

Student Handbook



Keene State College Policies and Procedures

Student Handbook

The Student Handbook is the official statement of rules and regulations. All items contained in this web site are in effect at the date of publication July 2013. 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).

Dean of Students Office

The Dean of Students Office is the central coordination point for student concerns on campus such as advocacy for the resolution of student problems and coordination of the leave of absence and withdrawal process.

The student advocacy role of this office provides students with a central office to which they can turn with problems they have been unable to resolve. 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 problems and acts as a liaison with both internal and external resources.

Rights and Responsibilities

Overview

The principles expressed in Keene State College's [Mission and Values Statement](#) guide our campus community. Joining our student body, faculty, staff, administration, or any campus organization signifies a commitment to these principles by both the individuals and the organizations. We expect all members of our community to be mindful of these principles, thereby sustaining and contributing to the community envisioned in our Mission and Values Statement.

Keene State College believes that with rights come responsibilities. You have the right to expect the College to foster an environment which advances your intellectual and personal growth. As a member of the Keene State College community you have a responsibility to assist in creating an atmosphere conducive to this growth.

Rights

To benefit most from their educational experience, students and, where appropriate, recognized student organizations at Keene State College have the right to expect:

- Academic and cocurricular experiences that provide opportunities for intellectual and personal growth and promote the standards of academic integrity.
- Faculty who are knowledgeable in their fields, effective in helping students learn, and diligent in providing appropriate and timely academic feedback
- Administrators and staff who are knowledgeable in their fields and who provide efficient/ timely service and appropriate feedback
- Faculty, administrators, and staff who treat them with respect
- A curriculum that broadly educates, encourages critical thinking, and promotes proficiency in a specific field
- Equipment and material appropriate to the field of study, including reasonable access to current technology
- A variety of services which support academic, personal, and social growth
- As safe and healthy an environment as is reasonably possible
- An equitable and consistent enforcement of College policies with due consideration of the rights of all members of the College community

Responsibilities

Students should understand that their behavior in and out of the classroom will have positive and negative consequences for themselves

and others. Students have a responsibility to:

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions, and get assignments done on time
- Treat faculty, staff, and fellow students with respect
- Contribute to the enrichment of the College and the larger community
- Protect and preserve property belonging to others and the College
- Be aware of how lifestyle choices affect academic success and personal growth
- Be knowledgeable of and comply with the College policies as outlined in the Student Handbook, College Catalog, and course syllabi

To ensure that all students have access to the rights listed above, each student must honor his/her responsibilities and modify behavior to be in compliance with the above stated expectations as requested by the institution or members of this learning community.

This Student Handbook is one of a number of College publications that outline the services Keene State College provides for students and the expectations the College has of students. The handbook has been organized to reflect the Statement of Student Rights and Responsibilities. Questions regarding the Statement, or any specific rights or responsibilities, should be directed to the Dean of Students at 358-2842.

Academic Support

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 clarification of academic focus and major, and in the successful translation of their academic credentials as preparation for life after the college experience. Services include: advising for undeclared students, walk-in advising for students during course registration, advising for students in academic difficulty, advising for transfer students, advising in resume development, job search techniques and graduate school exploration, Kiosk computers for career exploration and online registration, [Program Planning Sheets](#), Forms and information about academic procedures and policies, Information on earning Life Experience/Portfolio credit.

Aspire

(First Floor Elliot Center) The Aspire Program is a federally funded [TRIO](#) program, one of two TRIO programs at Keene State College. Aspire provides an array of services designed to improve student success.

Center for Writing

[The Center for Writing](#) (81 Blake Street) provides students with individual tutoring sessions in a friendly environment.

Trained peer tutors support students with any aspect of writing, from interpreting an assignment and coming up with ideas to organizing, revising, and polishing a draft.

Tutors at the Center can assist in the creation of a solid thesis statement, offer guidance on when and how to paraphrase and quote sources, and provide resources and strategies for improving writing styles.

The Center also has a full library of writing guides, including information on APA, MLA, CBE, ASA, and Chicago citation styles as well as helpful handouts on many aspects of writing.

Computer Labs and Technology Classrooms

Keene State College provides technology-enabled classrooms and 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 faster network connectivity, laser printers, digital scanners, and Microsoft Office 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 computing labs, with more than 500 personal computers, are used throughout the year by residential and nonresidential students.

Public computing labs are open more than 90 hours per week, with longer access during exam periods. The Mason Library loans laptops for students to use within the library and wireless zones within the library permit roaming network access.

Technology-enhanced classrooms are geographically distributed throughout the campus. Permanent placement of instructional media cabinets, data jacks, video/data projectors, cable TV, and VHS/ DVD players provides a base for classroom technology. 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 materials and services in support of the College's undergraduate and graduate curricula. The Library staff provides timely information services and active instruction in research methods and the use of library resources. The Library seeks to maintain an intellectual environment that encourages critical thinking, while providing an atmosphere that is both informal and comfortable.

Mason Library and the Keene Public Library were automated in 1991 through a single online catalog called [Keene-Link](#). Collections housed in Mason Library include approximately 326,000 items and annual publications with subscriptions to more than 900 journals and newspapers - and an extensive selection of videos, DVDs, audio books, and music CDs. Students also have ready access to the 100,000 volumes available at the public library.

Visit the [Library web site](#) for the most current hours and policies.

Your Responsibilities

Library patrons are expected to return materials by the due date. Individuals assume responsibility for all materials checked out on his or her account, including liability for loss, theft, or damages. Fees, fines, and replacement costs will be billed to the student or department's account. Patrons are responsible for the due date without notice. Mason Library sends overdue notices as a courtesy only.

Mason Library adheres to the New Hampshire Revised Statutes Annotated 202-A: 24 and the Keene State College Policy on Academic Honesty (referred to here as College Policy) when seeking to address incidents of theft and mutilation of library materials. The procedures and guidelines found in College Policy will be followed when applicable. The Library reserves the right to examine the contents of any backpack, purse, or book bag when the security system alarm has been activated.

General Circulation/Reserves/Interlibrary Loan

Any student currently enrolled at Keene State College may have a library account. Students must present their KSC ID at the Circulation Desk to check out materials. The holdings of Mason Library and the Keene Public Library are listed in an online catalog called Keene-Link, which can be accessed on the Library web site. Simply type in the title, keyword, subject, or author to find out if we have what you need.

Loan period. The general loan period is six weeks. Video, DVDs, audio books and music CDs may be borrowed for seven days. Most items may be renewed once. All materials are due on the last day of the semester.

Recall. The Library may recall items that have been borrowed after two weeks if another patron needs them. Recalled items must be returned by the date specified on the recall notice.

Reserves. Course reserve materials are made available at the Circulation Desk. These high-demand materials have brief circulation periods, specific to each item.

Noncirculating. The following materials do not circulate: reference items, periodicals (magazines, journals, newspapers), certain Cohen Center for Holocaust Studies materials, Children's Literature Festival books, and Special Collections (Preston Room, Orang Asli Archive).

Interlibrary loan. Items not owned by the Mason Library may be ordered through Interlibrary Loan - a network that includes 41,000 libraries in 82 countries and territories worldwide. Students should allow one to two weeks for the items to arrive.

Curriculum Materials Library

(2nd floor of the Mason Library) The Curriculum Materials Library (CML) at Mason Library supports education faculty and students, particularly methods students and student teachers. CML's collection emphasizes pre-K to grade 12 geography, language arts, mathematics, reading, science, social studies, special education, and school counseling teaching materials. The emphasis is on practical materials that present teaching methods and activities.

The collection comprises approximately 16,500 items. In addition to books, videos, and textbook sets, the collection includes: professional development materials for teachers; curriculum models; math and science manipulatives, such as pattern blocks and simple machines; educational games; activity guides; and puppets.

The CML has two special collections - The Great Explorations in Math and Science (GEMS) Collection and The Safe Schools Collection, which contains curricula and teacher training materials about bullying prevention, social skills, and conflict resolution.

The CML is located on the second floor of the Mason Library. For more information, call 603-358-2729.

Cohen Center for Holocaust Studies

(First floor Mason Library) The Cohen Center for Holocaust Studies is a resource, research, and support center for students, educators, scholars, and the general public. A leader in Holocaust education for 25 years, the Cohen Center, with its outstanding library collection, interdisciplinary team of faculty, programming, educational outreach, and web site, has helped Keene State College honor its history of teacher education and fulfill its mission of service to the community.

The center supports an undergraduate minor in Holocaust Studies at Keene State College as well as an extensive educational outreach program for the campus and larger community. The center itself houses more than 4,500 volumes, several periodicals and annuals, thousands of articles, more than 340 videos, and numerous curricular items. These materials are available to members of the college community and may be used in the center by anyone. For more information or an appointment, call 358-2490 or visit the center's [web site](#).

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 tutor, or to just do their work and know that the tutor is there to help.

Special review sessions for the math portion of the PRAXIS I exam are held at the Math Center before each testing date on campus during the fall and spring semesters. Specific tutors are also available during the regular tutoring times to help review for the exam.

The Math Center staff administers exams and quizzes for individual faculty members within the mathematics department as well as proficiency and assessment exams for individual courses. Students who need to take an exam or quiz at the Math Center should call 358-2023 to make an appointment.

Alcohol and Other Drug Policies

Preamble

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:
 - o When full cognitive function is needed - school work, class attendance, or employment responsibilities;
 - o When there is a history of alcohol or other drug addiction in the family;
 - o While engaged in athletics or other physical activities as well as when training for such endeavors;
 - o While operating complex and/or dangerous equipment - laboratory equipment, motor vehicles, power tools, etc.;
 - o While taking certain medications for a wide variety of illness or disorders;
 - o While responsible for the supervision, safety, and well-being of others;
 - o While pregnant;
 - o 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).
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 [Addendum 2](#) and [Addendum 5](#))

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. Moreover, it should be understood that 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 the *Declaration of Honorable Conduct for the Keene State College Community* and this policy statement.

In an effort to educate the Keene State College community and to comply with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, the following information is provided as addenda to 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.

Addendum 1: Regulations

Section A: Regulations

All State and Federal Laws (see Addendum 4) 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. Faculty, staff, students and student organizations conducting parties off campus and serving alcohol are strongly advised to follow Responsible Party Management Guidelines, available from the Student Center. Sponsors of such events are also advised to review Section 4 of the Student Code of Conduct and [Addendum 2](#), Section B of this Policy: "College Disciplinary Action when there is also a Violation of Law."
5. The sale of alcohol at any faculty, staff, student or campus organization event must adhere to local, state, federal and campus regulations.
6. 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.
7. Alcohol and other drugs may not be brought to any Keene State College sponsored event.
8. 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.
9. Public intoxication is prohibited.
10. The use of illegal drugs or the misuse of legal drugs is dangerous and unacceptable behavior in the College community and is prohibited.
11. Consumption of alcohol which results in harmful behavior affecting other people or their property is prohibited.
12. 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.
13. The manufacture, use, or possession of any controlled substance, illegal drug, or paraphernalia (such as bong, hookahs,

spoofs/spoofs, bowls, etc.) is prohibited.

14. The unauthorized distribution or possession for the purpose of distribution of any controlled substance or illegal drug is prohibited.
15. Possession of equipment or paraphernalia (such as funnels, beer bong, 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.

Section B: 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" or reserved for alcohol functions.
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 his/her 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 unless the following conditions are true: a) the guest/visitor is of legal drinking age, 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. Where no residents of the room are of legal age to consume alcoholic beverages, alcohol is not permitted to be brought into the room by any outside visitors or students.
5. In a room in which at least one resident is of legal age, empty alcohol containers must be stored in a receptacle that is clearly labeled for recyclable materials. Furthermore, students are expected to maintain their rooms in a way that does not cause any hazards to the health and safety of any member of the residential community. As such, students must remove empty alcohol containers, as well as all other recyclable materials, to one of the designated recycling areas in the residential facility. This must be done on a regular basis. Excessive quantities of empty alcohol containers and/or other recyclable materials may not be stored in a student room or suite/apartment common area, and such situations will be documented and addressed through the College's conduct system.
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.

