

# Student Handbook

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Keene State College Policies and Procedures

# Student Handbook

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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 2017. 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).

## Student Code of Conduct

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*Revised August 2017*

### Authority

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

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

The **Dean of Students** provides oversight for the day to day operations of the Student Conduct Office and, in accordance with College policy, approves the Code of Conduct.

The **Assistant Dean of Students/Director of Student Conduct** is the professional staff member responsible and is charged with providing comprehensive leadership, management, and vision for the Student Conduct Office. They set the tone and direction for the office and develop the conduct codes, adjudication systems, related procedures, trainings, and coordinates all nominations to the Hearing Board. The Assistant Dean is responsible for the overall coordination of the processes used to administer the Student Code of Conduct, including interpretations of policies and the system's procedures.

The **Coordinator of Student Conduct** is the professional staff member responsible for case management and primarily focuses on residential students who are accused of violating the Code of Conduct. Additionally, they serve as the primary Hearing Officer for cases where disciplinary suspension or expulsion is a possible outcome. The Coordinator also leads annual trainings for hearing board members.

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

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

### 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.

**Advisor:** Is a current member of the College community who is chosen by a student to assist them in navigating the conduct process. Please see the [advisor](#) page for further details.

**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.

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

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

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

**Hearing Board:** Is composed of trained College community members who are trained and selected by the Director 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.

**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.

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

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

**Student:** 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.

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

### Good Samaritan Policy (GSP)

The Keene State College community recognizes that the health and wellness of students are of the utmost priority. When alcohol and/or drug use creates medical or safety emergencies, potential for student conduct 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. Keene State 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. The Good Samaritan Policy is enacted by the Director of Student Conduct or his/her designee upon review of the situation.

This Good Samaritan policy grants immunity from punitive disciplinary action to students who seek medical attention for themselves and/or other students in alcohol or drug-related incidents. This policy does not grant immunities for other violations such as distribution of a controlled substance, disorderly conduct, vandalism, assault, etc. Students who are granted immunity under the policy may still be required to complete alcohol and/or drug education activities, assessments, and/or treatment. Failure to meet these requirements will result in application of the disciplinary actions. In incidents of alleged sexual misconduct, the college's focus will be on addressing the sexual assault and not on the lesser policy violations that may be discovered or disclosed.

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.

## Conduct Expectations & Policies (Violations)

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

*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.*

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 violations occur on or off campus

### II. Campus Policies

- [Honesty and Cooperation Policy](#)
- [Student ID Card Policy](#)

### III. Residence Hall Policies

- [Guest and Visitor Policy](#)
- [Noise Policy](#)
- [Windows, Roofs and Ledges Policy](#)
- [Pet Policy](#)
- [Hall Sports Policy](#)
- [Solicitation and Sales Policy](#)
- [Health and Sanitation Policy](#)
- [Prohibited Electrical Appliances Policy](#)
- [Unauthorized Furnishings/Decorations/Alterations Policy](#)

### IV. Alcohol Policies

- [Alcohol Policy](#)
- [Hosting Policy](#)

### V. Controlled Substance Policy

- [Controlled Substance Policy](#)

### VI. Gambling Policy

- [Gambling Policy](#)

### VII. Key, Combination, and Card Access Policies

- [Entry and Access Policy](#)

### VIII. Fire Safety Policies

- [Fire Safety Policies](#)
- [Candle and Incense Policy](#)
- Arson: Arson is any willful or malicious burning or attempt to burn a dwelling, building, motor vehicle, or personal property of another.

### IX. Weapons Policy

- [Weapons Policy](#)

### X. Personal Injury Policies

- [Disorderly, Disruptive or Indecent Behavior Policy](#)
- [Threatening or Endangering Others Policy](#)
- [Sexual Misconduct Policy](#)

### XI. Theft and Damage Policy

- [Theft and Damage Policy](#)

### XII. Dining Commons Policies

- [Dining Services and Meal Contract Policies](#)

### XIII. College Community Policies

- [Posting Policies](#)
- [Fundraising Policies](#) (pdf)
- [Tobacco Policy](#)

### XIV. Hazing Policies

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

### XV. Technology and Telecommunication Policies

- [Computer and Network Use Policy](#)

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

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

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

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

#### Interim Suspension:

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

In certain circumstances a student or student organization may be 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.

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

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

#### Educational Letter

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

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

#### College Adjudication Procedures

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

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

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

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

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

#### Administrative Hearing

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

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

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

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

#### Hearing Board

A Hearing Board is convened when a Responding Party is alleged to have violated a College policy that is especially egregious or when disciplinary suspension or expulsion may be an outcome. The determination of the Hearing Board is made using a preponderance of the evidence standard—namely that it is more likely than not that the Responding Party has committed the violations as charged.

### Composition of the Hearing Board

The Hearing Board shall be composed of College faculty, staff, and student members who are trained on student conduct issues, investigations, and hearing practices. Each Hearing Board typically will have one student member, two faculty/staff members, and a non-voting Chairperson. During certain times of the year having a student member may not be feasible (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). Student Hearing Board Members must be in good disciplinary standing, have completed one semester of courses at Keene State College (unless otherwise approved by the Assistant Dean of Students/Director of Student Conduct), and attend mandatory trainings. In cases where a Hearing Board member feels they are unable to hear a particular case without prejudice, the member will voluntarily remove themselves from that hearing.

