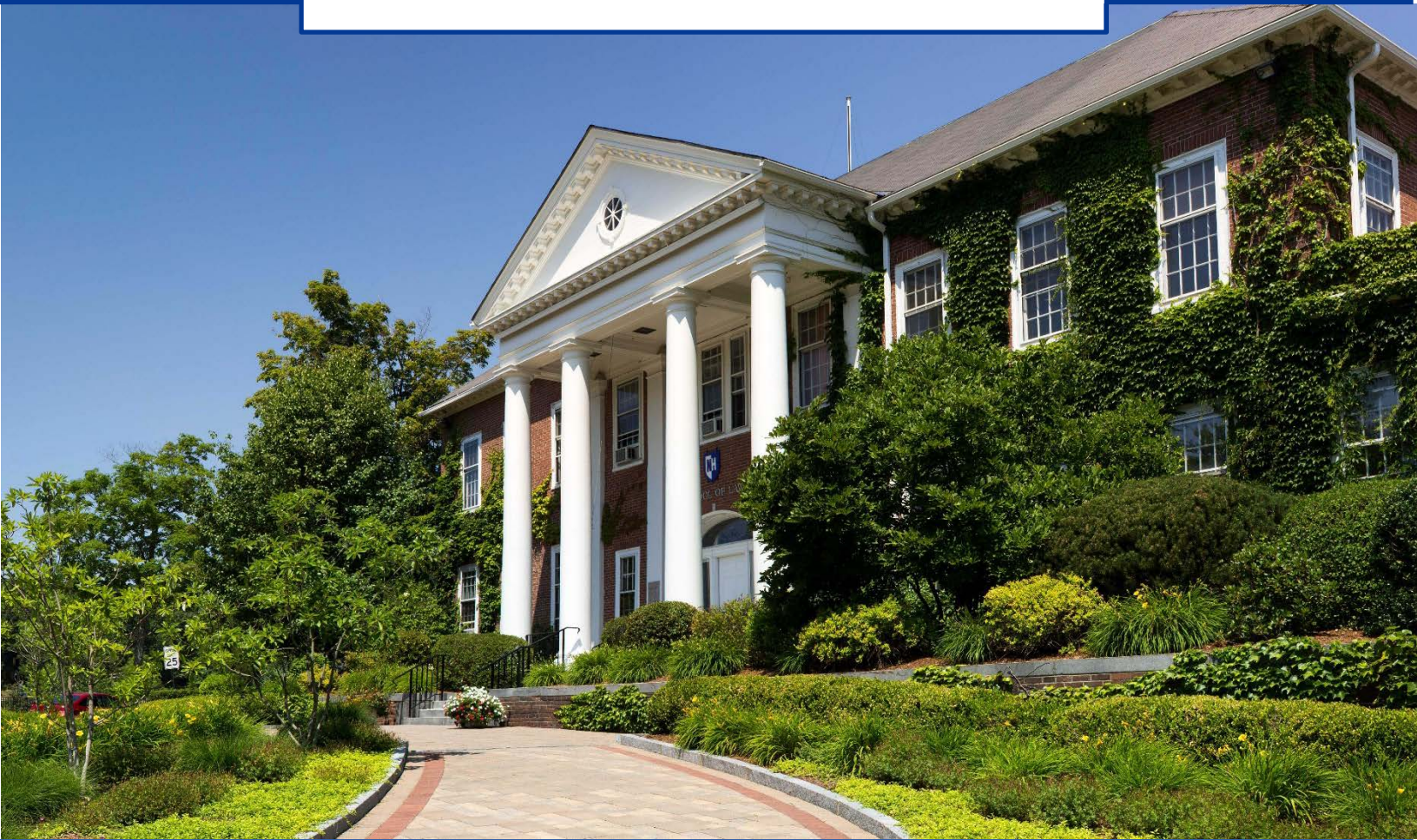


# Student Handbook

Policies and Procedures

**Academic Year 2018 - 2019**



**University of  
New Hampshire**

School of Law

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## STATEMENT OF NONDISCRIMINATION

The University of New Hampshire 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, veteran's status, gender identity or expression, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in, its programs, services, or activities.

Inquiries regarding discriminatory harassment should be directed to Donna Marie Sorrentino, Director of Affirmative Action and Equity at [affirmaction.equity@unh.edu](mailto:affirmaction.equity@unh.edu).

## RIGHT TO MODIFY

UNH Law Policies and Academic rules are intended to serve as a convenient reference for students. The academic rules, policies and guidelines are subject to continual review and reevaluation, and may be changed at any time without prior notice. UNH Law reserves the right to modify the academic requirements, the program of study, or to alter any regulation affecting the student body.



## MISSION

University of New Hampshire School of Law strives to provide its students with the best possible legal education. UNH Law is a community of scholars, oriented towards the practice of law, who teach, learn and empower others to contribute productively to a global legal system. Students from around the world with diverse experiences engage in active, practice-based learning in small, cooperative and interactive learning environments. While traditional areas of law and emerging specialties are taught, the intellectual property law curriculum, one of the broadest in the country, is continually emphasized and improved. Graduates are highly capable, confident professionals who will serve clients, employers and the public with integrity and excellence.

## STATEMENT OF VALUES

**Excellence** - UNH Law seeks to excel in all it undertakes and to inspire its students to excel in their pursuit of educations and careers.

**Public Service** - UNH Law recognizes its obligation to its community and the greater public. It strives to improve the lives of people and encourages its students to do the same.

**Innovation and Entrepreneurship** - UNH Law was founded in the spirit of innovation and entrepreneurship. It supports and promotes creativity and the exploration of innovative solutions. It is receptive to change and views challenges as growth opportunities.

**Integrity** - UNH Law believes that its mission to deliver legal education creates an obligation to adhere to the highest ethical standards. These standards apply equally to its administrative/financial affairs and in all dealings with students, faculty, staff, and other stakeholders.

**Leadership** - UNH Law leads by empowering its community and others to act and think in ways that will get the job done, consistent with proper governance and mindful of the needs of all.

**Teaching and Scholarship** - UNH Law believes in a healthy blending of practical application and scholarship. It defines scholarship broadly to include articles about law for a non-legal audience, legislative drafting, technology and internet-based knowledge forums and other opportunities to gain and impart legal wisdom. The UNH Law library supports both teaching and scholarship.

**Diversity** - UNH Law values diverse opinions, backgrounds, and perspectives that come from diversity of national origin, race, gender and culture. This enrichment within the classroom and UNH Law community is core to the educational experience.

**Global Perspective** - UNH Law is committed to a global perspective in the education of its students. It is equally committed to maintaining a robust community of foreign students so that they and its American students can learn from each other.

**Respect and Professionalism** - UNH Law recognizes the importance of individual excellence and personal accountability. Its success depends on working corroboratively and treating everyone with respect. Dignity and respect are critical to successful leadership and professional relationships.

## THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

### Notice to UNH Law Students

Each year, the University of New Hampshire, in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), informs students of their rights under the act. The Buckley Amendment was designed to protect the privacy of student education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students may also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

### I. Family Educational Rights and Privacy Act Guidelines

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

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit, personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the University discloses education records including records of disciplinary action, without consent, to officials of another school in which a student seeks or intends to enroll.

- D. The University occasionally receives court orders and grand jury subpoenas requiring it to produce a student's educational records. The University usually makes reasonable efforts to notify the student of the order or subpoena before complying, except when the order or subpoena itself requires that the student not be notified.
- E. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the University of New Hampshire to comply with the requirements of FERPA. For more information on the Student Privacy Act please go to <https://studentprivacy.ed.gov/>

*Effective 1998*, The Family Educational Rights and Privacy Act was amended to no longer prohibit postsecondary institutions from disclosing, to parents or legal guardians of students under the age of 21, information about violations of law and campus policies regarding alcohol or other drugs. The University of New Hampshire provides such notification in certain situations. The parental notification policy is contained herein under Alcohol, Tobacco, and Other Drug Policies. For full text of the amendment, please see footnote.1

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to

researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## II. Directory Information about Students

- A. The act provides that “directory information” may be made available to third parties without requiring permission of the student. However, public notice must be given of the intent to publish the information, so that students can request that this information not be made public. A request form to prevent disclosure of directory information is available at the Registrar’s Office and must be filed with the registrar each semester by the third Wednesday of classes. “Directory information” (other than that for specialized programs and activities) should be requested from the Registrar’s Office and consists of the following items:
1. Student’s name, address, telephone listing, and email address;
  2. Major field of study;
  3. Participation in officially-recognized activities and sports;
  4. Weight and height of members of athletic teams;
  5. Dates of attendance;
  6. Degrees and awards received;
  7. Most recent previous educational institution or agency attended by the student;
  8. class;
  9. Honor rolls;
  10. Date of birth.

**Note:** Grades are considered “directory information” to the extent that honor rolls may be published. Also, transcripts of students’ academic records or students’ grade-point averages may be released to the faculty advisers of officially-recognized honor societies on campus upon request. Only the faculty members have the right to access students’ records or grade-point averages.

Periodically, UNH Law will take photographs of students in the classroom and on campus to help promote the law school to outside audiences. These photographs are used on the UNH Law website, in publications and promotional materials. If a UNH Law student prefers not to be included in these photographs, he or she must email the UNH Law Registrar’s Office to confirm they do not want to be included in the photographs. Email should be sent to: [registrar@law.unh.edu](mailto:registrar@law.unh.edu).

### **Concerns about Unauthorized Re-Disclosure**

Students or UNH Law employees who have concerns about unauthorized re-disclosure should report them in writing to the Associate Dean for Academic Affairs or the Associate Dean's designee. The Associate Dean for Academic Affairs or her or his designee shall conduct a timely, thorough, and appropriate investigation and, if a violation is found to have occurred, shall take appropriate measures to remedy the violation and discipline those who committed the violation.

**For general information concerning FERPA or for assistance in locating individuals or offices maintaining a student's education records, please contact the following campus offices:**

1. **UNH Law, Office of the Assistant Dean for Students:** Room 352, 3rd floor, 2 White Street, Concord, NH
2. **UNH Vice President for Student and Academic Services:** Thompson Hall, 603-862-2053
3. **Provost and Executive Vice President for Academic Affairs:** Thompson Hall, 603-862-3290

Copies of the Family Educational Rights and Privacy Amendment are available in the Dimond Library at the Reference Desk, and the Department of Education:

<https://studentprivacy.ed.gov/>

## **NONDISCRIMINATION POLICY AGAINST DISCRIMINATORY HARASSMENT & SEXUAL HARASSMENT**

The University of New Hampshire 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, veteran's status, gender identity or expression, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in, its programs, services, or activities.

Inquiries regarding discriminatory harassment should be directed to Donna Marie Sorrentino, Director of Affirmative Action and Equity at [affirmaction.equity@unh.edu](mailto:affirmaction.equity@unh.edu).

UNH policy and processes for handling complaints resulting from discriminatory harassment is available online at the UNH Affirmative Action and Equity Office website:

<https://www.unh.edu/affirmativeaction>.