Section C: 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.

Addendum 2: Conduct/Disciplinary Action

Section A: 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. Disciplinary Suspension
8. Disciplinary Dismissal
9. Deactivation of a Student Organization
10. Notification of Violation to Parents

Section B: 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 Vice President for Student Affairs or his/her designee. For further information see the Student Code of Conduct.

Addendum 3: Counseling, Treatment, and Rehabilitation Programs

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

Keene State College Counseling Center and the Center for Health and Wellness work closely together to address the issues of alcohol or other drug use. The Counseling Center specifically offers for resident and off campus students individualized assessments, brief individual therapy, group support, consultations and educational programs. Assessments and educational programs are also available through the Center for Health and Wellness.

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.

Addendum 4: Local and State Laws

Local and State Laws Governing the Unlawful Possession, Use, or Distribution of Alcohol and Other Drugs

Persons convicted of controlled drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third.

Under federal law, distribution of controlled drugs in or within 1,000 feet of a college or school to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. Federal law sets greatly heightened prison sentences for the manufacture and distribution of controlled drugs if death or serious injury results from use of the substance.

The consumption of any alcoholic beverage as defined in RSA 175 is hereby prohibited upon any City-owned land or public way, or in any City park, cemetery or conservation land, except as follows:

- In the designated family picnic areas Wheelock Park and the Camping Area at Wheelock Park by groups of 10 or fewer persons with a special permit.
- In the designated family picnic areas in Wheelock Park and the Camping Area at Wheelock Park by groups of 11 or more by written permission from the Director of Parks and Recreation, which permission shall only be given to a responsible representative of such group, which representative will be held responsible for the cleanup of the area used by it and the general decorum of the group, its members, and guests.

State of New Hampshire Alcohol Policy

1. Any person under the age of 21 years who has in his/her possession any liquor or alcoholic beverage shall be guilty of a violation.
2. No person shall sell or give away any liquor or beverage to a person under the age of 21 years or to a person under the influence of liquor.
3. A person who falsely represents his/her age for the purpose of procuring liquor or beverages and who procures such liquor or beverages shall be guilty of a misdemeanor.
4. Any person under the age of 21 years driving a vehicle and having liquor or beverage in any form in any part of the vehicle may have his/her license suspended or his/her right to drive denied for three months.
5. No person shall drive or attempt to drive a vehicle while he/she is under the influence of intoxicating liquor or any controlled drug or while there is .08 percent or more by weight of alcohol in his/her blood.
6. Aggravated driving while intoxicated - roughly driving under the influence of intoxicating liquor or controlled drug at a speed of more than 30 miles per hour in excess of the speed limit or where there is 20/100 percent or more by weight of alcohol in the blood or while attempting to elude pursuit by a law enforcement officer is a misdemeanor.

Controlled Drugs

(Roughly, all stimulants, depressants, and hallucinogenics excluding alcohol, nicotine, caffeine, and laetrile.)

1. Any person who drives a vehicle while knowingly having in his/her possession or in any part of the vehicle a controlled drug shall be guilty of a misdemeanor.
2. It is unlawful for any person to possess or have under his/her control any quantity of a narcotic (Class A Felony) or controlled drug other than a narcotic (misdemeanor).
3. It is unlawful for any person to manufacture, sell, dispense, any controlled drug (Class A Felony) or narcotic drug (misdemeanor).
4. It is unlawful for any person to possess or have under his/her control any cannabis-type drug. A person in control or possession of one pound or more of a cannabis type drug is guilty of a Class B Felony.
5. A person shall be guilty of a misdemeanor who controls any premises or vehicle where he/she knows a controlled drug is illegally kept or deposited.
6. A person shall be guilty of a misdemeanor who possesses with the intent to deliver any drug paraphernalia (widely defined as anything used or intended for use in planting, growing, manufacturing, preparing, storing, or introducing a controlled substance into the human body).

The following are sanctions applicable by the State of New Hampshire:

Class A Felony: Maximum penalty = \$2,000 fine and 7 to 15 years imprisonment

Class B Felony: Maximum penalty = \$2,000 fine and 1 to 7 years imprisonment

Misdemeanor: Maximum penalty = \$1,000 fine and not more than 1 year imprisonment

Violation: Does not constitute a crime and no imprisonment may be imposed. Maximum penalty = \$500.

Addendum 5: 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 Office for Student Affairs.
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 for Student Affairs.

Campus Policies

A

ADA Grievance Procedure

- [Full policy text](#)

Address Change

Change of Address forms are located in the Academic & Career Advising lobby and the Registrar's Office or [online](#). Notification of one's address change does not constitute a change in residency status. To change residency status, a student must appeal to the Assistant Business Administrator

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. In the event that it is determined through an assessment made by Campus Safety that a student is in need of medical treatment to prevent or treat alcohol poisoning, the student will be transported to Cheshire Medical Center.

If it is determined that the student is intoxicated to the point that they are not capable of ensuring their own safety, but do not need medical attention, the student will be placed into Protective Custody with the City of Keene Police Department.

Following these situations, students will be contacted (ideally within 48 business hours) by the College. The student will be required to attend a series of meetings with the health educator, a nurse practitioner or physician, and the alcohol and drug counselor. Our goal is to take advantage of this opportunity to assess, educate, counsel, and assure that the student is no longer at risk for future harm to him or herself.

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. In an effort to accomplish this, the College has the following policy regarding the use of bicycles, rollerblades, and skateboards on campus.

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 judicial system.

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.

Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, and so forth) that involve any College property (e.g., stairs, steps, railings, benches, entrances to buildings). Loitering or "sessioning" on campus for the purpose of attempting tricks or stunts will be confronted and dealt with through the College judicial system.

The campus should be maintained as a safe and beautiful environment for everyone. Reckless tricks that endanger individuals and property should not be undertaken. By working together, the Department of Campus Safety believes, the campus community can meet these goals.

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 controlled substances except as expressly permitted by law. Students are also not permitted to use, possess, manufacture or distribute controlled substance paraphernalia except as expressly permitted by law.

D

Disorderly, Disruptive or Indecent Behavior Policy

The following describes behaviors that are considered by the College to be disorderly, disruptive or indecent 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.
- 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. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- 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
- The use of profanity, obscenity, public nudity, sexual activity in public places, public urination or defecation, water fights, using the opposite gender bathroom, using tobacco products in prohibited areas, etc.

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 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.

F

Financial Liability

The College assumes no liability for damages or injuries which occur on College property. For further clarification of this policy, please contact the Vice President for Student Affairs.

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. 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.

Illegal or unauthorized 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, is not permitted.

Accessing/using a fire escape, roof, or balcony except in emergency situations is also not permitted.

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
- dartboards
- futons
- 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 or multi-outlet plugs that are not surge protected
- large trunks or bulky luggage

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.

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

- 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 Bushnell, Tisdale, and the Pondsides 2 Apartments, as well as One Butler Court, Pondsides 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 occupancies 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 Residential Life staff or Campus Safety assistance
- Entering or exiting a facility by any means other than a designated entrance or exit, including the use of doors designated for emergency exit only

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](#).

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 his or her 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 – 2pm 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. Carrying an Owl Card unprotected will shorten the life of the card and necessitate its replacement at the user's expense. 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](#)

H

Hall Sports Policy

Sports and games are allowed to be played in designated areas only and not in hallways, lounges, other common areas and those areas placed off limits by the Associate Dean of Students or his/her 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, no sports or athletic equipment are to be used in residential facilities other than when supplied by or sanctioned by a Residential Life sponsored event. In addition, at the discretion of the Residence Director, certain athletic activities may be prohibited from being played 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, resident 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 a hearing will result in additional conduct action.

Hosting Policy

The residents of a room/suite/apartment will be considered to be hosting an alcohol/drug function when any individuals who are not a resident of the room/suite/apartment are in a residence hall room/suite/apartment, alcohol/drugs are present and College policy is being violated (such as underage possession or consumption, drug paraphernalia, noise violation, etc.).

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 his/her studies. The College has three types of leaves of absence: academic, medical, 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 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 him/herself. 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 a medical or administrative leave of absence.

P

Parental 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 on his or emergency information card or to notify parents or guardians

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 his/her 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 him/herself from the institution.

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 from 9 p.m. until 8 a.m., Sunday through Thursday, midnight through 8 a.m., Friday and Saturday. The Residence Hall Organization in each area (with the exception of quiet-study floors/halls) may extend designated quiet hours with a 2/3 vote of hall residents. 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.

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 his/her particular case - has recourse through grievance procedures.

Grievances arising from a misapplication of academic policy should be channeled to the instructor, the student's academic advisor, and/or Divisional Dean to the Vice President for Academic Affairs, Hale Building.

All other grievances should be addressed to the Vice President for Student Affairs, Student Center, with the exception of those involving discrimination on the basis of race, color, religion, veteran's status, sex, age, national origin, or disability status.

Grievances arising from discrimination on the basis of disability status should be directed to the Dean of Students, Elliot Hall. All others should be directed to the Affirmative Action Officer, who is also the Director of Human Resources, in Fiske Annex.

T

Telecommunications Policy

Students are not permitted to engage in the following:

- Use of telecommunications system to disseminate obscene, harassing, or abusive messages
- Unauthorized alteration of the College's telecommunications voicemail system
- Unauthorized alteration of the College's telecommunications or cable television wiring or connections
- Installing an unauthorized telephone on the College's telecommunications system

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.

Unauthorized possession of College, Dining Commons, individual, or group property is prohibited.

Misuse of student organization funds is prohibited.

Threatening or Endangering Others Policy

Causing physical harm is prohibited.

Touching a person without his/her permission after having been told not to touch him/her is prohibited.

Verbal threats, intimidation, harassment/bullying, 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

Handguns (including paint, pellet, BB air guns, or authentic-looking replicas) are prohibited on property owned or operated by Keene State College. Violators will be subject to disciplinary action, and all incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department.

Large hunting knives, bows and arrows, long rifles, and shotguns are also prohibited. Any prohibited weapons will be confiscated and stored by Campus Safety until the student has the opportunity to remove them from campus.

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, 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

Student Services

Alumni and Parent Relations

The Alumni and Parent Relations office provides resources, information and networking opportunities for students, faculty, staff, alumni and parents. Programs include career support services for students and alumni, volunteer opportunities linking alumni and students and foster community connections. Programs are conducted throughout the year on and off campus and include Parent & Family Weekend, Alumni Fall Festival Homecoming, Alumni Winter Carnival and Reunion. More information can be found at each respective website: www.keene.edu/alumni and www.keene.edu/parents.

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. The Child Development Center accepts applications at any time from parents. Preference is given to current CDC families and Keene State College faculty, staff, and students.

Counseling Center

(Third floor, Elliot Center) Our philosophy at the [Counseling Center](#) is that a student's personal growth and success is as important as their academic growth and success. As a resource to students, the Center offers a wide range of support services including evaluation, short-term individual and group counseling, consultation, off-campus referrals, psychiatric medication, a self-help resource library, and an after-hour emergency counselor hotline. Additionally, the Center provides a variety of services, such as small-group workshops and community-based programming, designed to prevent personal challenges and enhance the overall well-being of the members of our campus community. It is important to highlight that the Center has a strict confidentiality policy 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.

Dean of Students Office

(Third floor, Elliot Center) The [Dean of Students Office](#), third floor, Elliot Center, is the central coordination point for student concerns on campus. The Dean coordinates a variety of services for students including advocacy for the resolution of student problems and coordination of the [leave of absence](#) and [withdrawal](#) process.

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, readers, scribes, 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.

