Student Handbook

Keene State College Policies and Procedures

Student Handbook

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The Student Handbook is the official statement of Keene State College's rules and regulations. All items contained in this web site are in effect at the date of publication July 2022. All rules, regulations, and policies of Keene State College are subject to change through the appropriate departments, divisions, offices, and legislative bodies empowered by the constituencies, the President of Keene State College, and the Board of Trustees of the University System of New Hampshire. Any change in the items contained in the Student Handbook will be published in the appropriate campus media.

All students are responsible for acquainting themselves with the contents of the Student Handbook. If questions arise, do not hesitate to call the Dean of Students Office for clarification or assistance (358-2842).

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Academic Support

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Academic and Career Advising

(First Floor Elliot Center) Academic and Career Advising department (ACA) supports students in the transition to Keene State College, in the declaration of academic focus including majors and minors, and in the successful translation of their academic credentials as preparation for life after the college experience. Services include: advising for first year students, undeclared students, walk-in advising for students during course registration, advising for students in academic difficulty, and advising for transfer students.

Aspire

(First Floor Elliot Center) Trio's Aspire program is a welcoming environment seeking to support students along a continuum to and through college. Aspire staff work to provide all KSC students with student support services designed to enhance success by improving performance and giving them the tools they need to not only survive college, but thrive. Some of our services include: individualized course selection and degree planning; study skills development, time management and organizational support. Additional services are provided to students who are first in their family to earn a bachelor's degree, come from a moderate income, or have a documented disability. There are three academic support/tutoring services on campus: the Center for Research and Writing, the Math Center, and all other tutoring occurs through Aspire.

Center for Research and Writing

The Center for Research & Writing offers a variety of services for both students and faculty aimed at using research and writing as tools for critical thinking, civic engagement, and interpersonal growth and development.

The Center offers one-to-one consultations (in person and over Zoom) and written feedback on student work. It's quick and easy to request support from a tutor on our website: https://library.keene.edu/portal-research-writing.

Trained peer tutors can help students working on academic, personal, and professional projects by assisting in brainstorming and researching, organizing, revising, and polishing drafts. Tutors also offer answers to quick questions on our LiveChat feature, available through the Mason Library website (click Help & Chat to ask a question). In addition, tutors staff the HelpDesk near the entrance of Mason Library where they can answer quick questions, help students find library resources, and make tutoring appointments or locate the Center, also located on the first floor of the library.

Website: https://library.keene.edu/portal-research-writing
Facebook Page: The Center for Writing at Keene State College
Twitter: KSC_C4W
Instagram: ksc_centerforwriting

Computer Labs and Technology Classrooms

Keene State College provides technology-enabled classrooms, public and specialized computing labs on campus. Computing labs are important campus gathering places and can provide access to essential technologies not always available on students' personally owned computers, such as laser printers or specialized software.

Many academic areas of study have computer labs with specialized hardware/software equipment. Students use these labs to create, manage, and deliver technology and media projects in the same professional environment found in many of today's companies and industries. The public Computing Cluster is located in the Mason Library and follows the hours of the library. It provides access to desktop computers, specialized software and printers. The Mason Library has laptops for loan to students to use within the library for academic purposes.

All KSC classrooms are media enhanced and include all or some of the following: wireless access, ceiling mounted data projector, pull down screen, DVD player, Smartcart with laptop connection and/or permanently installed PC and Eno/Smartboards. This setup allows KSC students and faculty to make technology an integral part of the instructional environment.

Mason Library

The Wallace E. Mason Library offers space, materials and services in support of the College's students and academic programs. The Library staff provides services including assistance accessing a wide selection of print and digital resources and instruction that focuses on critical thinking and use of information. The Research & Writing Help Desk and the Center for Research & Writing are located in Mason Library to provide students with help when and where you need it and includes options for live chat help. We strive to create an environment that supports intellectual development and also welcomes students with varied study space, convenient hours, and technology.

Mason Library is proud to share resources with the Keene Public Library (KPL). A KSC ID can be used to borrow KPL materials by visiting the library or having items delivered to campus.

Visit the Library website for the most current hours and access to our online

resources.

Cohen Center for Holocaust and Genocide Studies

(First floor Mason Library) The Cohen Center for Holocaust and Genocide Studies is one of the nation's leading educational centers for Holocaust and Genocide Studies. The Cohen Center provides public programs and educational resources for the study of the Holocaust and genocidal violence with the goal of inspiring students and other citizens to take responsibility for promoting human dignity and civic responsibility while confronting the escalating violence that leads to atrocity and genocide. The Center maintains an outstanding library collection that includes over 6000 scholarly volumes, digital access to the Shoah Foundation's Visual History Archive as well as Yale University's Fortunoff Video Archive for Holocaust Testimonies. In addition, the Center holds a number of historical artifacts housed in the Mason Library Archive. These special materials are available to members of the College community and may be used on site by those who use the facilities of the Cohen Center and/or the Library.

The Cohen Center is a collegial partner with the academic department of Holocaust and Genocide Studies supporting the College's interdisciplinary undergraduate program in this distinctive subject area.

For more information about the Cohen Center call 358-2490 or visit the Center's web site at <www.keene.edu/cchgs/>. For information about the academic program contact the department of Holocaust and Genocide Studies through the Cohen Center or by visiting the department's web site at http://www.keene.edu/academics/programs/hgs/.

Math Center

(88 Winchester Street) The Math Center is a relaxed and comfortable atmosphere for learning mathematics. Our peer tutors, peer course assistants (PCAs), and course-specific assessment exams can help students succeed from the very beginning of their math study at Keene State.

Tutoring at the Math Center is a drop-in service for students who have questions about quantitative concepts taught in math classes or classes with a quantitative component. Students may come in with specific questions to ask the peer tutor, or to just do their work and know that the tutor is there to help if needed. Peer tutors are also available to help with the math portion of the Praxis CORE Exam and the Praxis Subject Mathematics Subtest.

Peer Course Assistants (PCAs) are assigned to support students in specific 100-level mathematics courses. The availability of PCAs varies from semester to semester, depending on the instructors. Typically, each PCA helps the instructor in and out of the classroom and holds approximately 3 hours of scheduled study sessions per week.

The Math Center staff administers mathematics assessment exams and quizzes for certain majors as a way to determine the students' mathematical skills. Students are notified if they are required to take any assessments.

For more information about the Math Center and to find current schedules, visit: https://www.keene.edu/office/mathctr/.

Peer Led Learning

All academic student support services in one place
https://www.keene.edu/academics/support/

Alcohol and Other Drug Policies

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The Keene State College community believes that the overall health of its members is dependent on their ability to set standards for alcohol and other drug use, and to live by them in all their affairs. With respect to the use of alcohol and other drugs, it is the position of the Keene State College community that:

1. The use of alcohol or other drugs has many clearly identified risks and consequences.
2. Everyone should seek to understand when the use of alcohol or other

drugs puts them and others at increased risk for health or impairment problems. Examples include but are not limited to:

- When full cognitive function is needed - school work, class attendance, or employment responsibilities;
- When there is a history of alcohol or other drug addiction in the family;
- While engaged in athletics or other physical activities as well as when training for such endeavors;
- While operating complex and/or dangerous equipment - laboratory equipment, motor vehicles, power tools, etc.;
- While taking certain medications for a wide variety of illness or disorders;
- While responsible for the supervision, safety, and well-being of others;
- While pregnant;
- While recovering from chemical dependency.

3. Keene State College both supports and complies with the Drug-Free Workplace Act of 1988 (P.L. 100-600) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226). Read the Keene State College 2022-2024 Alcohol and Other Drug Biennial Report.
4. Although the legal use of alcohol and other drugs is a personal choice, the illegal use is a violation of the Keene State College Alcohol and Other Drug Policy.
5. Moreover, ignorance of local, state and federal laws or campus regulations does not provide protection from these laws or regulations if they are violated. (See below)
6. No one should be pressured to use alcohol or other drugs.
7. Drunkenness is neither healthy nor socially acceptable and is considered irresponsible behavior. Drunkenness should not be laughed at or taken lightly. Repeated drunkenness may be a symptom of personal problems and/or serious illness.
8. Alcohol or other drugs are not essential for the enjoyment of social events, family gatherings, or celebrations. Furthermore, drinking alcoholic beverages should not be an activity for its own sake. When alcoholic beverages are present at social occasions, including receptions, they

should be adjunct to other activities, rather than the primary purpose of attending the function. Food and alternate beverages must be served.

9. Person(s) or organizations arranging events where alcoholic beverages will be consumed are encouraged to plan, so that the consumption of alcohol remains within the spirit of this policy statement.

The following requirements of the Drug-Free Schools and Communities Act Amendments of 1989, is provided to supplement the above policy statement:

1. An overview of the College's Alcohol and Other Drug Use Regulations.
2. A summary of the possible Sanctions imposed for violations of the Alcohol and Other Drug Policy.
3. A description of alcohol and other drug counseling, treatment, and rehabilitation programs available to members of the college community.
4. A summary of local and state laws governing the unlawful possession or distribution of illicit drugs and alcohol.
5. Guidelines for Alcohol Beverage Marketing on Campus.

The Alcohol and Other Drugs Policy

All State and Federal Laws and campus regulations pertaining to alcohol and other drugs apply to all members of the Keene State College community, including students, faculty and staff as well as campus organizations. These laws and regulations include but are not limited to:

1. The possession or use of alcoholic beverages is restricted to those persons age 21 and over.

2. No person shall sell or give away any alcoholic beverages to a person under the age of 21 or to an intoxicated person.

3. Any faculty, staff, student or campus organization wishing to conduct an event on campus where alcohol will be served must complete the appropriate Alcohol Function Agreement Form(s) through the Student

Center.

4. The sale of alcohol at any faculty, staff, student or campus organization event must adhere to local, state, federal and campus regulations.

5. Alcoholic beverages may not be consumed in public places including hallways, lounges, lobbies, common/recreational areas, dining areas, bathrooms, sidewalks, areas immediately adjacent to residence halls, classrooms, etc.

6. Alcohol and other drugs may not be brought to any Keene State College sponsored event.

7. When legally transporting alcohol the alcohol must be in its original, unopened container. A container is considered open when the factory applied seal is broken. Transporting open containers, regardless of a person’s age, is prohibited.

8. Public intoxication is prohibited.

9. The use of illegal drugs or the misuse of legal drugs is dangerous and unacceptable behavior in the College community and is prohibited.

10. Consumption of alcohol which results in harmful behavior affecting other people or their property is prohibited.

11. No person may be under the influence of alcohol or other drugs (except when following a doctor’s recommendations or when appropriately using over-the-counter drugs) while attending classes, at any official meetings, or while fulfilling employment responsibilities.

12. The manufacture, use, or possession of any controlled substance, illegal

drug, or paraphernalia (such as bongs, hookahs, sploofs/spoofs, bowls, grinders, etc.) is prohibited.

13. The unauthorized distribution or possession for the purpose of distribution of any controlled substance or illegal drug is prohibited.

14. Possession of equipment or paraphernalia (such as funnels, beer bongs, beer pong tables, etc.) associated with, or participation in any form of a drinking game in a residential facility is considered a violation of the Student Code of Conduct.

15. False Identification: possessing and the utilization of a false/fake identification for the purpose of misrepresenting ones age to gain entrance to an age restricted establishment/event or for the procurement of an age restricted item.

Regulations Specific to Keene State College Residence Halls

Living in a residence hall is a community living experience where all members have certain rights and responsibilities. In addition to the above regulations, the following standards of behavior are designed to maximize the positive aspects of residence halls by stating behavioral expectations. Alcoholic beverages may be consumed in the privacy of a resident’s room provided all of the aforementioned regulations are adhered to, as well as the following:

1. Alcoholic beverages can be consumed only in the resident’s room or those areas designated as “private.”.
2. The maximum amount of alcohol permitted in a room at anytime is based upon the number of residents of legal age assigned to the room. Each resident of legal age is permitted to have in their room: Two six packs of 12-ounce containers of beer/hard lemonade/hard cider/malt beverages/etc., or an equivalent amount in other containers; OR, one 750ml bottle of liquor; OR, one half gallon of wine. In addition, each

resident may not enter the residence halls with more than the maximum per capita amount indicated above.

3. Kegs of beer, beer balls, etc., are prohibited.
4. Visitors or guests are prohibited from bringing alcohol into any residential facility where the residents of the room are underage. If the residents are of-age, alcohol may enter the room if: a) the guest/visitor is of legal drinking age, and b) the host/hostess of the guest/visitor is a resident of the room, is present at the time and is of legal drinking age, and c) the total amount of alcohol in the room does not exceed the maximum per capita amounts listed above.
5. In a room in which at least one resident is of legal age, empty alcohol containers must be stored in a recycling receptacle and emptied regularly to the designated recycling area.
6. Underage residents are not permitted to possess or display alcohol containers.
7. Residents are responsible for the conduct of their guests including compliance with the Keene State College Alcohol and Other Drug Policy.

Regulations Regarding Keene State College Employees and The Drug Free Workplace Act

University System of New Hampshire Trustees Policy Regarding Drug and Alcohol Issues for Personnel (2/1/92)

The use of illegal drugs or alcohol shall be strictly prohibited in the USNH workplace. The Chancellor shall establish appropriate procedures for implementing this policy, including exceptions for the appropriate use of alcohol at USNH social functions, to implement the purposes of this policy and ensure compliance with state and federal law. The Chancellor’s procedures shall include provisions for sanctions as well as appropriate education, outreach, and employee assistance programming.

University System of New Hampshire Procedures Concerning Controlled Substances in the Workplace (2/1/92)

Employees are prohibited from the unlawful manufacture, distribution,

dispensing, possession, or use of any controlled substance in the workplace. Violation of this prohibition may result in a variety of personnel actions, including but not limited to a warning, reprimand, suspension, or discharge. In addition, said employees may be referred to counseling, rehabilitation, an employee assistance program, or other treatment option. As a condition of employment, all USNH employees must abide by the terms of this procedure and must report to the Personnel Office any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Conduct/Disciplinary Action

Conduct Actions (Students)

A student and/or organization found responsible for violating the Alcohol and Other Drug Policy may receive one or more of a variety of sanctions tailored to meet the specific violation(s). Individual mitigating circumstances as well as aggravating factors, such as past misconduct by the offender(s) or failure to comply with previously imposed sanctions, are also taken into consideration. The following list is not to be regarded as all-inclusive but rather as a sampler of the types of sanctions which may be applied. For a complete description of the conduct process and an explanation of the following sanctions, please consult the Student Code of Conduct.

1. Official Reprimand
2. Restitution
3. Disciplinary Restriction
4. Referred Learning Program
5. Completion of a Certified Alcohol and Other Drug Rehabilitation Program
6. College Probation
7. Deferred Suspension
8. Disciplinary Suspension
9. Disciplinary Dismissal

10. Deactivation of a Student Organization
11. Notification of Violation to Parents

College Disciplinary Action when there is also a Violation of Law

The College reserves the right to assert its jurisdiction in certain off-campus incidents when specific actions by members of the College community adversely affect the College community and/or its mission as determined by the Associate Vice President for Student Engagement or their designee. For further information see the Student Code of Conduct.

Counseling, Treatment, and Rehabilitation Programs

Alcohol and Other Drug Counseling, Treatment, and Rehabilitation Programs Available to Students

The Keene State College Wellness Center works to address the issues of alcohol or other drug use. For both residential and non-residential students, the Wellness Center offers individualized assessments, brief individual therapy, group support, consultations and educational programs, as well as referrals to regional treatment centers.

Crisis interventions as well as referrals to other treatment centers are also available. Regional treatment and rehabilitation services include, but are not limited to, Phoenix House and the Brattleboro Retreat.

Keene State College Employee Assistance Program

The Keene State College Employee Assistance Program is a confidential

service which offers assessment, short-term counseling, referral and follow-up services for faculty, staff and their family members who want assistance in dealing with problems or stress caused by life changes. The program is free for benefits eligible faculty and staff.

Guidelines for Beverage Marketing on Campus

Guidelines for Alcohol Beverage Marketing on Campus

1. Alcohol beverage marketing programs cannot contain any demeaning sexual or discriminatory portrayal of individuals.
2. Promotion of alcohol cannot encourage any form of alcohol abuse nor can it place emphasis on quantity and frequency of use.
3. Alcohol cannot be provided as an award for contests.
4. Drinking contests are prohibited.
5. Promotional activities should not be associated with otherwise existing campus events or programs without prior knowledge and consent of appropriate College officials.
6. Display or availability of promotional materials should be determined in consultation with the Associate Vice President for Student Engagement.
7. Informational marketing programs should have educational value and subscribe to the philosophy of low-risk and legal use of the products represented.
8. Alcohol marketers should support campus alcohol awareness programs that encourage informed and low-risk decisions about the use or non-use of alcohol.
9. Alcohol cannot be portrayed as a solution to personal or academic problems of students or as necessary to social, sexual, financial or academic success.
10. Alcohol consumption cannot be associated with the performance of tasks

that require skilled reactions such as the operation of motor vehicles or machinery.

11. Local off-campus promotional activities, primarily directed to students, should be developed with the previous knowledge of the Office of Student Engagement.

Amorous Relationships

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Statement on Amorous Relationships

The following information offered to inform students of the existence of policies governing interpersonal, romantic relationships. It is necessary to acknowledge and establish relationship boundaries in our living, learning and working environment, especially where there are existing hierarchies and power dynamics. The power difference inherent in the faculty-student or staff-student relationship means that any amorous relationship between a faculty or staff member with a student is potentially exploitative and either should be avoided or is prohibited by Policy. All members of the faculty and staff are prohibited from pursuing or engaging in an amorous relationship with any undergraduate student. Students who are also Keene State employees are prohibited from pursuing or engaging in an amorous relationship with another student where there is an uneven power dynamic. For example, Community Assistants are prohibited from pursuing or engaging in an amorous relationship with a student who is a resident in their hall. Human Resources may make exception to these prohibitions for past amorous relationships, relationships between spouses, or other exceptional circumstances, subject to a relationship management plan where necessary. Additional information may be found here.