A person who believes that he or she has been harassed should take steps to resolve the matter. Those steps may begin with direct, voluntary communication with the person engaging in the behavior in question, in an attempt to resolve the issue. Should the complainant not wish to contact the accused directly, the complainant has the right and is encouraged to pursue procedures that result in an administrative resolution or judgment. Any University community



member may contact the Director of the Affirmative Action and Equity Office with a harassment complaint, including sexual harassment. Alternatively, members of the law community may choose to contact a member of the Harassment Prevention Committee, the UNH Law Conduct Code Officer or the UNH Affirmative Action and Equity Office, all of whom will serve as a liaison to the Director. Complaints against faculty or staff are handled by the Affirmative Action and Equity Office.

[\*ReportIt!\*](#) is the place to report and learn about incidents of bias, discrimination and/or harassment. By submitting a report or learning more about this type of behavior, you help us to improve our campus and community climate. If you have observed or experienced an incident of bias, discrimination, or harassment, please report the incident by using either [\*ReportIt!\*](#) or contacting the Affirmative Action and Equity Office at 603-862-2930 voice/tty.

#### **Information and Policy Links:**

- [UNH Affirmative Action and Equity Office](#)
- [UNH Discrimination and Discriminatory Harassment Policy](#)
- [USNH Discrimination Harassment Policy – Resources](#)

## **STUDENTS WITH DISABILITIES: ACCOMMODATION and DOCUMENTATION POLICY**

It is the policy and practice of the University of New Hampshire School of Law to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of UNH Law based on his or her disability.

### **I. General Statement**

In carrying out UNH Law's policy regarding students with disabilities, we recognize that disabilities include mobility, sensory, health, psychological, and learning disabilities, and we will make efforts to provide reasonable accommodations to these disabilities to the extent it is reasonable to do so. We are unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the program. This policy applies only to students to UNH Law's academic degree programs.

### **II. Definitions**

- A. "Person with a disability" as adapted from Section 504 federal regulations - a person with a physical or mental impairment substantially limiting one or more major life activities, record of such impairment, or is regarded as having such an impairment.

- B. “Otherwise qualified person with a disability” - person with a disability who meets the academic and technical standards for admission. Essential qualifications include but are not limited to the ability to understand, analyze, apply and communicate legal concepts.

### **III. Enrolled Students**

#### **A. Identifying the Need for Accommodations**

Students with disabilities who require accommodations must make those needs known to the Assistant Dean for Students as soon as possible. It is the student’s responsibility to act in time and to provide appropriate documentation and evaluations. Your application to law school may indicate the presence of a disability, but that information is not known to the Assistant Dean of Students. See the Documentation Policy for information regarding documentation requirements and payment for such evaluation costs.

Students who do not require accommodations need not make their disabilities known. In some cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to sit where needed or seek the assistance of the Assistant Dean of Students.

Information regarding a student’s disability and any accommodations provided is treated as confidential information under applicable federal and state laws and UNH Law policies, and is provided only to individuals privileged to receive such information on a need-to-know basis. Faculty or staff members who are told of a disability are advised that this information is confidential. People who may receive this information include but are not limited to the Registrar, individual faculty members, and the Committee on Academic Standing and Success.

#### **B. Accommodations**

UNH Law will make reasonable accommodations for documented disabilities. These accommodations may include but are not limited to course load modifications, exam accommodations and note takers. Such accommodations will not be provided if they fundamentally alter the nature of the program or if they would be unduly burdensome either financially or administratively. Students requesting accommodations should identify their needs as early as possible to the Assistant Dean of Students. She will meet with the student to develop an appropriate accommodation plan.

##### **1. Academic Modifications**

Academic modifications include but are not limited to reducing course loads, extending the amount of time for graduation, and allowing part-time enrollment. Only modifications that do not fundamentally alter the nature of the program and that are not unduly burdensome financially or administratively are required by law. While UNH Law must provide justification for refusing to allow a requested reasonable accommodation, higher education institutions are given substantial deference in establishing their academic requirements.

Requests for academic modifications should be made to the Assistant Dean of Students. The accommodations will be made in consultation with a faculty committee established for that purpose. Exam accommodations are made by the Assistant Dean of Students and the faculty committee and carried out by the Registrar's Office.

## 2. Auxiliary Services

Auxiliary services may include but are not limited to note takers, assistance with photocopying and library retrieval, and other support services in connection with the academic program. Services for personal use are not provided.

Occasional assistance in the library may be obtained by making a request of the library desk staff. The student who will require more extensive assistance and/or assistance on a regular basis should make this need known to the Assistant Dean for Students.

## 3. Exam Modifications

Exam modifications may include but are not limited to additional time to take in-class exams, time allowed for rest breaks, a private or separate exam room, or administration of the exam at a time other than the regularly scheduled time. Students requesting certain exam modifications may be asked to ascertain the format of the exam in order to determine the appropriate modification. For example, if the student has difficulty writing, but does not have difficulty reading, the need for additional time would be affected by whether the exam were to be in a multiple-choice format or an essay form. All exam modification requests are to be directed to the Assistant Dean for Students.

## 4. Facility and Parking

### a. Parking

Parking spaces are reserved for individuals who have state-issued handicap parking designations. They are located to the left of the entrance to the Robert H. Rines Building on Washington Street and behind the Bruce Friedman Clinic.

### b. Facility

- i. Accessible Entrance: The entrance from the Courtyard has handicapped accessible entrances.
- ii. Elevators: A passenger elevator with emergency communication features may be entered on the first floor near the cafeteria, on the second floor behind the reception desk. A third elevator is accessible through the library.
- iii. Accessible Rest Rooms: All rest rooms are accessible.
- iv. Classrooms: All classrooms are accessible.
- v. Attendance: Class attendance is deemed to be a fundamental aspect of legal education. For that reason, faculty members will not be expected to waive attendance policies for students with disabilities.
- vi. Other Modifications: Students who believe that any policies and practices should be modified should direct these requests to the Assistant Dean for Students.

#### **IV. Academic Dismissal & Readmission**

Students who are academically dismissed sometimes raise a disability as the basis for the academic difficulty. While this may sometimes justify allowing the student a second opportunity to prove academic ability, the burden will be on the student to clarify why the disability was not brought to the attention of the administration, if it had not been previously, to explain why accommodations were not requested, or to explain why accommodations that had been provided were not adequate.

Readmission petitions should be discussed with the Assistant Dean of Students and will be directed to the Committee on Academic Standing and Success.

#### **V. Bar Examinations & Career Counseling**

Law students with disabilities who believe they will require accommodations in taking the bar examination should inquire early in their legal education as to what will be necessary to obtain accommodations. Information on how to contact bar examiners in all states is available from the Career Services Office. Many state boards of bar examiners will request that the law school provide information on accommodations received during law school. Such information will be provided by the Assistant Dean for Students upon a written release from the student.

The Career Services Office provides assistance to all students and does not discriminate on the basis of disability. UNH Law will not provide assistance to outside organizations which discriminate on the basis of disability. Students who believe that an employer using the services of the Career Services Office has discriminated on the basis of disability should bring that to the attention of the Assistant Dean for Career Services.

#### **VI. Grievances**

Students who request accommodations from the Assistant Dean of Students and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should notify the Assistant Dean for Students in writing. If she is unable to resolve the matter informally, or if the student is unsatisfied with the resolution, the student may file a written grievance with the United States Department of Education, Office of Civil Rights, 8th floor, 5 Post Office Square, Boston, Massachusetts 02109. Nothing in this policy prevents the operation of the Conduct Code and its procedures (Rules XIII A and XIII B of the Academic Rules & Regulations) for conduct which rises to that level.

#### **VII. Improper Procurement**

Services for students who improperly procure adjustments or accommodations under this policy will be immediately terminated, and the student may be subject to disciplinary action under the UNH Law Conduct Code found in Rules XIII A and XIII B of the Academic Rules & Regulations.

#### **VIII. Special Problems For Certain Disabilities**

Students with psychological impairments, including alcohol or drug addiction, may wish to seek outside counseling, the assistance of the NH Lawyers Assistance Program, or 12 Step program involvement. Initial counseling and referral may be obtained from the Assistant Dean for Students. Such counseling is confidential and not part of a student's record. Contact information for Alcoholics Anonymous and Narcotics Anonymous 12 Step meetings is available in the Alcohol and Drug Abuse Prevention Policy. A list of mental health counselors in the Concord, New Hampshire area is also made available in the UNH Law Student Policies.

Students should be aware that while reasonable accommodations are available for such disabilities, all students will be held to the same academic performance standards. Law school is stressful for all students, and those students whose disabilities justify accommodations such as a reduced course load have the obligation to request accommodation before academic failure. If students find themselves experiencing problems such as exam anxiety and chronic lateness, they should contact the Assistant Dean for Students as soon as possible to begin exploring whether these or similar occurrences might be related to disabilities that warrant accommodation. Problems such as exam anxiety and chronic lateness, absent identification and documentation of an underlying disability contributing to the problem, will not ordinarily be considered to be disabilities in and of themselves justifying accommodation.

## **IX. Disability Documentation**

### **A. Verification of Physical, Mental or Emotional Disability**

A student with a physical disability must provide professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability. The student shall provide the verification documentation to the Assistant Dean for Students. The cost of obtaining the professional verification shall be borne by the student. The student's history of academic adjustments and accommodations in postsecondary education and/or in places of employment must also be submitted.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, UNH Law shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall be borne by the student. If UNH Law requires an additional assessment for purposes of obtaining a second professional opinion, then UNH Law shall bear any cost not covered by any third-party payer.

### **B. Verification of Learning Disability**

A student with a learning disability must provide professional testing and evaluation results which reflect the individual's present level of processing information and present



achievement level. The cost of obtaining the professional verification shall be borne by the student. The student's history of academic adjustments and accommodations in postsecondary education and/or in places of employment must also be submitted.

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and nonverbal abilities; (2) the presence of a severe discrepancy between levels of intellectual ability and achievement or cognitive-achievement discrepancy; (3) the presence of disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written; and (4) an absence of other primary causal factors leading to achievement below expectations, such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socioeconomic circumstances, or deficiencies in intellectual ability. Whether accommodations may be made based on verification that one or more of the factors listed in B(4) coexist with a learning disability will be determined on a case-by-case basis.

Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, specialist in assessment of intellectual functioning, learning disability specialist, or psychologist;
2. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;
3. Reflect the individual's present level of functioning in such achievement areas as: reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, basic reading skills, spelling, listening comprehension, oral expression, math computation and math problem-solving; and
4. Reflect the individual's present levels of functioning in the areas of intelligence and psychological processes. The assessment must provide data that supports the request for any academic adjustment or accommodation. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If UNH Law requires an additional assessment for purposes of obtaining a second professional opinion, UNH Law shall bear any cost not covered by any third-party payer.

### C. Verification of Temporary Medical Condition

Students seeking accommodations on the basis of a temporary condition must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of condition must reflect the student's current

level of disability, and shall be no older than 30 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, UNH Law shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If UNH Law requires an additional assessment for purposes of obtaining a second professional opinion, then UNH Law shall bear the cost.