The Elliot Center

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

Global Education Office

(Third 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. The GEO office sponsors the International Friends Club for international students and the Ambassador program for returning study away students. It sponsors a study away photo contest and study away fair each semester.

Graduate Studies in Education

(First floor, Elliot Center) Students can become a classroom teacher, advanced special educator, school counselor, or principal with assistance from the experienced faculty and friendly staff of the [Graduate Program](#) at Keene State College. The examination of life experience, interests and personal goals help faculty and staff provide students with individualized advising and support to help them select the most appropriate academic program. All programs require immersion in field-based experiential education and full documentation and demonstration of ability to address a wide range of State and National professional competencies. The Master of Education degree and Post- Baccalaureate program offers a structure that encourages students to develop their deeper purpose and potential to help others in order to build a better future

Health Services

(Third floor Elliot Center) The [pCenter for Health and Wellness](#) (ch/w) is committed to providing quality health care rooted in the Holistic Model of health and wellness. The Center staff all work collaboratively to ensure that students are provided with clinical and educational services they need. The Center works daily with the Counseling Center and the Office of Disability Services to ensure that students needs are met.

Registrar

(First floor, Elliot Center) The [Registrar's Office](#) maintains and verifies academic records for all students and issues transcripts for students taking credit courses at KSC. The office is responsible for:

- [Transitional General Education Program TGEP](#)
- [Course Registration - Instructions](#)
- [Faculty Web Advisor - Instructions](#)
- Enrollment verification
- Grade reports
- Academic degree audits
- Maintaining and producing transcripts
- Calculating grade point averages
- Producing course rosters and student schedules
- Enforcing academic policies as appropriate
- [Final Exam Schedule](#)
- [Veterans Services](#)

Student Financial Services

(First floor, Elliot Center) [Student Financial Services](#) administers and processes all types of financial assistance and billing functions. SFS generates billing statements, accepts fee payments, processes payment plans, awards financial aid, authorizes the on-campus employment programs (College Work-Study and Student Hourly), distributes student paychecks, and counsels students concerning financial matters.

Information Technology Group

(Second floor, Elliot Center) The [Information Technology](#) (IT) Group provides a wide range of technology services and support for the students, staff, and faculty of Keene State College. KSC students use information technology to complete the requirements of their coursework, to access class lectures and syllabi, to carry out research, and to communicate electronically. All students are provided with a MyKSC account, a Blackboard account, KSC McAfee anti-virus software and anti-spyware, and software to register on the KSC network. Students also have access to [HelpDesk support](#), LAN/WAN and Internet connections, and public computing facilities. Read a more detailed

overview of 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 box number on all correspondence, 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 MAILSTOP
YOUR BOX NUMBER KEENE STATE COLLEGE
229 MAIN ST
KEENE NH 03435-YOUR BOX NUMBER

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.

Veterans Services

(Registrar's Office, first floor Elliot Center) The Registrar's 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 Debby Clark if you have any questions.

Special arrangements can be made for any student eligible for VA education benefits. The student may borrow the necessary amount to pay his/her account through a low-interest, short-term student loan each semester, with repayment budgeted monthly from benefits. Such an arrangement can be made only by means of a personal interview with a financial aid officer. Contact the Office of Student Financial Services for assistance, on the first floor of the Elliot Center, 358-2280.

Upward Bound

Upward Bound prepares high school students for college. The six-week summer residential program offers high school students intensive academic classes and cultural and social activities on the Keene State campus. The program employs Keene State juniors and seniors interested in gaining experience and/or credit in education, counseling, or psychology. For information, call 358-2360

Campus Life

Community Service

(3rd floor Young Student Center) The Community Service Office serves as a link between the College community and the community service organizations in the Monadnock region and assists students in gaining practical experience by connecting them to volunteer opportunities locally, nationally and internationally.

Greek Life

(Young Student Center) Greek life provides student an enhanced college experience through leadership opportunities, social interactions, working together towards a common goal, and building life-long relationships. Greek life also offers students opportunities to develop academically, personal rewards through community service and outreach, and a sense of responsibility.

Leadership Development

(Young Student Center) Cultivating the leadership skills that will transfer into life after Keene State is a very important facet of being involved in student organizations and activities. The Student Center offers many different ways to become involved and gain valuable leadership experience.

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, informal instruction 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 web site for more information about the programs offered, policies, and hours.

Spirituality

Keene State supports opportunities and actively assists students in developing specific areas of interest. There are recognized student organizations which have a spiritual/religious emphasis. If you have an interest in developing a student organization with a spiritual emphasis that is not represented, contact the Student Center Activities Office at 358-2642.

A privately supported Protestant minister and Catholic Newman Center Director are available to serve Keene State College students. The Newman Center, 358-1000, offers programs and services and is located adjacent to St. Bernard's Church, 173 Main Street. The Campus Ministry House, 51 Blake Street, is staffed by a campus minister who works with the guidance of the Campus Ministry Board of Directors, and fosters interdenominational and interfaith perspective and cooperation. Campus Ministry can be reached at 358-2403.

Student Activities and Organizations

(Second floor, Young Student Center) Keene State College supports over 100 student organizations of all types and sizes to choose from. 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 future career opportunities through skill and leadership development.

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 of students, faculty, staff, administration, and alumni as well as guests from the wider Keene community.

As the "living room" or "hearthstone" of the College, the Center provides the 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.

Student Government

Students assume basic responsibility for co-curricular activity through the Student Assembly, which legislates matters of policy and finance. Representatives to the Student Assembly come from the freshman, sophomore, junior, and senior classes. Non-traditional students have five representatives as well. Assembly members are elected each spring from which the leadership is then elected.

Assembly members serve on the following committees: Finance, Elections, and Constitution. Representatives from Assembly also serve on the Student Center Advisory Board and the following committees of the College Senate: Judiciary, College Wellness, Curriculum, and Academic Standards.

Convenience

ATM Use

Thousands of bank cards are accepted at the Student Center's Bank of New Hampshire 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 Bookstore sells notebooks, school supplies, and clothing with the Keene State College imprint, as well as other sundries. Checks for the amount of purchase as well as Visa, Discover, and MasterCard are accepted. **Purchase, rent, or view textbooks and other items for sale on the Bookstore web site.** Also be sure to visit the KSC Owl's Roost for daily newspapers, magazines, snacks, ice cream, cold drinks, juices, cough and cold remedies, and other personal items.

Computer Connections

(KSC Bookstore, first floor Young Student Center) Computer Connections is the place to purchase computers, accessories, and software. This equipment is specially priced and specifically for the Keene State computing environment. For additional details visit the Computer Connections web site for details.

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.

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. You can sign up for this service in the Payroll Office (located in Fiske Annex on Winchester Street, or by calling the Payroll Coordinator at 358-2482.) Forms and instructions for fixed or direct amount **direct deposit authorizations** are also available online.

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. You can sign up for this service in the Payroll Office (located in Fiske Annex on Winchester Street, or by calling the Payroll Coordinator at 358-2482. Forms and instructions for fixed or direct amount direct deposit authorizations are also available online.

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 student workers from R.O.C.K.S. (Recycling On Campus at Keene State) program and waste management at Keene State College is the responsibility of the Physical Plant/Grounds department.

You can learn more about the program and what materials are accepted on the ROCKS web site. Please direct any questions and concerns to the Recycling Office, 358-2567.

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.

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 on Brickyard Pond

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 on Brickyard Pond. A valid student ID allows you to purchase a ticket to each performance at the reduced KSC student price. A membership, offering reduced rates for an entire season of programs, is available for 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.

Thorne-Sagendorph Art Gallery

(Wyman Way) Thorne-Sagendorph Art Gallery hosts a schedule of shows in two skylit, climate-controlled exhibit spaces. The facility is wheelchair accessible and admission is always free. Call 358-2720 or visit the Thorne web site for Gallery hours, information, and show schedules.

Consensual Relations

Statement on Consensual Relations

Students: The following statement on consensual relations is intended primarily to inform the faculty and staff about the professional risk associated with romantic or sexual relationships in an academic environment. It is presented here so that you may understand the issues involved and the problems associated with such relationships for students as well as for faculty and staff.

Adopted April 29, 2002

Keene State College's Mission/Values Statement is best served in an academic environment characterized by professional, ethical behavior on the part of each member of the campus community. The College, while respecting individual rights, recognizes its responsibility to communicate to the campus community the professional risks associated with consensual romantic and/or sexual relationships between a Keene State College employee and someone over whom they have authority (for example, a faculty member and a student, or a supervisor and his or her assistant).

Such relationships are of concern to Keene State College for two primary reasons.

Conflicts of Interest

Conflicts of interest, or the appearance of conflicts of interest, may arise in connection with consensual romantic and/or sexual relationships between administrators/faculty/staff and students/employees. Furthermore, such a relationship may give others cause to believe that unfair advantage accrues to the student/employee in the relationship. Keene State College, as well as more general ethical principles, precludes individuals from evaluating the work or general academic performance of others with whom they have intimate familial relationships, or from making hiring, salary, or similar financial decisions concerning such persons. Consensual romantic and/or sexual relationships that fall within the categories described above may also raise conflicts of interest and other ethical concerns.

Abuse of Power Differential

Although conflict of interest issues can be resolved, in a consensual romantic and/or sexual relationship involving a power differential, the potential for serious consequences remains. Examples of power differentials include but are not limited to: a faculty member who will be grading a student's performance, an athletic coach who determines players on a team, a residence hall director who may assess fines or other penalties against a resident student, or an administrator who has access to student records. An administrator/faculty/staff member who enters into a romantic and/or sexual relationship with a student/employee where a professional differential exists must be aware that:

- the reasons for entering the relationship may be a function of the power differential;
- if a charge of sexual harassment is alleged, it will be exceedingly difficult to defend against the charge on grounds of mutual consent; and
- the individual with power in the relationship will likely bear the burden of accountability.

The following suggestions can help you avoid the potential problems outlined above:

Avoid consensual relationships when there is a conflict of interest or a potential power differential.

If a romantic or sexual relationship exists or develops, divest yourself of the professional responsibility for evaluation and/or supervision. Your supervisor may be able to help you develop alternative plans.

Dining Services

Overview

It is a campus policy that all resident students select a meal plan.

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 this facility must be consumed while dining at the Dining Commons. The only exception to this is any hand held cookie, ice cream cone or fruit being

consumed as the student leaves the facility.

For added convenience, the meal plan can also be used in the Night Owl Café at lunch for the “NOC Sizzler” and at lunch and dinner at the Hoot-n-Scout for a ‘pick 4’ meal equivalency.

The Plus option allows students to use their Owl Card as a debit card for purchases using Meal Plan Dollars at Lloyd’s Marketplace and the Bean & Bagel 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 on campus 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-Scout and the Night Owl Café, as well as for Meal Plan Dollar, Dining Dollar and Owl Cash purchases at all campus dining 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 the Dining Commons

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 the Dining Commons, will be referred to the Coordinator of Student Conduct for disciplinary action. In particular, removing service equipment such as silverware and china 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 the Dining Commons should be referred to the General Manager at extension 8-2678 for clarification.

Discrimination and Discriminatory Harassment

See: [Discrimination and Discriminatory Harassment](#)

Financial Policies

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 can find the full Bursar and Financial Aid policies at <http://www.keene.edu/sfs/>

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 his or her admission to a unit of the University System of New Hampshire. The decision is made by the Director of Admissions 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 Director of Admissions classifying him/her as an out-of-state student for tuition purposes may appeal to the Residency Appeals Board of the University System on forms and in accordance with procedures made available by the Director of Admissions. The student has the right to present to the Residency Appeals Board such additional evidence as he or she deems 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 Assistant Business Administrator 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 Assistant Business Administrator prior to the commencement of a semester, and his or her 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 Assistant Business Administrator 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 Assistant Business Administrator as set forth.