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, or when a student has received a prior warning that being found responsible for a particular violation will result in a suspension/expulsion) when constitution of a board will not be practical. At such times, the Board may not include a student member or the Assistant Dean of Students/Director of Student Conduct or their designee will adjudicate the case in lieu of a Hearing Board. At the hearing board, the following individuals may be present:

At the hearing board, the following individuals may be present:

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

The Hearing Chairperson ensures:

- All parties are introduced;
- The rights of the parties involved are acknowledged;
- Each party involved hears and accepts the "Expectation of Truth Statement";
- All alleged conduct code violations are read;
- Investigation report is presented;
- The Responding Party is provided an opportunity to state that they responsible, not responsible, or declines to make a statement, for each alleged conduct code charge;
- Each party and witness has an opportunity to be heard and to submit relevant questions for consideration;
- That each party have the chance to describe any mitigating factors relevant to this situation;
- That each party is provided the opportunity to provide a closing statement to the Hearing Board.

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

All hearing board proceedings are audio recorded by the Student Conduct Office, but recordings are not permitted by other parties.

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

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

### Witnesses

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

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

### Hearing Board Deliberations

At the conclusion of the Hearing Board, all parties will be dismissed from the proceedings and the Hearing Board will deliberate privately to determine the Responding Party's responsibility for the alleged conduct code violation(s). All decisions require a majority vote from the Hearing Board members.

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

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

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

Once a finding of responsibility is made and sanctions recommended, the Hearing Chairperson will submit the recommendation for sanction for review to the Assistant Dean of Students/Director of Student Conduct or their designee.

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

## Suspension Level Violations

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

Please note that the following list is not all inclusive:

1. Distribution or evidence of intent to illegally distribute drugs or alcohol.
2. Possession or evidence of use of illegal drugs other than marijuana.
3. Instigating a riot or other disruption as described in the [disorderly, disruptive or indecent behavior policy](#).
4. Arson or attempted arson.
5. Driving under the influence of alcohol or controlled substances.

6. Physical altercation with public safety (i.e. Police, Fire, emergency response personnel, Campus Safety) or College Officials.
7. Infliction of physical harm or threatening/endangering others.
8. Sexual misconduct as outlined in the [sexual misconduct policy](#).
9. Intentionally causing a false fire alarm.
10. Committing or planning to commit [discrimination or discriminatory harassment](#).
11. Committing or planning to commit [hazing](#).
12. Repeated violations of college policy.

## Statement of Rights for Involved Parties

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

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

## Advisors

### Information for Advisors

The advisor in a 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.

*In cases where an alleged violation(s) of the [Sexual Misconduct Policy](#) are being adjudicated, any party may have an advisor of choice. These advisors must still follow the Code of Conduct throughout the process.*

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. All advisors are expected to review the Code of Conduct and abide by College policies throughout the process.

The advisor should assist the advisee with the following:

1. Review and understand the alleged violation(s) and the 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 Student Conduct Office to discuss general process questions and their role as an advisor, the Student Conduct Office is not permitted to discuss the specifics of a case.

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

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

[List of Advisors](#)

## College Sanctions

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

Since students and student organizations have the right to appeal (based on specific criteria - see [Appeals](#) section), sanctions will generally not be implemented until the appeal process has been exhausted. However, in cases where the health, safety, or well-being of a particular student or the College community is threatened, the Assistant Dean of Students/Director of Student Conduct may authorize immediate implementation of any sanctions and offer to expedite the review. They may also authorize immediate implementation of the sanction(s) during the final examination period.

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

- a. Official Warning:** A documented warning that unacceptable behavior has occurred. Further similar behavior or another violation of the Code of Conduct may result in more serious action.
- b. Educational Sanction:** Any of a broad range of assigned sanctions meant to help the Responding Party learn from and reflect on their behaviors as a member of the KSC community.
- c. Restitution:** This sanction requires a Responding Party to provide an appropriate monetary or material replacement for the loss, damage, or injury caused as a result of the misconduct. In situations where restitution cannot be billed directly to a student's account at the Student Accounts Office, a hold will be placed on their account by the Dean of Students Office pending proof of payment of, or

acceptable payment plan for, the restitution approved by the College official who issued the sanction of restitution.

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

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

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

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

**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 and it may also result in further disciplinary action.

**g. Disciplinary Suspension:** The loss of the privilege of attending Keene State College for a specified period of time, normally not less than one semester or more than two years. During the period of suspension, the student is not eligible for a statement of "good standing." A suspended student is banned from campus and may not attend classes or attend or participate in any College function during this period. Suspended students may petition the Dean of Students to be allowed on campus for administrative reasons. A notation of "Disciplinary Suspension" is entered on the student's transcript. Students suspended for a semester or more must apply to the Director of Admissions for formal readmission to the College. When suspended, the student is ineligible to register for or attend classes at any University System of New Hampshire (USNH) institution for the duration of the suspension. Please note that students who are suspended forfeit their right to a financial refund. The full policy can be found on the [Student Accounts](#) website.