*\*See Assistant Dean for Students for the Accommodation Request Form*

## STUDENT HEALTH INSURANCE: NEW AND RENEWAL INFORMATION

All full-time, degree seeking UNH Law students are required to have health insurance as a condition of enrollment. All students must opt in or out of the Student Health Benefits Plan (SHBP) every year, prior to the due date in August. Students will be automatically charged for the SHBP for the academic year if they do not opt out of health insurance coverage. All students holding F-1 and J-1 visas who are enrolled in a degree program must enroll in the UNH SHBP. The deadline for opting out is posted on the UNH website at <https://unh.edu/health/>. If you are a U.S. citizen and have equivalent health insurance coverage, you may opt out of the SHBP if you show proof of comparable health insurance. Please go to the UNH website to opt in or out: <https://unh.edu/health/SHBP>.

## TUITION AND FINANCIAL AID DISBURSEMENTS

Student tuition payments and student refunds will be handled through Webcat Services which can be found at <https://my.unh.edu>.

1. Fall tuition bills are scheduled to post mid-July and are due early August. Spring semester bills will be posted in mid-December and due in mid-January. Monthly statements are issued if balances exist.
2. Billing is “paperless” – online only. Students are notified through their UNH Law-assigned email accounts when new bills are posted. Parent Portal accounts are available for any student who wishes to grant account access to another person.
3. UNH Law students will be billed based on full-time status. Students who plan to enroll less than full-time should notify the Assistant Dean for students prior to withdrawal.
4. The bill will show the *Account Balance* (total charges), *Pending Items* (aid or payments that have not yet arrived) and *Net Balance* (the amount due after the pending items are subtracted).
5. Payments may be made online, or the bill can be printed and mailed with payment. Payment is accepted through online check or credit card, paper check, bank check, money order, cash

or wire transfer (contact Business Services for wire transfer account information). A 2.75% service charge will be added to credit card transactions.

6. An optional 5-month payment plan for fall and spring semesters is offered through Tuition Management Systems, and is due the first of each month from July– April. TMS: (800)722-4867 [afford.com/unh](http://afford.com/unh)
7. UNH requires health insurance as a condition of enrollment for all full-time degree students. Students may waive the UNH insurance if they have proof of coverage through another equivalent plan. The insurance charge will appear on the student bill if a waiver has not been received prior to billing. Account adjustments will be made if waivers are submitted after bills are produced. Please submit insurance waivers prior to August 7th to avoid late fees. Student health benefits plan info: <https://www.unh.edu/health-services/shbp>
8. Disbursement of financial aid is expected approximately one week prior to the start of each semester. Students whose payments exceed their charges may request a refund any time after receipt and settlement of the tuition bill. **It is the student's responsibility to initiate a refund request.** A refund request form is available through the Webcat/Services tab in [My.UNH.edu](http://My.UNH.edu). Refunds through this form will be sent by direct deposit to the student's savings or checking account.
9. Please contact [UNH Business Services](#) in Durham with any questions.

### Veterans

GI Bill Resident Rate Requirements. UNH Law is in compliant with Section 702 of the Veterans Access, Choice and Accountability Act of 2014 and charges resident tuition rates for veterans and dependents.

Determination of Domicile: In accordance with RSA 187-A:20-c, any veteran of the armed forces who establishes a residence in New Hampshire is eligible immediately for the in-state rate, and the twelve-month waiting period for establishing domicile shall not apply.

Military Personnel: A member of the Armed Forces of the United States stationed in this state under military orders shall be entitled to classification for himself/herself, spouse and dependent children as in-state for tuition purposes so long as the member remains on active duty in this state pursuant to such orders. Individuals receiving educational assistance under 38 U.S.C. § 3001 et seq. or 38 U.S.C. § 3301 et seq., including children or spouses of active service members or veterans eligible for educational assistance under 38 U.S.C. § 3311(b)(9) or 38 U.S.C. § 3319, shall be eligible for the in-state rate while living in this state.

## WITHDRAWAL POLICY

**Withdrawal** - A student wishing to withdraw from UNH Law must complete a withdrawal form and discuss their withdrawal with the Assistant Dean for Students. Any student considering withdrawal must contact Financial Aid to discuss the financial implications of such action. The official date of withdrawal is the date of the last class attended. The official date of the withdrawal is the official date used to determine any financial adjustments. Tuition, mandatory fees, and, if

applicable, financial aid or loans are reduced according to the withdrawal schedule below. Once financial adjustments have been made any overpayment will be refunded to the student. Refund processing will take approximately 45 days.

**Refund Schedule on Tuition and Fees 2018-2019** - Any degree candidate who withdraws from UNH Law and subsequently enrolls as a special (non-degree) student during the current semester or the next academic year will continue to be billed for tuition and fees at the same rate as degree candidates, using appropriate rates for resident/non-resident and undergraduate/graduate status.

**Change to Part-Time Status** - Students who have written permission from the Assistant Dean for Students to drop from full-time to part-time status during the dates on the withdrawal schedule will be responsible for a portion of the full-time tuition and mandatory fees in accordance with the withdrawal date schedule below.

**Federal Aid** - If federal financial aid has been received, it will be returned to the lender in accordance with U.S. Department of Education regulations in effect at the time of withdrawal. Please note that the return of aid may create an unpaid balance owed to UNH Law. Specific details regarding federal regulations and an estimated calculation are available from UNH Business Services upon request.

### Withdrawal Dates Academic Year 2018-2019

**If withdrawal or change to part time occurs:**

	DATE	TUITION & FEES
<b>Fall 2018 Semester</b>		
By 2nd Friday after semester begins	By September 7, 2018, 4:30 p.m.	100%
After 2nd Friday to 5th Friday after semester begins	September 8 - 28, 2018, 4:30 p.m.	50%
After 30 days	After September 28, 2018	0%
<b>Spring 2019 Semester</b>		
By 2nd Friday after semester begins	By February 1, 2019, 4:30 p.m.	100%
After 2nd Friday to 5th Friday after semester begins	February 2 - February 22, 2019	50%
After 30 days	After February 22, 2019	0%

**Late Fees** - Non-payment of billed balances can result in late fees and may result in students being disenrolled from classes. Late fees are based on the amount of the outstanding balance - 5% of the billed amount or \$250 (whichever is lower). Any outstanding balance could cause a financial hold which prevents registration and the mailing of transcripts and diplomas.

**Returned Check Policy** - Checks that have been returned for nonpayment are assessed a \$30 return check charge. A bank check, money order, or cash must be used to replace a returned check. If two or more checks are returned for non-sufficient funds, the University will be unable to accept future personal checks for that student account.

**Refunds on Student Accounts** - Students whose actual payments exceed their charges may request a refund from UNH Business Services after receipt and settlement of the tuition bill, and after any check payments have cleared (10 business days). Refunds may be requested online through

My.UNH.edu. Before a refund will be issued, all monthly payments must be received, loan notes and loan checks must be signed, and the student's account must be free of holds. Payments made by credit card will be refunded back to the credit card, not issued by check. **It is the student's responsibility to initiate a refund request.** Refunds are made in the student's name unless the credit is the result of a Parent PLUS loan. PLUS credits are refunded to the parent borrower. Please allow two weeks for processing of refund requests. Students under the jurisdiction of the Committee on Academic Standing and Success must visit the Business Services Center on the Law School campus in order to receive refunds from their account that are a result of Federal funds.

**Note:** Federal funds may not be disbursed to student accounts any earlier than 10 days before the start of classes.

For additional information on tuition and fees please see the UNH website at: <http://www.unh.edu/business-services/lawbsc>, Email at [bsc.office@law.unh.edu](mailto:bsc.office@law.unh.edu) or call 603-513-5247.

## THE UNH CAT'S CACHE PROGRAM

The Cat's Cache debit program is a convenient way to make purchases. It is accepted at the UNH Law Jury Box Café, UNH Law Library for copying and printing all UNH Dining locations, Memorial Union (including the bookstore), Health Services many other campus locations and many businesses in downtown Durham. Cat's Cache balances carry forward from year to year and are fully refundable. Add as much or as little as you want. With Cat's Cache, family or friends can make online deposits into student accounts using our "Guest Deposit" feature by entering the student first name, last name and the students IT ID user name. Look for the guest deposit feature at the bottom of the page [here](#).

## LAW SCHOOL APPLICATION AMENDMENT PROCESS

All students have an ongoing obligation to correct and addend information provided in their law school application that they discover to be untrue, misleading, inaccurate or incomplete as soon as they make the discovery. If UNH Law becomes aware at anytime that a student has failed to provide true, accurate, and/or complete information or documents, or has failed to correct or complete any false or misleading statements or documents, UNH Law may revoke its offer of admission, decline to grant a degree, or take other appropriate disciplinary action. Students should also understand that such conduct could result in their ineligibility to sit for a state bar examination.

The American Bar Association (ABA) requires each approved law school to inform students of the importance of determining the applicable character, fitness and other qualifications to practice law. One of the first and most important steps in that process is for a student to certify that the law school application is true, accurate and complete. A student who discovers that information in the



law school application was omitted or needs to be updated, must follow the application amendment process.

### **Application Amendment Process:**

1. All law school application amendment requests should be submitted to the Assistant Dean for Students. An application amendment request should include (a) a cover letter outlining the details of the information that was not included in the original application, (b) the reasons why the information was not included in the original application, and (c) supporting documentation including court records, police reports, transcripts, etc.
2. All information submitted by the student will be reviewed by the Application Amendment Committee (ACC) which consists of the Assistant Deans for Admissions, Records and Registration, Students and the faculty chair of the Admissions Committee.
3. The AAC may (a) accept the amendment and make it a permanent part of the student's official file and application, (b) acknowledge receipt of the information and inform the appropriate State Bar, (c) make a recommendation to the Dean that he appoint a faculty committee to investigate the application amendment request and recommend on further action to the faculty for decision, (d) in the case of post law school graduation requests, acknowledge receipt and take no further action. In all cases, the ACC will notify the Dean and faculty of its recommendation.
4. If the Dean appoints a faculty committee under 3 (c), that committee will follow the investigative process set forth in the UNH Law Conduct Code. The Committee will report its findings and make a recommendation to the Dean and faculty. The faculty will decide whether to accept, reject or modify the faculty committee's recommendation.
5. The student has the right to appeal from the decision of the faculty to the Dean of UNH Law. The Dean may (a) affirm, (b) reject, or, (c) modify the decision of the faculty. In any case, the Dean must notify the faculty of his decision.

Prior to matriculation, all students were encouraged to determine what the specific character and fitness qualifications are in the state(s) in which the student intends to practice. It is the intention of this policy to continue to apprise students of the importance of determining their fitness for the bar exam and the practice of law.