No such change made by the Assistant Business Administrator after the commencement of any semester is effective until the beginning of the following semester. Change to out-of-state status made by the Assistant Business Administrator 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

Each applicant for in-state status for tuition purposes submits an application on forms prescribed by the Director of Admissions, 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 his/her 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 Director of Admissions states in writing the reason or reasons for his/her decision. The following definitions and rules shall prevail:

Parent. The term "parent" means a person's father; or, if he/she has no father, his/her 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 he/she expects to return when he/she leaves without intending to establish a new domicile elsewhere.

No person shall be eligible for in-state status unless he/she is domiciled within New Hampshire. For University System purposes, a person does not acquire domicile in New Hampshire until he/she has 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 his/her parent shall have established domicile in this state.

No person shall be eligible for in-state tuition status unless he/she establishes that his/her 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 his/her 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 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 his/her parent has entirely surrendered the right to the care, custody, and earnings of such person and unless his/her 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 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 his/her 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 his/her parents or, if the parents are separated or divorced, that of the parent who has custody of him/her, 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 of his/her 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 his/her parent, as define 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 he/she abandons such domicile and, for purposes other than that of his/her 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 himself or herself, 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 Director of Admissions 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

Student organizations - including clubs, athletic teams, etc. - have the potential and unique opportunity to contribute significantly to a student's intellectual and personal development and understanding of the very nature of "community." 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.

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 pledge
- Nudity
- 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 or screaming
- Permitting less than six hours of continuous sleep
- Participating in any activity that the full members will not do
- 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 pledge's clothing
- Verbal comments that would degrade and/or embarrass pledges
- Involuntary servitude or personal errands
- Derogatory references/remarks to a pledge regarding family and/or friends' health or well being
- Derogatory remarks about a pledge's race, religion, or national heritage
- Any requirements which compel a member or pledge 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 Campus Activities, has implemented appropriate administrative procedures for the Greek Life system to ensure that the rights of students and the community are protected. Such procedures include the following:

- A pledge/new member contract is given to all pledges/ 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.
- Pledges/new members are guaranteed a minimum of six hours of continuous sleep each night during pre-initiation or initiation periods.
- Pledges/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 pledging/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.

Residential Life and Housing Information

Overview

The [Office of Residential Life and Housing Services](#) is responsible for the overall functioning of the College's residence program.

As a residential college, 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 residential staff to achieve that end.

Visitation

As a community of learners, Keene State College attempts to provide an environment in which all members can be intellectually and socially successful. The College's visitation policies are designed to afford opportunities for student growth and social development while respecting the safety of its community and ensuring consideration for individual resident student rights. As such, the College reserves the right to modify, restrict, or revoke the privilege of the visitation program at any time.

Residence Hall Access

Residential students have access to the residential area that they live in. (For example, a resident of 361 Main will have access within the East Halls area.)

All students are expected to abide by all residential access policies and procedures outlined below.

- All people must be able to produce a valid photo ID when entering the residence halls.
- **Residents** (defined as KSC students entering a building within the area where they are a resident) will be required to show their Keene State College ID when entering the building.
- **Visitors** (defined as any KSC student visiting a residential area that is not their own) may visit residence halls other than their own, as long as they are accompanied by a residential student of that area. They will be asked to identify their host upon entering the building.
- **Guests**(defined as anyone other than KSC students visiting a residential area) may visit residence halls as long as accompanied by a residential student in that area.
 - Guests will also be required to obtain a Guest Pass and must keep this pass on their person at all times. Guest passes must be obtained when a guest arrives, and guests must produce a valid photo ID to obtain guest passes.
 - Guest passes can be requested in advance from the RD, or they can be written at the time of the guest's arrival by the desk attendant. If a guest arrives before the desk attendant begins his or her shift, the host and guest are expected to pick up a pass once the desk attendant's shift has begun.

Responsibility

By inviting a guest or visitor into his or her room or residence hall, the host or hostess accepts full responsibility for the actions of the guest or visitor. Therefore, the host or hostess is responsible for ensuring that his or her guest(s) or visitor(s) are informed of and adhere to all College policies. Damage and/or policy violations resulting from the behavior of guests or visitors is the responsibility of the guest or visitor as well as that of the host or hostess.

No guest or visitor is permitted to be in a student room without a resident of the room present. The host or hostess is responsible for ensuring that their guests or visitors do not impose any inconveniences on others (including the host or hostess's roommates) or other guests or visitors. The host or hostess must escort all guests or visitors to and from the front entrances and at all times while they are present in the residential area. Any unescorted guests or visitors in a residence hall will be considered in violation of the visitation policy. Such violations could result in guests or visitors removal from the residence hall.

Visitors will be responsible for their behavior as outlined by the Keene State College student code of conduct.

Because guests do not have an official relationship with Keene State College, their behavior will be addressed with their host or hostess as if the host or hostess themselves had engaged in that behavior.

Keene State College has the right to remove any student's hosting privileges due to issues with their guests or visitors. In addition, guests and visitors can be banned from specific buildings, residential areas, or all of campus as a result of their behavior.

Overnight Guests or 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 is required.

Overnight guests are not permitted in residence hall rooms, suites, or apartments without advance permission of all residents of that room.

Definition: A guest is anyone who is not a KSC student. Guests must be invited into the hall by their host.

Students must obtain a guest pass when they wish to have a guest by:

- Going to their respective RD or Apartment Coordinator in advance.
 - Filling out the pass with their guest's information.
 - Picking up the approved pass from the Desk Attendant.
- OR**
- Filling out a guest pass with the Desk Attendant at the time of the guest's arrival.

The Desk Attendant will then:

- Have the guest show a valid photo ID in order to retrieve the guest pass and enter the host and guest information in the guest log.
- Catalog the pass in the guest file.

The guest will be

- Required to have the pass on them at all times.
- Required to show the pass to a college official when asked.

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 without the permission of the Residence Director.

During all 24-hour Quiet Hour periods, non-College guests are not permitted except for the purpose of assisting a resident in moving out at the end of the semester.

Please Note: During Pumpkin Fest weekend, residents are only allowed to have ONE overnight guest on Friday and Saturday nights.

Maximum Numbers of Guests

A resident is allowed no more than a total of three guests or visitors at any one time.

No room may have more than the authorized number of people at any time. The authorized number of people is as follows:

- Double rooms may have a total of 6 people present at any time. This includes the residents of the room, visitors, and guests.
- Triple rooms and Quad rooms may have a total of 9 people present at any time. This includes the residents of the room, visitors, and guests.

Regardless of the size, no more than 20 people (residents, guests, visitors) can be present in any room, suite or apartment at any given time. Total numbers of people in a room at any given time may also be restricted further based on the existing local, state, and federal fire regulations.

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 Office of Residential Life and Housing Services offers a variety of living accommodations available to full-time students on a space available basis and does not guarantee on-campus housing to any students.

For new students, priority for assignments is given according to the date that the housing deposit and contract are received, 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 Bushnell, Tisdale, and Pondsides II Apartments) are required to be on a 12- or 19-meal plan 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 Residential Life and Housing Services or his or her 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 Abroad.

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 Residential Life and Housing Services or his or her designee.

Housing Deposit

New Admit, First-Year Student Room Deposit

A nonrefundable deposit of \$100 must be submitted with the application/contract form by the specified date before any room assignment can be made. This deposit will be credited toward the spring semester housing bill. If the contract is cancelled because the student will not be attending Keene State College, the deposit will be forfeited. If we receive notification that the student will be deferring his or her admission to a future semester, the deposit will be deferred to the spring semester of that academic year.

Returning Student Room Deposit

A nonrefundable deposit of \$300 must be submitted with the application/contract form by the specified deadline before any room assignment can be made. This deposit will be credited toward the spring housing bill. This deposit will be refunded only if housing is not available, if the student graduates or studies abroad, or if he or she is student-teaching beyond a 30-mile commute from the College. [Housing selection guidelines](#) are available during the spring semester.

Damage and Key Deposits

A deposit of \$100 shall be made by each student living in College housing as an indemnification against any damage to any residence hall

property or facilities. This deposit must be paid prior to the student's residence in College housing. Failure of a student to pay for any damage to or loss of any residence hall property or facilities will prevent the student's registration.

Refund of any remaining deposit will be made after the final semester of a student's stay on campus. Students will receive the balance of the refund when they leave campus housing only if there are no outstanding bills owed to the College.

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 Resident 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 divide the cost of repairs evenly.

Please Note: Common area damage charges are assessed each month and added to students' accounts as appropriate. Individual damage charges are assessed at the end of the academic year or when a student checks out of a room. Common area damage charges cannot be appealed. 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 Residence Director of the area in which the student lived.

Lost Keys/Combo/Lock Changes

When a room key is reported as lost, stolen, or duplicated, the lock will be changed with the student responsible for the loss being charged for the cost of the change, including the new keys or combination.

Keys, 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 his or her 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 strongly encouraged not to give out their combination or loan their keys to others, as this creates a potential security problem.

All residence hall keys and 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, common room or other common space must notify either their RA or Residence Director as to 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 to get the work done. If the repair is not made within three business days the student should contact their Residence 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 Office of Residential Life and Housing Services.

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 listed 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 Associate Dean of Students, 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 Residential Life and Housing Services 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 Resident Assistant and/or the Residence Director. Students cannot change rooms without the advanced approval of the Residence Director(s) of the hall(s) involved or the Assistant Director of Residential Life for Housing Operations.

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 [Bursar](#).

Refunds

Withdrawal 75 percent of the room rent will be returned to any student withdrawing from the College within seven 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 Residential Life and Housing Services Office reserves the right to:

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

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

Safety and Security

Overview

The safety of students, faculty, staff, and visitors is a high priority. The [Department of Campus Safety](#) provides security services to the College community 24 hours a day, year-round. Officers patrol campus, respond to emergencies and requests for assistance and provide educational programming to increase crime awareness and prevention.

Campus Safety officers have full authority granted by the University System of New Hampshire to enforce college policies and work closely with the Keene Police Department to investigate, report and resolve criminal incidents. Criminal activity by students at off campus locations is actively monitored and may be addressed through the [Campus Conduct System](#).

Keene State College complies with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and makes

the following information available:

[Current Clery Report \[PDF\]](#)

This report includes:

- Policies on reporting criminal actions and other emergencies
- Policies on sexual assault
- Policies on alcohol and other drug use, and
- Crime statistics for the past three years

Beginning October 1st, 2010, the following information will be available in the campus crime report:

- The **annual fire safety report** for on-campus housing facilities
 - Fire statistics for residence facilities
 - Description of residence facilities' fire safety systems
 - Procedures to follow in case of fire and for residence hall evacuation
 - Policies for fire safety education and training
 - Titles of individuals or organizations to which fires should be reported.
- **Emergency response and evacuation procedures**
- **Missing student notification procedures**

[Current Crime Statistics \[PDF\]](#).

If you have any questions, or would like to request a paper copy of the report, please contact [Amanda Guthorn](#), director of campus safety, at 358-2766 or awarman@keene.edu

Reporting Crimes and Emergencies

All members of the Keene State College Community and guests to the campus are encouraged to report emergencies and suspected criminal activity to the Department of Campus Safety immediately.

Campus Safety maintains an **EMERGENCY** phone number for immediate assistance. Emergency phones, many with the "**BLUE LIGHT**," are located throughout campus exclusively for this purpose. If you witness a crime or wish to report an emergency, call;

EMERGENCY: 9-1-1

All Other Calls: 358-2228

Keene Police: 357-9815

Or report in person at Grafton House on Wyman Way.

When reporting a crime or emergency:

1. **Remain calm.**
2. **Give the location of the incident** - building name, room number, parking lot name.
3. **Identify yourself** and give a **callback telephone number**. Your identity will remain confidential if you wish; however, it is important we be able to contact you if we need additional information.
4. **State the incident you are reporting** i.e. theft, medical emergency, fire.
5. **Describe the scene** - who and how many people are there, if medical treatment is being given, description of subjects, and other information.
6. **State the subject's direction of flight**, if applicable.
7. **Stay on the phone** until the dispatcher has recorded all of the information.

