in question will be referred to the student's college *Associate Dean*, in which case the procedures detailed in section (1) above will be followed.

3. The student's college *Associate Dean*, when informed of an academic misconduct case as in (1) or (2) may take appropriate further action including suspension or dismissal; however, such action shall not take place before the student has been advised by the Associate Dean or his/her representative in writing in a timely fashion (normally before the semester succeeding the precipitating infraction) of the charges, and not before the student has been given an opportunity to explain or reply to the charges.
4. Any student penalized under those procedures may appeal the decision. In any appeal, the student involved has the right to the presence of an advisor of the student's choice drawn from the University community.
 - a. To appeal an instructor's decision, a written request for appeal must be sent to the student's college *Associate Dean* in a timely fashion, normally within 30 days, unless the student presents evidence of circumstances preventing such a timely response. Normally within two weeks the *Associate Dean* will schedule a meeting with the student to afford the student an opportunity to explain or reply to the charges. The *Associate Dean's* appellate decision can be appealed further to the Academic Standards and Advising Committee, which will consider the appeal only on the basis of procedural irregularities. Any new data or evidence that becomes available will return the case to the student's college *Associate Dean*.
 - b. In cases where the UNH Manchester *Associate Dean* is the primary respondent, or in cases where the UNH Manchester *Associate Dean* imposes a significant further penalty beyond that imposed by the course instructor, appeals of the UNH Manchester *Associate Dean's* decision must be made in writing and in a timely fashion (as defined in 4.a.) directly to the Academic Standards and Advising Committee. The chair of that Committee will respond normally within two weeks by scheduling a hearing to afford the student an opportunity to explain or reply to the charges. In such a case, that committee will hear substantive as well as procedural complaints. In any such case, the representative of the student's college dean to the Academic Standards and Advising Committee will be excused from the committee's deliberations. *As approved by the Faculty Senate (February 25, 1991)*

09.8 Reporting

It shall be the responsibility of the student's college Associate Dean to report to the Academic Standards and Advising Committee all actions and all appeals from students resulting from cheating cases. Note: Cases involving graduate students are referred to the Associate Dean of the Graduate School. Appeals of the Associate Dean's decision can be made to the Dean of the Graduate School who may, at his/her discretion, refer the case to the Graduate Council for review. Students who are dismissed by the Associate Dean and wish to appeal that decision should follow

the procedures for graduate students dismissed for academic reasons.

11. University of New Hampshire Hazing Policy

Hazing is not permitted and is defined by the University of New Hampshire as an act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; or (2) destroys or removes public or private property.

Any student or organization found responsible for hazing within the jurisdiction of the UNH Code of Conduct is subject to sanctions imposed by a Hearing Officer through the Office of Community Standards.

New Hampshire State Law. In addition to university policy, NH RSA 631:7 makes it a crime for an individual or organization to participate in "student hazing" or to fail to report incidents of student hazing

If you are unsure as to whether or not an activity would be considered inappropriate or if you believe you have witnessed or been a victim of hazing, UNH Manchester students may contact the UNH Manchester Academic Counseling Office at 641-4170. AD/July, 2012

12. Financial Policies

12.2 Mandatory Fees

The University of New Hampshire assesses mandatory fees to support expenses associated with participation in an academic community. Mandatory fees are defined as fees that all students are assessed as a prerequisite for registration unless specifically exempt. Mandatory fees are assessed because the services made available through such fees benefit the overall educational experience of students, including academic, co-curricular, health and safety-related and recreational. It is recognized that not all students will use the benefits and privileges made available by fee-supported activities to an equal extent. The services and facilities supported by mandatory fees are available to all students. They are not charged based on the extent of students' usage of the facilities or services supported by the fees. Current fee structure at: manchester.unh.edu/admissions/fees

12.341 Refund of tuition.

Withdrawal and Change of Registration forms must be filed with the UNH Manchester Registrar's Office when a student withdraws from the University. The date the student officially notifies the Registrar's Office of the withdrawal is the official date used to determine any financial adjustments.

Requests for refunds of tuition and course charges for both credit and non-credit courses will be considered when the student completes a Change of Registration form and submits it to the UNH Manchester Registrar's Office. Full-time undergraduate

students who reduce their course load to part-time status (11 credits or fewer) and part-time undergraduate students (degree and non-degree) will receive a refund of tuition in accordance with the schedule below. (See the online course schedule for exact dates.) Requests for refunds must be submitted through Webcat. A refund request form is available through the Webcat/Services tab in Blackboard. Refunds through this form will be sent by direct deposit to the student's savings or checking account. Please allow two weeks for processing of refund requests.