Campus Policies

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A

ADA Grievance Procedure

- Full policy text

Address Change

Submit your change of address through MyKSC > Self Service > User Options. If you are having trouble updating your address through Self-Service, please email KSC Registrar.

Alcohol Poisoning/Protective Custody Protocol

Keene State College considers the over consumption and abuse of alcohol to be a serious risk to a person’s health and safety. If a Campus Safety officer determines that an intoxicated student is in need of medical treatment to prevent or treat alcohol poisoning, the student will potentially be transported to Cheshire Medical Center.

If a Keene Police officer determines that the intoxicated student is not capable of ensuring their own safety, but does not need medical attention, the student will may be placed into Protective Custody with the City of Keene Police Department.

Following these situations, students will be contacted by the College. The student will be required to attend a series of meetings with Wellness Center. Our goal is to take advantage of this opportunity to assess, educate, counsel, to avoid future risk of harm to themselves.

B

Bicycling, Rollerblading, and Skateboarding

The College recognizes that students, faculty, and staff use a variety of means

of transportation on campus. Although personal choice is important, the College must consider the safety and well-being of the campus community and its visitors.

All individuals using bicycles, rollerblades, and skate-boards are expected to use the equipment in a manner which is appropriate, considerate of others and of College property. Individuals who use the equipment recklessly or without care of others and College property will be confronted, documented, and addressed through the College's community standards process.

These means of transportation are to be used as such - transportation from one location to another. The College recognizes that individuals may perform flat ground tricks as they move along, but such tricks involve risks and it is the sole responsibility of the operators to maintain control of themselves and their equipment.

Brickyard Pond Use

Brickyard Pond, located behind the Redfern Arts Center, is a beautiful area where students may relax and enjoy the natural setting. So that a safe environment is maintained, any type of raft or boat is prohibited from being used on the pond. Swimming and fishing are also prohibited. In the winter, ice skating and ice fishing are prohibited.

C

Candle and Incense Policy

The use and/or possession of any type of candle (except for electric candles), candle warmer or incense, and/or paraphernalia associated with these items on College premises or at College-sponsored events, except when authorized by a College Official, is prohibited.

College Name, Seal, and Logo

- Read the full text of the policy

Controlled Substance Policy

Students are not permitted to use, possess, grow, manufacture, or distribute (or have intent to distribute) controlled substances except as expressly permitted by law.

1. The use of illegal drugs or the misuse of legal drugs is dangerous and unacceptable behavior in the College community and is prohibited.
2. No person may be under the influence of alcohol or other drugs (except when following a doctor’s recommendations or when appropriately using over-the-counter drugs) while attending classes, at any official meetings, or while fulfilling employment responsibilities.
3. The manufacture, use, or possession of any controlled substance, illegal drug, or paraphernalia (such as bongs, hookahs, sploofs/spoofs, bowls, etc.) is prohibited.
4. The unauthorized distribution or possession for the purpose of distribution of any controlled substance or illegal drug is prohibited.
5. Possession of equipment or paraphernalia (such as funnels, beer bongs, beer pong tables, etc.) associated with, or participation in any form of a drinking game in a residential facility is considered a violation of the Student Code of Conduct.

Complicity (in the presence of)

Actively encouraging or assisting another student to engage in behavior that is a violation of policy, failing to advise another to cease behavior that constitutes a violation and leaving immediately, or failing to report a violation to a College official or law enforcement.

D

Directives on Public Health

Failure to comply with College directives designed to meet Federal, State, and/or local public health directives is a violation of College policy.

Disorderly or Disruptive Behavior Policy

The following describes behaviors that are considered by the College to be disorderly or disruptive whether they occur on or off campus:

- Participating in a demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area;
- Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
- Conduct that is a breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community;
- Students may not disturb normal classroom procedures by distracting/disruptive behavior or student behavior that contradicts a reasonable person’s expectations of orderly College function.
- Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress;
- Disruption or obstruction of teaching, research, disciplinary proceedings, administration or other activities of the College, including its public service functions, or other authorized non-College activities;
- water fights;
- Any other act deemed disorderly or disruptive by the Assistant Dean of Students or their designee.

Dress Regulations

The College requires its community members to comply with all applicable city and state laws with regard to dress. This includes health regulations requiring shirts and shoes in the areas where food and beverages are served (Student Center and Dining Commons). Shirts are required inside all

nonresident buildings and where decorum suggests such appropriate attire. Additionally, instructors or college representatives may require certain types of clothing to be worn in laboratories, shops, or during athletic activities.

E

Electrical Appliances

In order to provide for student’s safety, various electrical appliances are prohibited from the College’s residence halls, such as:

- halogen lamps
- octopus lamps
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs that are not surge protected and are not clearly marked “relocatable power tap”
- hot plates
- heating coils
- toaster ovens
- air conditioners
- microwave ovens
- space heaters
- grills (of any kind) sun lamps
- electric cooking equipment of any kind octopus plugs
- Microwaves, toasters and toaster ovens are allowed in the private kitchen areas of the Pondside 2 Apartments, as well as One Butler Court, Pondside 3 and the Owl’s Nest Suites.
- Exterior antennae, satellite dishes and other items are not permitted to be placed outside of windows or attached to window screens.

Refrigerators may be used in student rooms provided they do not exceed four cubic feet. Double rooms are permitted one refrigerator. Individual bedrooms with actual occupancy of three or more students are permitted two

refrigerators. Only one refrigerator is permitted in the common area of a suite or apartment.

Entry and Access Policy

Students are not permitted to engage in the following:

- Unauthorized or inappropriate use or loan of keys, combinations, or access cards to any College-owned or -operated facility
- Neglectful or intentional misuse or improper storage of any keys, combinations, or access cards to any College-owned or -operated facility
- Tampering with or damaging any door or lock of a College-owned or -operated facility
- Entry into any College property or area that is not normally accessible to an individual, including misuse of College issued keys, combinations, or access cards or actual forcible entry
- Propping of any internal or external door of a College-owned or -operated facility
- Three or more “lock outs” which require Community Life staff or Campus Safety assistance
- Entering or exiting a facility by any means other than a designated entrance or exit, including windows and the use of doors designated for emergency exit only.

F

Financial Liability

The College assumes no liability for damages or injuries which occur on College property.

Fire Safety Policies

To help provide for the safety of residents, periodic fire drills are scheduled,

and students are required to vacate the building. The firefighting equipment, the fire alarm system, and appropriate procedures are provided for the protection of life and property of students. The following is prohibited:

- Tampering with, or misuse of fire alarms, smoke detectors, fire extinguishers, and/or failure to comply with related procedures (including evacuation) is a serious infraction of College policy. This includes attaching items to or hanging them from the sprinkler pipes and sprinkler heads, as well as misusing exit doors designated for emergency use only;
- Accessing/using a fire escape, roof, or balcony except in emergency situations;
- Possession and/or use of explosives (including fireworks) or hazardous chemicals/materials on College premises or at College-sponsored events, even if legally possessed, in a manner that harms, threatens or causes fear to others.

Forgery Policy

Forgery, alteration, falsification, or misuse of any instrument of identification, document, or record, or the intent to do such, is prohibited. This includes, but is not limited to, records pertaining to admission, parking, and student, state, or federal ID. This includes whether or not the document was presented as an authoritative documentation of age or other status.

Furnishings/Decorations/Room Alterations

The following items are prohibited from Keene State College housing (please note that this list is not all-inclusive):

- waterbeds/water-filled furniture
- tapestries or fabric wall hangings of any kind
- dartboards
- futons & Ottomans
- stuffed and overstuffed furniture

- beanbag furniture
- inflatable furniture (including air mattresses)
- over-sized pillows (e.g., 2 feet x 2 feet or larger) except for body pillows
- tables
- extra refrigerators
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs/strips that are not surge protected and are not clearly marked “relocatable power tap”
- large trunks or bulky luggage
- hoverboards

Tape, adhesives, nails, screws, etc., may be used only on bulletin boards and not on walls, ceilings, doors, and so forth, as these items often scratch or deface facilities. Students will be charged accordingly for any damage caused.

All types of room decorations must be hung flat to the walls; nothing may be hung on or from ceilings.

G

Gambling

Gambling* is prohibited on the campus of Keene State College except when permitted by the City of Keene Licensing Board. See the Student Center for information regarding gambling licenses.

*Gambling, as defined by NH state law, means to risk something of value upon a future contingent event not under one’s control or influence, upon an agreement or understanding that something of value will be received in the event of a certain outcome.

Guest & Visitation Policy

The College places restrictions on the number of guests and visitors that are permitted in resident’s rooms. Details can be found here.

H

Hall Sports Policy

Sports and games may be played in designated areas only and not in hallways, lounges, other common areas and those areas placed off limits by the Director of Transitions and Community Living or their designee.

Sports include but are not limited to wrestling, hockey, skateboarding/longboarding, Frisbee, Wiffle ball, and darts. Variations of these sports using substitute items are also prohibited.

For health and safety reasons, sports or athletic equipment used in residential facilities must be supplied by, or sanctioned by, a Community Life sponsored event. The Community Director may prohibit certain athletic activities in close proximity to residential facilities.

Health and Sanitation Policy

Residents are required to:

- Store or prepare food only in designated kitchen areas
- Store or dispose of personal items (such as bikes, luggage, etc.), rubbish, garbage, or recyclable material only in designated areas
- Keep rooms in healthy and sanitary condition

Honesty and Cooperation Policy

Students are required to:

- Comply with the reasonable directions of College officials - Campus Safety Officers, Community Assistants, etc., - law enforcement officers or fire department personnel acting in the performance of their duties
- Provide complete and truthful information to College officials
- Understand that willful misrepresentation during the Community Standards

process will result in additional conduct action

Hosting Policy

Providing an environment (living space, hallway, room, suite, etc.) for an underage person to consume alcohol and/or controlled substances, such as marijuana, etc.. This policy may also be applied if the host is present but not actively participating in the policy violation.

I

Identification Card Policy

Every member of the College community must have a valid Keene State College identification card–the Owl Card. An Owl Card is required to check materials out of Mason Library, to access Meal Plans, Dining Dollars, and Owl Cash, to use the Recreation Center, and to get free or reduced admission to arts and athletic events on campus. It is also used to access your residence hall.

Each student is required to carry their Owl card at all times while on campus or while attending any campus sponsored event. Owl Cards must be presented upon the request of a College official and surrendered upon demand.

Owl Cards are nontransferable and will be confiscated if found in possession of another person. Lending/sharing/fraudulent use/alteration of one’s Owl Card is grounds for College disciplinary action.

New or replacement Owl Cards may be obtained at the Dining Commons Owl Card Office during regular business hours during the Academic Year, and from 11am – 1pm or by appointment during the summer. When the Owl Card Office is closed, replacement cards may be obtained at Campus Safety, located in Keddy House. We recommend that students carry their Owl Cards in a wallet or protective holder to avoid bending the card or causing unnecessary damage. The charge for a replacement Owl Card is $25 and is charged to the Student’s account.

Read the complete Owl Card Policy document

Inclement Weather Policy

- Read the full inclement weather policy

Indecent Behavior Policy

- Public nudity, sexual activity in public places, public urination or defecation;
- Any other act deemed indecent by the Assistant Dean of Students or their designee.

K

Key and Building Security

- Read the complete Key Policy

L

Leave of Absence Policy

Keene State College is an academic institution equipped to meet many of the needs of diverse college students. While continuous enrollment to graduation is desired, circumstances may arise which require a student to take a leave of absence from their studies. The College has three types of leaves of absence: Academic, Diminished Care, and Administrative. All Leaves of Absence are requested through, approved by and/or under the direction of the Dean of Students.

Read full details of the policy.

Loss of Student Property

The College does not assume any liability for loss, damage, or injury resulting from theft, explosion, fire, mechanical failure of either gas or water lines, loss of electricity, defective wiring, or the negligence of any occupant of the building. It is strongly urged that students purchase appropriate insurance policies to protect themselves from loss or damage to personal possessions.

M

Mandated Safety Assessment Policy

The primary purpose of this policy is out of concern for the health and safety of our students and thus to respond to serious psychological episodes or health-related behaviors that put students or others at risk including (but not limited to) potentially lethal suicide attempts, significant acts or threats of violence to self or others, chronic eating disorders, dramatic and/or expansive displays of self-mutilation, behaviors that are significantly disruptive to the KSC community and/or diminish the ability of a student to care for themselves.

All students identified by the Dean of Students and/or their designee(s) must complete a Mandated Safety Assessment (MSA) which may include (but not limited to) a mental health assessment with a Counselor and/or a physical assessment with a Nurse Practitioner at The Wellness Center. These assessment sessions may determine the level of self-harm, potential harm to others in the community, assist students in developing a safety plan, and provide students with resources.

All students who have reached a defined threshold must comply with the Mandated Safety Assessment or face serious sanctions, including but not limited to parental notification, loss of housing, blocked registration or deregistration, or an Administrative Leave of Absence.

N

Noise Policy

Courtesy Hours are intended to provide an atmosphere conducive to normal living and study, and must be maintained 24 hours a day in the residence halls. Residents are prohibited from causing loud or disturbing sounds which may interfere with the rights of other students or members of the surrounding community, including, but not limited to, the right to rest, study, and be free of unnecessary or unwarranted distractions. Residents are expected to be courteous and, upon request or complaint, to lower the noise level of activities.

Quiet Hours are in effect Sunday through Thursday from 10 p.m. until 8 a.m., and Friday and Saturday from midnight through 8 a.m. Residents responsible for violation of quiet hours will be subject to disciplinary action. Additionally, residents can be required to remove stereos or musical instruments from their rooms. Stereo speakers may never be placed in windows so as to be heard outside the room and building. Twenty-four hour quiet hours are in effect in all residence halls 24 hours a day, commencing at 9 p.m. on the last day of classes and continuing through the semester close of the residence halls. Students violating 24-hour quiet hours or causing any disruption may be directed to leave the residence hall immediately and will not be permitted to return until the close of final examinations.

P

Parental / Emergency Contact Notification Policy

In the event of serious concern about the health or safety of a student or threat to any member of the College community, the College reserves the right to notify the person listed by the student in their emergency information file and/or to notify parents or guardians. If no person(s) are listed the College will make every effort to seek a contact.

Pet Control

- Read the complete campus policy on pets.

Privacy Hold

Directory information, either published or in dealing with routine inquiries, is defined as the following:

- Name
- Mailing address
- Mailing telephone
- Local/campus address
- Local/campus telephone
- E-mail address
- Date/place of birth
- Major(s)
- Dates of attendance Degree(s)/awards received

All other information contained in official student education records is available only to those persons within the College who have a legitimate need for it, and to all others, only with the expressed consent (i.e., signature) of the student. Students requiring more limited access may choose one of the two options listed below.

Directory Hold: All address and telephone information will be held from printed or electronic directories. The student's presence at Keene State College will be acknowledged in response to routine inquiries, and name, date of birth, major, degrees, and awards received will be published, such as Dean's List, Commencement programs, and announcements. Students will be eligible to receive a College e-mail account.

Complete Hold: All directory information will be held in confidence, which means the student's presence at Keene State College will not be acknowledged in response to routine inquiries. No directory information will be listed in print or electronic media and the student's name will not be published in Dean's List announcements, honors recognition, Commencement programs, or newspaper listings. In addition, federal law prohibits our response to inquiries by employers or prospective employers. The student will not be able to receive a College e-mail account. Students must seek

counseling from the Registrar before choosing Option 2, as it is very restrictive.

Processing and maintaining of privacy hold information is the responsibility of the Office of the Registrar. Once a student places a privacy hold of either type upon their record, it shall remain in place until the Office of the Registrar is notified in writing, signed by the student, to change or remove the hold. This applies even if the student separates themselves from the institution.

Prohibited Items

S

Student Grievance Policy

A student with a grievance - a concern that a policy or procedure of the College has been incorrectly or unfairly applied in their particular case - has recourse through grievance procedures.

Academic grievances should be directed to the instructor, the Department Chair, and/or the Academic Dean. Academic grievances arising from a misapplication of academic policy should be directed to the office with ownership of the policy (noted at the bottom of each policy webpage).

Grievances arising from discrimination on the basis of disability status should be directed to the Dean of Students, 48 Butler Court.

Grievances involving discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, gender expression, marital status, veteran’s status, or other legally protected characteristic should be directed to the Title IX Coordinator, 48 Butler Court and/or Associate VP for Institutional Diversity and Equity, Halle.

All other grievances should be addressed to the Associate Vice President of Student Engagement, Student Center.

If there are questions or clarification on reporting, a student can reach out to the Dean of Students, 48 Butler Court.

T

Theft and Damage Policy

Attempted or actual theft of and/or damage to any property of the College, a member of the College community or other personal or public property, on or off campus, is prohibited.

Theft of services such as obtaining services that you have not paid for:

- Misuse of parking pass, laundry machines, student ID, etc.
- Malicious taking of items paid for by student fees (to include but not limited to: taking bulk copies from the Equinox, give-aways, samples, etc.)

Unauthorized possession of College, Dining Commons, individual (including academic work), or group property is prohibited. Misuse of student organization funds is prohibited.

Any unauthorized person who purposefully or recklessly tampers or attempts to tamper with, damage, or attempts to damage any security or surveillance device(s).

The College retains the right to report any damage to Campus property that exceeds $100.00 under NH RSA 634:2-Criminal Mischief to the appropriate local authority.

Threatening or Endangering Others Policy

Causing physical harm is prohibited.

Touching a person in a threatening manner is prohibited.

Verbal threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is prohibited, be it through face-to- face interactions or the use of social media and/or electronic devices.