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

The notation of "Disciplinary Expulsion" is entered on the student's transcript and becomes a part of 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 expulsion from Keene State College. Please note that students who are expelled forfeit their right to a financial refund. The full policy can be found on the [Student Accounts](#) website.

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

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

Below are the standard fine amounts for alcohol and marijuana violations that are charged to a student in addition to other sanctions (Educational programs, College Probation, etc). Please note that each case is heard on its own merits and depending on the many factors involved, a student may start at a lower or higher fine amount. For example, violations of the College's hosting policy are considered especially egregious and will start at the second violation amount.

1. First Violation: \$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 the consequences for failing to complete a sanction in the original Hearing Outcome Letter. Any sanction that has not been completed at the time of a student's departure from the College shall be considered outstanding. If or when the student attempts to return to the College, approval must be granted by the Dean of Students prior to returning to classes.

## Appeals Process & Appeal Form

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

1. The hearing was conducted in accordance with procedures prescribed by the College Conduct System. Deviation from designated procedures will not be a basis for granting an appeal unless significant prejudice can be demonstrated as a result of the deviation.
2. The 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 or student organization in writing (through our online form) 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 calendar days of the date at the top of the hearing outcome notification e-mail. In most cases the Director 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, the Dean of Students, or another College official.

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.

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.

## Appeals Process

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

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

## Possible Outcomes of an Appeal

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

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

## Appeal Form

An appeal of the outcome of a 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 through the following form: [Student Conduct Appeal Form](#). Please only submit appeals through this form.

If you have questions about how to write your appeal, please contact the [Student Conduct Office](#).

## Recordkeeping and Release of Information

**Written Records** - The Dean of Students Office maintains records of conduct actions, including written reports and electronic copies of letters. 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 Expulsion" 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.

**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 of Student Affairs and Enrollment Management. 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, or when the Good Samaritan Policy is invoked 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 and Enrollment Management, 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 and Enrollment Management to notify the College community of approved changes.

## 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

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## Academic and Career Advising

(First Floor Elliot Center) [Academic and Career Advising](#) department (ACA) supports students in the transition to Keene State College, in the 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, Forms and information about academic procedures and policies, Information on earning Life Experience/Portfolio credit.

## Aspire

(First Floor Elliot Center) [Aspire](#) provides academic support services to Keene State College students. Aspire activities are designed to improve student success by offering content specific tutoring, advising, advocacy, career counseling, cultural activities, economic literacy education, financial aid assistance, graduate school assistance, mentoring, note taking strategies, textbook reading, time management and organizational support. Aspire's Educational Counselors support students to develop the tools they need to not only survive college, but thrive.

## Center for Writing

[The Center for Writing](#) (81 Blake Street) promotes effective writing and thinking by offering a variety of services for both students and faculty. We work with students to improve their writing and with faculty to support their effectiveness as teachers of writing. Through this collective effort, the Center acts as an advocate for strengthening the role of writing in our academic community.

Students can stop by our office or call (603) 358-2412 to schedule one-on-one tutoring appointments. Trained peer tutors support students with any aspect of writing, from interpreting an assignment to coming up with ideas, and organizing, revising, and polishing a draft. In addition to working with students in the Center, tutors conduct in-class workshops.

Please visit our [website](#) for more information.

## Computer Labs and Technology Classrooms

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

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

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

## Mason Library

The Wallace E. Mason Library offers space, materials and services in support of the College's students and academic programs. The Library staff provides services including assistance accessing resources and instruction that focuses on critical thinking and use of information. We strive to create an environment that supports intellectual development and also welcomes students with varied

study space, convenient hours, technology.

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

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

## Cohen Center for Holocaust and Genocide Studies

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

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

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

## Math Center

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

Tutoring at the Math Center is a drop-in service for students who have questions about quantitative concepts taught in math classes or classes with a quantitative component. Students may come in with specific questions to ask the tutor, or to just do their work and know that the tutor is there to help.

Math peer tutors are available to work with students on the math portion of the Praxis CORE Exam or the Praxis Subject Mathematics Subtest. Students who are interested in working with a tutor can either stop by the Math Center during drop-in hours or request a one-on-one tutor. In addition, mock math Praxis exams will be offered multiple times throughout the semester for students who would like to simulate the testing environment. The mock exams contain examples of content students are likely to see on the actual exams. Please visit <http://www.keene.edu/mathctr> for more information.

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.

## Peer Led Learning

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

## Alcohol and Other Drug Policies

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### 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 bongos, hookahs, sploofs/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 bongos, 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.

#### **City of Keene**

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

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### 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 Associate Vice-President for Enrollment Management.

#### 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 (or have intent to distribute) controlled substances except as expressly permitted by law. [Alcohol and Other Drug Policies](#)

## 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;
- 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;
- Public nudity, sexual activity in public places, public urination or defecation, water fights;
- Using a bathroom that is inconsistent with one's gender identity.

## 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.

## 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

## F

### Financial Liability

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

### Fire Safety Policies

To help provide for the safety of residents, periodic fire drills are scheduled, and students are required to vacate the building. The firefighting equipment, the fire alarm system, and appropriate procedures are provided for the protection of life and property of students.