When a crime or other serious incident is reported, a Campus Safety Officer will be dispatched to the scene to render assistance and investigate the incident. The Keene Police may also be contacted if circumstances dictate. If the responding officer determines the situation presents a significant or imminent danger to the Keene State College Community, s/he will contact the Director of Campus Safety and/or the Vice President of Student Affairs to provide timely warning to the 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 Residence Life or Maintenance related will be referred to the on-call personnel in the specific department needed.

Sexual Misconduct Policy

Introduction

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation.

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact, or the threat of such contact, is a violation of an individual's physical and emotional integrity and is unlawful. Keene State College's Code of Conduct expressly prohibits, rape, sexual harassment, sexual assault, and sexual conduct that occurs without the consent of the individual and/or when the individual is unable to give consent.

Sexual Misconduct Policy Definitions

The following are definitions for this college policy and may differ from legal definitions. Sexual offenses may occur along a continuum that includes verbal statements which create a hostile environment through physical acts such as unwanted and/or forced sexual contact. It is impossible for a policy to depict all circumstances of sexual offenses. Thus, a sexual offense at Keene State College includes, but is not limited to, the following:

Coercion- to compel someone into an act by force or threat including intimidation; may include other methods intended to persuade a person into compliance (plying with alcohol or other drugs, threatening one's reputation, etc.)

Confidential - a communication made between parties who stand in a confidential relation to each other, and therefore privileged in law such as medical staff and counselors.

Consent- voluntary agreement; (should be expressed affirmation)

Incapacitated Sex - sexual contact that occurs when one or both parties are unable to act or respond coherently due to intoxication, illness, physical or mental limitation or disability or any condition that inhibits a person's ability to actively and affirmatively consent to sexual contact.

Intimate Partner Sexual Assault - sexual assault that occurs within the context of a dating or other intimate relationship.

Rape- sexual intercourse with a person without her or his permission, either by force or threat of force or with someone who is unable to give consent. Sexual intercourse may be vaginal, anal, or oral, and may involve the use of a body part or an object. ([NIH definition](#))

Sexual Assault - the intentional touching of the victim's sexual or intimate parts, including breasts and buttocks, and the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification.

Sexual Exploitation - use or utilization of a sexual nature of another person either for profit, to advance one's own position or power or in an effort to defame or otherwise embarrass another. Exploitation may take the form of slandering another's reputation regarding sexual activity whether actual or fabricated, recording in any form the sexual activity of another without their knowledge and consent, transmitting such recording of sexual activity via verbal, written or electronic format or any other manner without the knowledge and consent of the participants.

Sexual Harassment - sexual harassment may take the form of unwelcome sexual advances, graffiti, jokes, pranks, slurs, insults, threats, vandalism, assignment of unpleasant duties, or even physical assault which serves to interfere with a person's work or academic life.

Federal and state laws define harassing behavior as occurring when:

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

Stalking - repeated unwanted attention that would create fear in a reasonable person where the intent is to force him/herself into the life/consciousness of the victim through harassing, threatening or frightening behavior(s).

Behaviors may include: phone calls; electronic communication such as texting, emails, social networking, etc.; letters and notes; surveillance; entering home/apartment; assault.

Resources for Support

Survivor Concerns

A survivor may experience many conflicting emotions in the aftermath of a sexual assault including shock, fear, anger, guilt, shame, or numbness. Each survivor's response is unique. Often students who have experienced a sexual assault find that their eating, sleeping, exercise, self-care or social patterns have changed, that they are isolating themselves from others, or that they are unable to concentrate on schoolwork. Whether someone chooses to report an assault or not, talking with a counselor or a trusted friend or family member can be very helpful.

Emergency Contacts

24 hours a day.

- Campus Safety: 603-358-2228
- Keene Police: 603-357-9813
- Cheshire Medical Center: 603-354-6600
- Monadnock Center for Violence Prevention: 1-888-511-6287

Campus Resources

Unless otherwise noted, available M-F, 8:00 a.m. - 4:30 p.m.

- Counseling Center: 603-358-2437
- Counselor-on-call: 603.358.2436
- Coordinator of Sexual Violence Prevention and Education: 603-358-2437
- Center for Health and Wellness: 603-358-2450
- Dean of Students Office: 603-358-2842
- Student Conduct Office: 603-358-2840

Community Resources

- Monadnock Center for Violence Prevention : 603-352-3782 , Mon-Fri 8:30 a.m. to 4:00 p.m.

National Resources

- National Sexual Assault Hotline 1-800-656-4673
- [National Sexual Assault Online Hotline](https://ohl.rainn.org/online/) (if link does not work, cut and paste the following link into your browser: <https://ohl.rainn.org/online/>)

Reporting a Sexual Offense

Any person who has been the victim of or witness to a sexual assault whether on or off campus can report directly to the Department of Campus Safety, a Residential Life staff member, any College official or the Keene Police Department. This does not obligate the reporting person to proceed any further with an investigation or criminal charges.

Any person identified as a Campus Security Authority* as defined by the Clery Act who receives information regarding a sexual assault is obligated to share that information with the Director of Campus Safety for the purposes of Clery Act reporting and compliance. This information can be shared without identifying the victim via a "Confidential Report of Sexual Assault" form available from Campus Safety and/or the Dean of Students Office. This does not obligate the reporting person to talk with Campus Safety or to proceed any further with a report or investigation. In most cases, students will be encouraged to talk with Campus Safety so they can be best advised on their options for proceeding with a college and/or police investigation.

*A Campus Security Authority is defined as an individual or organization to which student and employees should report criminal offenses or an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. (U.S. Department of Education, 2011)

Confidentiality

The matrix below and the following section on Investigations of reports illustrates the most frequent offices to whom students report, what happens and with whom information is/isn't shared. Confusion is understandable when words such as "confidential" and "private" are not universally understood.

For the purposes of this policy, "confidential" means that the communication is legally privileged and that the individual the student is reporting to is not obligated to disclose the information to anyone else. Generally, this standard is enjoyed by health professionals including counselors, and legal counsel.

"Private" means that the information will be shared only with those individuals with a need to know and that all necessary precautions will be taken to protect the identity of the victim and/or reporting student.

Options for On Campus Reporting of Sexual Assault, Harassment or Other Sex Crimes

What will happen?	Counseling Center	Center for Health & Wellness	Campus Safety	Res Life
Disclosure of report to others	Confidential	Confidential	Private	Private
Campus Safety Investigation	No	No	Case specific	Case specific
Keene Police Investigation	No	No	Case specific	Case specific
Limited Administrative Notice	No	No	Yes	Yes
Anonymous Notification to Campus Community	No	No	Case specific	Case specific
Medical Exam w/SANE* Nurse (*Sexual Assault Nurse Examiner)	No	No	No	No
Medical Services	No	Yes	No	No

Other Options for Reporting Sexual Assault

What will happen?	Monadnock Ctr for Violence Prevention	Keene Police	Hospital
Confidential	Yes	No	Yes
Campus Safety Investigation	No	Case specific	No
Keene Police Investigation	No	Case specific	Case specific
Limited Administrative Notice	No	Case specific	No
Anonymous Alert to Students	No	Case specific	No
Medical Exam w/SANE* Nurse (*Sexual Assault Nurse Examiner)	No	No	Yes
Medical Services	No	No	Yes

Cost for medical and other expenses

When a victim reports a sexual assault and seeks treatment at the hospital, the cost for medical expenses, including the physical examination, will be paid by the State of New Hampshire Office of the Attorney General if the assault is reported to the police. Other expenses related to the assault may also be provided at no cost to the victim through the [Victim's Compensation Program](#). Specific information on expenses is available through the Monadnock Center for Violence Prevention.

Making a report to Campus Safety

Students may file a report of sexual assault with Campus Safety at any time regardless of where or when the incident occurred. A report does not obligate a student to file charges either with the campus conduct office or with the relevant law enforcement agency. Campus Safety will provide a same-sex officer to take the report if desired by the reporting student. The reporting student may have one support person with them during any Campus Safety interviews or conversations.

Reports to Campus Safety of sexual assault (and other crimes and incidents) are noted in the daily log as required by federal law, however no personally identifiable information on the reporting individual is released. Campus Safety will also file an anonymous report of sexual assault with the Keene Police Department (or other department if the incident occurred in another jurisdiction).

In making the report, Campus Safety will:

- Encourage the student to go to the hospital emergency room or the Center for Health and Wellness for medical services and offer to transport and/or accompany the student.
- Provide resources to speak directly with the on-call counselor, an advocate from the Monadnock Center for Violence Prevention, or KSC's Sexual Assault Victim Assistance provider for support in understanding, evaluating, and choosing among the services described in this protocol.
- Inform the student of his/her rights and options including the options of filing charges through the student conduct system and Keene Police

Information shared with Campus Safety is shared with others only on a need to know basis. A campus alert (without identifying the reporting individual) may be issued in cases in which the incident presents a clear danger to the campus community. Any and all actions taken, including the possible release of a warning to the community, will be designed to protect the reporting individual's identity.

Investigations of reports

In most cases, the reporting individual has the option of deciding whether Campus Safety and/or the Keene Police will investigate the reported assault. An investigation of the incident by Campus Safety would include questioning of all parties involved and gathering property potentially associated with the assault. Campus Safety will make all efforts to maintain the reporting individual's anonymity during the investigation. The reporting individual's identity will not be revealed to the press, discussed in Campus Safety radio transmissions that might be monitored or discussed in any public area.

If a reporting individual chooses to pursue a full investigation, he or she will have the option of filing charges when it has been completed. If the individual pursues disciplinary action through the college, the results of the investigation will be released to the coordinator of student conduct, hearing board members, the reporting individual, and the accused individual in compliance with federal law.

If the reporting individual decides to pursue criminal charges the results of the investigation will be released to the appropriate law enforcement agency and County Attorney's Office (CAO). The appropriate prosecutor will determine whether the case will result in the bringing of criminal charges.

The health and safety of a reporting student is of primary concern. Campus Safety will refer the student to appropriate campus offices for support with the possible changes in living arrangement for safety reasons and help in managing academic demands.

KSC Sexual Assault Survivor Services

Keene State College recognizes that the experience of a sexual assault is a traumatic event and that the recovery process can be difficult. Decisions to seek medical care and/or to pursue charges criminally or institutionally are just two of the many challenges facing a victim/survivor.

Confidential support can be received through:

KSC Counseling Center

3rd Floor Elliot Center
603-358-2437

Counselor On Call

603-358-2436

Center for Health and Wellness

3rd Floor Elliot Center
603-358-2450

Monadnock Center for Violence Prevention

24 hour emergency hotline 1-888-511-MCVP (6287)

*Survivor advocates are available through this service

How to Help as a Friend or Bystander

What to do if someone confides in you?

1. Believe them
 1. Listen without judging
 2. Use their language to identify what's happened
2. Listen respectfully
 1. Don't probe for information
 2. Do summarize/clarify/paraphrase
 3. Don't tell them your own stories
3. Help identify other resources and safe people in her/his support network
 1. Ask what they need to feel safe
 2. Encourage your friend to seek medical attention and counseling
 3. Encourage your friend to report the assault if they feel comfortable doing so

What to do if you see a sexual offense happening?

1. Think Safety
 - o Don't jump into a situation without thought; use your words, not fists
2. Get Help
 - o Ask a friend, RA, RD, or others to help
3. Act Together
 - o Decide together how best to intervene to keep everyone safe

College Conduct Process

The College's conduct process begins once a report and/or the results of an investigation is received by the Student Conduct Office. The process for notification of charges and hearing board meetings is described in full in the [Student Code of Conduct](#).