The College will also take action on situations of mutual combat/fighting in

which both parties have contributed to the situation by verbal or physical action and where there is no clear aggressor.

Resisting arrest and/or physically harming Keene police, Campus Safety, or College officials are considered especially egregious violations of this policy.

Tobacco Policy

Read and become familiar with the the complete Tobacco Policy.

W

Weapons Policy

Weapons are prohibited on the Keene State College campus. The term “weapons” includes but is not limited to: firearms (to include disabled firearms or authentic-looking replicas), paintball guns, BB and pellet guns, air guns, slingshots, bows and arrows, or other projectile devices. “Weapons” may also include swords, various kinds of knives (other than cooking utensils or pocket knives with a blade less than 3”), switchblades, Tasers© or other electric shock weapons, saps, billy clubs, explosives, metallic knuckles, various martial-arts devices capable of being used as weapons, or any item used in a manner to threaten, inflict, or attempt to inflict harm.

All incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department (KPD) immediately. Any weapon related to a criminal incident will be turned over to KPD as evidence. Return of such property will be in accordance with KPD policy.

Violations of this policy will be subject to disciplinary action. Any prohibited weapons will be confiscated and stored by Campus Safety. At the discretion of the Director of Campus Safety (or designee), weapons that are not in violation of NH state law or are not evidentiary in nature, may be returned to the student and must immediately be safely removed from campus.

Possession of “aerosol self-defense spray” (i.e. pepper spray) is permissible

on campus when stored and used in an appropriate manner.

Authorization for use of theatrical weapons for theatre or movie production must be obtained from the Director of Campus Safety.

Windows, Roofs and Ledges Policy

Violations of the window policy include removal of windows or screens, entering or exiting through a window, beingwindow, being on roofs and/or ledges, and ejecting, hanging, attaching or placing any object out of a window.

Withdrawal from College

Students wishing to withdraw from the College must notify the Dean of Students.

Not registering for a subsequent term of enrollment does not retain active student status and may result in an administrative withdrawal from the College. Students leaving the College during the course of a semester without officially withdrawing are held responsible for their registration for that semester resulting in failure in all courses and consequent suspension or dismissal action, as well as loss of any refund privileges.

Campus Services & Resources

Section Menu

Student Services

Alumni Association and Alumni Office

The Keene State College Alumni Association (KSCAA) Board of Directors, in partnership with a core group of alumni volunteers and the Alumni Relations Office, promotes the welfare of Keene State College and its 35,000 alumni. The Board is responsible for developing and implementing strategies,

programs, and initiatives for its members and Keene State College in conjunction with the Alumni Relations Office.

The College and the Alumni Association encourage the lifelong engagement of alumni and provide a range of opportunities to connect with friends, faculty, staff, and students. Keene State's alumni network boasts over 24,000 alumni profiles on the professional networking platform LinkedIn and alumni are invited back throughout the year for the Career Speaker Series, Resumania, and the semi-annual Career Fair. Alumni come back to campus to reconnect during events such as reunion and also volunteer to host events in their region or for their interest-groups. We encourage Keene State College students to be lifelong partners, staying connected, informed and involved with the College.

Opportunities to be involved as a student include the for-credit internships and student worker positions.

More information can be found at: https://www.keene.edu/alumni/

The Wellness Center

(Third floor Elliot Center) As as resource to students, The Wellness Center provides a wide range of holistic health and wellness services including acute medical care, wellness and sexual health visits, vaccine clinics, short-term individual and group emotional health counseling, psychiatric medication evaluations and treatment, consultation, off-campus referrals, and an after-hour mental health emergency counselor hotline. Additionally, the Center provides a variety of health education, wellness promotion, wellness programs and experiences, and prevention services such as group workshops and community-based programming designed to prevent personal challenges and enhance the overall well-being of the members of our campus community.

Our medical and counseling services are available by appointment only, although urgent needs during business hours can be assessed by calling (603) 358-2200. Appointments are best scheduled via online scheduling through the secure, confidential portal on The Wellness Center's website or students can call (603) 358-2200 to request an appointment.

We are open Monday through Friday from 8 a.m. to 4:30 p.m. during the fall,

spring, and summer semesters and we are staffed by licensed counselors, graduate-level counseling trainees supervised by our licensed counselors, board-certified nurse practitioners, registered nurses, medical assistants, professional health educators, and prevention specialists. Health insurance is not required and there are no additional fees to see a provider or a counselor in The Wellness Center. However, prescription medications, laboratory tests, referrals to outside providers, or psychological testing are sometimes ordered and these services can incur charges.

If a student needs urgent medical attention after office hours or on the weekends, we encourage the student to go to a nearby urgent care. For any mental health emergencies, an on-call counselor is available after-hours and on weekends by calling (603) 358-2436. Note that for any emergency, students can also call the Department of Campus Safety, dial 911, or go to nearest emergency department. Students accessing these off-campus resources should bring their health insurance cards with them to these appointments as these visits are not covered by the KSC health fee. Students should check with their insurance prior to accessing outside care to learn what their insurance covers and what it does not.

It is important to highlight that The Wellness Center has a strict confidentiality policy by law and will not release any information to the College or to any other person regarding our contact with a student without permission from the student except in a serious emergency. We look forward to supporting your success at the College.

Child Development Center

The Child Development Center is a demonstration early childhood education facility for Keene State College students, practicing professionals, and children and their families. The Center strives to model best practices by offering nurturing environments where young children are encouraged to explore, to be creative, to cultivate positive relationships, to experience the joy of learning, and to develop a sense of community. During the academic year, the Child Development Center provides student employment through the Federal Work Study Program. The Child Development Center accepts enrollment applications at any time from parents. Preference is given to current CDC families and Keene State College faculty, staff, and students.

Dean of Students Office

(Community Standards, Dean of Students, and Title IX Office at 48 Butler Court) Dean of Students Office, is the central coordination point for student concerns and the coordination of the leave of absence and withdrawal process.

As a student advocate, the Dean of Students Office will hear student concerns and will help students understand the policies and procedures of the College in order to advance resolution of their concerns and/or refer students to the appropriate services. The Dean of Students Office frequently helps students with personal or family matters and acts as a liaison with both internal and external resources.

Disability Services

(First floor, Elliot Center) The Office of Disability Services (ODS) coordinates academic accommodations for students with documented disabilities and provides accommodations such as alternative testing, note-takers, texts in alternative forms, and assistive technology resources. In order to establish eligibility, students must provide documentation of their disability and meet with a counselor. Through partnerships with students, faculty and staff, we promote self-awareness, self-determination, and self-advocacy to enhance opportunities for academic success.

The Elliot Center

The Elliot Center is a collection of student service offices designed specifically to provide a central location to address a broad set of student needs.

Financial Aid Office

(First floor, Elliot Center) The Financial Aid Office administers and processes all types of financial assistance. The Financial Aid Office awards financial aid, authorizes the on-campus employment programs (College Work-Study and Student Hourly), and counsels students concerning financial matters.

Global Education Office

(1st Floor Elliot Center) The Global Education Office (GEO) serves as the campus hub for global academic experiences at Keene State College, providing information and support for incoming international and national exchange students, outgoing study abroad/study away students, and faculty led international courses. Open all year, the GEO office staff are available to students wanting to learn more about international study opportunities and to support international students on campus in the areas of cross cultural adjustment, visa, and initial orientation. It sponsors a study away photo contest and study away fair each semester.

Graduate Studies

(First floor, Elliot Center)

Education Programs:

All education programs require immersion in field-based experiential learning and full documentation and demonstration of the ability to address a wide range of State and National professional competencies.

Earn a ***Master of Education*** degree in one of three specialty areas: Special Education with certification grades K to 12; Curriculum & Instruction; or Educational Leadership with certification as a Principal grades K to 12. Students in these programs conduct practical and individually tailored research, are mentored by top faculty, and participate in face-to-face instruction.

The ***Post-Baccalaureate teacher certification*** program closely follows the undergraduate Educator Preparation model and is composed of undergraduate courses in the selected subject area and field of education. There are sixteen different subject certifications available through this program. Up to twenty-four qualified credits may be applied from the post-baccalaureate program toward requirements for the M.Ed.

The ***Post-Master's certification*** program: Educational Leadership is available for experienced educators seeking to become certified as a Principal grades K to 12.

Safety & Occupational Health Applied Sciences:

The ***Master of Science in Safety & Occupational Health Applied Sciences*** is designed for motivated safety professionals or graduates with a safety major or minor who are ready to engage in a personalized plan of study that shows they have the knowledge, skills and dispositions of seasoned professionals.

Master of Arts in History and Archives:

Archival records are useful at every level of society; from personal and familial to national and international. But these records are easily lost or damaged without efforts to preserve, protect, and keep them accessible. Graduates will be eligible to take the archival certification exam administered by the Academy of Certified Archivists.

The M.A. in History and Archives Program offers a “4 plus 1” option for current undergraduate students who wish to complete their studies without interruption at the Master’s level. Students with a baccalaureate degree in any field may apply for admission to this graduate program on a part-time or full-time basis

Information Technology Group (ET&S)

(Second floor, Elliot Center) The Information Technology (IT) Group provides a wide range of technology service and support for the students, faculty, and staff of Keene State College. They are responsible for providing the campus with a reliable, flexible and secure technology infrastructure and the delivery of information technology services in support of academic excellence and efficient administrative services.

KSC students use information technology to complete the requirements of their coursework, to access class lectures and syllabi, to carry out research, pay their bill, register for courses and to communicate electronically. To do this, all students are provided with a MyKSC account, a Canvas account, and Office 365. The HelpDesk provides support for all of the technology used at KSC including: MyKSC, Canvas, Office 365, wireless network, public computing cluster and TV cable.

Please visit the IT Group for more information about the services and support IT provides to students, as well as, the responsibilities and expectations of students using IT resources.

Mail Services

(Second floor, Young Student Center) All students who live on campus are assigned a mailbox located on the second floor of the Young Student Center. To ensure accurate and timely delivery of mail and parcels, Mail Services requests that students use their 4 digit box number on all correspondence, packages and when opening a bank or credit card account. While you are a resident student at KSC, you should write your address in the following format:

FIRST NAME LAST NAME KSC MAILBOX
KEENE STATE COLLEGE
229 MAIN ST
KEENE NH 03435-YOUR BOX NUMBER

You can use this format when you have packages sent to Keene State College for US Mail, UPS, FedEx and DHL.

The KSC zip code is 03435 and the last four digits are the number of your assigned mailbox. You keep the same mailbox for as long as you live on campus. Commuter students who wish to rent mailboxes should inquire at Mail Services.

Other services at KSC Mail Services which include shipping mail or packages via U.S. Mail, UPS, and FedEx. Our fax machine is also available to send or receive faxes.

Registrar

(First floor, Elliot Center)

The Registrar’s Office maintains and verifies academic records for all students. The office processes course registration, grading, academic standing, enrollment/degree verification, academic transcripts, and

graduation/diplomas, etc.

- Academic information in MyKSC (students) and WebAdvisor - Self Service (faculty)
- Academic Policies
- Course Designations - Instructional Methods
- Course Registration - Instructions
- Final Exam Schedule
- Enrollment Verification
- Maintaining and producing transcripts
- Academic degree audits

Student Accounts Office

(First floor, Elliot Center) Student Accounts Office generates online billing information, accepts tuition & fee payments, processes payment plans, refunds credit balances and houses the Veteran's Certifying Official.

Upward Bound Programs

The Upward Bound Programs are year-round college preparatory programs. Upward Bound prepares students for success in high school and enrollment in college. Upward Bound Math-Science prepares students for success in high school and postsecondary programs that lead to careers in the fields of math and science. Upward Bound and Upward Bound Math-Science are each funded by five-year grants from the U.S. Department of Education and are free of charge to students who meet eligibility criteria. Upward Bound serves students enrolled in the following high schools in New Hampshire and Vermont: Bellows Falls Union, Brattleboro Union, Fall Mountain Regional, Green Mountain Union, Hinsdale Middle/High School, Keene, Leland and Gray Union, and Springfield. Upward Bound Math-Science serves students enrolled in the following high schools in New Hampshire: Conant High School, ConVal High School, Hillsborough-Deering High School, and John Stark Regional High School.

Veterans Services

The Student Accounts Office Veteran's Certifying Official accepts paperwork to assist students in receiving their VA educational assistance entitlement. Enrollment certifications are completed by this office and reported to the appropriate VA regional office (Buffalo, NY). You may contact the Certifying Official Shelly Faulkner if you have any questions.

Campus Life

L.P. Young Student Center & Student Involvement Opportunities

L.P. Young Student Center

The Lloyd P. Young Student Center at Keene State College is the community center of the campus, a gathering place for all members of the College family including students, faculty, staff, and alumni as well as guests from the greater Keene community.

As the "living room" of the College, the Student Center provides services, conveniences, and amenities needed by members of the College family for their daily campus lives and for getting to know and understand one another through informal association outside the classroom. The Student Center is home to the Office of Student Involvement and associated programs, Transitions and Community Living, a variety of dining options, the mailroom, and the campus bookstore. The Student Center also offers a variety of student meeting, programming, and gathering spaces.

The Office of Student Involvement

The Office of Student Involvement, located on the third floor of the L.P. Young Student Center, promotes student learning by providing opportunities for leadership, personal growth, service, and career development. Programs administered by this office; Student Activities & Organizations, Fraternity &

Sorority Life, Leadership Development, Community Service, Late Night Programs, and the Night Owl Café and Owl's Perch Game Room, support the missions of the L.P. Young Student Center and Keene State College. Through involvement, students gain the experience needed to succeed socially, intellectually, and professionally during their time at Keene State College and beyond. To find out more about all of the ways you can get involved on campus, visit us at http://www.keene.edu/life/si/osi/.

Student Involvement Programs

Community Service

The Community Service program serves as a resource for students to connect with meaningful co-curricular service initiatives in partnership with local, regional, and international communities. We do this by:

- *organizing* a spectrum of community service initiatives that respond to community needs and complement the mission and values of Keene State College.
- *promoting* opportunities for involvement in student and community-led community service initiatives.
- *advising* and supporting service-based student organizations, building their capacity to engage peers in sustainable, effective, and mutually beneficial community service initiatives.
- *facilitating* opportunities for campus and community constituents to strengthen partnerships and collaboration through training, education, and assessment.
- *inspiring* students to make a lasting personal commitment to service, leadership, and social justice.

We recognize that community service takes many forms—direct and indirect volunteerism, advocacy, and philanthropy—which together create the greatest potential for student learning and community impact. Learn more about service at Keene State College at http://www.keene.edu/life/si/osi/community-service/.

Fraternity and Sorority Life

Membership in a recognized fraternity or sorority provides students with an enhanced college experience through leadership opportunities, social interactions, collaboration towards a common goal, as well as building life-long relationships. Our fraternity and sorority community is deeply rooted in the values of each organization as well as the shared community values and standards of academic success, accountability, service, leadership development and fellowship. Fraternity and Sorority Life and the Office of Student Involvement work closely with the recognized chapters on our campus to promote and enhance the overall fraternity and sorority experience for students here at KSC by upholding the values and standards of each organization as well as those of the College. Fraternity and Sorority life also offers students opportunities to develop academically, gain personal rewards through community service and outreach, and achieve a sense of responsibility. For more information about the Keene State College fraternity and sorority community, visit http://www.keene.edu/life/si/osi/fraternity-sorority-life/

Leadership Development Program

The purpose of the Office of Student Involvement's Leadership Development program is to empower all students to find the leader within. We offer a variety of opportunities to help all of our students develop the skills and confidence necessary to exercise their leadership abilities on campus, in their profession, and in their community. KSC leadership programs are designed to promote the idea that all students have the potential to be leaders, and that those abilities are meant to be used to serve others. To find out about upcoming leadership development opportunities and events, visit <http://www.keene.edu/life/si/osi/ldprogram/.

Student Activities and Organizations

Taking part in Student Activities and Organizations is a great way to get involved here at Keene State College. With many student organizations of all types and sizes to choose from, there's a little something for everybody. Why should YOU get involved? Being active in a student organization has been

shown to help students develop personally, socially, intellectually, and spiritually. Students who become involved in organizations are more likely to continue through graduation because they are able to develop ties and friendships that help them “anchor” to the campus. Being involved also enhances opportunities for career development by giving students various skills that help when they graduate. And most importantly, giving time and talent to an organization will not only help that group, but it will also help to make your college experience a valuable and enjoyable one! Take a moment to check out the student organizations list at https://www.keene.edu/life/si/programs/student-organizations/listing/

Late Night Programs

The Night Owl Café is a multi-purpose eating and entertainment establishment on the second floor of the Student Center. Events and programs in the NOC include: bingo, movies, comedy shows, and other special events. All events in the Night Owl are free for KSC students. Popcorn and soda are served all day long and are also free of charge. The Owl’s Perch Game Room is located next to the NOC on the second floor of the Student Center and provides activities and games for students including ping-pong, pool tables, video game consoles, air hockey, and more! Visit http://www.keene.edu/life/si/osi/sao/night-owl-cafe/ for more information.

Night Owl Cafe and Game Room

The Night Owl Café is a multi-purpose eating and entertainment establishment on the second floor of the Student Center. Events and programs in the NOC include: bingo, movies, comedy shows, DirecTV sport packages, and other special events. All events in the Night Owl are free for KSC students. Popcorn and soda are served all day long and are also free of charge. The Game Room is located next to the NOC on the second floor of the Student Center and provides activities and games for students including ping-pong, pool tables, air hockey, and more! Visit http://www.keene.edu/life/si/osi/sao/night-owl-cafe/ for more information.

Recreation Center/Spaulding Gym

The mission of Recreational Sports is to plan, organize and direct a sports and fitness program which is broad in nature and will appeal to diverse interests and skill levels. The program includes intramural sports, club sports, group fitness classes, BodyWorks fitness center, open recreation, and special events. The focus is on fitness, wellness and the development of healthy lifestyles.