## **THE UNH LAW STUDENT BAR ASSOCIATION (SBA)**

The Student Bar Association (SBA) is a student run association of the University of New Hampshire School of Law. The purposes of the Association are to support and encourage academic excellence and professional growth among students, to secure and preserve the rights of individual students to acquire a quality legal education in a just and reasonable manner, to ensure efficient and effective use of student money and resources and to provide an organized forum for interaction and communication between students and the faculty, administration, alumni, and the community. The SBA cooperates with local, state and national bar associations to further the interests of the legal profession and to advance the ideals and objectives of UNH Law students.

All students enrolled in a UNH Law degree program authorized by UNH Law are members of the Association.

The complete Student Bar Association Charter and the Governors' Rules may be found on TWEN at [www.lawschool.westlaw.com/twen/](http://www.lawschool.westlaw.com/twen/)

### **UNH Law SBA Membership and Activity Fee**

1. All SBA members will pay a membership/activity fee each semester, which will be added to the SBA general fund.
2. The SBA Board will set the membership fee on an annual basis in conjunction with the UNH Law Business Office.
3. The current membership fee is \$50 a semester. The Secretary is authorized and required to update the statement of the membership fee in this rule whenever it changes.
4. The membership fee will only be changed using the rulemaking process described in Article V of the SBA Charter. Before the first vote on a proposed rule that changes the membership fee (the one that begins the comment period), the Board will confirm that the UNH Law Business Office approves of the proposed change.

## **STARTING A NEW STUDENT ORGANIZATION**

Students wishing to start a new student organization must discuss the proposed organization's mission and events with the Assistant Dean for Students and submit a list of officers who are interested in leading the club or organization. The acting president/head of the organization or club must submit a request for official recognition to the SBA and Assistant Dean for Students. The request shall include a mission statement, list of officers and faculty advisor and any other pertinent information that may be necessary. The Assistant Dean for Students as well as the SBA will discuss the request and provide a decision.

## **CAMPUS EVENTS: PROCEDURE**

In order for a student organization to hold an event the following steps must be taken:

1. Discuss the proposed event with a member of the Office of the Assistant Dean for Students, at least two weeks in advance. If the student organization is requesting to serve beer and/or wine at the event, a request for permission must be submitted to the Office of the Assistant Dean for Students. The Assistant Dean for Students will seek the appropriate permission from the Dean of the Law School and/or the Chief of UNH Police.
2. The Office of the Assistant Dean for Students has discretion to grant or deny permission for any event.
3. Schedule the event through UNH Law's online calendar at [calendar.law.unh.edu](http://calendar.law.unh.edu).

4. If permission is granted for beer/wine to be served at the event, a NH Liquor Commission licensed caterer must be hired to serve the beer/wine and the contract must be verified by the Office of the Assistant Dean for Students.
5. No hard alcohol (spirits) may be served at any on-campus student organization function. For off-campus student sponsored events, a waiver of this policy must be sought from the Assistant Dean for Students. No other person or organization is authorized to bring alcohol on campus.
6. For on-campus student events, no beer/wine may be served prior to 5:00 pm.
7. Any student personally bringing alcohol to an on-campus event will be the subject of a Conduct Code Charge.
8. All student sponsored on-campus events must conclude no later than 10:00 pm.
9. Student organization officers and members are responsible for setting up and cleaning up after their events. If necessary, a cleaning charge will be assessed after the event and charged to the organization.
10. Those attending all UNH Law functions must abide by all rules and regulations set forth in these Student Policies.
11. Posters, flyers and/or advertisements for events must be approved by the Office of the Assistant Dean for Students prior to distribution.

## VISITORS ON CAMPUS

Only recognized student organizations are permitted to invite guests to speak or hold events on-campus. If a student organization is interested in extending an invitation to an individual or group of individuals to speak at UNH Law, or to conduct an activity on campus, permission must be sought from the Office of the Assistant Dean for Students.

## ALCOHOL AND TOBACCO

### **Tobacco**

In order to protect the health, safety and comfort of University students, faculty and other academic appointees, staff, and visitors, and consistent with state law (RSA 155:64-77), it is the policy of the University of New Hampshire to restrict smoking and electronic nicotine delivery systems (ENDS) in facilities and on grounds owned and occupied or leased and occupied by the University. Where the needs of smokers and nonsmokers conflict, smoke-free air shall have priority. In addition, UNH supports education programs to provide smoking cessation and prevention initiatives to our students, faculty and other academic appointees and staff.

### **Alcohol**

The University is committed to establishing and maintaining an environment that fosters mutually beneficial interpersonal relations and a shared responsibility for the welfare and

safety of others. Because alcohol can have a significant effect on that environment, the University has adopted this policy for governing alcohol use by students, staff, faculty, visitors, and guests. While University policy permits responsible consumption of alcohol at some places and times, the consumption of alcohol should never be the primary purpose or focus of an event. Alcohol-free social events are encouraged.

An *Approval to Serve Alcoholic Beverages* form must be submitted to the Assistant Dean for Students for each function being planned by the Student Bar Association or a student organization/club where beer or wine will be served. The Assistant Dean will seek permission from the Dean of the Law School. The Request Form must be submitted at least ten days prior to the event. No spirits (hard alcohol), only beer and wine may be served at pre-approved, on-campus student events. For Off-campus events sponsored by the Student Bar Association, a special waiver of this policy must be requested from the Assistant Dean for Students. The Assistant Dean for Students will seek permission from the Dean of the Law School and the Chief of UNH Police prior to the event. No spirits/alcohol, only beer and wine may be served at pre-approved events. All alcohol service must be provided either by Conferences and Catering, as holder of the liquor license, or by a NH Liquor Commission licensed caterer. No exceptions allowed under this policy. No outside alcohol may be brought to any on-campus event.

The acquisition, distribution, possession, or consumption of alcohol by members of the UNH Law community must be in compliance with all local, state, and federal laws.

Institutional restrictions on alcohol use on UNH property vary by location, and, in some cases, by time.

1. Alcohol may be served in pre-approved locations only.
2. Non-alcoholic beverages must be provided at events where alcoholic beverages are served.
3. UNH Law classroom: Alcohol is not permitted to be served or consumed in any classroom or teaching scenario during class time. Our students come from various cultural and religious backgrounds, and some may face addiction challenges. Out of respect for all students, serving or consuming alcohol during class time is prohibited.
4. At student-sponsored events, there is a two- drink maximum per student for those choosing to consume alcohol. A two “drink ticket mechanism” must be used to control the serving and consumption of alcohol.
5. UNH has an interest in off-premise events held in its name. If alcohol is used illegally or inappropriately at such events, the University may take steps to protect its interests.
6. Tuition money shall not be used to purchase alcohol.
7. Any request for variation from this policy must be submitted to the Dean or her designee.

## CLASSROOMS, BOARDROOMS AND STUDY ROOM RESERVATIONS

UNH Law students may reserve designated study rooms in the UNH Law Library or main Law campus. To reserve a study room in the library, please do so at the Circulation Desk in the library. The Library Study Room Reservation Policy may be found on the web at <http://library.law.unh.edu/StudyRooms>.

All classroom and conference rooms must be reserved through the UNH Law Calendar: <https://calendar.law.unh.edu/>

### **The priority use for classroom and boardroom reservations:**

1. Classes and T/A Sessions have priority in classroom space. Institutional needs for conferences and meetings are secondary.
2. Conferences, meetings and institutional needs have priority in conference room space and boardrooms. Study groups, T/A sessions are secondary. Students who reserve a conference room to study should be aware that the Registrar's Office may ask you to relocate, if necessary.
3. When selecting a room for a study group it is suggested that you use a classroom instead of conference room. This lessens the likelihood that your group may be asked to relocate to accommodate a conference, meeting or institutional need.

### **Reservation Guidelines:**

1. Students are allowed 2 study room reservations per week (Sunday through Saturday). T/A sessions, Academic Success tutoring sessions and/or student organization reservations do not count towards the 2 reservation maximum.
2. Reservations are limited to 3 hours per reservation in order to accommodate as many students/study groups as possible.
3. Recurring reservations are permitted. For example, you may reserve a room on Mondays for the semester, providing you do not reserve more than 2 rooms per week or exceed the 3 hour limit per reservation.
4. Consecutive reservations (back to back reservations on the same day) by the same group/student are not permitted.
5. Study groups are defined as three or more students. The names of each student attending the study group must be listed in the "Full Description" section of the reservation.
6. Label your reservation clearly, i.e., Study Group, SIPLA Meeting, etc. Also, please select the appropriate description in the "Type" field of your reservation.
7. The student who reserves the room accepts responsibility for the condition & equipment in the room.
8. T/A sessions are not permitted during the open period on Tuesday and Thursday 11:30am until 1:30pm.
9. Room reservation requests are confirmed after the Registrar's Office receives a request and responds to the student/group (via email) granting permission. If your request is rejected, please do not use the room.



10. If a reservation is scheduled after regular business hours (or late in day), please go to the Circulation Desk in the UNH Law Library to pick up the key. The Circulation desk will give out keys only for rooms that are available for evening and weekend use.
11. Please keep all study and conference rooms clean and trash free.
12. If you have any comments or concerns regarding this policy, please direct them to the Registrar's Office.

### **Hours and Available Rooms on Campus – Rooms Outside of the Law Library**

1. Classrooms available for study Monday through Friday, 8:00 a.m. until the Library closes and during weekends: 101, 102, 103, 201, 202, 227. The Academic Success conference room may be used without making a reservation, if it is unoccupied.
2. Rooms available for student organization events (day time, evening or weekend use): 200, 205, 229, Rich room and Douglas J. Wood Board Room. All student organization events must be pre-approved by the Assistant Dean for Students. Please see the Campus Events Procedure in the Policy Handbook for Students.
3. Conference rooms available for study Monday through Friday 8:00am to 5:00pm: 172, 283 and the conference room at 10 White Street. Rooms 172 and 283 are locked at all times. To gain access to the room for an approved reservation, please come to the Registrar's Office for a key. Please return the key to the Registrar's Office immediately after unlocking the door.
4. The Courtroom is available only for Moot Court practice and courtroom-based practice sessions associated with a class.

## **EXAMINATION POLICY**

The Registrar's Office is responsible for administering exams, issuing exam numbers and generally maintaining the integrity of the anonymous grading system. See "Rule III. Examinations" in the Academic Rules for complete information.

### **Students' Responsibility**

1. Know your exam schedule including, date, time, location and duration of each exam;
2. Be seated in the exam room 15 minutes before the exam is scheduled to begin;
3. Turn in all exam materials at the end of each exam; and,
4. Strictly follow the proctor's instructions;

### **Items Permitted in Exam Room**

1. Materials authorized by the professor prior to the exam;
2. Writing implements;
3. Drinks with lids and food. All food must be consumed quietly and not cause a distraction to others (no loud crunching).

Cell phones, smart watches, and all other electronic devices must be turned off and placed in the front of the room, or left at home. All print material not authorized by the professor must be placed in the front of the room.

Students receiving accommodations for exams will receive separate instructions from the Registrar's Office prior to the day of the exam. See "Rule III F (8) in the Academic Rules for complete information.