The following is prohibited:

- Tampering with, or misuse of fire alarms, smoke detectors, fire extinguishers, and/or failure to comply with related procedures (including evacuation) is a serious infraction of College policy. This includes attaching items to or hanging them from the sprinkler pipes and sprinkler heads, as well as misusing exit doors designated for emergency use only;
- Accessing/using a fire escape, roof, or balcony except in emergency situations;
- 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.

### Furnishings/Decorations/Room Alterations

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

- waterbeds/water-filled furniture
- tapestries or fabric wall hangings of any kind
- dartboards
- futons
- 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.

## G

### Gambling

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

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

### Guest & Visitation Policy

The College places restrictions on the number of guests and visitors that are permitted in resident's rooms. Details can be found [here](#).

## H

### Hall Sports Policy

Sports and games 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
- Not engage in forgery, alteration, or misuse of any College document, record, name, seal, College approved logo, or instrument of identification

## Hosting Policy

A student will be held responsible for "hosting" when guest's (students and/or non-students) are present in the individual's designated living space (including common spaces) and alcohol/drugs are present in violation of College policy (such as underage possession or consumption, drug paraphernalia, noise violation, etc.).

## 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](#)

## 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.

## 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.

## 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.

## 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 and Enrollment Management, 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 Title IX Coordinator and/or Associate VP for Institutional Diversity and Equity.

## T

### Theft and Damage Policy

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

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

- Misuse of parking pass, laundry machines, student ID, etc.

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 in a threatening manner is prohibited.

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

The College will also take action on situations of mutual combat/fighting in which both parties have contributed to the situation by verbal or physical action and where there is no clear aggressor.

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

## **Tobacco Policy**

Read and become familiar with the the complete [Tobacco Policy](#).

## **W**

## **Weapons Policy**

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

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

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

Possession of "aerosol self-defense spray" (i.e. pepper spray) is permissible on campus when stored and used in an appropriate manner.

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

## **Windows, Roofs and Ledges Policy**

Violations of the window policy include removal of windows or screens, 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**

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## **Student Services**

### **Alumni Association and Alumni Office**

The Keene State College Alumni Association (KSCAA) Board of Directors, in partnership with a core group of alumni volunteers and the Alumni and Constituent Engagement Office, promotes the welfare of Keene State College and its 34,000 alumni. The Board is responsible for developing and implementing strategies, programs and initiatives for its members and Keene State College in conjunction with the Alumni and Constituent Engagement Office.

The College and the Alumni Association encourage the lifelong engagement of alumni and provide a range of opportunities to connect with friends, faculty, staff and students. Keene State's alumni network boasts nearly 20,000 alumni profiles on the professional networking platform LinkedIn and alumni are invited back throughout the year for the Career Speaker Series, Resumania, and the semi-annual Career Fair. Alumni come back to campus to reconnect during events such as reunion and also volunteer to host events in their region or for their interest-groups. We encourage Keene State College students to be lifelong partners, staying connected, informed and involved with the College.

Opportunities to be involved as a student include the Students Today, Alumni Tomorrow (STAT) organization, for-credit internships, and student worker positions.

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

### **Center for Health and Wellness**

*(Third floor Elliot Center) The Center for Health and Wellness is the on campus medical clinic and wellness promotion office. We provide acute medical care to KSC students both through walk-in hours in the morning and appointments in the afternoon. In conjunction with providing a high level of clinical services, we prioritize the education of our students as well. Whether it be in the context of a clinic visit with a provider or nurse, a wellness coaching session on the importance of sleep with our health educator or hosting a Flu Shot Clinic in the fall semester, we exemplify the combination of current, accurate and best practice evidenced based services with the development of the skills in health care advocacy. We collaborate daily with the Counseling Center and the Office of Disability Services to ensure a comprehensive response to students healthcare needs.*

All of the information shared with the CHW is kept confidential. That means, that with the exception of a serious emergency that involves a threat to you or someone else, all information regarding your care cannot be shared with anyone without your consent.

Services at the CHW are covered under your student health service fee, so we encourage you to access us as often as needed.

### **Child Development Center**

The [Child Development Center](#) is a demonstration early childhood education facility for Keene State College students, practicing professionals, and children and their families. The Center strives to model best practices by offering nurturing environments where young children are encouraged to explore, to be creative, to cultivate positive relationships, to experience the joy of learning, and to develop a sense of community. During the academic year, the Child Development Center provides campus student employment through the Federal Student Worker Program. 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

(Second floor, Elliot Center) The [Dean of Students Office](#), second 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, note takers, texts in alternative forms, and assistive technology resources. In order to establish eligibility, students must provide documentation of their disability and meet with a counselor. Through partnerships with students, faculty and staff, we promote self-awareness, self-determination, and self-advocacy to enhance opportunities for academic success.

## The Elliot Center

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

## Financial Aid Office

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

## Global Education Office

(67 Winchester St.) 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 Global Ambassador program for returning study away students. It sponsors a study away photo contest and study away fair each semester.

## Graduate Studies

(First floor, Elliot Center)

### Education Programs:

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

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

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

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

### Safety & Occupational Health Applied Sciences:

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

## Information Technology Group

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

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

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

## Mail Services

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

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

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

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

mailboxes should inquire at Mail Services.