The goals of the program are based on the expectation of improved physical health and vitality, as well as enhancement of academic and workplace productivity that result from regular physical activity. Full-time and part-time matriculated students at KSC gain access to the Recreation Center and all Recreational Sports programs through payment of their student fees.

Visit the Recreational Sports site for more information about the programs offered, policies, and hours.

Religion & Spirituality

Keene State supports opportunities and actively assists students in developing specific areas of interest, including spiritual health and wellness. There are multiple recognized student organizations which have a spiritual/religious emphasis, including:

- CRU Keene (formerly known as Campus Crusade for Christ)
- Hillel (Jewish Student Organization)

There is also a brochure with a list of local houses of worship available for students from The Office of Multicultural Student Support or The Wellness Center. Students with an interest in developing a recognized student organization with a spiritual emphasis that is not currently represented, contact the Office of Student Involvement.

Convenience

ATM Use

Thousands of bank cards are accepted at the Student Center’s TD Bank ATM.

Whether you bank in New England or New Zealand, you can get the cash you need because Bank of New Hampshire is a member of the NYCE, CIRRUS, and PLUS networks.

Bookstore

(First floor Young Student Center) The KSC Student Store is your best source for textbook rentals, digital textbooks, and new and used textbooks. The bookstore accepts Owl Cash, BECA, Barnes & Noble gift cards, cash, check, and all major credit cards. We accept PayPal, Visa Checkout, and Masterpass via our website only.

It is the one stop shop for all Keene State College gear, school supplies, art and design supplies, laptops, residence hall supplies, health and beauty items, or a quick snack.

All registered students are eligible for student discounts on software via ThinkEDU.

Direct Deposit of Paychecks

Electronic direct deposit of paychecks is available to all students working on campus. Paychecks can be deposited into any bank in the country and the funds will be available to you on payday. **Signing up for direct deposit guarantees that you'll always get your paycheck on time regardless of weather conditions or campus closures, no need to run to your mailbox or visit the payroll office!**

You can elect to have a portion of your pay deposited into one account and the balance into another. Or, simply have the entire net pay deposited into one account. Signing up is easy just follow the below instructions or reach out to USNH Payroll for additional help.

Set up Direct Deposit

WISE; https://wise.unh.edu/bprd.html.
*Log in (If having trouble connecting to WISE, please contact the IT Helpdesk at (603-862-4242)

*Select “Employee Services”

*Select “Pay Information”

*Select “Direct Deposit Allocation”

*Click the link at the bottom of the center of the screen that says **“Add New Direct Deposit”**

*Enter Bank Routing Number and Account Number. Be careful and double check your entry because it will be active for your next pay

*Choose “Checking” or “Savings” for Account Type

*Enter “100” and leave drop down as “percent” (If you would like to set up more than one account, please see instructions for “Adding multiple accounts” for the remaining set of instructions)

*Click both “Payroll Deposit” and “Accounts Payable Deposit” check boxes

*Click “Submit”

Payroll Questions? The Payroll Team can be reached at 603-862-1400 or email: foc.payroll@usnh.edu

Recycling and Rubbish Disposal

Reduce. Reuse. Recycle. RETHINK! Students are responsible for locating and using recycling and waste containers on campus.

Every building has recycling and waste receptacles. Every residence hall room has a blue bag for paper and container recycling. Students are responsible for proper disposal of their wastes by recycling materials accepted by the College’s program using the dumpster/toters for other waste.

Leaving room trash in the hallways and bathrooms is not acceptable. Housekeepers are not responsible for taking student room waste to the dumpster and recycling containers.

Recycling collection and management is handled by C & W and waste management at Keene State College is the responsibility of the Physical

Plant/Grounds department.

Free Green Bike Program:
Free Green Bike Program: Green bikes are available for free for check out at the Mason Library with your student identification. The program is available year-round. Bike helmets are also available at no charge from the library. Before checking out a Green Bike, students must be familiar with the Green Bike policy, which will be discussed at the time of a Green Bike checkout.

Arts and Culture

Putnam Lecture Hall

The Keene State College Film Society screens a variety of feature and classic films year-round in Putnam Arts Lecture Hall in the east wing of the Redfern Arts Center on Brickyard Pond. The hall is equipped for 16-, 35-, and 70-mm film formats with Dolby Digital Surround Sound. Screenings are usually at 7 p.m. and 9 p.m. Friday and Saturday, and 7 p.m. Sunday through Thursday, with matinees at 2 p.m. on Saturday and Sunday. Students with ID cards are admitted at reduced prices. Visit the Putnam web site for the current film series schedule.

Redfern Arts Center at Keene State College

Student and faculty productions and visiting artists of national and international reputation appear in the Main and Wright Theatres and in the Alumni Recital Hall of the Redfern Arts Center. A valid student ID allows you to purchase a ticket to each performance at the reduced KSC student price. The Redfern Presenting Series also offers free outreach activities and opportunities to meet and work with professional artists. A membership, offering reduced rates for an entire season of programs, is available for both students and non-students. Call the Redfern Arts Center box office, 358-2168, for more information. Visit the Redfern Arts Center web site for the most updated events schedule. http://www.keene.edu/arts/redfern

Thorne-Sagendorph Art Gallery

(Wyman Way) The Thorne-Sagendorph Art Gallery – free admission – has been a gathering place for students, artists, educators, visitors, and friends for over 50 years. The gallery hosts exhibitions of work by local, national, and international artists, originates a broad range of innovative education and public programs, and fosters diverse connections across disciplines, communities, and generations. The mission of the Thorne is to equally serve the people of the Monadnock region and the Keene State community as a center for the discovery, enjoyment, study, and debate of the visual arts. Exhibitions change 4-5 times per year; most new shows open with a reception including live music and refreshments; our galleries and our new lobby are welcoming to all. Please check the gallery website http://www.keene.edu/tsag/ for information about current and upcoming exhibitions and events.

Dean of Students Office

Section Menu

The Dean of Students Office is the central coordination point for student concerns and the coordination of the Leave of Absence and Withdrawal process.

As a student advocate, the Dean of Students Office will hear student concerns and will help students understand the policies and procedures of the College in order to advance resolution of their concerns and/or refer students to the appropriate services. The Dean of Students Office frequently helps students with personal or family matters and acts as a liaison with both internal and external resources.

Dining Services

Section Menu

Overview

It is a campus policy that all students living on campus select a meal plan for the academic year.

With a meal plan you can enjoy our all-you-care-to-eat concept in our state-of-the-art facility. Food prepared and served in the Dining Commons must be consumed while dining. The only exception to this is for those who purchase a Green-To-Go-Box, where any handheld cookie, ice cream cone, or fruit is consumed as the student leaves the facility.

The Meal Plan option allows students to use their Owl Card as a debit card for purchases using Meal Plan Dollars at Lloyd's Marketplace and the We Proudly Brew Starbucks coffee or any dining location on campus. Your Owl Card is loaded with your chosen level of Meal Plan Dollars. Balances left over from the fall semester transfer to the spring semester, but not to the following year. What is left unused at the end of the spring semester is forfeited.

Students who live in traditional campus housing choose their meal plan for the entire academic year. Commuter students or other students not required to be on a meal plan may contract their meal plan each semester. Increases to your meal plan, such as choosing a plan with more meals or Meal Plan Dollars, may be made at any time during the semester. Please review the meal plan contract here.

Your Owl Card must be presented at each meal in the Hoot-n-Scoot and the Night Owl Café, as well as for Meal Plan Dollar, Dining Dollar and Owl Cash purchases at all campus dining (and other) locations. A valid Owl Card and hand read is required to gain admittance at the Dining Commons. Please remember, Owl Cards and meal plans are not transferable and meals can only be redeemed by the owner of the card.

The Dining Commons meal service is available when Residence Halls are open. Brunch is served on all Saturdays, Sundays and some holidays throughout the semester. All facilities that service the Meal Plan are closed during College recesses and breaks.

Visit the Dining Commons web site for meal service days and hours.

Behavior in Campus Dining Facilities

Students engaging in behavior that is disruptive, endangers the safety of the diners or employees, or in other ways violates standing College policies while in any Dining Facility, will be referred to the Community Standards Office for

disciplinary action. In particular, removing service equipment such as silverware and dishware from the Dining Commons, food fights, or the throwing of food is not acceptable behavior and will result in serious disciplinary action.

As per State Health regulations, diners in a food service operation must be suitably dressed to be served.

Food Service Guests

Guests in the Dining Commons are welcome and prices for each meal period have been established for their convenience. All questions regarding Dining Services should be referred to dining@keene.edu.

Discrimination and Discriminatory Harassment

Section Menu

See: Discrimination and Discriminatory Harassment

Financial Policies

Section Menu

Statement of Student Financial Responsibility

By enrolling in classes at Keene State College, students agree to pay all charges incurred as a result of being enrolled at Keene State College, including any late penalties assessed due to failure to pay. Students also understand that collection costs will be added if the services of a collection agency are employed. Students should review the full Student Accounts Office policies and Financial Aid policies.

New Hampshire Residency Policy

Residence Policy: All students attending any division of the University of New Hampshire in any capacity are charged tuition at a rate determined by domicile. Those domiciled within the State of New Hampshire pay the in-state rate, whereas those domiciled elsewhere pay the out-of-state rate.

In-state: The Board of Trustees fixes the in-state tuition rate annually on the basis of their projected budget, including as part of said budget the applicable funds made available by the Legislature in its biennial budget.

Out-of-state: In accordance with the policy established by the Legislative Budget Act, the out-of-state tuition rate is set annually by the Board of Trustees at a figure which reflects actual per capital operating costs, including instructional expenses, overhead, and bond retirement (excluding self-liquidating bonds), as determined by the costs in the fiscal year just preceding the first January for the fiscal year in which tuition is to be charged, all in accordance with the established accounting practices of the University System.

Determination of Student Status

For tuition purposes, a student is classified as in-state or out-of-state at the time of their admission to a unit of the University System of New Hampshire. The decision is made by the Admissions Office based upon information furnished by the student’s application and other relevant and available information.

Review of Student Status

Any student aggrieved by the decision of the Admissions Office classifying them as an out-of-state student for tuition purposes may appeal to the Residency Appeals Board of the University System using forms and procedures made available by the Admissions Office. The student has the right to present to the Residency Appeals Board such additional evidence as they deem appropriate in processing the appeal, and the right to appear in person and be heard.

The decision of the Residency Appeals Board of the University System shall be final.

Change of Status

Any student who has on first admission to the University System been classified as out-of-state for tuition purposes may apply to the Admissions Office for a change of status on or before September 1 of any year for the fall semester, and on or before January 1 of any year for the spring semester.

Applications are considered in the chronological order in which they are presented. No changes approved during a semester shall be effective until the beginning of the next semester. However, where a change of status from out-of-state to in-state has been denied by the Admissions Office prior to the commencement of a semester, and their decision is reversed by the Residency Appeals Board during the semester, the student's status shall be effective at the beginning of the semester.

In the event the Admissions Office possesses facts or information indicating that a student's status should be changed from in-state to out-of-state, the student shall be informed in writing of the change of status. The student may appeal the decision of the Admissions Office as set forth.

No such change made by the Admissions Office after the commencement of any semester is effective until the beginning of the following semester. Change to out-of-state status made by the Admissions Office prior to the commencement of any semester, but reversed during the semester by the Residency Appeals Board, is effective as of the commencement of the semester.

Application Forms

The Admissions Office may require submission of an application form from any in-state student, which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the Director may require in support of the affidavit of domicile. At their discretion, the Director may require submission of an application form from any in-state student prior

to the commencement of each semester the student plans to attend the College.

Substantive Rules and Definitions

In all cases of application for in-state status for tuition purposes, the burden of proof is on the applicant. At the applicant's request, the Admissions Office states in writing the reason or reasons for their decision. The following definitions and rules shall prevail:

Parent. The term "parent" means a person's father; or, if they have no father, their mother; or, in the case of separated or divorced parents, "parent" means either a parent with legal custody or a parent providing more than one-half of a student's total financial support; or, if there is a guardian or legal custodian, "parent" shall mean guardian or legal custodian, provided there are no circumstances indicating that such guardianship or custodianship was created primarily for the purpose conferring the status of an in-state student on such unemancipated person.

Domicile. "Domicile" denotes a person's true, fixed, and permanent home and place of habitation. It is the place where the person intends to remain and to which they expect to return when they leave without intending to establish a new domicile elsewhere.

No person shall be eligible for in-state status unless they are domiciled within New Hampshire. For University System purposes, a person does not acquire domicile in New Hampshire until they have been a resident of the state for 12 consecutive months immediately preceding registration for the term for which in-state tuition is claimed and meets all other requirements for domicile.

No unemancipated person shall be eligible for in-state status unless their parent shall have established domicile in this state.

No person shall be eligible for in-state tuition status unless they establish that their residence in New Hampshire is for some purpose other than the temporary or primary one of obtaining an education. When a person has established eligibility for in-state tuition based on their parent's domicile, and the parent subsequently establishes domicile outside of New Hampshire, the person shall be eligible for in-state tuition for one academic semester

following the academic semester during which the parent established out-of-state domicile. All evidence relevant to determining domicile may be considered, but the following indicia shall, in any case, be relevant, without limiting in any way such other information as the applicant wishes to submit or the Director of Admissions wishes to require:

- Payment or non-payment of any tax levied by the state or any political subdivision on persons resident or domiciled therein. Residence reported on any federal or state tax return. Registration of one's automobile. State issuing one's driver's license.

- Receipt of support in whole or in part from parents who are resident or domiciled outside the State of New Hampshire.

Voting Residence

Claim by any non-resident parent that the applicant is dependent for tax or any other financial purpose.

Regular departure by an applicant from the State of New Hampshire during recess or vacations from the College.

The filing of any claim for benefits under any policy of insurance or any federal, state, or local benefit legislation based on residence or domicile outside the State of New Hampshire.

Status in some other state which qualifies a person for in-state tuition in that state.

Emancipation

No person is deemed emancipated unless their parent has entirely surrendered the right to the care, custody, and earnings of such person and unless their parent is no longer under any legal obligation to support or maintain such person or, having supported and maintained such person even though under no legal obligation to do so, has ceased to support to maintain such person. Emancipation shall not be found unless all such tests are met.

The following documentation shall be submitted by an applicant and demanded by the Director of Admissions:

- Lack of financial support of the person by the parents.
- Lack of contribution to the parents of any earnings or other income received by the person.
- Failure of the parent to claim the person as a dependent on their income or other tax returns.
- Establishment by the person of a domicile separate and apart from that of the parent.
- Failure of the person to return to the home of the parent during vacations and other recesses from school.

Presumptions

Unless the contrary appears to the satisfaction of the Director of Admissions in individual cases, the following presumptions prevail:

- The domicile of an unemancipated person is that of their parents or, if the parents are separated or divorced, that of the parent who has custody of them, or that of the parent providing more than one-half of the student’s total financial support.
- The domicile of an unemancipated person who has no parents is that if their guardian or other legal custodian unless it appears that such guardianship or custodianship was created for the purpose of establishing an in-state status.

- The domicile of any person who first enters the College from the domicile of their parent, as defined above, is that of the parent until he/she abandons such domicile and, for purposes other than that of education, acquires a new domicile.

- The domicile of any person who first enters the College from a domicile other than New Hampshire is such a domicile until they abandon such domicile and, for purposes other than that of their education, acquires a new domicile. Attendance at a unit of the University System or at any other educational institution in this state in itself is not evidence of intention to establish or establishment of a domicile in this state.

Military Personnel

A member of the armed forces of the United States stationed in this state under military orders is entitled to classification for themselves, spouse, and dependent children as in-state for tuition purposes so long as he/she remains on active duty in this state pursuant to such orders.

Waiver

Nothing contained in these rules precludes the Admissions Office from waiving any requirement hereof under special circumstances in individual cases. (Approved by the University System of New Hampshire Trustees, January 20, 1973; Revised April 28, 1984.)

Hazing

Section Menu

Anti-Hazing Policy Statement In keeping with its commitment to a positive academic environment, Keene State College unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is a violation of the Student Code of Conduct and College Discipline System. Effective January 1, 1994, hazing became illegal in the state of New Hampshire.

Stop Campus Hazing Act

Pursuant to The Stop Campus Hazing Act (SCHA) which amends section 485(f) of the Higher Education Act, otherwise known as the Jeanne Clery Campus Safety Act. Signed into law in December of 2024 Institutions of Higher Education are required to follow specific guidelines for prevention, education, reporting, and investigations of alleged hazing behavior. For this reason, Keene State College's Hazing Policy must comply with the SCHA (federal law), RHA 631:7 (state law), and any local law/ordinance.

According to the SCHA the definition of a Student Organization specific to violations of Hazing is:

Student Organization: An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

View our Hazing Transparency Report

N.H. State Law RSA § 631:7

An Act Prohibiting Hazing.

RSA § 631:7 Student Hazing.

I. For the purposes of this section:

(a) "Educational institution" means any public or private high school, college, university,or other secondary or post secondary educational establishment.

(b) "Organization" means a fraternity, sorority, association, corporation, order,

society, corps, athletic group, cooperative, club, or service, social, or similar group, whose members are or include students operating at or in conjunction with an educational institution.

(c) “Student” means any person regularly enrolled on a full-time or part-time basis as a student in an educational institution.

(d) “Student hazing” means any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

1. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
2. Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

II. (a) A natural person is guilty of a class B misdemeanor if such person:

1. Knowingly participates as actor in any student hazing; or
2. Being a student, knowingly submits to hazing and fails to report such hazing to law enforcement or educational institution authorities; or
3. Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to law enforcement or educational institution authorities.

(b) An educational institution or an organization operating at or in conjunction with an educational institution is guilty of a misdemeanor if it:

1. Knowingly permits or condones student hazing; or
2. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
3. Fails to report to law enforcement authorities any hazing reported to it by others or of which it otherwise has knowledge.