Listed below are elements in the conduct process that come into play in the case of an alleged violation of the Sexual Misconduct Policy.

Charges

Upon receipt of a report/investigation results, the Coordinator of Student Conduct will review the materials and determine, based on the behaviors described, what College policies may have been violated. These alleged policy violations will become the charges filed against the accused student(s) when the matter proceeds through the conduct system.

Advisors

Both the accused student(s) and impacted party may choose an advisor to assist them through the Conduct process. Advisors are limited to current members of the College community (student, staff, or faculty). If concurrent criminal or civil charges have been filed in association with the incident then the student may have their non-College related attorney attend the hearing as a non-participating observer.

Witnesses

When a hearing is scheduled, members of the College community that have first-hand information regarding the alleged incident may be asked to attend the hearing to present information. Non-College related individuals may attend the hearing as a witness; however, it is the obligation of the student who wants them to attend to notify the individual(s) of the date, time, and location of the hearing. Additionally, a student must notify the Student Conduct Office at least 24 hours prior to the hearing if they have requested a non-College related individual(s) to serve as a witness.

The College's conduct system does not allow expert or character witnesses, or witnesses providing second hand or hearsay information.

Possible Outcomes

1. A criminal conviction in and of itself may lead to disciplinary action by the College
2. Behaviors which are illegal and in violation of the Student Code of Conduct may be handled by both the courts and on campus conduct system
3. Certain offenses which may not be considered unlawful or are not pursued in criminal court for other reasons may still be regarded as violations of the Student Code of Conduct

Violations of the Sexual Misconduct Policy may result in College suspension or dismissal. In instances where student organizations are involved, these organizations may also have sanctions taken against them, including the rescinding of their institutional recognition.

Students who would like more information regarding either the New Hampshire Sexual Assault Statute or College conduct expectations should review the law and the Student Code of Conduct. They may also contact the Director of Campus Safety, the Dean of Students or Associate Dean of Students.

Leave of Absence/Withdrawal

An alleged victim who requests a leave of absence or withdrawal from the College does not forfeit his/her right to resolution of the complaint.

Any student charged with sexual misconduct violation(s) of the Code of Conduct who requests a leave of absence or withdrawal from the College prior to a hearing will still incur relevant administrative actions. Depending on the case circumstances, these actions may include but not be limited to:

- The continuation of the conduct process
- Interim suspension, and/or
- Withdrawal with disciplinary case pending

The latter action makes the charged student ineligible to register or attend classes at any USNH institution for as long as the charge remains pending.

Statement of the Rights of the Alleged Victim

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to College administrators;
- The right to be treated with respect by College officials;
- The right not to be discouraged by College officials from reporting an assault to both on-campus and off-campus authorities;
- The right to notification of and assistance in options for changing academic and living situations after an alleged sexual assault incident ;
- The right to be present throughout the portions of the hearing during which statements are being presented regarding the incident and to be accompanied by a person of the victim's choice;
- The right not to have the victim's past sexual history introduced as part of the testimony unless it is determined by the Coordinator of Student Conduct or his/her designee; that the relevency outweighs the prejudicial effect.
- The right to make a victim-impact statement and to have that statement considered by the board in determining its sanction;
- The right to be informed immediately of the outcome, pending all appeals;
- The right to the appropriate handling of requests for information from the press, concerned students, parents, and the community.

Sexual Assault FAQ's

What happens when a person who has been engaging in underage drinking reports a sexual assault?

Keene State College's primary concern is the health and safety of its students. When conducting an investigation of an alleged sexual assault, the College's focus will be on addressing the sexual assault and not on lesser policy violations that may be discovered or disclosed. The College may, however, provide referrals to counseling or require other educational options.

What happens when the sexual assault happens off-campus? Who do I report this to?

Campus Safety will take any report of a sexual assault, even if the assault occurred off campus. While Keene Police Department has primary jurisdiction, some students may feel a greater sense of comfort reporting to a campus department. If the student does not wish to make a report with KPD, a report that does not identify the victim will be made on the student's behalf by Campus Safety to notify them that an assault has occurred.

Reporting a Sexual Offense:

<http://www.keene.edu/administration/policy/detail/handbook/sexual-misconduct/>

What do I do if the sexual assault happened last week? Last month? Last semester? Longer ago?

Report as soon as possible even if some time has passed. While timely reporting increases the likelihood of obtaining more accurate information during an investigation, reporting at any time will ensure that you receive information on available support services. For a victim considering criminal charges, the legal statute of limitations for reporting a sexual assault in New Hampshire is three years from the time of the assault until the time someone is charged.

Resources for Support:

<http://www.keene.edu/administration/policy/detail/handbook/sexual-misconduct/>

What if I have a relationship with the person who assaulted me?

It is never okay to force, threaten or coerce someone into having sex against his/her will, even if they are in a relationship or are married.

What happens if someone falsely reports a sexual assault?

False reports of sexual assault are extremely rare estimated at less than 2% of all reports. If an allegation of sexual assault moves forward to a student conduct hearing and/or a legal proceeding, and the accused party is found not responsible or not guilty, this does not necessarily mean the assault did not occur, it merely indicates that the burden of proof was not met.

Student Code of Conduct

Revised August 2014

Philosophy of the Conduct System

Keene State College regards students as adults and expects them to accept responsibility for their behavior, whether acting individually or in a group. Students are expected to be considerate of the rights of others and conduct themselves in a manner that is consistent with the values embraced by the College and reflected in its various policies, contracts, rules, and regulations.

All students and student organizations are expected to maintain a high standard of conduct both on and off campus.

- College jurisdiction shall include conduct that occurs on the College premises, off-campus, during College-sponsored activities, and/or conduct that impacts the health and/or safety of members of this community and/or negatively impact the educational mission or reputation of the College.

The College reserves the right to assert its jurisdiction in certain off-campus incidents when specific actions by KSC students adversely affect the College community and/or its mission. Off campus behaviors subject to College conduct action include, but are not limited to: physical abuse, sexual misconduct, harassing or intimidating behavior, damage to other's property, unlawful alcohol gatherings, disruptive or disorderly behavior, selling or distributing drugs and other controlled substances. Any student who exhibits chronic behavioral issues off campus will be subject to College conduct action under these guidelines.

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.

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 then the student will be required to provide documentation of the disability to the Director/Coordinator of Student Conduct. Undocumented/undisclosed claims of disability cannot be considered during or after the hearing process is complete.

Keene State College will take a strong position on actions that are motivated by or committed against an individual(s) based on race, religion, disability, ethnic or national origin, sex, sexual orientation, age, marital status, or veteran's status, and sanctions will be reflective of the nature of the incident and any bias demonstrated.

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](#) (pdf), the [College Parking and Motor Vehicle Policies](#), and the complete list available in the [policies](#) section of our web site.

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

College Officials are people currently employed by the College who perform assigned administrative or professional duties. In addition to faculty and staff, resident assistants and desk attendants are considered College Officials.

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

A **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.

An **Advisor** is a current member of the College community who is chosen by a student to assist him/her navigate the conduct process. Please see the [advisor](#) page for further details. Students who would like the assistance of a trained advisor should stop by the Student Conduct Office for a list of available volunteers.

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

A **Hearing Board** is composed of trained College community members who are appointed by the Vice President for Student Affairs and selected by the Coordinator of Student Conduct to hear a particular case or otherwise resolve matters of student misconduct. Members of the Hearing Board may be called on to serve in several different capacities.

A **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 Student's Office.

A **Student** is 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.

A **Student Organization** refers to a group of students recognized or registered as affiliated with the College as a result of complying with the formal requirements established by the Student Involvement Office.

Authority

The responsibility for the College Conduct System lies with the following individuals:

The **Vice President for Student Affairs** has ultimate authority over the College Conduct System, including interpretation of policies and the system's procedures.

The **Dean of Student's Office** provides oversight for the day to day operations of the Student Conduct Office and, in accordance with College policy, approves the Code of Conduct and coordinates all nominations to the Hearing Board.

The **Director of Student Conduct** is charged with providing comprehensive leadership, management and vision for the Student Conduct Office. She/he sets the tone and direction for the office and develops the conduct codes, adjudication systems and related procedures.

The **Coordinator of Student Conduct** is the professional staff member 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. In this capacity, she or he serves as a Hearing Officer, oversees all procedures and processes, and ensures that training programs are conducted for Hearing Officers and Hearing Board members.

Hearing Officers are individuals who, through their job responsibilities or authorization by the Director or Coordinator of Student Conduct, initiate action on possible violations to the Code of Conduct. The Hearing Officer may hear, arbitrate, mediate, or otherwise resolve student misconduct or disputes.

Hearing Board Members are faculty, staff, and students who have been trained to hear and act on student conduct violations.

Advisors

Information for Advisors

This information is designed to help you prepare to serve in your role as advisor for a student called to a hearing or hearing board. It is meant to supplement the Code of Conduct which details the student conduct process. You should read the Code thoroughly as well as follow these tips when preparing your advisee. If you have any questions about the process please contact the Student Conduct Office.

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

When selecting an advisor, students should remember that the advisor may not be fully aware of the student conduct process and is probably not an expert in conduct proceedings.

The advisor should assist the advisee with the following:

1. Review and understand the alleged violation(s) and the student conduct process
2. Prepare the student to share their side of what occurred in the alleged incident
3. Think of questions to ask the witness(es) called to present information at the hearing
4. Take notes during the hearing
5. Suggest additional questions to ask witnesses and the other party based on their statements
6. Help keep the advisee calm and in control
7. Provide moral support to the advisee prior to and during the proceeding

Please note that while advisors may contact the Coordinator of Student Conduct to discuss general process questions and their role as an advisor, they are not permitted to discuss the specifics of a case.

The advisor's assistance may also be needed in preparing a letter of appeal (if advisee is the accused student), should the student choose to appeal the hearing outcome.

Conduct Expectations & Policies

As members of the College community, students and their organizations have an obligation to know and abide by the Student Code of Conduct. Through its policies and regulation statements, 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 will be referred to the College's Student Conduct 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, get a Resident Assistant or call Campus Safety.

College conduct proceedings may be instituted against 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.

The Student Conduct Office will address violations of the following list of policies. College policies are described in detail elsewhere in 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 occurring on or off campus

II. Campus Policies

- [Honesty and Cooperation Policy](#)
- [Student ID Card Policy](#)
- Not engage in forgery, alteration, or misuse of any College document, record, name, seal, [College approved logo](#) or instrument of identification

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 Policies

- [Fire safety policies](#)
- [Weapons policy](#)
- [Candle and incense policy](#)
- Arson

IX. Personal Injury Policies

- [Disorderly, disruptive or indecent behavior policy](#)
- [Threatening or endangering others policy](#)

- [Sexual misconduct policy](#)

X. Theft and Damage Policy

- [Theft and damage policy](#)

XI. Dining Commons Policies

- [Dining Services and meal contract policies](#)

XII. College Community Policies

- [Posting policies](#)
 - [Fundraising policies](#) (pdf)
-

XIII. Hazing Policies

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

XIV. Technology and Telecommunication Policies

- [Computer and Network Use Policy](#)
- [Telecommunications Policy](#)

Responding to Violations of College Policy

Any member of the College community may file a report against a student or student organization alleging a violation of the Code of Conduct. Reports of any alleged policy violation should be filed with the Student Conduct Office as soon as possible, 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 Student Conduct Office.

Upon receipt of a report the Coordinator of Student Conduct or the hearing officer to which the report is assigned 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 accused student(s) when the matter moves forward through the Conduct System.

In the case of an alleged violation of any of the College's policies regarding sexual offenses by a student or student organization the College will follow the procedures outlined in the [Sexual Misconduct Policy](#) section of the Student Handbook.

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.