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

## Redball Express Copy Service

(Second floor, Young Student Center) All students have access to the use of the Redball Express copy services on campus. We can provide a large variety of printing for you.

A variety of sizes can be printed in black and white or in color. We can print items on 8 ½ x 11 inches up to poster size items as wide as 42 inches and a variety of lengths.

We can also scan items up to 11 x 17 and have them emailed to your account.

## 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:

- 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 Accounts Office

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

## Upward Bound

Upward Bound is a year-round college preparatory program. It prepares students for success in high school and enrollment in college. It is funded by the U.S. Department of Education and is free of charge to students who meet eligibility criteria. It serves students enrolled in the following high schools in New Hampshire and Vermont: Bellows Falls Union, Brattleboro Union, Green Mountain Union, Fall Mountain Regional, Hinsdale, Keene, Leland and Gray Union, and Springfield.

## Veterans Services

(Registrar's Office, first floor Elliot Center) The Student Accounts Office Veteran's Certifying Official accepts paperwork to assist students in receiving their VA educational assistance entitlement. Enrollment certifications are completed by this office and reported to the appropriate VA regional office (Buffalo, NY). You may contact the Certifying Official Robyn Lucious 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.

## Campus Life

### L.P. Young Student Center & Student Involvement Opportunities

#### L.P. Young Student Center

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

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

#### The Office of Student Involvement

The Office of Student Involvement, located on the third floor of the L.P. Young Student Center, promotes student learning by providing opportunities for leadership, personal growth, service, and career development. Programs administered by this office; Student Activities & Organizations, Fraternity & Sorority Life, Leadership Development, Community Service, After Hours Late Night Programs, and the Night Owl Café and Owl's Perch Game Room, support the missions of the L.P. Young Student Center and Keene State College. Through involvement, students gain the experience needed to succeed socially, intellectually, and professionally during their time at Keene State College and beyond. To find out more about all of the ways you can get involved on campus, visit us at <http://www.keene.edu/life/si/osi/>.

## Student Involvement Programs

### Community Service

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

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

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

## **Fraternity and Sorority Life**

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

## **Leadership Development Program**

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

## **Student Activities and Organizations**

Taking part in Student Activities and Organizations is a great way to get involved here at Keene State College. With around 100 student organizations of all types and sizes to choose from, there's a little something for everybody. Why should YOU get involved? Being active in a student organization has been shown to help students develop personally, socially, intellectually, and spiritually. Students who become involved in organizations are more likely to continue through graduation because they are able to develop ties and friendships that help them "anchor" to the campus. Being involved also enhances opportunities for career development by giving students various skills that help when they graduate. And most importantly, giving time and talent to an organization will not only help that group, but it will also help to make your college experience a valuable and enjoyable one! Take a moment to check out the student organizations list at <http://www.keene.edu/life/si/osi/sao/student-organizations/>

## **After Hours Late Night Programs**

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

## **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](#) site for more information about the programs offered, policies, and hours.

## **Religion & Spirituality**

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

- The Catholic Student Organization, which is also connected to a privately funded Newman Center for Campus Ministry on Main Street
- CRU, formerly known as Campus Crusade for Christ
- Hillel, for Jewish students,
- and the Multifaith Community Club

There is also a brochure with a list of local houses of worship available for students at the Counseling Center and the Office of Multicultural Student Support. If you have an interest in developing a student organization with a spiritual emphasis that is not represented, contact the Coordinator of Student Activities and Organizations.

## **Convenience**

### **ATM Use**

Thousands of bank cards are accepted at the Student Center's TD Bank ATM. Whether you bank in New England or New Zealand, you can get the cash you need because Bank of New Hampshire is a member of the NYCE, CIRRUS, and PLUS networks.

## Bookstore

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

We are your one stop shop for all [Keene State College gear](#), school supplies, art and design supplies, laptops, residence hall supplies, health and beauty items, or a quick snack.

All registered students are eligible for student discounts on software via [ThinkEDU](#).

## Direct Deposit of Paychecks

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

You can elect to have a portion of your pay deposited into one account and the balance into another. Or, simply have the entire net pay deposited into one account. Signing up is easy just visit the Payroll Office located in Fiske Annex on Winchester Street. Forms and instructions for fixed or direct amount direct deposit authorizations are also available online at <http://www.keene.edu/office/business/support/forms/>.

You may also enter your direct deposit information into WISE using the following link; <https://wise.unh.edu/>. **This avoids the use of the forms and the requirement to attach official bank forms.**

## 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 at Keene State College

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

### Thorne-Sagendorph Art Gallery

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

## Consensual Relations

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### 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

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### Overview

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

With a meal plan you can enjoy our all-you-care-to-eat concept in our state-of-the-art facility. Food prepared and served in the Dining Commons must be consumed while dining. The only exception to this is 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-Scoot 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-Scoot 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. Meal Plans are available to students attending Summer Session. More information is available upon request.

Visit the Dining Commons [web site](#) for meal service days and hours.

### Behavior in Campus Dining Facilities

Students engaging in behavior that is disruptive, endangers the safety of the diners or employees, or in other ways violates standing College policies while in any Dining Facility, will be referred to the 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 Dining Services should be referred to the General Manager at extension 8-2678 for clarification.