III. The implied or express consent of any person toward whom an act of hazing is directed shall not be a defense in any action brought under this section.

What Is Hazing

In essence, hazing is defined as any public or private inducement that causes a prospective or current member of any student organization, team, or club mental or physical humiliation, harm, embarrassment, or ridicule, or has a profound negative impact on a student's academic, social, or work-related function. Hazing shall include, but not be limited to, the following examples:

- *Physical hazing* - "that which is physically harmful or humiliating to the individual"
- Paddling, hitting, or physical abuse toward a new member
- Nudity, causing, coercing, or otherwise inducing another person to perform sexual acts;
- The eating of spoiled/repulsive foods and/or non-food substances, as well as anything the individual refuses to eat
- Exposure to outside elements without proper dress
- Exercise beyond the physical limits of the individual, such as running over long distances, calisthenics, and so forth
- Forced consumption of alcohol or drugs
- Branding
- Bondage that prevents use of limbs
- Requests to perform any illegal acts (those contrary to local, state, or federal laws and ordinances), such as defacing public or private property, stealing, and so forth
- Excessive yelling, screaming, any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Permitting less than six hours of continuous sleep
- *Psychological hazing* - "that which compromises the personal dignity of an individual causing personal embarrassment or shame; causing the individual to be the object of malicious amusement or ridicule; or causing an individual psychological harm or emotional strain"
- Wearing humiliating, unnatural, or binding attire on the outside or

underneath a new member’s clothing

- Verbal comments that would degrade and/or embarrass new members
- Involuntary servitude or personal errands
- Derogatory references/remarks to a new member regarding family and/or friends’ health or well-being
- Derogatory remarks about a member’s race, religion, or national heritage
- *hazing also includes* -
- Participating in any activity that the full members will not do
- Any requirements which compel a member to participate in any activity which is illegal, or which is known to be contrary to an individual’s moral or religious beliefs, or which is contrary to the rules and/or regulations of the College shall be considered hazing.

Since “hazing” is contradictory to the fostering of an environment which promotes academic freedom, human dignity, the fullest possible development of the individual student, and the aspiration/attainment of the ideals of brotherhood/sisterhood, the College, through the Office of Student Invovlement, has implemented appropriate administrative procedures for the Fraternity & Sorority system to ensure that the rights of students and the community are protected. Such procedures include the following:

- A new member contract is given to all new members providing information and introducing the student to the KSC hazing policy/regulations. The student will be requested to sign the contract to support the elimination of hazing practices. Each chapter president shall affirm through signature his/her compliance with the hazing policy and related education program.
- New members are guaranteed a minimum of six hours of continuous sleep each night during pre-initiation or initiation periods.
- New members are guaranteed a minimum of three hours of totally undisturbed study time Sunday through Thursday evenings, ending no later than 11:30 p.m.
- All new member activities must be shared with the advisor(s) of the respective organization.
- Greek advisors will assist chapters with workshops and consultations on

alternatives to hazing.

Mission, Vision & Values

Section Menu

Please read the Keene State College Mission and Values Statement.

Safety and Security

Section Menu

Overview

The safety of students, faculty, staff, and visitors is a high priority. To effectively prevent, identify, and respond to crime and other incidents, the Department of Campus Safety provides proactive security patrol and services to the College community 24 hours a day, year-round. Officers also provide crime prevention and safety awareness education, programs, and services, and collaborate with on and off campus resources when necessary.

Campus Safety officers have full authority, granted by the University System of New Hampshire, to enforce College policies, and to work closely with the Keene Police Department to investigate, report and resolve criminal incidents. The College actively monitors student activity at off campus locations, and addresses misconduct through the Campus Community Standards System.

Keene State College complies with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. Published annually by October 1st each year, the [Campus Crime and Fire Safety Report (Clery Report) [PDF] includes but is not limited to:

- Policies and contact information for reporting crimes, fires, and other emergencies;
- Policies and resources for support for incidents of sexual misconduct and relationship violence; Policies and criminal statutes regarding alcohol and other drugs;

- Crime and fire statistics for the past three years;
- Procedures for issuing timely warnings and emergency notifications (To register for the KSC Emergency Notification System visit http://www.keene.edu/campus/safety/emergency-notification/;
- Information on the College's daily crime and fire log; Description of residence facilities' fire safety systems; Emergency response and evacuation procedures; and Missing student notification procedures.

If you have any questions, or would like to request a paper copy of the Clery report, please contact the Department of Campus Safety, at 358-2228, or mailto:ksccampussafety@keene.edu

Reporting Crimes and Emergencies

All Keene State College community members and guests are encouraged to report emergencies and suspected criminal activity to the Department of Campus Safety immediately, especially when the victim of a crime elects to, or is unable (physically or mentally) to make such a report. Reports can be made in a variety of ways:

- Call 9-1-1 for any EMERGENCY
- Call 603-358-2228 (8-2228 from on campus) to reach Campus Safety Dispatch.
- Activate a blue light phone (strategically placed throughout campus) for a direct connection to Campus Safety.
- Activate a fire pull station for direct notification of the Keene Fire Department and notification to building occupants. All KSC academic, residential, and office buildings are equipped with pull stations.
- Appear in person at the Campus Safety Office located in Keddy House, on the corner of Main St. and Wyman Way.
- Submit a Silent Witness report. This system is not for reporting emergencies, crimes in progress, or filing a crime report as it is not monitored 24 hours a day.

When reporting a crime or emergency:

- Remain calm.
- Give the location of the incident to include the building name, room number, or the area name (e.g., Winchester Lot, Fiske Quad, etc.).
- Identify yourself and give a callback telephone number. Your identity will remain private if you wish; however, it is important we are able to contact you if we need additional information.
- State the incident you are reporting (e.g., theft, medical emergency, fire, etc.).
- Describe the scene such as whom, and how many people are there, if medical treatment is being given, a description of involved parties, the involved party's direction of flight, and other relevant information.
- Stay on the phone until the dispatcher has recorded all of the information.

When a crime or another serious incident is reported on the main campus:

- A Campus Safety officer will be dispatched to the caller's location to render assistance and investigate the incident. The Keene Police or Keene Fire Department may also be dispatched if circumstances dictate.
- If the responding officer determines the situation presents a significant or imminent danger to the Keene State College community, they will contact the Director of Campus Safety or designee to provide a timely warning to the campus community.
- The Keene Fire Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with Campus Safety personnel.
- Incidents identified as related to Community Living or Maintenance will be referred to the on-duty or on-call personnel in the specific department needed.
- Reports of all sexual and relationship violence made to a College official, will be referred to the Title IX coordinator regardless of if the reporting party chooses to pursue criminal charges.

Title IX Policies

Section Menu

- Policy Prohibiting Sexual Misconduct
- Non-Discrimination policy

Student Code of Conduct

Section Menu

Revised August 2026

Philosophy and Jurisdiction

Keene State College prepares students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. The purpose of the KSC Student Code of Conduct is to promote an environment that supports the mission of the College by articulating expected standards of individual and group behavior. Students and student organizations are expected to accept responsibility for their behavior, whether acting individually or in a group and to be considerate of the rights of others including conducting themselves in a manner that is consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations. Keene State College is responsible for helping to create and maintain a community that safely supports students in their academic, social, and personal endeavors. **The College's jurisdiction applies to both on and off campus violations of the Code of Conduct and as such all students and student organizations are expected to maintain a high standard of conduct both on and off campus.**

Students are expected to remove themselves immediately from situations in which others are engaging in, or are attempting to engage in, violations of College policies. Remaining in such situations or failing to take action to address such behaviors may result in students being subject to action through the College's Conduct System.

The Student Code of Conduct assumes that reasonable people, given adequate information and freedom to decide, can and will make judgments in

the best interests of the community. The goal of the College Conduct System is to teach the student why the behavior displayed is unacceptable. As such, sanctioning is designed to be both educational and corrective in nature.

Keene State College prohibits unlawful discrimination and harassment based on the protected characteristics of race, religion, disability, ethnic or national origin, sex, sexual orientation, age, marital status, or veteran's status, and sanctions will be reflective of the harm caused by the incident.

Authority of the College Community Standards System

The responsibility for the College Community Standards System lies with the following individuals:

The **Dean of Students,** under the direction of the Associate Vice President of Student Affairs, has ultimate authority over the College Community Standards System, including interpretation of policies, the system's procedures and approval of changes to the Code of Conduct.

The **Assistant Dean of Students** is the professional staff member responsible and is charged with providing comprehensive leadership, management, and vision for the Office of Community Standards. They set the tone and direction for the office and develop the conduct codes, adjudication systems, related procedures, trainings, and coordinate all nominations to the Hearing Board. The Assistant Dean of Students is responsible for the overall coordination of the processes used to administer the Student Code of Conduct, including interpretations of policies and the system's procedures and chairing of hearing boards where suspension or expulsion may be a possible outcome.

Hearing Officers are individuals who, through their job responsibilities or authorization by the Assistant Dean of Students and Director of Community Standards, initiate action on possible violations of the Code of Conduct. The Hearing Officer may hear or otherwise resolve student misconduct.

Hearing Board Members are Faculty or Staff, through their job responsibilities or authorization by the Assistant Dean of Students, who

initiate action on possible violations of the Code of Conduct.

Definitions

The following terms are used throughout the Student Code of Conduct. “College” throughout this document refers to Keene State College.

A Policy is a written regulation of the College, including, but not limited to, those found in the Undergraduate and Graduate Catalog, Student Handbook, the Terms and Conditions of the Residence Hall Contract, the College Parking and Motor Vehicle Policies, and the complete list available in the policies section of the College website.

Throughout this document, references are made to a number of individuals who are involved in the College Conduct System.

Advisor: A current member of the College community who is chosen by a student to assist them in navigating the conduct process. If a student needs assistance in finding an advisor they can contact the Office of Community Standards for support.

College Officials: People currently employed by the College who perform assigned administrative or professional duties. In addition to Faculty, Staff, and Community Assistants are also considered College Officials.

College Premises: Include all the land, buildings, facilities, and other properties that the College owns, uses, or controls, including adjacent streets and sidewalks.

College-Sponsored Event: Includes any event that is sponsored by the College, occurs on College premises, or occurs off-campus with the permission of the College or with participation by College officials in the performance of their official duties.

Faculty Member: A person hired by the College to conduct classroom, teaching and/or scholarly activities.

Hearing Board: Composed of trained College community members who resolve accusations of serious student misconduct. Members of the Hearing Board may be called on to serve in several different capacities.

Member of the College Community: Can be any current student, faculty member, College official, or other person employed by the College directly or through a contract service. A person's status in a particular situation shall be determined by the Dean of Students Office.

Reporting Party: A person who alleges that another person or organization violated the Code of Conduct or College Policy. In some situations, the Reporting Party is Campus Safety, Community Living, or other College Officials.

Responding Party: Any person, student organization, club, or team who is alleged to have violated the Code of Conduct or College policy.

Student: Any person who is registered for courses at the College. Individuals no longer enrolled for a particular semester, but maintaining a continuing relationship with the College (for example, on an approved Leave of Absence), are considered students.

Student Organization: Refers to a group of students recognized or registered as a club or team that is affiliated with the College as a result of complying with the formal requirements established by the Student Involvement Office.

Good Samaritan Policy (GSP)

The Keene State College community recognizes that the health and wellness of students are of the utmost priority. Keene State College does not condone underage drinking, the over-consumption of alcohol, or the use of drugs. When alcohol and/or drug use creates medical or safety emergencies, the potential for Community Standards action may deter students from seeking assistance for themselves or others. The Good Samaritan Policy was developed to encourage students who find themselves in life-threatening situations with alcohol and/or drugs to call for help. This Policy applies only to alleged violations of College policy and does not prevent action by local or State authorities. The Good Samaritan Policy is enacted by the Assistant Dean of Students or their designee upon review of the situation.

This Good Samaritan policy grants immunity from punitive disciplinary action to students who seek medical attention for themselves and/or other students

in alcohol or drug- related incidents. This policy does not grant immunities for other violations such as distribution of a controlled substance, disorderly conduct, vandalism, assault, etc.. Students who are granted immunity under the policy may still be required to complete alcohol and/or drug education activities, assessments, and/or treatment. This may include a Mandated Safety Assessment (MSA). Failure to meet these requirements will result in the application of the disciplinary actions. In incidents of alleged sexual misconduct, the College's focus will be on addressing the sexual assault and not on the lessor policy violations that may be discovered or disclosed.

Campus Safety officers have the authority to seize certain controlled substances and associated paraphernalia. However, College officials may not grant legal immunity for controlled substances and will contact the Keene Police whenever necessary.

Conduct Expectations & Policies (Violations)

As members of the College community, students and student organizations have an obligation to know and abide by the Student Code of Conduct. Through its policies and regulations, the College has identified the behavioral expectations it has for its students. The College expects that students will behave in a mature and responsible manner at all times. Students who fail to do so may be referred to the College's Community Standard's System.

Residential students are expected to know and abide by the Terms and Conditions of the Residence Hall Contract. Any violation of these policies and regulations will be considered a breach of the contract and may lead to disciplinary action and/or removal from on-campus housing.

Students living in residence halls are responsible for all events and/or behaviors that take place in their room/suite/apartment. If a resident is uncomfortable with what is taking place (e.g., drinking, noise, too many guests, etc.), the College expects students to address policy violations with their peers, set expectations that are mutually acceptable, and uphold the expectations of the College. If this is not possible, the student is obligated to leave, contact a Community Living Staff member or call Campus Safety.

College conduct proceedings may be instituted with a student who is subject to prosecution for violation of law in any judicial venue without regard to the pendency or outcome of the judicial proceedings when the conduct alleged is also a violation of the Student Code of Conduct.

Violations, particularly those associated with alcohol and controlled substance use, which occur during the Orientation period or Summer/Early Arrival programs will be sanctioned more severely than those occurring during the academic year.

The Office of Community Standards will address violations of the following list of policies. College policies are described in detail throughout the Student Handbook. This list is intended, therefore, to be illustrative and not exhaustive.

Keene State College students are expected to abide by and comply with each of the following:

I. General Policies

- Statement of Student Rights and Responsibilities
- All federal, state and local laws and ordinances
- All published policies, rules and regulations of Keene State College, whether violations occur on or off campus

II. Campus Policies

- Disorderly or Disruptive Behavior
- Forgery Policy
- Honesty and Cooperation Policy
- Indecent Behavior Policy
- Student ID Card Policy

III. Residence Hall Policies

- Guest and Visitor Policy
- Noise Policy

- Windows, Roofs and Ledges Policy
- Pet Policy
- Hall Sports Policy
- Solicitation and Sales Policy
- Health and Sanitation Policy
- Prohibited Electrical Appliances Policy
- Unauthorized Furnishings/Decorations/Alterations Policy

IV. Alcohol Policies

- Alcohol Policy
- Hosting Policy

V. Controlled Substance Policy

- Controlled Substance Policy

VI. Gambling Policy

- Gambling Policy

VII. Key, Combination, and Card Access Policies

- Entry and Access Policy

VIII. Fire Safety Polices

- Fire Safety Policies
- Candle and Incense Policy
- Arson: Arson is any willful or malicious burning or attempted burning of a dwelling, building, motor vehicle, or personal property of another.

IX. Weapons Policy

- Weapons Policy

X. Personal Injury Policies

- Threatening or Endangering Others Policy
- Sexual Misconduct Policy

XI. Theft and Damage Policy

- Theft and Damage Policy

XII. Dining Commons Policies

- Dining Services and Meal Contract Policies

XIII. College Community Policies

- Directives on Public Health
- Fundraising Policies (pdf)
- Posting Policies
- Tobacco Policy

XIV. Hazing Policies

- Hazing Policy
- Criminal Conviction for a violation of New Hampshire State Law prohibiting hazing (e.g., NH RSA 631-7)

XV. Technology and Telecommunication Policies

- Computer and Network Use Policy

Responding to Violations of College Policy (Hearing Process & Sanctions)

Reports of any alleged policy violation should be given to the Department of Campus Safety, Community Living, or another College Official, normally within 30 days of either the incident taking place or knowledge of the incident becoming available. Extension of this time period may be granted at the discretion of the Office of Community Standards.

Upon receipt of a report, the Office of Community Standards will review the materials and determine what College policies may have been violated, and the manner in which the infraction will be addressed. These alleged policy violations become the charges which will be brought by the College against the Responding Party through the Conduct System.

In the case of an alleged violation by a student or student organization of any of the College's policies regarding sexual misconduct incidents, the College will follow the procedures outlined in the Sexual Misconduct Policy section of the Student Handbook.

Interim Suspension:
Interim Suspension will only be issued upon the direction of the Dean of Students or their designee.

In certain circumstances, a student or student organization may be issued an Interim Suspension or face restrictions in activities on an interim basis prior to a hearing. This may occur in an effort to ensure the health, safety, or well-being of members of the College community or to preserve College property; to ensure the suspended student's physical and emotional safety and well-being; or to prevent the disruption of, or interference with, the normal operations of the College.

When a student or student organization is placed on Interim Suspension, the student and/or student organization will receive requisite notice and a hearing will be scheduled as soon as is practical.

A student or student organization placed on Interim Suspension is not permitted access to the College campus or to participate in any College-sponsored or supervised activities, including classes. If there is an administrative need to be on campus, the student must submit a written request to the Dean of Students Office including the exact date, time, and reason for such request. A student placed on Interim Suspension is ineligible to register for or attend classes at any other USNH institution while the charge(s) remains pending.

Educational Letter

Electronic educational letters address quiet hours, health & safety issues and minor off-campus ordinance violations. These letters are noted in a

Responding Party's conduct record and may be used in determining appropriate sanctions for future violations.

The Responding Party has the right to request a hearing to discuss the charges. Contact must be made with the College official who sent the educational letter within five business days of the sending of the letter, otherwise, the matter will be considered resolved and the Responding Party will be required to fulfill the specified expectations or directions.