Alleged violations may be addressed in one of the following ways:

Educational Conference

If a hearing officer determines the violation(s) is minor in nature and the student has no history of other conduct violations then the student will attend an Educational Conference. An Educational Conference is a conversation regarding the violation(s) and a review of strategies for avoiding such violations in the future.

Students who do not appear for their Educational Conference will either receive an Educational Letter or be sent to a Hearing.

Educational Letter

An electronic letter may be sent to a student or student organization involved in a first-time minor violation outlining the incident that was reported and stating the College's expectations regarding the behavior.

Educational Letters address quiet hours and health & safety issues. These letters are noted in a student's conduct record and may be used in determining appropriate sanctions for future violations.

The student or student organization 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 receipt of the letter, otherwise the matter will be considered resolved and the

student/organization will be required to fulfill the specified expectations or directions.

Interim Suspension: In certain serious circumstances, a student or student organization may be suspended or face restrictions in activities prior to a hearing. This might 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.

This action will only be taken upon the direction of the Dean of Students or his/her designee.

When a student or student organization is placed on interim suspension, the student will receive requisite notice and a hearing will be scheduled as soon as is practical. The Vice President for Student Affairs shall be notified of such action.

A student 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 for as long as the charge remains pending.

Hearing or Hearing Board

Students charged with a violation or who are requested to appear before a hearing or hearing board are expected to attend. If a student is unable to attend he/she may submit a detailed and truthful statement regarding his or her observations and involvement in the incident to the hearing officer or hearing board chairperson.

Should a student or student organization representative(s) fail to appear for a scheduled hearing or otherwise choose to limit or withhold a response to the charge(s), the hearing officer or chairperson of the hearing board will proceed with the hearing. Any decision(s) made shall be based on the evidence presented at the hearing; failure to attend a hearing will not be a presumption of responsibility.

The purpose of the hearing is to fully discuss all aspects of the incident in order to understand the circumstances, review the behavior and the decisions that were made, educate the student(s) regarding College policy and expectations, determine responsibility for the action(s), and issue appropriate sanction(s).

If it is determined that the student or student organization could face Disciplinary Suspension, Disciplinary Dismissal or Disaffiliation of a Student Organization then the case will usually be addressed by a Hearing Board, except in some circumstances indicated in the Hearing Procedures. Regardless of whether the case is heard by the Hearing Officer or the Hearing Board, the format is similar.

Please note that information disclosed during a hearing that was unknown to the Hearing Officer prior to the hearing and which constitutes a violation of the Code of Conduct may result in additional conduct action.

Restorative Justice

Restorative justice is an educational and collaborative approach to dealing with violations that have impacted individuals and/or the community. Students who are prepared to take responsibility for their behaviors associated with an incident may be offered, if other pre-conditions are met, an intake interview to determine whether restorative justice is an appropriate means for resolving the matter. If it is determined that this is the case, the student will participate in a facilitated conference with those affected by the incident, and collaborate in designing a plan for repairing the harm done. If completed, the restorative justice process replaces a more traditional hearing process. As suggested above, restorative justice is not applicable for all types of violations or behaviors. The final decision regarding whether a case may or may not be referred to the restorative justice process rests with the Director of Student Conduct or his/her designee.

College Hearing Procedures

When it is determined that an incident may involve policy violations that must be addressed through a hearing, the hearing officer will contact all the students alleged to be involved in the policy violation. This contact, via e-mail to the College-issued e-mail account, will include:

- the policies the student is alleged to have violated;
- 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 accused student(s) but will be available for review with the hearing officer up to 24 hours prior to the scheduled hearing or hearing board);
- a web link to the student's rights in the conduct process; and
- a date, time and location for the student to meet with the hearing officer or hearing board.

At least 24 hours prior to the meeting the student is expected to contact the hearing officer to indicate how they would like to resolve the situation. Students have the option to:

1. Take responsibility for the violation(s) and meet with the hearing officer regarding the incident, during which sanctions will be issued, or
2. Indicate they are not responsible for some or all of the violations they are charged with and participate in a hearing for the hearing officer to determine responsibility and appropriate sanctions if deemed responsible.

Students generally have no less than two but no more than 20 days for the 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 Director of Student Conduct or a 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 Director of Student Conduct will determine whether to grant or deny the request.

In cases where the outcome of the hearing may result in sanctions of Disciplinary Suspension, Disciplinary Dismissal, or Deactivation of a Student Organization, the Coordinator of Student Conduct will generally constitute a hearing board of at least three members from the hearing board membership to adjudicate the case. However, there are times (e.g., during the start or end of the semester, during examination periods and summer session, as well as other times deemed necessary due to calendar, personnel, and/or other special consideration) when constitution of a board will not be practical. At such times, the Coordinator of Student Conduct or a hearing officer will adjudicate the case in lieu of a board.

Only members of the College community who have direct knowledge of the incident can attend the hearing. Written requests for specified additional persons to attend a hearing will be granted or denied at the sole discretion of the hearing board chairperson or hearing officer. The Vice President for Student Affairs or his/her designee may name an impartial observer to be present during the hearing.

The hearing consists of a reading of the charge(s) and a response by the student(s), including an indication of whether the student accepts responsibility for the policy violation(s). The incident is presented by the hearing officer and the student is offered the opportunity to respond. Additional information about the incident will be presented, including witnesses, if applicable.

During a formal hearing all College-related individuals who have first-hand information regarding the alleged incident will be provided the opportunity to present information. Non-College-related individuals may attend the hearing as a witness; however, it is the obligation of the student who wants them to attend to notify them of the date, time, and location of the hearing. Additionally, students must notify the Student Conduct Office at least 24 hours prior to the hearing if they have requested a non-College-related individual(s) to serve as a witness. Finally, given the numerous differences between criminal and civil court proceedings and the College's Conduct System, expert, character, or witnesses whose quality of information is limited to second hand or hearsay will not be allowed to participate in a hearing. Questioning by the student, the complainant, and the hearing officer (or hearing board members) will be permitted.

A hearing officer or hearing board may, at their discretion, accommodate (in any manner they deem appropriate) concerns for personal safety, well-being, and/or fear of confrontation by the complainant, the accused student, and/or any witness(es). Pertinent records, exhibits, and taped or written statements may be accepted for consideration by the hearing officer or hearing board and will occur at their discretion. Individuals charged with a violation, as well as any impacted parties, have the right to an advisor of their choice, within certain exceptions: Specifically, advisors are limited to current members of the College community (students, staff, or faculty). Advisors are not permitted to speak or participate directly in any hearing. 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.

Hearings conclude with summary statements by the accused student as well as the victim, if present. The victim, other impacted parties, and the accused student may submit impact statements that will be considered by the hearing officer, chairperson, or the hearing board during the determination of sanction(s) if necessary.

The hearing officer or hearing board will adjourn to deliberate in private, review the case, and assign responsibility if appropriate. *This determination is made on the basis of a preponderance of evidence presented at the hearing - namely, that it is more likely than not that the student or student organization has committed the violation(s) as charged.* Note: Decisions and sanctions are sometimes provided to students at the hearing.

It is the responsibility of the hearing officer to determine the appropriate sanction(s). In the case of a hearing board, once the board members have determined responsibility for the violation(s), they will identify and describe any mitigating or aggravating factors they believe should impact the sanction(s) that are issued to the student(s) or student organization. Ultimately, it is the responsibility of the hearing board chairperson, in consultation with the Director or Coordinator of Student Conduct, to issue the sanction(s) based on a number of factors including:

- a student's or student organization's conduct history
- information from any impact statements
- the standard sanction guidelines, and

- the mitigating and aggravating factors identified by the hearing board members

Students will normally receive the outcome via e-mail within five days of the completion of the hearing. Determinations by the hearing officer, hearing board, or the chairperson will be considered final, pending normal appeal processes.

NOTE: Violations, particularly those associated with alcohol and controlled substance use, which occur during the Orientation period will be sanctioned more severely than those occurring during the academic year.

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 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 Director of Student Conduct may authorize immediate implementation of any sanctions and offer to expedite the review. She or he 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: Designed for students who violate health & safety policies, this sanction requires attendance at a group meeting with a College Official to review the policies and explore why the College treats them so seriously.

c. Restitution: This sanction requires a student 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 reduces the privileges of a student or student organization. DR normally lasts for a specific period of time, although some conditions may remain in effect permanently. Additionally, 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:

- 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, dismissed, or deactivated

e. College Probation (CP): Restricts or alters the relationship between a student and Keene State College. CP normally lasts for a specific period of time, although some conditions may remain in effect permanently. Being placed on College Probation will affect a student'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.

It is important to note that students who violate policy while on CP will receive a higher level sanction. This may include being suspended for at least one semester from the College.

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. 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.

h. Disciplinary Dismissal: 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 dismissed 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 Dismissal" is entered on the student's transcript and becomes a part of his or her permanent record. The student is ineligible to register or attend classes at any USNH institution for two years following the date of the dismissal from Keene State College.

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 bill 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: \$186
2. Second Violation: \$372
3. Third Violation: \$744

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 what will happen 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.

Good Samaritan Policy

The Keene State College community recognizes that the health and wellness of students are of the utmost priority. When alcohol and/or drug use creates medical or safety emergencies, potential for college disciplinary action may deter students from seeking assistance for themselves or others. The Good Samaritan policy was developed to support students to act with their own and others' health and safety as the primary concern. This policy applies only to College policy and does not prevent action by local or state authorities.

This Good Samaritan policy grants immunity from 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 disorderly conduct, vandalism, assault, sexual assault, etc. This College does not condone underage drinking, the over-consumption of alcohol, or the use of drugs. The policy exists to encourage students who find themselves in life-threatening situations with alcohol and/or drugs to call for help.

Students who are granted immunity under the policy will still be required to complete alcohol and/or drug education activities, assessments, and/or treatment. Failure to meet these requirements will result in application of the disciplinary actions.

Students should always seek medical attention in a drug or alcohol-related emergency. However, students who have repeated violations

over the course of a year, could face disciplinary action.

Any alcohol visible in the room or at the scene of the emergency will be disposed of. Any controlled substances visible at the scene of the emergency will result in KPD involvement. However, in the case of an emergency, Keene State College will grant immunity to the student for the campus violations associated with possession of controlled substances, but *only for personal consumption*. Paraphernalia such as plastic bags, scales, and other indicators of distribution will result in KPD involvement and College disciplinary action. Keene State College does not have the authority to dispose of and/or grant legal immunity for controlled substances, and will contact KPD whenever necessary.

Suspension Level Violations

Alleged commission of the following violations will likely result in interim suspension. Being found responsible for violating these policies will most likely result in disciplinary suspension or disciplinary dismissal from the College.

Please note that the following list is not all inclusive:

1. Sale or evidence of intent to sell drugs.
2. Sale or evidence to illegally sell alcohol.
3. Instigating a riot or other disruption as described in the disorderly, disruptive or indecent behavior policy.
4. Arson or attempted arson.
5. DUI arrest.
6. Physical altercation with public safety or College Officials.
7. Infliction of physical harm.
8. Sexual misconduct as outlined in the sexual misconduct policy.
9. Threat or danger to others.
10. Possession or evidence of use of illegal drugs other than marijuana.
11. Intentionally causing a false fire alarm.
12. Committing or planning to commit discrimination or discriminatory harassment.
13. Committing or planning to commit hazing.

Appeals Process & Appeal Template

The findings of the Hearing Officer or Hearing Board may be appealed by either the accused student or the individual who filed the original complaint. 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 sanction(s) imposed was appropriate for the violation(s) committed, the past conduct history, and any previous sanction(s) of the student(s) 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 in writing (electronically or printed copy) and contain the specific grounds for the appeal based on the criteria identified above. 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 Student Conduct Office within five days of the date at the top of the hearing outcome notification e-mail. In most cases the Director or Coordinator of Student Conduct will review the appeal except in instances where she or he heard the original case. In some cases, the appeal may be considered by the Associate Dean of Students.