### **Exam Software**

Students have the option of typing their exams in Electronic Blue Book (EBB). It is the student's responsibility to: (1) ensure their computer equipment is in good working order and, (2) know how to use the program. Students choose this option at their own risk and should be prepared to handwrite their exam in the event of a computer malfunction or inability to connect to EBB prior to the start of the exam.

Please note the following:

1. Prior to using EBB during an exam, students are required to take a short practice exam to become acquainted with the software and its functions.
2. Any attempt to disable or tamper with the security features of EBB will result in a Conduct Code charge being filed against the student.
3. Laptops must be turned on 10 minutes before the start of the exam. The proctor will instruct students when to open EBB.
4. Only essay portions of an exam will be administered on EBB.
5. The program is not available for take home exams.
6. Use of EBB for exams is at the professors' discretion.

## **UNH LAW LIBRARY**

The library welcomes students from around the country and the world. The library staff and students who work at the circulation desk are a kind and helpful group. Please ask any of them for help.

### **What is on Reserve**

1. **Course Text Books.** Copies of texts are kept on reserve for the current semester. These titles may be checked out for use in the library or for use in class. Please check out the item near the beginning of class time and return it when class ends. The three hour limit will be observed. If your class runs longer, please see Kathy Fletcher to cancel any fine. Course packs are not purchased by the library.
2. **Faculty Assigned Reading Materials.** Files containing current photocopied materials from faculty are kept at the circulation desk. This material is made available as soon as possible after it is received from the instructor. Each item is filed under the name of the instructor.

### **Fines for Reserve Items**

Overdue reserves are charged at the rate of \$ .50 per hour to ensure items are returned in a timely fashion.

### **Library Security Alarm**

1. To maintain the integrity of the collection, the library has a secured entrance that will sound an alarm when sensitized materials pass through the gates.
2. If the alarm sounds when a patron leaves the library he is required to report to the circulation desk so items in bags or briefcases can be removed for checking. Frequently, tapes or books from other libraries or bookstores, and electronic items, trigger the alarm. A few minutes of checking can prevent unnecessary alarm activation in the future.
3. A patron may pass through the gate only after the reason for the activation of the alarm is determined.
4. Failure to stop when the alarm sounds upon exiting is a violation of library policy and a possible violation of the UNH Law Conduct Code.

### **Law Library Food and Beverage Policy**

Food is not permitted in any of the Library Areas including the first floor “café area” and all study rooms. Beverages in rigid containers with snap or screw on lids *are* permitted.

### **Borrowing Library Materials**

Most checked out items may be borrowed for two weeks. Reserve items are checked out for only a few hours. Please be sure to know when your items are due. Fines are \$ .50 a day for general borrowing and \$ .50 an hour for hourly borrowing. Library records are to be cleared by the last day of the semester. Names of students who have overdue items or outstanding library fines will be sent to the UNH Law Business Office for payment. Students with more than \$50 in fines will have a block on all library borrowing until record is cleared.

### **Silent Library Areas**

Quiet conversation is allowed on the second floor and in study rooms. Conversation in these areas should be kept at a low level. All other sections of the library are “silent zones”. Offenses should be brought to the attention of library staff.

### **Photocopying and Printing in Library**

All new incoming students will be given a photo ID card which also serves as their library printing/photocopying card. ID cards can be credited with funds by using the [UNH Cat's Cache](#) system. If a student's photo ID card is lost or stolen, a new card may be obtained from the UNH Law Information Technology Department. The first replacement card is free. Subsequent replacement cards are \$5 each. Knowingly using a card issued to another without authorization is theft and may be considered a violation of UNH Law Conduct Code.

### **Printing**

You may print at either of two stations: (1) the printer/photo-copier on the second floor of the library and (2) the printer/ photo-copier on the third floor of the library. Only IDs (not cash or coins) can be used for printing. When you print from a computer you will be asked to choose an ID and job name. Both are for a one time printing use. Proceed to any one of two print stations depending on where you are printing from: Library second or third floor copiers. Swipe your ID through the box at the Pharos Print Release station. Find your job on the list and click “print.” Your card will have the price of the copies deducted automatically. If you do not have enough money to copy

the document you will get a message and will have to add money to your card to proceed. Printing will not proceed until a card with sufficient amount to process the job is inserted. You will have 24 hours after setting up a print job from your computer to retrieve it at a print station. After 24 hours the job will cease to exist. There are no charges for Lexis printing.

### **Smart Notes and Research Guides**

These give information on using the library, and useful research guidance on various subjects. They are kept in the wood holder near the reference/help desk, and online from the library's homepage.

### **Library Hours**

Library hours may be found on the [Law Library website](#).

Hours are extended during the fall and spring exam periods.

The library is closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

The library is closed between Christmas Day and New Year's Day, and has abbreviated hours the day before and after Thanksgiving, spring break, and the week before graduation in May. The library is closed some weekends during these periods. Please check at the circulation desk, [Law Library website](#) or call 228-1541 x 1130, to confirm the current schedule.

Please go to the [Law Library website](#) for information, legal resources, publications, research guides and more.

## **COMMENCEMENT**

UNH Law has, and can realistically have, only one major Commencement ceremony each year. Yet it has three terms in which credit may be earned, and two different starting dates for degree programs. Students may also be off their intended cycle due to leaves, special part-time arrangements, or unforeseen academic or disciplinary difficulties.

Students understandably desire to participate in a ceremony with those with whom they have been most closely associated, at or near the end of their degree program. The school has an interest in qualifications of those who participate in the ceremony, in maintaining the meaning of it, and in the accuracy of the annual lists of degree recipients. We have long had a custom of allowing some students who are near completion of their degree requirements to participate in the ceremony, although they receive a blank diploma. With the proliferation of degrees and starting dates the number and variety of requests to join Commencement without having completed all degree requirements has increased. The following rules have been adopted to guide those in charge of Commencement and to inform students of what they can expect in their own situation.

- I. All degree candidates who have completed the requirements for their degree shall participate in the Spring Commencement following such completion unless they have already participated in Commencement under the provisions below.

- II. JD candidates who would have been on schedule to earn their degree in time for Commencement but- for authorized leave, permission to take a lighted load, or a special part-time schedule and who are not otherwise disqualified may participate in Commencement, receiving a blank diploma. Their names will be foot- or end-noted in the program with their approximate expected completion date.
- III. Candidates for graduate degrees (including the graduate portion of Joint Degrees) who have completed more than half the required credits and residency for a degree may participate in Commencement, receiving a blank diploma. Their names will be foot- or end-noted in the program with their approximate expected completion date. As before, January matriculants for graduate degrees are ineligible to participate in Commencement at the end of their first semester.
- IV. No one who, due to dismissal or suspension, was ineligible to attend classes in the semester immediately preceding commencement may participate, nor may anyone penalized with prospective suspension during that semester.
- V. Unless the faculty or Dean decides otherwise due to the gravity of the case, degree candidates who would have earned their degree in time for commencement but-for an academic or disciplinary issue arising during their last semester may participate in Commencement, receiving a blank diploma.

## UNH LAW PARKING POLICY

### **Parking Permits & Placement**

UNH Law allows students, faculty and staff to park in designated school owned lots between the hours of 6:00 a.m. and 1:00 a.m., providing they have a valid parking permit. Parking permits are free and issued by the Registrar's Office. All vehicles issued UNH Law parking permits must have a current registration and valid inspection sticker, if applicable. Vehicles parked in UNH Law lots without a valid parking permit or between the hours of 1:00 a.m. and 6:00 a.m. will be towed without notice at the owner's expense. UNH Law permits must be clearly displayed within the vehicle when parking in UNH Law lots. Parking is permitted in designated lots as follows:

1. Lot 1 and 2 - for students, staff and faculty.
2. White Street Lot - for visitors, staff and faculty.

### **On Street Parking and Restricted Areas**

On street parking is available around the campus on the main streets. Please refer to the [parking map](#) for locations. Parking is strictly prohibited at all times in the fire lanes, no parking zones, reserved spaces and grassy areas. Parking is prohibited in the White Park lot. Vehicles parked in any of these areas or found blocking neighboring residents' driveways may be towed without notice at the owner's expense.

### **Handicap Parking**

UNH Law does not issue handicap parking permits. State issued handicap plates and/or placards are required in all UNH Law handicap accessible spaces. UNH Law parking permits must still be obtained for cars with handicapped plates and/or placards.

### **Winter Parking and Snow Emergencies**

Throughout the winter months, the City of Concord may declare a snow emergency and ban cars from parking on the street. Please do not park any vehicles on the street during a parking ban as you will be ticketed and towed. In addition, all vehicles must be removed from UNH Law owned parking lots during a snow emergency for snow removal operations.

### **Overnight Parking**

Students may park in predesignated spaces in Lot 2, overnight, with a twenty-four (24) hour *Overnight Parking Permit*. All overnight parking requires a special *Overnight Parking Permit*. All students wishing to gain permission to park overnight in UNH Law Lot 2 must apply for an *Overnight Parking Permit* through the UNH Law Registrar's Office. All vehicles parked overnight must properly display the *Overnight Parking Permit*. Any vehicle parking overnight without a Permit will be ticketed and towed. There are limited number of overnight parking spaces and permits available. Permits are granted on a first come, first served basis. There is a \$50 per semester fee charged for the Overnight Parking Permit and is valid for one semester only. Students must renew the overnight parking permit every semester. Overnight Parking Permit holders must comply fully with all overnight parking regulations. Cars must be moved at designated times to allow for snow removal. Permits will be revoked and fines charged for cars not in compliance with Overnight Parking Permit requirements. Requirements may be found on the Overnight Parking Permit request form which may be obtained from the Registrar's webpage. Permits are valid for the registered car/license plate only and are not transferrable.

### **Extended Parking**

Vehicles may not be left in any of the UNH Law parking lots for extended periods of time (e.g., over vacations/breaks or during the summer). The City of Concord offers limited short term parking at the Capitol Commons Garage for a reasonable fee. Please contact the Concord Police Department 603-230-3742 for detailed information and fees.

### **Parking at other UNH Campuses**

**UNH Durham** recognizes valid UNH Law parking permits. UNH Law students attending classes at UNH Durham, faculty and staff are permitted to park on campus in Lot A and the West Edge Lot only. For full parking options on the UNH Durham Campus, students, faculty and staff may purchase a parking permit at: [www.unh.edu/transportation/parking/index.htm](http://www.unh.edu/transportation/parking/index.htm). All UNH Durham Campus parking regulations apply.

**UNH Manchester** also recognizes valid UNH Law parking permits. UNH Law students attending classes at UNH Manchester will be issued a UNH Manchester Student Parking Permit. Students must apply at the Main Reception/Security desk at 400 Commercial Street to obtain the UNHM permit. There is no charge for the UNHM Student parking permits for students enrolled in courses in Manchester. UNH Law Faculty and Staff may park in the area designated for Manchester Faculty/Staff. The following link shows the parking areas for UNH Manchester



Faculty/Staff parking spaces:

<https://manchester.unh.edu/sites/default/files/migrated/parking/pandora-parking.pdf>

All valid UNH Durham parking permits and UNH Manchester placards will be honored in all UNH Law parking areas. Parking at UNH Law is at the owner's risk. UNH Law does not assume responsibility for vehicles or their contents. It is advisable to lock vehicles at all times and to place valuables out of sight.