College Adjudication Procedures

Responding Party(s) accused of violating College policy will be summoned to participate in the Community Standards process. For alleged violations which could result in Disciplinary Suspension or Expulsion (if the Responding Party is found responsible), the Office of Community Standards will notify the Responding Party of the alleged violation(s) and give them 48 hours to select one of the following processes:

1. Deny responsibility for all violations and request a hearing board;
2. Accept responsibility for all violations and request an administrative hearing with a Hearing Officer, for the purpose of determining an appropriate sanction;
3. Deny responsibility for all violations and request an Administrative Hearing with the Assistant Dean of Students or their designee

If option 2 is selected, the Responding Party will submit a written statement acknowledging responsibility for the alleged violation(s). This submission must be received within 48 hours of notification of charges. The Assistant Dean of Students or their designee will determine whether or not to grant this request.

Please note that if a Responding Party does not respond by selecting an option, a hearing board and/or individual hearing will be scheduled.

It is important to note that the rules of process, procedure, and/or evidence that are applicable to civil and criminal cases do not apply to College hearings.

Administrative Hearing

An Administrative Hearing will be held with a Hearing Officer and all students

alleged to be involved in violations of College policy. Using a preponderance of the evidence standard, the Hearing Officer will determine whether it is more likely than not that the Responding Party has committed the violation as charged. The Hearing Officer will contact students, via e-mail through the College-issued email system, with the following information:

- The policies the Responding Party is alleged to have violated;
- A date, time and location for the Responding Party to meet with the Hearing Officer;
- A copy of relevant written materials that constitute evidence of the violation (audio and video materials are the property of the College; copies will not be sent to the Responding Party but will be available for review with the Hearing Officer up to 24 hours prior to the scheduled hearing or hearing board by appointment);
- A web link to the Responding Party's rights in the conduct process.

Students generally have no less than two but no more than 20 days for the administrative hearing to occur. In cases where circumstances prevent the hearing being scheduled within this time frame (for example, during the start or end of the semester and during examination periods and summer session), the timeframe may be waived or extended at the discretion of the Assistant Dean of Students or their designee. **In addition, a student charged with a violation(s) may waive the minimum two-day period.**

Students with pending criminal charges may request a delay in the hearing until the conclusion of their legal case. The Assistant Dean of Students will determine whether to grant or deny the request. Please note that this request is only granted in certain circumstances.

Hearing Board

A Hearing Board is convened when a Responding Party is alleged to have violated a College policy that is especially egregious, when disciplinary suspension or expulsion may be an outcome, or at the discretion of the Assistant Dean of Students. The determination of the Hearing Board is made using a preponderance of the evidence standard–namely that it is more likely than not that the Responding Party has committed the violations as charged. Please review the Sexual Misconduct Policy for hearing procedures related to

cases involving this type of misconduct.

Composition of the Hearing Board
The Hearing Board shall be composed of College faculty, staff, and student members who are trained on Community Standards issues, investigations, and hearing practices. Each Hearing Board typically will have three faculty/staff members, and a non-voting Chairperson.

At the Hearing Board, the following individuals may be present:

- Hearing Chairperson (typically a staff member from the Office of Community Standards or designee);
- Three Hearing Board members;
- Reporting Party;
- Responding Party;
- Advisor for the Reporting and/or Responding party (if applicable); *If concurrent criminal or civil charges have been filed in association with the incident then the student may have a non-College-related attorney present at the hearing as a non-participating observer;*
- Witnesses (only while providing relevant information).

The Hearing Chairperson ensures:

- All parties are introduced;
- The rights of the parties involved are acknowledged;
- Each party involved hears and accepts the “Expectation of Truth Statement”;
- All alleged conduct code violations are read;
- The investigation report is presented;
- The Responding Party is provided an opportunity to state that they responsible, not responsible, or declines to make a statement, for each alleged conduct code charge;
- Each party and witness has an opportunity to be heard and to submit relevant questions for consideration;

- Each party have the chance to describe any mitigating factors relevant to this situation;
- Each party is provided the opportunity to provide a closing statement to the Hearing Board.

If either party wishes, they may provide a written impact statement to the Hearing Chairperson. If the Responding Party is found responsible, the Chairperson will share the impact statements with the hearing board members as information to consider in their sanction deliberations.

All hearing board proceedings are audio recorded by the Office of Community Standards, but recordings are not permitted by other parties.

If any individual should become disruptive during the hearing, including witnesses and advisors, the Hearing Chairperson retains the discretion to remove that individual from the hearing.

Students with disabilities are encouraged to disclose their disability and request accommodations to the Hearing Officer prior to the hearing if they feel that knowledge of such could affect decisions made in the hearing. If the student is not registered with KSC's Office of Disability Services (ODS) then the student should contact ODS immediately and provide appropriate documentation. The Office of Disability Services will establish eligibility and verify requested accommodations. Undocumented/undisclosed claims of disability cannot be considered during or after the hearing process is complete.

Witnesses
Both the Reporting and Responding Parties may present witnesses who must have direct knowledge of the incident being adjudicated. Additionally, a Party wishing to call a witness must notify the Office of Community Standards at least 24 hours prior to a hearing of who they intend to call as a witness.

Please note that character witnesses are not allowed at any point in the community standards process and will not be considered.

Hearing Board Deliberations
At the conclusion of the Hearing Board, all parties will be dismissed from the proceedings and the Hearing Board members will deliberate privately to

determine the Responding Party's responsibility for the alleged conduct violation(s). All decisions require a majority vote from the Hearing Board members.

If the Responding Party is found responsible, the Hearing Board will recommend appropriate sanctions based on the severity of the violation, the Responding Party's conduct history, and case precedent. During the sanctioning phase of deliberations, the Hearing Chairperson will:

- Disclose the Responding Party's past community standard's history, if any;
- Provide sanction parameters, as defined by this policy for the applicable violations of the code of conduct.

If the Responding Party is found not responsible, there is no discussion of sanctions and the official proceeding concludes.

Once a finding of responsibility is made and sanctions recommended, the Hearing Chairperson will submit the recommended sanctions for review by the Assistant Dean of Students or their designee.

Both the Reporting Party and the Responding Party will be informed of the hearing outcome, in writing, concurrently. The final outcome letter will set forth the violation(s) of policy for which the Responding Party was found responsible and/or not responsible any essential findings supporting the decision of responsibility; and the sanction(s) imposed, if any.

Suspension Level Violations

Alleged commission of the following violations may result in interim suspension. Being found responsible for violating these policies may result in Disciplinary Suspension or Disciplinary Expulsion from the College.

Please note that the following list is not all-inclusive:

1. Distribution or evidence of intent to illegally distribute drugs or alcohol.
2. Possession or evidence of use of illegal drugs other than marijuana.
3. Instigating a riot or other disruption as described in the disorderly or disruptive behavior policy.

4. Arson or attempted arson.
5. Driving under the influence of alcohol or controlled substances.
6. Physical altercation with Public Safety Officials(i.e. Police, Fire, Emergency Response Personnel, Campus Safety) or College Officials.
7. Infliction of physical harm or threatening/endangering others.
8. Sexual misconduct as outlined in the sexual misconduct policy.
9. Intentionally causing a false fire alarm.
10. Committing or planning to commit discrimination or discriminatory harassment.
11. Committing or planning to commit hazing.
12. Repeated violations of college policy.

Organizational Misconduct Policy

The College Community Standards System also applies to Keene State College sponsored student groups including Recognized Student Organizations, athletic teams, and any other student groups operating using the Keene State College name, likeness, or whose membership is primarily students. Allegations of misconduct by these groups are reviewed and processed by the Office of Community Standards in accordance with the Student Handbook. Definition of Student Organization specific to allegations of Hazing (https://www.keene.edu/administration/policy/detail/handbook/hazing/).

Student groups have rights that the College is committed to maintaining and protecting. Students who are members of student groups may be subject to discipline both as an individual student and as a member of the student group. Charges and proceedings against organizations may occur simultaneously with individual student's charges and hearings. The Office of Student Involvement/Athletics/Campus Recreation/Provost's Office/Office of Community Standards, or any college official have the right to implement a cease and desist to organizational operations and activities, no contact orders, or other interim measures while the College is in the process of a Student Organizational Misconduct case.

Reporting Student Organization Misconduct (including Hazing):

Hazing is a crime that is mandatory to report for all Campus Security Authorities and under RSA 631:7 the State of New Hampshire requires that an educational institution with knowledge of a student hazing incident must report to law enforcement. The College requires individuals to report incidents of Hazing in one of the following manners:

1. The Hazing Incidents Reporting Form which is publicly available on the KSC website
2. Department of Campus Safety
3. Keene Police Department
4. Dean of Students Office
5. The Office of Student Involvement (including Student Organization Advisors) and Athletics
6. Another recognized Campus Security Authority (CSA) (to determine if an individual is a CSA please contact Campus Safety).

Not all violations of the Student Organization Misconduct policy are related to Hazing. For incidents/behaviors of concern that do not involve Hazing, individuals can report in a variety of ways:

1. The Office of Community Standards Referral Form
2. Silent Witness Form
3. Department of Campus Safety
4. The Office of Community Standards The College strongly encourages individuals impacted by or with knowledge of alleged Student Organization misconduct to properly report it to the College, whether this behavior is taking place on or off campus. The Wellness Center’s Counselors are Confidential Reporters, based on State Law they may be required to report incidents of Hazing to the College.

Private and Confidential Reporting

Keene State College will respect the privacy of reporters but cannot guarantee confidentiality for Student Organization Misconduct or hazing reports. The information provided to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and/or to comply with other

appropriate Keene State College policies and procedures, and any federal, state and/or local laws, rules and regulations. Keene State College will limit the disclosure as much as possible, even if the institution determines that the request for confidentiality cannot be honored. Offices and officials who are confidential resources will not report to law enforcement or university officials without a complainant/reporting party's permission, except for extreme circumstances, such as a health and/or safety emergency. Keene State College offices that are considered confidential are as follows: The Wellness Center's Counselors and Medical Staff

Amnesty Related to Reporting

Keene State College recognizes that students are sometimes reluctant to report student organization misconduct or hazing activity, due to a fear of potential consequences for their own conduct. For this reason, the College has adopted an amnesty policy which states that a student who acts in good faith to report activity that may fall within the definition of a violation of policy including hazing and/or a victim who cooperates fully as a witness in the investigation and disciplinary process may not be subject to student conduct sanctions related to their own participation in said behavior, as determined by the Dean of Students or their designee

In the event amnesty is granted for self-reported behaviors, if evidence is presented that the student has continued to engage in conduct that is a violation of policy or has knowledge of student organization misconduct including hazing that was not reported, they may be held accountable for past behavior. Students who choose to report and request amnesty for their own conduct should know that amnesty does not apply to any criminal or civil action that may be taken by any law enforcement agencies.

The following additional policies are specific to organizational misconduct:

Jurisdiction The Student Code of Conduct applies to behaviors that take place on Keene State campus, at College sponsored events whether on or off-campus and may also apply to other off-campus behaviors when the Dean of Students, Assistant Dean of Students, or designee determines that the off-campus conduct affects a College interest. An event or incident in which a reasonable person could determine that the event was sponsored, related, or part of an organization will also follow this process even if the organization did

not properly register the event. A College interest is defined to include:

1. Any situation where it appears that the groups conduct may present a danger or threat to the health or safety of individuals; and/or

2. Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or

3. Any situation that is detrimental to the educational mission and/or interests of the College.

Jurisdiction language adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.

Investigation Process

After a report is received, Keene State College will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, Campus Safety will contact appropriate local law enforcement will be contacted. Keene State College will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct and/or any other applicable processes depending upon the nature of the complaint.

Negotiated Agreements:

When there are alleged violations of Community Standards by a student group where the student group accepts responsibility for violating the Code of Conduct, an incident may be resolved through a Negotiated Agreement Process, if deemed appropriate to do so by the Assistant Dean of Students or their designee:

Student groups may only request Negotiated Agreements before a formal conduct hearing has occurred. Negotiated Agreements will be jointly developed by the Assistant Dean of Students or their designee and leadership of the student group involved. Negotiated Agreements must be approved by the Associate Vice President of Student Engagement and/or the Dean of

Students. In all cases of Negotiated Agreements, the written agreement will be kept in an electronic database. Should any aspect of the agreement not be completed by assigned deadlines, or should a party fail to abide by the written agreement, the student group will be charged with Failure to Comply and charged for the incident through the College Conduct System. Note that the Negotiated Agreement applies to the student group and does not exempt individual students in that group from conduct proceedings for the same incident.

Suspension Level Negotiated Agreements: In cases where the outcome of the case may result in suspension (either via a Hearing or Negotiated Agreement) the organization will be notified at the beginning of the Student Organization Misconduct process. If an organization agrees to move forward with a Negotiated Agreement, the Office of Community Standards will articulate the minimum level of suspension or if expulsion is the most appropriate outcome. Representatives from the organization will be given three choices in suspension level cases:

1. Take responsibility for all alleged violations and move forward with a Negotiated Agreement agreeing to a suspension level outcome
2. Take responsibility but not agree to a suspension level outcome and chose to go to a Hearing Board
3. Do not take responsibility for all alleged violations and chose to go to a Hearing Board

Group and Organizational Sanctions:

Sanctions listed in the Code of Conduct for students are also applicable for student groups and a full list can be found here. Additional terms of sanctions are below:

Disciplinary Suspension: Any student groups that are issued a disciplinary suspension are prohibited from sponsoring, co-sponsoring, or participating in any and all social, intramural, athletic, or other similar activities on or off campus. A suspended student group may not recruit, solicit, or initiate any new members. Suspension will be for a specific and determined period of time, and will include a written return agreement outlining specific conditions for return. The suspension may be delayed at the discretion of the Dean of

Students or their designee.

If the recognized student organization or student group dissolves or loses recognition, as a result of group or organizational misconduct, and then attempts to seek recognition under the guise of a different group or organizational name, the College reserves the right to deny the request for recognition or withdraw the recognition. This conclusion may be based on multiple factors, including but not limited to: overlapping membership, similarity of purpose, and the timing of the dissolution or prior loss of recognition and the request for new recognition. Continued operation of the student group or recognized student organization after suspension or loss of recognition will result in a violation of Failure to Comply and may result in additional outcomes or restrictions, up to and including an extension of the suspension beyond the terms originally outlined in the initial Outcomes Letter/return agreement. An organization or student group that has completed a period of suspension and has met conditions for return as outlined in the return agreement may seek reinstatement by complying with the recognition requirements of the appropriate College department.

Educational Sanctions: Educational sanctions may include but are not limited to: educational programming, interventions, restrictions, workshops, or other outcomes determined to help develop the culture and community of the student organization or group. A member of the Office of Community Standards will determine Educational Outcomes after consultation with the appropriate College Office(s), or other appropriate stakeholders as necessary.

Structural Outcomes: Structural Outcomes are related to the structure, membership or governance of a recognized organization. Structural outcomes, developed in collaboration with the inter/national organizational governing body (if applicable), may include, but are not limited to: changes to organization operating procedures, a review of organizational membership/leadership, an external organizational review, and changes to the organizational advisor support. Structural Outcomes may be included alongside any Status and Educational Outcomes, but only after consultation with the appropriate College department(s), the organizational inter/national governing body (if applicable), the organization representative, advisors, and/or other appropriate stakeholders as necessary.

Notification: Outcomes for a finding of responsibility of Student Organization

Misconduct will be posted to the Keene State College website under the Campus Hazing Transparency Report and Student Organization Misconduct History. These records will be published for seven years and will be posted biannually.

Sanction language adapted from The Dyad Strategies Model Code of Student Organization Conduct and is used here with permission.

Hearing Process:

The hearing process for organizations will mirror the student hearing process with a few notable differences:

The President, Captain, or recognized leader (or their designee) of the student group shall represent the group and may bring up to two other student members to respond to the allegations of misconduct.

An advisor may be present (per the Advisor section of the Code of Conduct). This advisor may be the group or recognized student organization's advisor (if not a material witness to the situation) or it may be another member of the KSC Community.

Appeals:

Information on how to file appeals can be found in the Code of Conduct here.

Statement of Rights for Involved Parties

In keeping with the mission and values of Keene State College, all hearings shall afford all involved parties the important rights identified below:

- A fair, impartial, and equitable process that respects the rights of all participants;
- Be treated with respect by College Officials;
- Written and timely notice of charges and hearing absent extenuating or extraordinary circumstances;
- Be presumed not responsible until found responsible by a preponderance of evidence;

- Have an advisor with them throughout the resolution process;
  If concurrent criminal or civil charges have been filed in association with the incident then the student may have a non-College-related attorney present at the hearing as a non-participating observer;
- Review all relevant documentary evidence regarding the allegation including the investigative report, at least two (2) days prior to a hearing;
- Have unrelated past behavior excluded from the hearing;
- Choose not to present evidence or speak on their own behalf. A decision will still be rendered based on the information that is presented at the hearing;
- Make an impact statement and to have that statement considered in determining sanctions;
- Be informed, in writing, promptly of the outcome, pending all appeals;
- To appeal the decision and/or the sanction imposed based on specific grounds.

Advisors

Information for Advisors

The advisor in a community standards process may be any one of the student's choosing as long as they are a current member of the College community. Advisors are not permitted to speak during the proceeding, though they may confer and speak privately with the advisee. The advisor may not be included in the list of witnesses; they may only function in the capacity of an advisor.

Serving as an advisor during a sexual misconduct hearing is different than serving as an advisor during other hearings. Please see the Sexual Misconduct Policy for more information

When selecting an advisor, students should remember that the advisor may not be fully aware of the community standards process and may not be an expert in conduct proceedings. All advisors are expected to review the Code of Conduct and abide by College policies throughout the process.