Upon receiving an appeal, the Appellate Officer will vet 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.

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. If new information becomes available or a procedural error has been determined through the appeals process, the Appellate Officer will adjust the sanction(s) as necessary but will not increase the sanctions.

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.

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.

Appeal Template

An appeal of the outcome of a student conduct 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 it 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 to StudentConduct10@keene.edu. Please copy the information below and include all of it in your appeal email:

1. Date of outcome letter (found at the top of outcome email)
2. IR# (found at the top of outcome email)
3. Your Name
4. Your KSC email address
5. Please highlight or bold the reason you are appealing:
 1. The hearing was not conducted properly
 2. The sanction does not fit the violation and the student's conduct history
 3. New information that would significantly change the outcome has become available after the hearing
6. Objective and factual evidence that supports the ground(s) on which you are appealing - opinions are not objective or factual and therefore will not be considered. For instance, if you were claiming that you did not receive the hearing notice in a timely way, you would quote the College's guidelines for proper notification and provide the original summons letter highlighting the date.

If you have questions about how to write your appeal, please contact the Student Conduct Office at StudentConduct10@keene.edu.

Recordkeeping and Release of Information

Written Records - The Dean of Students Office maintains records of conduct actions, including written reports and electronic or paper copies of letters, as well as academic honesty sanctions that are forwarded from the Office of Academic Affairs. Student conduct records are also maintained in the Student Conduct Office. 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 Dismissal" are entered on a student's academic transcript as well as in his or her 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. The notation of "Disciplinary Dismissal" shall not be removed from a student's transcript except for good cause upon the direction of the Vice President for Student Affairs.

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 Student Conduct or a designee. **Students are not permitted to make their own recordings of hearings.** Students who may be preparing an appeal can request to review the official recording. Unless otherwise authorized by the Vice President for Student Affairs 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 Coordinator of Student Conduct, Appeal Officer, and the Vice President. Deliberations of the Hearing Board shall not be recorded. All audio recordings of College conduct hearings shall be destroyed 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 and/or College Probation, the student's parent or legal guardian will be notified of the action. Parents will also be notified when their student has been called to a suspension-level hearing.

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, she or he will have the opportunity to provide this information to the Coordinator of Student Conduct or his or her 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 she or he is 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 the College Conduct System should be addressed to the Director of Student Conduct, 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 the College Conduct System shall be reviewed **annually**, or more often as necessary. The Director of Student Conduct and the Dean of Student's Office shall propose changes to the Vice President for Student Affairs, who shall approve any changes to the Code of Conduct and the College Conduct System. It is the responsibility of the Vice President for Student Affairs to notify the College community of changes approved.

Hearing Board Membership

Hearing Board members are recruited through a nomination process during the academic year. Current members of the College community may submit nominations (including self-nominations) in accordance with the timeline identified on the solicitation announcements. Hearing Officers may serve as Hearing Board members, as advisors to students or advisors to a Hearing Board. The Student Conduct Office is responsible for constituting, training, advising, and assigning cases to members of the Hearing Board.

Each nominee will be required to participate in Hearing Board training conducted by the Coordinator of Student Conduct. The Coordinator will confirm that the nominees are in good standing with the College. The names of those eligible to serve as Hearing Board members are submitted to the Dean of Students for appointment.

In situations where the Director of Student Conduct has reason to believe that a Hearing Board member has deliberately disregarded the rules, guidelines, procedures, or philosophy set forth in the Code of Conduct and College Conduct System, she or he will review the situation with the Dean's Office and take appropriate action which may include dismissal from the Hearing Board.

Hearing Board members who are placed on academic or College Probation, are unwilling or unable to maintain appropriate standards of conduct or competence will be removed from the Hearing Board.

Composition of the College Hearing Board

Hearing Boards consist of three members of the current College community who are convened to review a case of alleged student misconduct that is within the jurisdiction of the College's Conduct System. It is the role of the Hearing Board to determine responsibility and then identify and describe any mitigating or aggravating factors they believe should impact the sanction(s) that may be issued to the student(s) or student organization.

Each Hearing Board will have at least one student member. The Coordinator of Student Conduct shall name a member of the Hearing Board to serve as the chair. The Chairperson shall be an individual who, based on their position at the College, is authorized to serve as a Hearing Officer. All Hearing Board members participate as equals. It is the responsibility of the Hearing Board to conduct a hearing that meets the standards of the College Conduct System and is respectful of the sensitivities, confidentiality, and integrity of each participant.

In cases where a Hearing Board member feels she or he is unable to hear a particular case without prejudice, the member will voluntarily remove himself or herself from that hearing.

The Director of Student Conduct may name a non-voting advisor to the Hearing Board to observe all deliberations, provide advice on procedural matters, and assist with interpretations of the Code of Conduct and other College policies.

Rights of a Student Accused of Policy Violations

In keeping with the mission and values of Keene State College, all hearings shall afford students the important rights identified below in addition to the right of privacy and the right to protection from discrimination.

Right to adequate and timely notice of charges. A student or student organization is entitled to prompt notification of the charges. Other than at the beginning of the semester, the end of the semester, during summer sessions, or as deemed necessary by the Director of Student Conduct, students will be notified of this information at least two days before the hearing is to occur. This notification will take place via an e-mail sent to the student's College-issued e-mail account. Students can request that a hearing date and/or time be changed for extenuating circumstances (such as a death in the family, court date, etc.) and must request this at least 48 hours prior to a hearing through e-mail. It is at the discretion of the Chairperson or Hearing Officer whether or not to grant this request. **Failing to read your e-mail will not be considered a violation of this right or serve as grounds for appeal.**

Right to be presumed not responsible. A student or student organization facing charges is presumed not responsible until found responsible by a preponderance of evidence. Charges filed against a student or a student organization are based on the information contained in the complaint report. The Hearing Officer or Hearing Board will hear all the available information before rendering a decision.

Right to present evidence and/or witnesses. A student or student organization shall be given the opportunity to appear, provide information, and present evidence and witnesses at the hearing. A student or student organization has the right to hear all evidence presented against them, whether it comes in the form of a direct testimony or as written or recorded statements.

Right to remain silent. A student or student organization facing charges may choose not to present evidence or speak in their own behalf. A decision will still be rendered based on the information that is presented at the hearing.

Right to an advisor. A student or student organization facing charges has the right to have an advisor of his or her choice, within specific parameters. Advisors are limited to current members of the College community (student, staff, or faculty). If criminal or civil charges have been filed in association with the incident then students are permitted to have their non-College related attorney present at the hearing as a non-participating observer. Please remember that the role of the advisor is to help prepare and provide support to a student during the hearing process but at no time will be allowed to present evidence or speak on behalf of the accused student.

Right to timely notice of findings. A student or student organization has the right to receive prompt notification of the results. **Generally** within 5 days of a hearing an outcome letter will be sent to the student's College-issued e-mail account.

Right to appeal. A student or student organization found responsible can choose to appeal the decision. While an appeal is pending, the sanctions issued shall not be imposed except in extraordinary circumstances. Please refer to the [Appeals](#) section of the Student Code of Conduct and College Conduct System for a complete explanation of the appeal process.

Rights of Victims in the Student Conduct Process

- To have an advisor from the College community to assist throughout the conduct process. The advisor may contact the Coordinator of Student Conduct to discuss general process questions and their role as an advisor, but they are not permitted to discuss the specifics of a case
- To have a No Contact Order immediately issued between the accused and the victim that prohibits contact between the two students by any method, including through friends or acquaintances. If this is violated by either party, further conduct action may be taken.
- If the accused is a roommate or lives close to the victim in the residence halls and threat is a consideration, arrangements can be made to find temporary housing for the victim. In some cases the accused may be moved and prohibited from visiting a particular hall or campus area.
- To be informed of outcome of the conduct process.

In the event of a hearing, the victim also has these rights:

- To have unrelated past behavior excluded from the hearing
- The choice to participate or not participate
- The opportunity to present evidence with special accommodations: i.e. over the phone, not in visual contact with the accused, video teleconference at other location of her/his choice, etc.
- To have no direct contact with the accused student: i.e. questions from the accused student would be posed through a third party (i.e. the chairperson) and then relayed to the victim
- The option to provide questions to the Chairperson/Hearing Officer prior to or during the hearing that s/he may incorporate into questioning the accused student
- The right to provide a victim impact statement that will be reviewed only by the board in the event that the charged student is found responsible. The impact statement may be considered before the board determines a sanction
- The opportunity to request a break during the hearing if s/he needs time to consult with her/his advisor or the chairperson
- In the instance of a Hearing Board, the option to [appeal](#) the Hearing Board's decision as per the normal appeal process

Use of Facilities

Bulletin Boards and Postings

The College recognizes the right of members of the College community to express opinions freely and to communicate information about

upcoming events which may be of interest. Traditionally, posting of signs or announcements has been one mode of communication or expression. It is recognized that those posting materials should do so responsibly. Posting responsibility includes the use of appropriate designated areas.

Any College organization, College group, or member of the College community may post items in designated areas 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, work-shops, 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 accommodations for people with physical handicaps 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 the Residential Life Office.

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 as long as the event is sponsored by an organization with College recognition.

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 at 358-2664.

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 at 358-2372.

2. In order to protect both the College and the student organizations themselves, the latter 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.

1. Student groups will submit for approval the required "Fund-Raising Request Form," available from the Student Center.

Political, Social, and Commercial Activities

Free speech, solicitation, and distribution of literature in public areas of campus

Students and non-students shall be permitted to engage in free speech activities, solicit for contributions, and distribute literature at designated spaces on the Student Center Lawn and inside the Student Center Atrium on a space available basis provided that:

1. Any such activity as defined above is scheduled in advance through the Scheduling Office and in compliance with all of its policies.
2. Free speech, solicitation, and distribution of literature activities shall be passive in nature and conducted between 8 a.m. and 10 p.m. Passersby shall not be approached and pedestrian traffic shall not be disrupted in any way.
3. 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.
4. In order to allow for student organization priority use of the space, any non-KSC organization or private individual is permitted one space per day, but is limited to two days per month for the distribution of literature, solicitation of donations and free speech activities. All individuals and organizations engaging in commercial activities must pay designated rental fees when using a campus facility.
5. 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.

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:

1. All requests for a political party affiliated event (candidate visits, forums on political issues, etc.) will be directed to the Marketing and Communications Office.
2. The Marketing and Communications Office 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.).
3. The Director of Marketing and Communications and/or facility director may impose other policies as needed to ensure that all candidates / political events are treated equitably to protect the integrity and resources of Keene State College.
4. 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 set forth in this policy, commercial activities on the campus that, in the judgment of the Vice President for Student Affairs or his/her 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.

1. Commercial activities are passive in nature and conducted between 8 a.m. and 7 p.m.
2. The space to be used is properly reserved through the Scheduling Office.

3. Upon request, a summary of all sales, contracts, and moneys collected would be filed with the Scheduling Office.
4. 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 con-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.
 1. Requesters are not authorized to publicize details of the proposed event until receiving a confirming copy of the scheduling form.
 2. 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.
 3. 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 preclude the right of reply through disallowing 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 Affairs or designee shall specify conditions prerequisite for maintaining order at campus meetings which shall be applicable to all College organizations and groups. The groups. The College may, with in may, with in 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.
5. Any individual, College organization, or College group, which has reason to believe that, under this policy, they have experienced discrimination as protected under law or other College policy, shall have immediate access to the grievance procedures outlined in the Keene State College "Policy for Student Grievances Involving Discrimination or Sexual Harassment." The grievance must be filed, in writing, in the Affirmative Action Office within 48 hours (two academic days) of the alleged discriminating act.??The grievance Hearing Board will convene within 72 hours (three academic days) of the receipt of the grievance, and shall render a decision to the Vice President for Student Affairs and the aggrieved party within five academic days of the hearing.