- a 100% refund if the student withdraws on or before to the first day of the semester;
- a 75% refund if the student withdraws after the first day of the semester and on or before the second Friday of the semester;
- a 50% refund if the student withdraws after the second Friday and on or before the fifth Friday of the semester;
- No refunds will be authorized after the fifth Friday of classes.
- Courses that do not conform to the academic semester calendar (including Summer Session and January terms) have a refund schedule different from that indicated above. Check with the UNH Manchester Registrar's Office for specific dates.
- No refunds will be authorized for a one weekend, one week, or two-week course once the course has begun.
- Students registered for credit who change their status to audit are not eligible for a refund.
- Registration fees are not refundable. Lab and materials fees are not refundable after the start of the session in which the course is scheduled.

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

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

If a student receiving federal financial aid withdraws from all classes after beginning attendance, a return calculation will be made to determine the amount of federal aid earned by the student based on the length of time enrolled. If the University determines that the student has not earned all of the aid disbursed for the semester, federal regulations require the University to return the unearned funds.

15. Dining Hall Policies

15.5 Rebates

The University of New Hampshire at Manchester coordinates student dining meal plans with the New Hampshire Institute of Art (NHIA). Students seeking to obtain a meal plan must contact the Business Office at UNH in Manchester to make payment for the desired plan. Meals may be purchased individually at the Dining Commons. Meal plans are valid for the current academic year only and cannot be carried past the end of the spring semester. For updates on meal choices see: <http://www.dineoncampus.com/nhia/>

Refund requests for meal plans must be requested through the NHIA Dining Office, 603-836-2141 For more information, please contact the Business Office at UNH Manchester, 603-641-4137.

The University and Federal, State, and Local Laws

List of UNH Manchester Offices and Departments Maintaining Student Records

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

- I. The following UNH Manchester office or department maintains student educational records on all students enrolled on campus: Registrar, 641-4164.
- II. The following UNH Manchester offices/departments maintain student educational records on some students enrolled on campus:
 - Admissions Office, 641-4150
 - Financial Aid Office, 641-4189
 - Student Accounts Office, 641-4137
- III. For general information concerning the Family Educational Rights and Privacy Act of 1974 or for assistance in locating individuals or offices maintaining student's educational records, please contact the following campus office: Registrar, UNH Manchester, 641-4164

Copies of the Family Educational Rights and Privacy Act of 1974 are available in the UNH Manchester Registration Office, the UNH Manchester Library, and at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Students with Disabilities

The University of New Hampshire at Manchester and the Academic Counseling Office are committed to providing equal access for all UNH Manchester students with disabilities. It is our goal to meet the needs of individuals registered and documented through the office. The University will make reasonable accommodations to promote student independence and accessibility to a full range of college activities at UNH Manchester.

We strive to see that no student, who is considered to be

otherwise qualified, is excluded or discriminated against in participating in any program, function, or activity, while maintaining the highest level of academic integrity. We advocate responsibility for an accessible and holistic learning environment through removal of informational, physical, and attitudinal barriers.

All UNH Manchester students with disabilities who anticipate the need for reasonable accommodations and services must self-identify and provide appropriate documentation to the Disability Services Office. Please call to speak with the Disability Services Coordinator as soon as possible after acceptance to facilitate coordination of available services (641-4170 V/TTY). Documentation requirements are available on the UNH Manchester Disability Services website.

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

No otherwise qualified individual may be

excluded from or denied access to any program, course of study, or any other offering of the University, solely on the basis of disability. Concerns regarding the institution's compliance with the Americans with Disabilities Amendments Act (ADAAA) of 2008 or Section 504 of the Rehabilitation Act of 1973 should be addressed to the ADA/504 Compliance Officer in the Affirmative Action Office at (603) 862-2930 (Voice/TTY).

Alcohol, Tobacco and Other Drug

Policies. Refer to the University policies outlined in this publication.

Alcohol and Other Drugs Assistance Services

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

Annual Campus Crime Report

The annual safety, security, and crime information document that complies with the Jeanne Clery Act is online at: <http://manchester.unh.edu/student/security>

A hard copy of this report can be obtained by contacting Security Services at the Reception/Security desk on the second floor of the 88 Commercial Street building, or by calling 641-4101. This document contains information about statistics of reported crimes that occurred on public property immediately adjacent and accessible to campus for three previous calendar years. It also contains information about crime prevention, services, campus Sex Crime Prevention Act, disciplinary procedures, and reporting policies and procedures.

Room and Board

Housing

The University of New Hampshire at Manchester coordinates residential housing with the New Hampshire Institute of Art (NHIA). The relationship the student has regarding housing is with NHIA. UNH Manchester students seeking housing must contact the Director of Student Services at NHIA at 603-836-2574. Requests for housing must be submitted by May 1 of the year of expected attendance. Once housing arrangements have been made, NHIA will inform the UNH Manchester Business Office and the charges will be posted to the student's bill for the semester.

Issues with housing and refund requests for housing plans must be requested through the NHIA Office of Student Affairs, 603-836-2574. For more information, please contact the Business Office at UNH Manchester, 603-641-4137.



*Student Rights, Rules,
Responsibilities*

UNH Manchester
88 Commercial Street
Manchester, NH 03101
603-641-4101

manchester.unh.edu

