

February 2014

Dear Students, Faculty and Staff:

I hope your spring semester is off to a great start. I would like to take this opportunity to inform and remind everyone that the [Student Handbook](#) and the [Annual Security and Fire Safety Reports](#) are located on the web. The blue hyperlinks take you directly to that information. Anyone attending or employed by Plymouth State University should pay particular attention to the section on FERPA, which details what the University considers "public" (Directory Information) and "private", as it relates to all student educational records. You may access this information by clicking here: [FERPA](#), or from the general Student Handbook page by clicking here, [HANDBOOK](#), which includes printable as well as searchable versions. In addition all faculty, staff and students are enrolled in a Moodle course on FERPA with three quizzes designed for specific employee groups, but open to all. Try a quiz and learn how seriously we treat student privacy.

Please be aware that the information located in the [Student Handbook](#) is important to each member of the PSU community and also details student rights and responsibilities. In addition to campus resources, the following are just a few of the important topics included (click on the linked titles):

[Drugs and Alcohol](#) – It is critical that everyone be [aware of the dangers](#), sources of [support](#), and University [policies](#) surrounding illegal substances and alcohol. We all need to look out for one another, and our new [“CARE” form](#) allows us all to share concerns of health, safety, and need for help to a [team committed](#) to offering support and “CARE” to our entire community.

[Smoking](#) – The University’s smoking/tobacco policy has been updated to include e-cigarettes. Users must follow the smoking policy.

[Sexual Misconduct/Sexual Harassment](#) – The University seeks an end to all forms of sexual violence and harassment and takes all complaints very seriously. Please take the time to review this information on referral and support for victims, reporting, medical concerns, policies, and relevant laws. Effective spring 2014 domestic violence, dating violence, sexual assault, and stalking will be tracked and disclosed separately in our annual campus crime statistic reports to insure compliance with the reauthorization of the “Violence Against Women Act” (VAWA). Additionally, students or employees reporting victimization will continue to be provided with their rights and support options in writing as found in our Student Handbook and other campus materials.

[Fireworks](#) – It is important for students to know that fireworks may not be used or possessed, on or off campus. In addition to serious University conduct action, the potential for criminal charges exists. The risks for personal injury, fire, and noise/disruption are significant.

[Relevant State and Local Laws/Ordinances](#) – Details on laws and town ordinances that students, faculty and staff need to know.

[Annual Security and Crime Report, Including Fire Safety Report](#) – includes crime and judicial statistics, laws/policies, missing person protocol, crime prevention information, etc. (note that this is updated by October 1st of each fall term as federally required). For everyone's safety, please [REPORT](#) all crimes. Anonymous options are available.

[Family Education Rights and Policy Act](#) (FERPA) – Student privacy rights.

[Federal Policy on Financial Aid and Drug Conviction](#) – Under section entitled **Acts Prohibited: Controlled substance/drug use (RSA 318-B: 2)**

[Student Consumer Information](#) – This site provides paths to critical information on:

- **General Institutional Information** – includes accreditation, academic programs, disability services, strategic plan, FERPA.
- **Financial Assistance** - includes information on all types of aid, loans, and other financial information.
- **Health and Safety** - includes drug and alcohol programs and services, Annual Crime and Fire reports, Missing Student Notification procedures, Student Health Record form.
- **Intercollegiate Athletics** - includes gender equity report.
- **Tuition and Fees**
- **Other** – includes Intellectual Property/Copyright/Digital Copyright policies.

If you are unable to access the web, or have any questions, please contact:

Office of the Dean of Students at (603) 535-2206, Speare Building, MSC #4B, Plymouth NH 03264 FAX (603) 535-3006

Finally, if you are experiencing any difficulties that you would like assistance with and do not know where to turn, please contact my office so we connect you with the wonderful people and services here at PSU, available to help everyone be successful.

Sincerely,

Tim Keefe

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