## Discrimination and Discriminatory Harassment

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See: [Discrimination and Discriminatory Harassment](#)

## Financial Policies

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### Statement of Student Financial Responsibility

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

### New Hampshire Residency Policy

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

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

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

## Determination of Student Status

For tuition purposes, a student is classified as in-state or out-of-state at the time of 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 defined above, is that of the parent until he/she abandons such domicile and, for purposes other than that of education, acquires a new domicile.
- The domicile of any person who first enters the College from a domicile other than New Hampshire is such a domicile until 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 new member
- 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 new members's clothing
- Verbal comments that would degrade and/or embarrass new members
- Involuntary servitude or personal errands
- Derogatory references/remarks to a new member regarding family and/or friends' health or well being
- Derogatory remarks about a member's race, religion, or national heritage
- Any requirements which compel a member to participate in any activity which is illegal, or which is known to be contrary to an individual's moral or religious beliefs, or which is contrary to the rules and/or regulations of the College shall be considered hazing.

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

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

## Residential Life and Housing Information

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### 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

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

#### *Definitions*

**Visitor:** A current Keene State student.

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

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.

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

**Guests:** A resident is allowed no more than a total of one guest at any one time. Students with guests are expected to complete and submit the [Student Guest Registration Form](#) for all guests who will be in the building between 8pm and 8am the following day.

All guests are expected to show a form of ID that provides: full name, photo, and date of birth. If a student wishes to register a guest under the age of 18, the host resident should make arrangements with the area's Residence Director prior to the guest's arrival.

**Frequency:** Overnight guests or visitors may not stay in a residence hall room for more than two consecutive nights and no more than four nights during any month without the permission of the Residence Director.

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

#### *Violating the Guest Policy*

### **More than 20 people in a room/suite/apartment:**

- More than 20 people creates a 10:1 ratio of people to staff – creating a situation that is considered overwhelming for staff
- \$100 fine to hosts
- \$25 fine to each *visitor* present (they should have known that they should not have been there)

### **Unregistered Guests (breaking policy/disruptive)**

- First Violation: \$100 fine & loss of guest privileges for 15 weeks
- Second Violation: \$100 fine & loss of guest privileges for an additional 30 weeks, & probation for 15 weeks.
- Third Violation or more: \$100 fine & loss of guest privileges indefinitely, probation for 30 weeks, and suspension warning.

### **Unregistered Guests (not breaking policy/cooperative):**

- \$25 fine & loss of guest privileges for 15 weeks (\$25 fine & loss of guest privileges for an additional 15 weeks for each subsequent violation)

## **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. Please note that first-year and sophomore students are required to live on campus.

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

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

## **Contract Duration**

The Residence Hall Contract is binding for the *entire* academic year. Applicants must accept their room assignments for both fall and spring semesters. All resident students (with the exception of residents of Bushnell and Pondsides 2 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.

## **Returning Student Housing 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**

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

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## Overview

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

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

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

- Policies and contact information for reporting crimes, fires, and other emergencies;
- Policies and resources for support for incidents of sexual misconduct and relationship violence;
- Policies and criminal statutes regarding alcohol and other drugs;
- Crime and fire statistics for the past three years;
- Procedures for issuing timely warnings and emergency notifications (To register for for the KSC Emergency Notification System visit <http://www.keene.edu/campus/safety/emergency-notification/>);
- Information on the College's daily crime and fire log;
- Description of residence facilities' fire safety systems;
- Emergency response and evacuation procedures; and
- Missing student notification procedures.

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

## Reporting Crimes and Emergencies

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

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

When reporting a crime or emergency:

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

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

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

## Sexual Misconduct Policy

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### 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. Relationship violence and sexual misconduct are antithetical to the standards, values, and mission of Keene State College and will not be tolerated. This policy prohibits all forms of relationship violence and sexual misconduct. These broad terms include, but are not limited to, acts of sexual harassment, sexual exploitation, sexual violence, sexual assault, domestic and dating violence, stalking and cyberstalking. The College also prohibits retaliation, including retaliatory harassment, against individuals who report sexual misconduct, and/or relationship violence, or who participate in the College's investigation and handling of such reports. The College will respond to reports of relationship violence and sexual misconduct to stop the prohibited conduct, take steps to prevent the reoccurrence of the conduct, and address its effects on the campus community regardless of location. This policy applies to all students – regardless of gender, sexual orientation, or gender identity. This policy applies to all forms of relationship violence and sexual misconduct committed by or against a student when: the conduct occurs on campus; the conduct occurs off campus but in the context of College employment, education, research, or activities; the conduct occurs off campus but has any continuing effects on campus or in an off campus program or activity and is creating or contributing to a hostile environment. The College reserves the right to assert its jurisdiction in certain off-campus incidents when specific actions by Keene State College community members adversely affect the College community and/or its mission.

#### Title IX Coordinator

Title IX of the Education Amendments of 1972 and other laws prohibit gender discrimination at institutions of higher education. Keene State College prohibits gender discrimination in any of its programs or activities. The Title IX Coordinator oversees and coordinates the College's response to all issues of gender equity. The Title IX Coordinator or his/her designee is available to meet with any member of the College community to discuss Title IX compliance or issues of gender discrimination, including sexual misconduct and relationship violence.