## UNH LAW SECURITY POLICY

In accordance with the requirements of 20 U.S.C.A 1092(f), Disclosure of Campus Security Policy and Campus Crime Statistics, the following policy and statistical statement is provided individually to every student and every employee of UNH Law and is available on request to any applicant to UNH Law online at:

[http://law.unh.edu/sites/default/files/media/concord\\_law\\_asr\\_2016\\_update.pdf](http://law.unh.edu/sites/default/files/media/concord_law_asr_2016_update.pdf)

### **Safety and Security Information:**

Security Services is a division of the UNH Police Department, which is overseen by the Vice President for Public Safety and Risk Management. All public safety services are coordinated between the University, state and local officials.

UNH Law Campus Security is responsible for providing continuous year round security to the Law School community. Campus security officers patrol the campus and parking lots on a regular basis. Campus security officers receive in-service training. Campus security officers are not sworn law enforcement personnel and do **NOT** have the power of arrest with the exception of the Security Services supervisor who is a sworn UNH Police Department law enforcement officer. UNH Law Campus Security coordinates services with the Concord Police Department and other city of Concord departments.

UNH Law Campus Security officers are on duty consistent with the hours of operation of the UNH Law Library and available to assist members of the University community. Security patrols campus buildings and parking lots, provides key services to authorized personnel, administers the non-academic materials lost and found, deals with parking issues, provides safety escorts, and maintains the Campus Crime Log (open to the public at request).

**All Emergency calls to 911** may be made from all on and off-campus telephones. These calls will be directed to the Concord Police or Fire department, depending on the emergency. Police and Fire Departments will respond to the call along with UNH campus security personnel.

Regular business calls of a non-emergency nature can be made to:

1. UNH Police Dispatch at 603-862-1427 or,
2. Concord Police Department at 603-225-8600.

When calling **911**, the Concord Police or UNH Police Dispatch, please provide the following information:

1. Your name

2. Location and description of the incident you are reporting
3. Description of any vehicles or suspects involved in the incident
4. A number where you can be reached.

### **On-Campus Reporting**

When reporting criminal activity on campus:

1. Contact the UNH Law Security Office, through UNH Police Dispatch, at 603-988-2708, or,
2. Concord Police Department at 603-225-8600, or,
3. The designated *campus security authority (CSA)* who will then consult the UNH Law Security Office or Concord Police.

### **Building Security**

Academic and administrative offices are secured at the conclusion of their operating hours. All buildings are secured each night and are open only during normal operating hours Monday – Friday 7:00 a.m.-5:00 p.m. Only the 2 White Street main entrance is open to accommodate the library hours.

After-hours entry is only available to faculty, and staff. Building hours during semester breaks, University holidays, and summers may be reduced or modified from the normal operating hours. Unscheduled patrols of the campus are conducted by Security Services during operating hours.

**Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to 911.**

Opening a clearly marked external emergency exit or security door; or deliberately propping open a door that is intended to be locked, is prohibited. Anyone is also prohibited from obstructing or blocking-open any interior fire door.

Buildings are equipped with fire detective systems and alarms which are directly connected to the City of Concord Fire dispatch center. Certain buildings and areas are alarmed with panic buttons for the protection of personnel. Immediate response to the alarm location is made by UNH Police and/or Concord Police.

Facilities personnel are present during operating hours and/or are on-call to address the physical needs of the building and any situations or emergencies that may arise. Facilities Director can be reached at 603-513-5186.

### **Program to Inform - The Prevention of Crimes**

UNH Law will annually publish and distribute security policies and guidelines. When relevant additional publications are updated, they will be published and made available to the public.

## **POLICY ON FIREARMS AND WEAPONS**

UNH Law is committed to providing a safe and secure learning and working environment. It prohibits all persons from carrying onto school property handguns, firearms, knives, explosives,

or other weapons used primarily to inflict harm on other individuals, regardless of whether the person is licensed to carry the weapon. This applies to all UNH Law employees, visitors, students and contractors. Additionally, no person may carry a weapon while performing any task on the School's behalf or at any School-sponsored function that occurs away from School property.

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Based on the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-225, and to express UNH Law's concern with preventing alcohol and drug abuse in the school environment, UNH Law has adopted the following Alcohol and Drug Abuse Prevention Policy. The policy consists of the following sections: Standards of Conduct; Applicable Legal Sanctions; Available Treatment Programs; Disciplinary Sanction; and Review.

Periodically throughout the year, additional pamphlets, booklets, and informational statements describing aspects of alcohol and drug abuse and methods and placements for treatment in New Hampshire are posted and displayed where they will be available to members of the community.

In addition, UNH Law fully supports the Commission on Lawyer Assistance Programs (CoLAP). The ABA created the commission to advance the legal community's knowledge of health and work/life balance and provide a model for assisting lawyers whose practices have been impaired by addiction and emotional health illnesses. All fifty states have developed lawyer assistance programs or committees focused on quality of life issues. These programs employ the use of intervention, peer counseling, and referral to 12-step programs to assist in the lawyer's recovery process. You may find additional information on the Commission and a full list of program resources on the [ABA website here](#).

### **I. Standards of Conduct**

UNH Law requires the observance of all laws and regulations that pertain to alcoholic beverages and other controlled substances as outlined in the statutes and laws of the State of New Hampshire. The unlawful possession, use, or distribution of illicit drugs and alcohol by any student on UNH Law property or as part of UNH Law activities is strictly prohibited.

Being under the influence of alcohol or illicit controlled substances while working in or attending classes in UNH Law is prohibited. All employees and students are expected to present themselves in a condition free of the influence of alcohol and/or illicit drugs for work or classroom responsibilities at UNH Law.

### **II. Applicable Legal Sanctions**

United States Code provisions detailing federal legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol may be found in the US Code: Title 21, Section 843. New Hampshire statutory provisions detailing legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol may be found in Title 62 of the Chapter 632A Section of the NH Criminal code.

### III. Available Treatment Programs

The [New Hampshire Alcohol and Drug Treatment locator](#) will help locate inpatient and outpatient programs in New Hampshire.

#### Additional Resources for students and attorneys:

- Alcoholics Anonymous: 800-593-3330 or online at <http://nhaa.net/>
- New Hampshire Lawyer Assistance Program please contact:  
Terry M. Harrington, Esq.  
Executive Director  
2 ½ Beacon Street, Suite 163  
Concord, NH  
03301603-491-0282; 877-224-6060 (24/7)  
[www.lapnh.org](http://www.lapnh.org)

#### Disciplinary Sanctions

The standards of conduct in Part I of this policy prohibit students from attending classes under the influence of alcohol and/or illicit controlled substances or from unlawful possession, use or distribution of illicit drugs and/or alcohol.

Any student who feels s/he may have an alcohol or drug problem may contact the Assistant Dean for Students or the NH Lawyers Assistance Program at 877-224-6060 for a confidential discussion of the problem and treatment options. Students are also encouraged to bring this problem to the attention of a personal physician or to directly contact any of the resources listed above.

Any student attending classes under the influence of alcohol and/or illicit drugs and who, as a result, is disruptive in the classroom and/or not able to effectively participate in her or his own learning experience will be asked to leave by the instructor. Follow-up counseling with the Assistant Dean for Student Affairs will be mandatory, including discussion of any alcohol or drug problems which may exist and treatment options, if appropriate.

Students whose drug or alcohol abuse leads to academic difficulty will come within the jurisdiction of the Committee on Academic Standing and Success. The Assistant Dean for Students and/or the Committee on Academic Standing and Success will discuss the alcohol and/or drug problem with the student, including discussion of treatment options, if necessary. Where appropriate, involvement in treatment may be a condition of academic probation. Failure to improve academic performance and/or to comply with conditions of probation may ultimately lead to suspension or dismissal.

Failure by a student to adhere to the Code of Professional Responsibility of the American Bar Association and to other ethical standards of the legal profession can lead to Conduct Code Council proceedings. Thus, conduct emanating from the abuse of alcohol and/or illicit drugs may lead to the invocation of Conduct Code Council proceedings against a student. The ultimate sanction of the Conduct Code Council is dismissal from UNH Law.

Every student desiring admission to the New Hampshire Bar (as well as other state bars) must be approved by the Committee on Character and Fitness. In New Hampshire, UNH Law is asked whether school records show anything adverse to the candidate's honesty, integrity or general conduct; whether s/he was disciplined while in attendance; and to state any factor unfavorable to the applicant which the committee should know in connection with its duty to determine whether the applicant is worthy of the highest trust and confidence. Chronic abuse of illicit drugs and/or alcohol while in attendance at UNH Law may well lead to a negative assessment of the candidate, jeopardizing admission to the bar and ability to practice the profession. In addition, some states (not NH) specifically ask whether a student is addicted to drugs and/or alcohol.

Students who use or distribute illegal drugs at UNH Law may be subject to dismissal, via operation of the Conduct Code, and any drugs confiscated may be turned over to local law enforcement.

#### IV. **Review**

UNH Law reviews this policy periodically to determine its effectiveness and implement changes to the program if they are needed, and ensure that the disciplinary sanctions described in Part IV are consistently enforced.

Any member of the UNH Law community with suggestions for change in this policy should send a written copy of such suggestions to The Assistant Dean of Students.

## INTERVENTION POLICY: REPORTING DISTRESSED, DISRUPTIVE OR THREATENING BEHAVIOR

**Definition of distressed, disruptive, or threatening behaviors.** Behaviors which may require reporting are:

1. **Self-injurious behavior**, suicidal ideation or attempts.
2. **Erratic and/or threatening behavior** (including on-line activities) interfering with the Law School mission or normal operations of students, faculty, or staff.

Examples of behaviors that should be reported:

- a. A student submits a journal entry about committing suicide.
- b. Two students make a class video about placing bombs on campus.
- c. A faculty member receives an email stating, "I'm going to kill everyone in my class".
- d. A student's webpage has links to webpages containing information about harming others.
- e. A student corresponds with a faculty member using language that indicates disordered thinking.
- f. A student's behavior becomes dramatically different, erratic, and/or withdrawn.

**Report your concern.** In the event of an immediate threat to safety, call 911. When a student's behavior suggests, in good faith, a need for further examination to prevent safety issues, please report your concern as soon as possible to the Assistant Dean for Students (Assistant Dean).

If you report an incident, you may be informed that the Assistant Dean is addressing the matter, but you may not receive details of specific action steps taken. Retaliation against you for reporting in good faith is prohibited.