The advisor should assist the advisee with the following:

1. Review and understand the alleged violation(s) and the community standards process;
2. Preparing the student to share their side of what occurred in the alleged incident;
3. Thinking of questions to ask the witness(es) called to present information at the hearing;
4. Taking notes during the hearing;
5. Suggesting additional questions to ask witnesses and the other party based on their statements;
6. Helping keep the advisee calm and in control;
7. Providing moral support to the advisee prior to and during the proceeding.

Please note that while advisors may contact the Office of Community Standards to discuss general process questions and their role as an advisor, the Office of Community Standards is not permitted to discuss the specifics of a case.

A student may also ask an advisor for help in preparing a letter of appeal, should the student choose to appeal the hearing outcome.

If concurrent criminal or civil charges have been filed in association with the incident then the student may have a non-College-related attorney present at the hearing as a non-participating observer but not as the student’s advisor.

College Sanctions

A student or student organization found responsible for violating the Code of Conduct will be sanctioned based on the specific violation(s). Factors such as past conduct action will be taken into consideration when sanctions are imposed.

Since students and student organizations have the right to appeal (based on specific criteria - see Appeals section), sanctions will generally not be implemented until the appeal process has been exhausted. However, in cases

where the health, safety, or well-being of a particular student or the College community is threatened, the Assistant Dean of Students may authorize immediate implementation of any sanctions and offer to expedite the review. They may also authorize immediate implementation of the sanction(s) during the final examination period.

The following list identifies the range of sanctions that may be imposed on a student or student organization, either individually or in combination. The list is not all-inclusive; it provides a sample of the types of sanctions that may be issued.

a. Official Warning: A documented warning that unacceptable behavior has occurred. Further similar behavior or another violation of the Code of Conduct may result in more serious action.

b. Educational Sanction: Any of a broad range of assigned sanctions meant to help the Responding Party learn from and reflect on their behaviors as a member of the KSC community.

c. Restitution: This sanction requires the Responding Party to provide an appropriate monetary or material replacement for the loss, damage, or injury caused as a result of the misconduct. In situations where restitution cannot be billed directly to a student's account at the Student Accounts Office, a hold will be placed on their account by the Dean of Students Office pending proof of payment of, or acceptable payment plan for, the restitution approved by the College official who issued the sanction of restitution.

d. Disciplinary Restriction (DR): Disciplinary Restriction limits and/or reduces the privileges of a student or student organization. a DR normally lasts for a specific period of time, although some conditions may remain in effect permanently. Additionally, a DR is a sanction level at which the Dean of Student's Office will report information in response to reference checks or referrals.

While this list is not all-inclusive, examples of conditions of DR are:

- loss of guest privileges;
- re-assignment to another residential facility;
- being banned from specific College facilities;

- being denied the privilege of posting materials in College facilities;
- being denied the ability to schedule and hold events in College facilities;
- an indication that if specific violations occur again, a student will be banned from all on-campus residential facilities;
- being denied the ability to select a housing assignment or type of housing for the following academic year;
- being removed from College housing;
- an indication that if specific violations occur again a student or student organization will be suspended, expelled, or deactivated.

e. College Probation (CP): Restricts or alters the relationship between a Responding Party and Keene State College placing the Responding Party out of good standing with the College. CP normally lasts for a specific period of time, although some conditions may remain in effect permanently. Being placed on College Probation may affect a Responding Party's ability to participate in study abroad and alternative spring break programs. Additionally, CP is a sanction level at which the Dean of Student's Office will report information in response to reference checks or referrals.

f. Deferred Suspension: The loss of the privilege to attend Keene State College for a period of time may be deferred. This means the suspension would not be enforced immediately pending specific actions or conditions imposed upon the student being fulfilled. Any violation of those conditions or failure to act will result in enforcement of the suspension and it may also result in further disciplinary action.

g. Disciplinary Suspension: The loss of the privilege of attending Keene State College for a specified period of time, normally not less than one semester or more than two years. During the period of suspension, the student is not eligible for a statement of "good standing." A suspended student is banned from campus and may not attend classes or attend or participate in any College function during this period. Suspended students may petition the Dean of Students to be allowed on campus for administrative reasons. A notation of "Disciplinary Suspension" is entered on the student's transcript. Students suspended for a semester or more must apply to the Director of Admissions for formal readmission to the College. When

suspended, the student is ineligible to register for or attend classes at any University System of New Hampshire (USNH) institution for the duration of the suspension. Please note that students who are suspended forfeit their right to a financial refund. The full policy can be found on the Student Accounts website.

h. Disciplinary Expulsion: This constitutes the final separation from Keene State College and renders the student ineligible for readmission at any time in the future. In addition, the student is permanently banned from the College premises and may never receive a statement of "good standing." Students who are expelled for disciplinary reasons may be only allowed on campus for legitimate campus administrative business with the prior approval of the Dean of Students.

The notation of "Disciplinary Expulsion" is entered on the student's transcript and becomes a part of their permanent record. The student is ineligible to register or attend classes at any USNH institution for two years following the date of the expulsion from Keene State College. Please note that students who are expelled forfeit their right to a financial refund. The full policy can be found on the Student Accounts website.

i. Deactivation of a Student Organization: Loss of recognition by the College for either a specific period of time or permanently. Upon completion of the period of deactivation, an organization may have the opportunity to make a new application for College recognition. Often, the organization must show that it has complied with the sanctions or agreements associated with the deactivation.

j. Fines: Monetary fines will be issued to students who violate certain College policies. These fines will be applied to student accounts within 30 days of the incident being adjudicated. Students will be notified of the amount by an educational letter or hearing outcome sent to their KSC issued email address. Payment can be made at the Bursar's Office once the fine appears on the account. Failure to pay the fine will result in additional conduct action.

Below are the standard fine amounts for alcohol and marijuana violations that are charged to a student in addition to other sanctions (Educational programs, College Probation, etc). Please note that each case is heard on its own merits and depending on the many factors involved, a student may start at a lower

or higher fine amount. For example, violations of the College's hosting policy are considered especially egregious and will start at the second violation amount.

1. First Violation: $100

2. Second Violation: $300

3. Third Violation: $500

Failure to Complete a Sanction

Failure to satisfactorily complete a sanction will result in a student or student organization receiving additional conduct sanctions. Generally, the student or student organization will be made aware of the consequences for failing to complete a sanction in the original Hearing Outcome Letter. Any sanction that has not been completed at the time of a student's departure from the College shall be considered outstanding. If or when the student attempts to return to the College, approval must be granted by the Dean of Students prior to returning to classes.

Appeals Process & Appeal Form

The findings of the Hearing Officer or Hearing Board may be appealed by either the Reporting Party or the Responding Party. Submitting an appeal will not guarantee that your outcome will be overturned, but will ensure that is fully vetted by an appellate officer. **Please note that appeals do not serve as re-hearings of the original case. They are designed to determine whether or not:**

1. The hearing was conducted in accordance with procedures prescribed by the College Conduct System. Deviation from designated procedures will not be a basis for granting an appeal unless significant prejudice can be demonstrated as a result of the deviation.

2. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student or student organization.

3. There is new evidence that could not have been known during the hearing which is sufficient to alter the decision or outcome. It must be clear that the evidence could not have been known at the time of the original hearing.

Appeals must be submitted by the student or student organization in writing (through our online form) and contain specific evidence addressing the criteria. Please note that failure to attend the hearing or to provide a statement in lieu of attendance are not grounds for an appeal. In addition, the appeal must be received by the Office of Community Standards within five calendar days of the date at the top of the hearing outcome notification e-mail. In most cases the Assistant Dean of Students will review the appeal except in instances where they heard the original case. In some cases, the appeal may be considered by another College Official.

Upon receiving an appeal, the Appellate Officer will acknowledge the receipt of the appeal to determine whether or not any of the grounds upon which a case can be appealed have been addressed at a sufficient level to warrant an appeal being granted.

Sanctions will generally not be implemented until the appeal process has been exhausted. However, in cases where the health, safety, or well-being of a particular student or the College community is threatened, the Dean of Student’s or the Assistant Dean of Students may authorize immediate implementation of any sanctions and offer to expedite the review. They may also authorize immediate implementation of the sanction(s) during the final examination period.

Appeals Process

The appeal review is limited to an analysis of the written appeal document, the record and documents of the initial hearing, and an interview with the original Hearing Officer or Chair of the hearing board.

All decisions resulting from an appeal review shall be final. Although a verbal notification may be provided to the student who requested the appeal review, an e-mail notification of the decision shall be sent within twenty days of the receipt of the appeal.

Possible Outcomes of an Appeal

An Appellate Officer will make one of the following decisions after carefully reviewing the appeal:

1. Original hearing outcome stands.
2. Original hearing outcome stands but the Appellate Officer will adjust the sanction(s) as appropriate but will not increase the sanction(s).
3. The case may be returned to the original hearing officer or hearing board, or a newly constituted one, to allow for a reconsideration of the original finding.

Appeal Form

An appeal of the outcome of a community standards case is a formal document that becomes a part of the student's conduct record. It is important to formulate the contents carefully and to write them in a clear, concise, and logical manner. Proper grammar and spelling are expected.

Appeals that are not filed properly or are missing information will not be considered. Appeals should be submitted through the following form: Community Standards Appeal Form. Please only submit appeals through this form.

If you have questions about how to write your appeal, please contact the Office of Community Standards.

Recordkeeping and Release of Information

Written Records - The Dean of Students Office maintains records of conduct actions, including written reports and electronic copies of letters. Community Standards records are also maintained in the Office of Community Standards. These confidential records cannot be removed and are accessible only in

accordance with the Family Educational Rights and Privacy Act (FERPA).

“Disciplinary Suspension” and “Disciplinary Expulsion” are entered on a student’s academic transcript as well as in their official file. A student-initiated leave of absence or a withdrawal during the suspension timeframe shall not be a basis for the removal of this notation.

Audio Recordings - *All cases that are referred to a Hearing Board are recorded.* The audio recordings are the property of the College and may not be duplicated without the permission of the Director of Community Standards or a designee. Students are not permitted to make their own recordings of hearings. Students who may be preparing an appeal can request an appointment to review the official recording. Unless otherwise authorized by the Dean of Students and/or ordered by a court of law, the review of the audio recording of the conduct hearings shall be limited to those involved in the case, their Advisors, the Hearing Officer or Hearing Board members, the Appeal Officer, Assistant Dean of Students, Dean of Students, and the Associate Vice President of Student Affairs. Deliberations of the Hearing Board shall not be recorded. All audio recordings of College Community Standards hearings are typically saved for at least 30 days after the deadline for filing an appeal has passed or the appeal has been decided.

Parental Notification - In accordance with FERPA, limited information will be released from a student’s Educational Record. In cases where a dependent student is found responsible for a violation(s) that results in the student being placed on Disciplinary Restriction, College Probation, Deferred Suspension, Suspension or Expulsion, or when the Good Samaritan Policy is invoked the student’s parent or legal guardian will be notified of the action (if the student would have received Conduct Probation or higher).

Section 152 of the Internal Revenue Code (IRS) will determine a student’s dependency and the College will use the information maintained in the College’s student information system. In cases where the student does not receive financial aid, they will have the opportunity to provide this information to the Assistant Dean of Students or their designee.

Other reporting - Information regarding policy violations defined as violent crimes or non-forcible sex offenses (under the Higher Education Amendments of 1998) may be released to the public. The student’s name, the policy

violation they are responsible for, and the sanctions imposed may be released to the public when a student is found responsible for such a violation.

Information regarding policy violations may also be released to the extent otherwise required by law.

Interpretation and Revision

Questions of interpretation about the Code of Conduct and Community Standards should be addressed to the Assistant Dean of Students, whose determination on such issues shall be subject to review by the Dean of Students Office. Any determination by the Dean of Students Office on such issues shall be final.

The Code of Conduct and Community Standards shall be reviewed annually, or more often as necessary. The Assistant Dean of Students shall propose changes to the Dean of Students and the Associate Vice President for Student Engagement who shall approve any changes to the Code of Conduct and the College Community Standards System. It is the responsibility of the Dean of Students or their designee to notify the College community of approved changes.

Community Living and Housing Information

Section Menu

Overview

The Transitions and Community Living Office is responsible for the overall functioning of the College’s residence program.

Keene State College considers the experience of living on campus to be an extension of the learning experience of college that is just as important as lessons learned in the classroom.

As a residential college, we consider the experience of living on-campus to be

a valuable developmental tool designed to enhance the mission of the College by helping students develop critical thinking and communication skills along with a heightened appreciation for diversity and service learning. All residential students are expected to actively participate in and support the programs and procedures employed by Community Living staff to achieve that end.

Visitation

Definitions

Visitor: A current Keene State student.

Guest: A guest is anyone who is not a KSC student. Guests must be registered by their host and must be accompanied by their host at all times while on campus.

Room Occupancies are double the number of students assigned to a room:

Single = Max Occupancy 2
Double = Max Occupancy 4
Triple = Max Occupancy 6
Quad = Max Occupancy 8
5-person suite = Max Occupancy 10
6-person suite = Max Occupancy 12
8-person suite = Max Occupancy 16
10-person suite = Max Occupancy 20

Total number of people in a room at any given time may also be restricted further based on the existing local, state, and federal fire regulations.

Visitors: Visitors may stay overnight in another resident's room. While they do not need a guest pass, permission from all residents of the room/suite is required.

Guests: A resident is allowed no more than a total of one guest at any one time.

Students with guests are expected to complete and submit the Community Living Guest Registration Form for a guest who will be in the building between

8pm and 8am the following day.

If requested by a Campus Official, guests are expected to show a form of ID and their registration confirmation.

If a student wishes to register a guest under the age of 18, the host resident is required to receive approval prior to registration their Community Director.

Frequency: Overnight guests or visitors may not stay in a residence hall room for more than two consecutive nights and no more than four nights during any month. During all 24-hour Quiet Hour periods, guests are not permitted except for the purpose of assisting a resident in moving out at the end of the semester.

Students are responsible for the actions of their guests while the guests are on campus. Guests are subject to all rules of the campus community as outlined in the Student Handbook including Covid policies and procedures. Hosts are billed for damages or fines as a result of a guest's behavior and may be referred for disciplinary action. Community Living staff may remove a guest from campus immediately for disruption of the community, infringement of rules and regulations, harassment of staff, or other safety or community concerns.

Eligibility

Only full-time Keene State Students who are in good academic standing, have met all housing deposit deadlines and have fulfilled all financial obligations to the College are eligible to live in College-owned residence halls. All residential students must agree to abide by all terms and conditions contained in the Residence Hall Contract.

Availability

The Community Living Office offers a variety of living accommodations available to full-time students on a space available basis. Please note that students with 59 credits or less are required to live on campus.

For new students, priority for assignments is given according to the date that the enrollment services fee is credited, while returning residential students choose their rooms through the Housing Selection Process held each spring.

Additional information regarding residence hall facilities, services, application procedures, regulations, and so forth, is contained in the Terms and Conditions of the Residence Hall Contract (PDF)..

Contract Duration

The Residence Hall Contract is binding for the ***entire*** academic year. Applicants must accept their room assignments for both fall and spring semesters. All resident students (with the exception of residents of Pondside 2 Apartments) are *required* to be on one of two meal plans as a condition of residency. The board program is binding for the entire academic year.

Termination of Contract

The College may terminate this contract for health reasons, for failure of the student to contract for or continue on the board plan without authorization, for failure to pay room and board costs, or for violations of published College rules. A resident whose contract is terminated will be expected to vacate the residence hall immediately and may be held responsible for fulfilling all financial obligations of the contract. This contract may not be transferred or assigned to any other person.

Contract Release

Residents may request release from the Residence Hall Contract. Releases are subject to the approval of the Director of Transitions and Community Living or their designee. Such releases will only be considered for the following reasons:

1. Non-admission, withdrawal, transfer, or dismissal from the College. Students who wish to take a Leave of Absence or Withdraw from College must contact the Dean of Students Office.

2. Extreme, unanticipated change in financial circumstances.

3. Serious medical or health problems directly related to residence hall living.

4. Marriage or Civil Union during the contract terms.

5. Student teaching beyond a 30-mile radius from campus.

6. Graduation.

7. Study Away.

Reducing course load from full-time to part-time does not constitute grounds for release from the contract. Documentation for all releases will be required by the Director of Transitions and Community Living or their designee.

Administrative Housing Fee

A nonrefundable administrative housing fee of $250 is placed on a students account that will be living on campus. This covers all processes and minor damages that are typical when students move out of their rooms at the end of the year. This fee does not include egregious damages that occur in or outside of a students residence hall room, including but not limited too, hallways, common spaces, bathrooms, lounges, etc. Housing selection guidelines are available during the spring semester.

Residence Hall Damages

Individual Room Damages

Damages to student rooms are the responsibility of the occupants. In order to prevent misinterpretation, it is strongly recommended that students inspect their rooms thoroughly with their Community Assistant upon moving in, noting

any issues/repairs that need to be made.

Common Area Damages

Common area damages are charged to the student deemed to be responsible for the damage. In cases where responsibility for the damage cannot be determined, all residents of the damaged area will share the cost of repairs evenly.

Individual damage charges can be appealed and must be done so within ten days of the charges being placed on a student's account. Appeals need to be emailed to the Community Director of the area in which the student lived.

Combo/Lock Changes

Locks and doors are essential components for the safety and security of students and their belongings. External and internal doors in all residence facilities should never be propped or tampered with. Safety and security is the responsibility of all students. Please refer to the Code of Conduct for further elaboration of the College policies regarding misuse of or tampering with keys and locks.

If a student requests a change in their combination lock, the student(s) will be billed for a combination change. Residents who are locked out of their rooms three or more times per year will be subject to disciplinary action. Students are prohibited from giving out their combination to others, as this creates a potential security problem.

All ID cards are the sole property of Keene State College and may not be duplicated except by the College.