## Contact Information:

Jeffrey Maher, Title IX Coordinator  
Keene State College, 229 Main Street Keene, NH  
Elliot Center Room 252  
603-358-2959 / [titleix@keene.edu](mailto:titleix@keene.edu)

## Freedom of Speech

The protections of the First Amendment must be carefully considered in all complaints involving speech or expressive conduct. The fact that speech or expressive conduct is offensive is not, standing alone, a sufficient basis to establish a violation of this policy. Students and faculty in an educational environment have robust speech rights, including the right to freely examine, exchange, and debate diverse ideas. Speech or expressive conduct that constitutes sexual harassment is neither legally protected expression nor the proper exercise of academic freedom.

## Resources for Support

The health and safety of campus community members is the College's primary concern. **Call 911 if you or another member of the KSC community is in immediate danger.**

A victim of sexual misconduct or relationship violence may experience many conflicting emotions including shock, fear, anger, guilt, shame, or numbness. Each survivor's response is unique. Often people 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 work or 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.

### Confidential Support and Help

Keene State College has support resources that have professional and legal mandates to protect the confidentiality of the information disclosed by a person impacted by sexual misconduct and/or relationship violence. These resources are not required to report what is shared with them to the College or law enforcement personnel.

- [KSC Counseling Center](#): 603-358-2437 (business hours) After hours 24/7: 603-358-2436
- [KSC Center for Health and Wellness](#): 603-358-2450 (business hours)
- [Monadnock Center for Violence Prevention](#): 1-888-511-6287 or 603-352-3782
- [Cheshire Medical Center](#): 603-354-6600

### Community Resources

- [Monadnock Center for Violence Prevention](#): 1-888-511-6287 or 603-352-3782

### National Resources

- National Sexual Assault Hotline 1-800-656-4673 and [Hotline](<https://hotline.rainn.org/online/terms-of-service.jsp>)

### Additional Considerations

You may wish to seek medical attention. Aside from treating any injuries you may have suffered, prompt medical examinations can test for pregnancy, STI's, and other injuries. A medical examination can also secure valuable evidence that could be used later should you wish to involve law enforcement. Physical evidence may exist up to five (5) days, or longer, after an assault. Local medical facilities can arrange to have a specially trained Sexual Assault Nurse Examiner (SANE) conduct a forensic examination. The results of this examination can be provided to law enforcement anonymously, if you so choose. The choice to report and prosecute is yours.

When a sexual assault victim seeks treatment at the hospital, the State of New Hampshire Office of the Attorney General will pay the cost for medical expenses, including the physical examination, 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.

### Academic Accommodations and Interim Measures

Keene State College may take interim measures upon learning of any allegation of sexual misconduct or relationship violence. These measures are available regardless of whether the victim chooses to report the relationship violence or sexual misconduct to law enforcement. Interim measures may be remedial or protective. Interim measures will not disproportionately impact the reporting party or the responding party.

Possible interim measures may include the ability to change academic or work schedules, withdraw from or retake a class without penalty, receiving academic support services or counseling, or changing housing accommodations.

The College may also issue "no contact" orders between involved parties or limit an individual or organization's access to certain College facilities or activities pending resolution of the matter <sup>1</sup>.

In sexual misconduct or relationship violence cases, the Dean of Students will assure appropriate interim measures are provided for students.

### Outside Options for Complaint Resolution

Keene State College community members who believe that they are the victim of discrimination or discriminatory harassment may also wish file a complaint with the regional enforcement office for the [Office of Civil Rights](#) or the [New Hampshire Human Rights Commission](#) at the following addresses:

Office for Civil Rights  
US Department of Education  
5 Post Office Square - 8th floor  
Boston, Mass 02109-3921  
617-289-0111 [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

New Hampshire Human Rights Commission  
2 Industrial Park Drive  
Concord, New Hampshire 03301  
603-271-2767 [humanrights@nh.gov](mailto:humanrights@nh.gov)

<sup>1</sup> It is important to distinguish between a College-issued 'no contact' order and a protective order obtained through a civil or criminal court. A violation of a College-issued 'no contact' order may result in sanctioning through the College conduct system. In all other cases, the College will assist the reporting person in reporting a violation of a civil or criminal protective order to law enforcement personnel.

## Policy Definitions

The following are definitions for this College policy and may differ from definitions under federal, state, or local law. Offenses may occur along a continuum that includes verbal statements that 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 offenses. It is important to recognize that gender discrimination includes sexual harassment, sexual misconduct, and other forms of misconduct as discussed below:

Sexual Misconduct is a broad term that encompasses sexual harassment, sexual violence, and sexual exploitation.

Sexual Violence - Sexual Violence is a form of sexual harassment. It is a physical sexual act perpetrated without consent. Such acts include, but are not limited to, unwanted sexual contact and sexual assault (rape).

- **Unwanted Sexual Contact** - intentional contact or touching of the intimate parts of another, whether directly or through clothing, or the intentional exposure of intimate parts of self, without consent. Intimate parts may include but are not limited to: breasts, genitals, buttocks, groin, or mouth.
- **Sexual Assault** - having, or attempting to have sexual intercourse or sexual contact with another by force or threat of force; or without consent; or where that person is incapacitated. This also includes sexual penetration, however slight, of another person, without consent (rape). Sexual penetration may be vaginal, anal, or oral, and may involve the use of a body part or object.