**Intervention Team.** The Assistant Dean may consult and collaborate with other Law School employees as appropriate and on a need-to-know basis, and shall have the authority to contact law enforcement officials and behavioral health consultants as necessary. The Assistant Dean is authorized to designate an Intervention Team (the Team) to assist in addressing the issue. The Team may use a variety of tools to mitigate any safety risk, ranging from discussion with the student using the Code of Conduct in the Student Handbook: Policies & Procedures, the Employee Assistance Program (MKS) consultants and programs, recommending that a student be evaluated for self-harm/suicide or risk of harm to others, directing the student to take a medical leave of absence, or other similar actions. The Assistant Dean shall consult with appropriate law school administrators to a) coordinate a response to the situation, b) determine what to communicate to others affected by the situation, and c) determine if and how the community will be notified of action steps being taken. Information dissemination will be based on a need-to-know determination by the Team that balances privacy and safety interests.

**Notification to Faculty, Administration, and Others.** If the safety threat is not immediate, the Assistant Dean, in consultation with the Team, shall decide whether and how to notify appropriate personnel regarding an individual's threatening behaviors. The team shall comply with FERPA but in doing so, shall consider the extent to which the conduct falls within FERPA or not, and the extent to which FERPA permits communications to prevent harm to others.

**On-going Monitoring.** The Assistant Dean of Students will review on-going cases and the general Law School environment to determine if certain individuals need follow up contact and to determine if Law School events, policies, or activities should change to minimize the threat of harm to others.



## ACCEPTABLE USE POLICY FOR INFORMATION TECHNOLOGY RESOURCES AT UNH

### **Purpose**

The purpose of this Acceptable Use Policy (AUP) is to ensure an information technology (IT) infrastructure that promotes the basic missions of the University in teaching, research, administration, and service. In particular this policy aims to promote and advance these goals:

1. To ensure the integrity, reliability, availability, and performance of IT resources.
2. To ensure that use of IT resources is consistent with the principles and values that govern use of other University facilities and services.
3. To ensure that IT resources are used for their intended purposes.
4. To establish processes for addressing policy violations and sanctions for those committing violations.

### **Scope**

This Policy applies to all users of IT resources, including but not limited to University students, faculty, and staff, and to the use of all IT resources. These include systems, networks, and facilities administered by Information Technology (IT), as well as those administered by individual schools, departments, University laboratories, and other University-based entities. This includes the general public. Use of University IT resources, even when carried out on a privately- owned computer that is not managed or maintained by the University, is governed by this policy.

### **User Responsibility**

For additional information please refer to Section V of the Acceptable Use Policy for Information Technology Resources at the [University System of New Hampshire website](#).

## STUDENT EMPLOYMENT POLICIES AND PRACTICES

### **Federal Work-Study Program**

Students who apply for financial aid may be awarded Federal Work-Study (FWS) funds by the UNH Law Financial Aid Office. The number of students offered Federal Work-Study, and thus available to work, is dependent upon a yearly allocation of funds to the program. Currently fifty (50) percent of a student's earnings are funded under the Title IV FWS program and are matched by fifty (50) percent from UNH Law.

FWS students may work a maximum of 20 hours per week when classes are in session and 37.5 hours per week during vacation periods. However, the actual scheduled hours per week will depend on the student's earnings authorization level that has been established by the Director of Financial Aid, as well as the student's academic schedule and the employer's need. FWS earnings are subject to federal and state taxes (State taxes are not withheld). USNH will issue a W-2 to the student at the end of the calendar year which reflects all earnings for the tax period.

The term “work-study” indicates that eligible students will be authorized to seek employment with those on-campus departments allocated hours and those limited number of off-campus agencies who have executed a Contract for Work-Study Services with the Director of Financial Aid. The term does NOT mean students will receive jobs where they may have time to study at their place of employment. An authorization of FWS does NOT guarantee employment nor does it assure a disbursement of funds in lieu of unrealized earnings. Students are to be paid only for hours that are worked.

### **Other UNH Law Employment Opportunities**

There are a limited number of budgeted non work-study positions available. If a student has a specific skill set or experience that is especially beneficial to a hiring faculty member or department, but is not eligible to be authorized to be employed under the Federal Work Study Program, he/she may be hired under a non-work-study program with prior written approval of the Business Services Center Director.

#### **I. Definition of Student Employee**

- A. A student employee position, regardless of source of payroll funds, is the one that is:
  - 1. Part-time, temporary, non-classified;
  - 2. Not eligible for any employee benefits;
  - 3. Covered by the UNH Workers’ compensation policy
  - 4. Not subject to FICA and Medicare during the academic year, but is subject to FICA and Medicare during summer or other vacation period employment;
  - 5. Not eligible for overtime, holiday pay or compensatory time.
- B. The part-time temporary nature of a student employment position is not altered by a student working 37.5 to 40 hours a week for limited periods of time, i.e., semester breaks, summer.
- C. Only currently enrolled students are eligible for student employment.
- D. Preference will be given to students with financial need, as demonstrated by having been authorized FWS.

#### **II. Supervisor Responsibility**

- A. A supervisor is defined as the faculty member, department head or outside agency that employees a UNH Law student worker.
- B. A supervisor may not:
  - 1. Employ a student under FWS for any period of time without prior approval by the Director of Financial Aid.
  - 2. Employ a student under non-work study for any period of time without prior approval by the BSC Director.
  - 3. Employ any student at any time:
    - a. For more than eight (8) hours in any one day on any job or combination of jobs, or,
    - b. For more than 20 hours/week in any job or combination of jobs (except for semester breaks and summer employment which allows for a 37.5 hour week).
  - 4. Use a student employee in a position which would result in the displacement of a regularly employed worker.

5. Use a student in work other than that which is appropriate to the department or agency function.
- C. A supervisor is responsible for:
1. Preparing a written job description and providing it to the student and providing a copy to the Director of Financial Aid.
  2. Orienting the student to his or her role in the department and the standards of behavior expected of employees.
  3. Training in skills and procedure necessary to perform tasks.
  4. Keeping communication lines open, clear, and constructive.
  5. Treating students employees in accord with their rights, which are the same as all employees as defined by applicable regulations.
  6. Verifying daily total hours worked.
  7. Reviewing and approving time sheets.

### III. Student Responsibility

- A. A student is defined as an individual actively enrolled in a program of study at UNH Law.
- B. A student may not:
1. Work simultaneously for more than one supervisor without first receiving and processing a written authorization for each position.
  2. Work at any time for more than eight (8) hours in any one day on any job or combination of jobs, or for more than 20 hours/week in any job or combination of jobs (except for semester breaks and summer employment which allows for a 37.5 hour week).
  3. Work more hours under FWS than those authorized by the Director of Financial Aid.
  4. Work more hours under non work-study than those authorized by the BSC Director.
- C. A student is responsible for:
1. Providing the supervisor with a schedule of the hours and days he/she is available for work.
  2. Accurately reporting the hours worked.
  3. Submitting their electronic time sheet by stated weekly deadlines to <http://wise.unh.edu>.
  4. Monitoring their total earnings in relation to the amount of Federal Work-Study authorized.
  5. Maintaining his/her agreed-upon and/or understood-and-accepted work schedule and informing the employer in a timely and appropriate manner of his/her inability to maintain such schedule, in whole or in part, for any reason.
  6. Seeking permission from his/her immediate supervisor, or other appropriate person, to be excused from his/her regularly scheduled work hours. Any student who is absent from his/her job for two consecutive working periods without notifying his/her supervisor, or other appropriate person in the department, is subject to termination.
  7. Taking the job seriously and performing the job duties to the best of their ability.

8. Acting in a professional manner concerning confidentiality. A student employee may be required to sign a Confidentiality Agreement.
9. Following the procedure for changing jobs or ceasing to work by giving a minimum two weeks' written notice to their immediate supervisor.

#### **IV. Hiring a Student Employee**

##### **A. Defining the Job**

1. The efficient functioning of any department requires that all job positions in the department be identified, assessed, and classified in a manner consistent with good management practices.
2. Federal Work-Study regulations require that job descriptions be provided for every federal work- study job.
3. UNH Law requires that a written job description is prepared and provided to the student employee.
4. Further, these job descriptions can be excellent management tools which can provide the employer and employee with a clear sense of expectation and departmental function.

##### **B. The descriptions should include the following:**

1. Job Purpose—Define the job in terms of its purpose, including the specific duties and responsibilities of the job.
2. Job Qualifications – If the duties require special skills or specific hours, these should be clearly stated in the job description.
3. Job Period – A determination of how long the job will run must be made for the following reasons:
  - a. Job duties must be planned to fit a student's work and academic schedule;
  - b. The amount of the Federal Work Study award will determine the number of hours per week the student may work.
  - c. The job supervisor should establish written and clearly defined reporting lines of authority and responsibility for the student employee.

##### **C. Average hours per week while classes are in session**

1. The initial authorization for a first year student will permit him/her to work approximately 5 hours per week during the 30 weeks of classes for the academic year.
2. The initial authorization for a second year student will permit him/her to work approximately 10 hours per week during the 30 weeks of classes for the academic year.
3. The initial authorization for a third year student will permit him/her to work approximately 15 hours per week during the 30 weeks of classes for the academic year.

##### **D. Academic Year or Summer Beginning-Ending Dates**

1. Academic year employment begins with the first day of scheduled classes in the fall semester and ends on the last day of exams in the spring semester.
2. Summer employment begins the day after exams in the spring semester and ends the Sunday before classes begin in the fall.

## V. Terminating a Student Employee

### A. Expended Award

1. Notice is automatically sent via e-mail to the student employee and the student's supervisor when the remaining authorization is less than \$100.
2. At the time of notice, the student must see the Director of Financial Aid to determine if an adjustment can be made to his/her authorization.
3. In the case of a non-FWS student employee. The supervisor must see the BSC Director to determine if additional budget funds are available.

### B. Withdrawal From UNH Law

Any student withdrawing from UNH Law for whatever reason will lose their student status, thus losing their eligibility to work under FWS or student payroll. They must be terminated from FWS or student payroll immediately.

### C. Student Quits a Job Without Notice

1. Any student who quits any on-campus job without first giving his/her supervisor two weeks written notice will be suspended from all on campus employment for a minimum period of four months.
2. The supervisor is required to notify the Financial Aid Office of the termination of the student employee immediately upon notice.

### D. Student Quits a Job With Notice

Any student desiring to terminate their employment without working a two week notice must submit a written request to their supervisor. The supervisor may waive the two week notice requirement and should inform the Financial Aid Office of the waiver decision.

### E. Financial Aid Office Terminates Student Employment

1. The Financial Aid Office must terminate a student employee if: (a) the student is no longer actively enrolled, or (b) the student has earned the total amount of Federal Work-Study authorized and is not eligible for an adjusted award.
2. The department head/supervisor and the student employee will be informed, in writing, if the above should occur.

### F. Involuntary Termination of a Student Employee

1. A student employee, like any other employee, must earn her/his pay, whether Federal Work-Study or non-work-study, and may be terminated for unsatisfactory job performance.
2. Involuntary termination of an employee is a last resort following every effort to correct the undesired behavior. The following procedures are recommended before termination:
  - a. The supervisor must speak to the employee at the time of the incident or when the employee next reports to work.
  - b. A written warning must be issued at this time or at the first recurrence of the undesired actions. This warning should state that the employee will be terminated if there is no improvement.
  - c. Immediate termination of a student employee is expected for gross misconduct, including actions threatening the safety of others; for malicious use

or theft of UNH Law property; falsification and/or forgery on time sheets.  
 Questions about termination may be directed to the Financial Aid Office.