Work Orders

Students who need to have repairs made in their individual bedroom can do so by using the Student Maintenance Request link. Repairs for other common spaces must be reported to either the student's CA or Community Director

and must include the specific nature of the problem (such as overhead light not working, radiator leaking on right side of room, etc.). The staff member will then notify the appropriate trade staff to get the work done. If the repair is not made within three business days the student should contact their Community Director.

Loss of Student Property

The College does not assume any liability for loss, damage, or injury resulting from theft, explosion, fire, mechanical failure of either gas or water lines, loss of electricity, defective wiring, or negligence of any occupant of the building. It is strongly urged that students purchase appropriate insurance policies to protect themselves from loss or damage to personal possessions.

Occupancy

Assigned rooms may be occupied the day before the first day of classes for each semester. Special arrangements for the early arrival of any student must be approved in advance by the Transitions and Community Living Office.

Living accommodations in the residence halls are not available during times when the College is not in session, e.g., Thanksgiving, midyear recess, and spring recess, except as special arrangements may be made for student teachers and athletes.

Students are expected to comply with all closing instructions that will be provided to them before each of the hall closings noted above. Failure to comply with these instructions will be addressed through the College’s conduct system.

Rooms paid for and not occupied one day after registration day may be declared vacant by the Director of Transitions and Community Living, unless the individual having the assignment makes a written request to the [Residential Life and Housing Services Office] to hold the room until a later date.

The Transitions & Community Living Office reserves the right to:

change room assignments at any time with a specific rationale provided to the resident(s) involved consolidate vacancies

use rooms over holiday periods, provided prior notice is given to each resident involved

control the rooms in event of an epidemic

change the gender designation of a hall, house, or floor, and provide space to accommodate the needs of special interest program groups

change room assignments for health, safety, or repair service, for disciplinary reasons caused by the residents, for ongoing community concerns, or for irreconcilable differences between roommates.

Room Changes

Requests for room changes will not be honored during the first two weeks of a semester except under rare extenuating circumstances. All room changes must be discussed with the Community Assistant and/or the Community Director. Students cannot change rooms without the advanced approval of the Community Director(s) of the hall(s) involved or Director of Transitions and Community Living.

Room Charges

A bill for the room and board charges will be sent to the student; charges will be payable prior to the beginning of each semester. Room assignments may be canceled by the College if the charge is not paid by the stipulated due date, or alternate arrangements for payment of bill have not been approved by the Student Financial Services Office.

Refunds

Withdrawal: 75 percent of the room rent will be returned to any student withdrawing from the College within 7 days following the first day of classes; 50 percent after seven calendar days but within 30 days of the first day of classes; and no refund after 30 days.

Prorated rebates will be given on the unused portion of the board contract, less one week.

Dismissal: No room refund will be made to any student who is dismissed from the College for any reason, or who is mandated to leave the residence halls for disciplinary reasons.

Room Entry/Search

The Transitions and Community Living Office reserves the right to:

enter rooms to inspect for and correct/remove hazards to health or safety, or to carry out necessary maintenance work search a room, but only with the permission of the Associate Vice President for Student Engagement or their designee.

As appropriate, College officials may contact law enforcement authorities who may seek search warrants to search student rooms.

Use of Facilities

Section Menu

Purpose

Freedom of speech, expression, and assembly are fundamental rights of all persons and are central to the mission and purpose of Keene State College. The College recognizes that free inquiry and free expression are indispensable components in the examination of ideas and academic freedom. Students, faculty, and staff are free to express their views, individually or in organized groups, orally or in writing, on any topic, subject only to rules necessary to preserve the equal rights of others and the functions of normal College operations. In scheduling use of College facilities, the College will not discriminate on the basis of the political, religious, philosophical, ideological, or academic viewpoint expressed by any person, either in the enforcement and administration of these rules or otherwise.

This policy is enacted to:

- To establish a consistent and equitable approach for handling scheduling requests and for assessing reasonable fees for the use of College facilities; To facilitate access to facilities for both internal and external groups;
- To address legal and financial issues pertinent to facility use; and
- To offer consistent quality, service, and support for events held on campus.

Bulletin Boards and Postings

The College recognizes the right of the College community to post materials expressing opinions or information about upcoming events in designated areas. College organizations, College groups, or members of the College community may post items if the following guidelines are followed:

1. The College shall designate appropriate bulletin boards or posting areas in each of the buildings on campus.
2. All postings announcing events, meetings, workshops, etc., must include the name and contact information for the organization and shall be removed by the College organization, College group, or member of the College community within 24 hours after the activity. A statement concerning accessibility accommodations should be included on the posting with a contact.
3. Items posted outside of the designated areas may be removed by an authorized College representative.
4. The College organization, College group, and/or member of the College community posting items outside of designated areas or defacing College property will be subject to disciplinary or administrative action by the College, including costs for removal and restoration of the area, unless they have gained prior approval from the Dean of Students.
5. Any unauthorized individual(s) removing, defacing, or otherwise tampering with posted items in designated areas may be subject to disciplinary or administrative action by the College.
6. Members of the College community who believe that items are posted contrary to this policy should not remove or otherwise interfere with the

item, but should report their concern to the Dean of Students.

7. All organizations not affiliated with the college community shall post promotional materials in appropriately identified locations. The promotional materials must clearly state the name of the sponsoring organization as well as a telephone number if further information is desired. Use of the name “Keene State College” or the College’s logo must be approved by Marketing and Communications prior to posting. If alcohol is to be present at any event, it cannot be published on the promotional materials as such. “Refreshments will be served & proper ID is required” is acceptable.
8. Students/organizations seeking to have materials (flyers, advertisements, etc.) posted in the residence halls must get approval from Community Living .

Campus Activities

Recognized student organizations may sponsor student activities. A student organization sponsoring an event should reserve the facility for the event with the Scheduling Office at least seven working days prior to the function (For event planning information, refer to the Student Organization Handbook). An event scheduling form must be completed and co-signed by the organization’s Advisor. Any special requirements for the event should be noted on this form.

If the on-campus event being sponsored involves the consumption of alcohol, an alcohol form must be obtained from the Scheduling Office at least four weeks prior to the event. (For residence hall functions, refer to Residence Hall Policies section. Also see Political, Social, and Commercial Activities section below.)

The Student Center, in conjunction with the Department of Campus Safety, will determine those functions at which security is required. Campus Safety will facilitate employing police officers for the organization, the cost may be charged to the sponsoring organization. All College policies are in effect regardless of the location of the event(s), whether on campus or off campus. The privilege of College recognition for a student group carries with it the requirement to comply with College policy, state, and federal laws anywhere an event is being held.

Contracts for Student Activities

All contracts solicited by any student organizations, whether they include a professional fee or not, must be submitted at least seven days in advance for the approval of the Student Center and the signature of the Business Administrator. No other persons are authorized to sign contracts. This is for the protection of students, performers, and the College. Questions about planning activities and programs should be directed to the Coordinator of Student Activities.

Fund-Raising

Fund-raising projects are those activities undertaken by any recognized student organization to raise money to support its own activities or those of its members. The sale of newspaper and program advertising is specifically excluded from these guidelines.

1. Tax-free status of student organizations officially recognized by Keene State College is conferred upon those groups by virtue of their official tie to the College. They therefore use Keene State College’s IRS tax exemption designation in substantiating their tax-free status, which can be obtained from the Office of Development.
2. In order to protect both the College and the student organizations themselves, the organization must seek institutional approval of their fund-raising projects by filling out a Fund-Raising Form before undertaking to raise money.

The Student Center will have authority to review, approve, monitor, and when necessary, place restrictions on all fund-raising activities of student organizations.

Political, Social, and Commercial Activities

Solicitation and Distribution of Literature in Public Areas of Campus

Literature may be distributed on College property subject to the following provisions:

On College grounds, individuals and Keene State College community members may distribute literature provided that:

- The free flow of traffic (pedestrian or vehicular) at any point is not obstructed
- Distribution of literature activities shall be passive in nature and conducted between 8 a.m. and 10 p.m. Literature is not placed on vehicles parked on campus
- Tables or displays used to facilitate distribution do not block walkways or entrances to buildings. Tables or displays must be attended to at all times by the individual or group sponsoring the distribution
- All individuals/organizations shall refrain from littering in the area
- The distribution of literature does not interrupt or interfere with educational or instructional activities or individuals who are engaged in the daily conduct of College business
- Areas on campus not open to the activities described above shall include, but not be limited to, classroom and laboratory buildings, libraries, conference rooms, the residence halls, the gymnasium, and faculty, staff, or student offices.
- Free speech, solicitation, and distribution of literature shall not be permitted if it is determined that they threaten public safety or public property, or if they disrupt or threaten to disrupt vehicular traffic, pedestrian traffic, or any educational, administrative or outreach activity.

Freedom of Expression and Assembly

Students enjoy the same rights that are guaranteed to every citizen of the United States and the State of New Hampshire. Among these rights are the freedoms of expression and peaceful assembly. Students are encouraged to freely examine, exchange, and debate diverse ideas, both inside and outside of the classroom. In doing so, however, students and others must comply with other, generally applicable, College policies.

Speech Activities

To facilitate robust debate and the free exchange of ideas, students and non-students shall be permitted to engage in free speech activities and distribute literature on Oya Hill on a space available basis. This use may be without permission from the College so long as the area has not been previously reserved or scheduled for a particular function, no sound amplification is used, activities do not interrupt or interfere with educational or instructional activities or the normal conduct of College business, and the participants do not violate other College policies.

Although it is not necessary for a person using Oya Hill to obtain prior permission from the College, the College encourages such persons to contact the Office of Student Involvement and/or Scheduling Office to minimize possible scheduling conflicts.

Nothing in this section shall be interpreted as limiting the right of student expression elsewhere on the campus so long as the expressive activities or related student conduct, including the distribution of literature, does not violate any other applicable College policies.

Organized Student Demonstrations

If a student or student organization intends to initiate, sponsor, or host a demonstration or event that may draw a large crowd, require security, impede pedestrian or vehicular traffic, including a parade, march, or other similar activity, or poses a substantial risk of disrupting the functioning of the College or of violating any other College policy, the College requires that the student or student organization contact the Scheduling Office in advance of the activity. The Scheduling Office will work with the requesting student or student organization either to evaluate the request and find a suitable time and location that balances the rights of the requesting student or student organization with the rights of others and the College’s educational mission.

The purpose of this policy is not to designate common areas as a public forum or to accommodate demonstrations or protests by those who are not part of the College community (i.e., non-students and other campus guests). Rather, the purpose of this policy is to promote and facilitate student expression while

allowing the College to make any necessary adjustments (such as arranging a parade route or providing security) to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Should an outside group wish to conduct an organized demonstration or to demonstrate in areas other than Oya Hill, the group should seek the sponsorship of a student organization.

Political Events

Keene State College welcomes opportunities to bring candidates and elected representatives to our campus, and to provide forums for discussing political issues. In order to provide appropriate levels of support to these events, the following procedure will be followed:

- All requests for political party affiliated events (candidate visits, forums on political issues, etc.) will be directed to the American Democracy Project (ADP) campus coordinator, Kim Schmidl-Gagne (kgagne@keene.edu, 603-358-2768).
- The ADP Coordinator will determine appropriate and available venues for the event, and coordinate the event with the appropriate on and off-campus offices (facility director, - Physical Plant, Campus Safety, Keene Police, etc.).
- The ADP Coordinator will ensure that all candidates / political events are treated equitably to protect the integrity and resources of Keene State College. Costs over and above customary costs of standard and usual set-up must be borne by the organization scheduling the event.

Student Center, Tables

Recognized student organizations shall be permitted to use one table on the first floor of the L. P. Young Student Center for the sale of goods or distribution of literature, provided that the table is available and is reserved in advance through the Scheduling Office.

Student Center Conference and Meeting Rooms

These rooms must be scheduled in accordance with guidelines established by the Scheduling Office. Any use of the L. P. Young Student Center rooms for commercial purposes shall be done in accordance with Commercial Activities on Campus.

Commercial Activities on Campus

The College shall permit, within the guidelines, commercial activities on the campus that, in the judgment of the Vice President for Student Engagement or their designee, will not disrupt or negatively impact the academic environment and the safety and security of the campus community, and that are in keeping with the stated goals and mission of the College.

- Commercial activities are passive in nature and conducted between 8 a.m. and 7 p.m.
- The space to be used is properly reserved through the Scheduling Office.
- Upon request, a summary of all sales, contracts, and moneys collected would be filed with the Scheduling Office.
- Upon request, the vendor shall submit proof of authority to conduct business in the State of New Hampshire.

The conduct of any commercial activities outside of the L. P. Young Student Center for the profit of any person or business is not permitted on the campus, with the following conditions and exceptions: The sale of merchandise and other items shall be permitted, provided that all materials offered for sale is directly related to a person or group performing and has been approved by contract.

Nothing in this policy shall prohibit a person or business engaged in commercial activities from:

- Advertising in student and local newspapers (all advertisements must be in good taste and in keeping with College policies, standards and mission.)
- Posting of information must comply with posting policies.

Student Center Commercial Activities (vendors) Vendors in the Student Center are subject to all regulations that apply to “commercial activities” as well as

the following:

1. Commercial activities are passive in nature (e.g. remain at vendor table/location and allow patrons to approach you).
2. There is a daily vendor fee. Payment is due prior to the event to guarantee the space. Payment is not refundable within ten days of the event. Keene State College is not responsible for returned checks due to insufficient funds.
3. Vendors can schedule two days per month for vendor space. The hours for use of vendor space are 8 a.m. to 7 p.m., which includes set-up and breakdown time. Vendor space will be assigned by the Student Center. Vendors soliciting applications for credit cards will be permitted only during a one-day credit card fair each semester (dates to be determined by the Scheduling Office).
4. The vendor space will provide one medium-size table and one chair. Absolutely no taping, gluing, tacking, or hanging any items from the walls or ceiling for vendor advertising is permitted without prior approval. All advertising must be limited to the immediate area of the table.
5. The Scheduling Office will send the vendor a confirmed copy of the scheduling form. Vendors must bring their copy of the scheduling form with them on the day(s) of the event.
6. Vendors must report to the Information Desk in the Student Center on the day(s) of the event. The vendor will provide a confirmed copy of the scheduling form in order to receive a parking permit from Campus Safety.
7. All sales must be in accordance with applicable laws. When necessary, permits must be obtained from city and state agencies.

Scheduling

1. Scheduling of most KSC facilities is done through the Scheduling Office in the Student Center. To schedule the Arts Center facilities (358-2167) or Spaulding Gymnasium, (358-2789) call the offices at the respective facility. For other facilities on campus call the Scheduling Office, 358-2323.
2. All on-campus and off-campus organizations wishing to schedule a facility

at KSC must complete a Scheduling Form and additional forms when appropriate.

3. All organizations requesting facilities for activities are required to complete a scheduling form at least 7 days in advance. REMINDER - Campus organizations will need a signature(s) from their advisor on the Scheduling and Alcohol Function Agreement Form(s). The Scheduling Office will process the scheduling form and provide confirmation to the person requesting the use of a facility before the event. All organizations must carry the confirmation copy to the event. Requesters are not authorized to publicize details of the proposed event until receiving a confirming copy of the scheduling form.

Changes or cancellations must be given to the Scheduling Office immediately. Continued failure to formally cancel the request may result in revocation of scheduling privileges. Charges: Although some organizations will not be charged for the facility, they may be liable for any of the following fees which may be necessary as determined by the College (e.g., police, campus security, maintenance overtime, technical support, building monitors, repairs for damages, and cleaning fees.) All fees charged for an event must be received prior to the event or the event will be subject to cancellation.

Speakers

In accordance with USNH Board of Trustees policy, the basic guidelines for the College Speakers Policy are the Bill of Rights of the U.S. Constitution. This policy resulted in their being the first recipient of the American Association of University Professors' (AAUP) prestigious Alexander Meiklejohn award for the defense of academic freedom in 1958. The rights of freedom of speech and peaceable assembly are fully protected.

Any College organization or College group may invite any speaker it desires; however, the following procedures will provide effective advanced information to the College to avoid scheduling conflicts and to assure notification about special requirements.

1. Event and facility use must comply with campus scheduling policies and procedures.

2. No organization or group may disallow questions or comments following the speech; methods of which may be determined by the College. The College organization or group must clearly state in the invitation and in its attendant publicity that the speaker is a guest of the sponsoring group.
3. The Vice President for Student Engagement or designee shall specify conditions prerequisite for maintaining order at campus meetings which shall be applicable to all College organizations and groups. The College may, within the reasonable interpretation of the mission of the College, limit the time, place, and manner of the presentation.
4. The College group or organization assumes the responsibility for maintaining order and for injuries and/ or damages which occur in the event of disorder.

Limitation or Denial of Use of College Property

The Use of College properties may be limited or denied to authorized users if the proposed activity:

- Is contrary to express College policy or campus guidelines and procedures concerning the general use of specific properties; or the statutes, rules and regulations of the State of New Hampshire; or
- Constitutes a clear and present danger to the safety of welfare of persons or property.

Appeals

Written notice of appeal from the denial or limitation of the use of College property must be received by the Associate Vice President of Student Engagement within ten (10) days of the receipt of notice of the denial or limitation. Failure to file a timely notice of appeal may be waived by the Associate Vice President upon a showing of good cause.

The notice of appeal must include the name, address, and phone number of the authorized representative of the group responsible for the appeal and the

grounds for the appeal. The Associate Vice President of Student Engagement or their designee shall review the appeal. This review shall consist of an examination of:

- The request for use of College property
- The written denial or limitation as outlined by the appropriate College authority
- The written notice of appeal
- Any other information or evidence they deem necessary

The decision of the Associate Vice President shall be based upon whether good cause existed for the limitation or denial of the space requested. This decision shall be final and will be delivered within ten (10) days of receipt of the appeal.

Any program, activity, or event related to an appeal shall not be held pending a decision on appeal.