#### G. Rehiring a Student

A department may rehire a student employee for another year assuming the student meets the following criteria:

1. Continues to be authorized to receive FWS money;
2. Has a satisfactory job performance evaluation;
3. Desires to be placed in the same position.

### VI. Payroll Processing

#### A. Completing and submitting student time sheets.

The student time sheet is used to report hours worked by student employees during each pay week. The payroll is processed on a bi-weekly basis and is paid the Friday after the payroll period ends. Timesheets need to be submitted by the student no later than 12 pm on Monday following the pay period end date.

#### Instructions:

1. The timesheets are located on the UNH website: <http://wise.unh.edu>.
  2. First time users will need to create an account. Follow “logging on for first time?” instructions.
  3. Enter User ID (full 9 of USNHID and PIN)
  4. Select employee tab.
  5. Select timesheet.
  6. Select pay period from the drop down menu.
  7. Click day and earn code.
  8. Enter your time.
  9. Hit submit button
  10. Supervisor approves timesheet electronically.
- B. Supervisors must:
1. Review actual time worked each day on the electronic timesheet located at <http://wise.unh.edu>.
  2. Electronically approve the timesheet.
  3. The deadline for approving timesheets is 9 pm on Monday following the pay period end date.
- C. Student Paychecks
1. Will be directly deposited into the students banking account or placed into the student’s mailbox.
- D. Off-Campus Federal Work Study
- Federal Work Study funds can be used for on-campus employment only.



## SEXUAL, ROMANTIC, AND FAMILIAL RELATIONSHIPS

### I. **New Relationships Discouraged or Prohibited; Disclosure and Supervision Requirements**

- A. This section does not apply to sexual, romantic, familial relationships in existence before one or both individuals joined the UNH Law community.
- B. **In General** – There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions. Such positions include (but are not limited to) faculty and student, supervisor and employee, senior faculty and junior faculty, advisor and advisee, teaching assistant and student, and the individuals who supervise the day-to-day student environment. Because of the potential for conflict of interest, abuse of power, exploitation, the appearance of favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided, and the trust inherent particularly in the faculty-student context. They may, moreover, be less consensual than the individual whose position confers power or authority believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in their academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct. A romantic relationship is defined as an interaction between a faculty member or staff member and a student which is characterized by physical or verbal intimacy or familiarity manifesting the existence of a sexual attraction between the two individuals.

- C. **Among Employees and Between Employees and Students** – Sexual or romantic relationships between employees are strongly discouraged where one employee has greater authority at UNH Law than the other. Equally, such relationships between a non-faculty employee and a student are discouraged where the employee is in a position to exercise power or authority over the student. For this purpose Teaching or Research Assistants are considered employees. If a consensual sexual or romantic relationship involving an employee does develop, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she does not exercise any supervisory or evaluative function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor so that the supervisor can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory or evaluative arrangements to be put in place. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and

notification requirements is a violation of this policy, and therefore grounds for discipline. UNH Law has the option to take any action necessary to insure compliance with the spirit of this recusal policy, including transferring an employee in order to minimize disruption of the work group.

In those rare situations where it is programmatically infeasible to provide alternative supervision or evaluation, the Associate Dean or Vice President for Finance must approve all evaluative actions and the Dean will take appropriate compensation actions.

- D. **Between Faculty and Students** – At UNH Law, the role of faculty is multifaceted, including serving as intellectual guide, counselor, mentor and advisor; the faculty’s influence and authority extend far beyond the classroom. Consequently and as a general proposition, a sexual or romantic relationship between a faculty member and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation by the faculty member, is inconsistent with the proper role of the instructor. UNH Law therefore prohibits such relationships. This policy extends to adjunct faculty and to visiting faculty. Failure to comply with this policy is grounds for discipline.

Enforcement of the policy with regard to faculty will be accomplished in accordance with FARR.

Nothing in this policy is intended to prohibit, proscribe, or otherwise limit social relationships between faculty and students which do not involve romantic or sexual relationships. Such friendly interaction outside the classroom and even outside the school itself provides an opportunity for students to gain a better understanding of the role of lawyers as well as opportunities to teach and learn.

- E. **Among Students** – Relationships among students which do not involve actions violating the Conduct Code or Sexual Harassment Policy are left to the judgment and discretion of the parties.

## II. **Pre-existing Relationships; Disclosure and Supervision Requirements**

- A. **Disclosure** – When an employee or faculty member has a pre-existing spousal, familial, sexual, or romantic relationship with another employee or student, it is his or her duty to disclose it to his or her supervisor or, in the case of faculty, to the Dean or Associate Dean.
- B. **Among Employees and Between Employees and Students** – Such pre-existing relationships are subject to the rules in A 3 above.
- C. **Between Faculty and Students** – The potential for actual or apparent conflicts should be minimized to the extent it does not significantly impair the student’s educational opportunities. The Associate Dean shall do so by such means as requiring enrollment in sections taught by unrelated faculty or providing for evaluation by unrelated faculty in situations of close supervision (e.g. clinics, law review, moot court). In situations where

alternative sections or supervision are not available or practical, the Associate Dean may permit enrollment in courses which are graded anonymously or on a non-letter basis.

### III. Enforcement

- A. **Penalties** – Disciplinary sanctions for violations of this policy may range from private reprimand to dismissal depending on all relevant factors, including (but not limited to) actual or potential for harm, prior conduct, state of mind, and the relative authority or status of the parties.
- B. **Due Process** – No one who denies a charge shall be subject to discipline without having disclosure of, and full opportunity to respond to, all relevant evidence against them, including the names of witnesses or accusers.
- C. **Employees and Adjunct Faculty** – Subject to the Due Process provision, alleged violations by employees and adjunct faculty may be dealt with as with other complaints under the authority of the Vice President or Associate Dean, respectively.
- D. **Full-time Faculty** – Dismissal of full-time faculty prior to the end of their current term, contract, or tenure cannot be imposed without following the procedures in VI C of Faculty Appointment, Rights, and Responsibilities (FARR). Subject to the Due Process provision above, lesser sanctions are in the discretion of the Dean, or, if the Dean is accused, in the Executive Committee of the Trustees.
- E. **Agreed Disposition** – Notwithstanding the above, the President may enter into an agreed disposition of any charges which will be reduced to writing and included in the employee or faculty member's personnel file.

- III. **Policy Review and Evaluation:** This policy went into effect on March 6, 2008 by joint action of the President/Dean and the Faculty. It is subject to periodic review, and any comments or suggestions should be forwarded to the Associate Dean.

## PROGRAM OF LEGAL EDUCATION: COMPLAINT PROCESS

### I. Complaints

- A. As an ABA-accredited law school, the University of New Hampshire School of Law ("school") is subject to the ABA Standards for Approval of Law Schools. Students will find the ABA Standards at: [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html).
- B. Any student may bring a complaint to the school's Assistant Dean of Student Affairs ("Assistant Dean") about a significant problem that directly implicates the school's program of legal education and its compliance with the ABA standards.
- C. In the event that the Assistant Dean is unavailable, the Associate Dean shall appoint a designee to serve in the Assistant Dean's stead. In the event that the Associate Dean is unavailable, the Dean shall appoint a designee to serve in the Associate Dean's stead.

- D. Where this rule refers to the Assistant Dean or the Associate Dean, and a designee has been appointed under paragraph A.3, above, the duties and responsibilities of this policy shall be performed fully by the designee.

## **II. Informal Consultation with the Assistant Dean for Students**

Students are encouraged to discuss informally any complaints about a significant problem that directly implicates the school's program of legal education with the Assistant Dean. Informal consultation does not constitute a complaint under this rule.

## **III. Formal Complaint Process**

- A. Students making a formal complaint should:
- i. Write a detailed description of the behavior, program, process, or other matter that is the subject of the complaint, including an explanation of how the matter implicates the school's program of legal education and its compliance with specific and identified ABA standard(s).
  - ii. Include the student's name, official school e-mail address, and mailing address.
  - iii. Submit the written complaint to the Assistant Dean. Students shall submit the written complaint by e-mail, U.S. Mail, or in hand.
- B. Upon receipt of the complaint, the Assistant Dean shall:
- i. Acknowledge receipt of the complaint within three business days;
  - ii. Take reasonable steps to inquire into the substance of the complaint with the relevant faculty, staff, and administrators and to resolve it to the student's satisfaction and in compliance with the ABA Standards.

## **IV. Complaint Resolution**

- A. After making reasonable inquiries, but no later than 14-days after receiving the complaint, the Assistant Dean must either meet with the student or communicate with the student in writing about the resolution of the complaint or the steps that the school is taking to further investigate the complaint. While the Assistant Dean may communicate a proposed resolution or further steps orally, the Assistant Dean shall provide a written response that contains the proposed resolution or steps the school is taking to further investigate the complaint.
- B. If after making its initial written response to the student, the school takes further steps to investigate the complaint, the Assistant Dean shall notify the student, in writing, of the investigation's results within 14 days of the investigation's completion.

## **V. Appeal Process**

- A. If the Assistant Dean is unable to resolve the complaint to the satisfaction of the student, or the student requests additional action following a completed investigation, the student may request that the Associate Dean review the complaint.
- i. A student request for review shall be made within 14 days of the notice in 2. above.
  - ii. In consultation with appropriate faculty, staff, or administrators, the Associate Dean will communicate to the student any additional findings and proposed actions.
  - iii. The Associate Dean shall complete the additional review within 14-days of a student's request.
  - iv. The Associate Dean shall provide his or her written decision to the student and the Assistant Dean.
  - v. The Associate Dean's decision is final.

**VI. Maintaining a Written Record of the Complaint**

The school shall maintain a complete written record of each complaint and how it was investigated or resolved. The Director of Accreditation shall maintain the written records of complaints in a confidential manner. Records may be retained electronically or in hard copy for a period of at least eight years from the date of the Dean's final decision.

**VII. Protection Against Retaliation**

The school will not retaliate in any way against an individual who makes a complaint under this rule, nor permit any faculty member, staff, or administrator to do so.

**VIII. Not Exclusive Complaint Policy or Procedure**

The school's Student Handbook contains several sections pertaining specifically to Harassment complaints and those complaints that may occur under the Conduct Code. Jurisdiction over any student complaint is not exclusive to any single, or combination of, provisions of the Handbook.

**IX. Determining Type of Complaint**

The Assistant Dean shall have the authority to determine whether a student's complaint is properly resolved under this rule or under other applicable rules, such as Rule XII relative to appeals and Rule XIII relative to Conduct Code.

If a student brings an appeal under Rule XII or Rule XIII that is related to a complaint brought under this rule, the Rule XII or Rule XIII complaint shall be resolved before a student is permitted to bring a complaint under this rule.

*Adopted by faculty November 2, 2011*