**Sexual Exploitation** occurs when an individual takes non-consensual or abusive sexual advantage of another, for any purpose, and that behavior does not constitute one of the other sexual misconduct offenses. Sexual exploitation can take many forms including, but not limited, to the following:

- **Inducing intoxication or incapacitation for the purpose of sexual activity:** providing drugs, alcohol, or other substances with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity
- **Invasion of privacy:** surreptitiously recording, preserving, or storing another individual's nudity or sexual activity without the knowledge and consent of all parties involved, or in which the person observed has not attained 18 years of age. Sharing, transmitting, distributing, or streaming of images, video, or audio recordings of sexual activity or nudity, without the knowledge and consent of all parties involved shall constitute a separate act of sexual exploitation. The act of sexual exploitation can be committed by anyone knowingly possessing an image that was sent without the individual's consent.
- **Voyeurism:** the act of intentionally observing or, spying on, or listening to a person(s) involved in sexual contact or in any state of undress, without their consent. Voyeurism also occurs when an individual allows others to observe this behavior without the consent of all the person(s) involved.
- **STIs:** knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge.

**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.

It is important to note that one cannot assume that conduct is acceptable simply because an individual does not actively protest against it. In addition, some conduct may be considered sexual harassment, even if it not intended as such. A single incident may constitute sexual harassment, depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student's education or the employee's work environment, the type of conduct, and the relationship between the involved parties.

**Relationship Violence** is a broad term that encompasses domestic violence, dating violence, and stalking. It is important to note that while abusive relationships often include ongoing emotional, psychological, and financial abuse, this policy addresses the use, attempted use, or threatened use of physical violence. Physical violence involves the use, attempted use, or threatened use of physical force. Individuals experiencing other facets of an abusive relationship, on or off campus, are strongly encouraged to seek help from the resources listed in this policy.

- **Domestic Violence** is violence committed by a current or former spouse or intimate partner, a person sharing a child with the victim, or a person cohabiting or who has cohabitated with the victim as a spouse or intimate partner.
- **Dating Violence** is violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and/or with consideration of the type and length of the relationship and the frequency of the interaction between the persons involved in the relationship.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which the stalker directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social media, texts, cell phones, GPS, and other similar forms of contact are used. This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.

**Consent** - Consent is the voluntary, informed, knowing, unambiguous agreement to engage in mutually acceptable sexual activity through clearly communicated actions or words. **It is important not to make assumptions. When in doubt, stop and ask.** Consent cannot be inferred from silence, passivity, or a lack of active resistance. Consent cannot be given by someone who is sleeping, unconscious, or otherwise mentally or physically incapacitated because of drugs, alcohol, or other contributing factors. Consent cannot be given under duress, threat, deception, coercion, force, or a misuse of authority. Consent cannot be assumed because of a previous relationship or because of previous sexual relations. In the State of New Hampshire a person under the age of sixteen (16) cannot give consent. Consent can be withdrawn at any time during a sexual encounter.

**Incapacitated Sexual Contact** - sexual activity that occurs when one party lacks conscious knowledge of the nature of the act and/or is physically helpless due to impairment, illness, or physical or mental limitation or disability. An individual is incapacitated, and unable to give consent, when they are asleep, unconscious, or otherwise unaware sexual activity is occurring. When incapacitation results from the use of alcohol or other drugs, evidence of impairment or intoxication are insufficient alone to establish incapacitation. Evaluating incapacitation requires an individual assessment of the impact of the consumption of alcohol/drugs on that individual as well as, an assessment of whether the responding party knew, or should have known, the reporting party was incapacitated. The impairment or intoxication of a responding party is not a defense for misconduct and does not diminish one's responsibility to obtain consent.

**Reporting Party** - a person who alleges that another person or an organization violated this policy. This may be the person who is alleged to have suffered a violation of this policy but may also be a third party reporter.

Responding Party - any person or organization who is alleged to have violated this policy.

**Confidential** - communication is legally privileged and cannot be shared. The only individuals at Keene State College who can maintain confidentiality of a disclosure of sexual misconduct or relationship violence are the professional staff of the Counseling Center and the Center for Health and Wellness. Confidential information cannot be revealed to any other person without the express permission of the individual, or as otherwise required by law.

**Private** - A private communication means that the information will only be shared with those individuals with a need to know and that all necessary precautions will be taken to protect the identity of the reporting person

**Responsible Employee** - a College employee who has the authority to redress misconduct, who has the duty to report incidents of sexual violence or other student misconduct, or a student could reasonably believe has this authority of duty.

## Reporting Sexual Misconduct

The College strongly encourages individuals impacted by relationship violence or sexual misconduct to disclose what happened and seek support services. Any person who has been the victim of or witness to sexual misconduct or relationship violence, whether on or off campus, can report directly to the Title IX Coordinator, Department of Campus Safety, a Residential Life staff member, Human Resources, 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. If desired, college officials will assist the student in notifying law enforcement authorities. It is the individual's choice whether or not to make such a report to law enforcement.

Furthermore, it can be difficult for an individual to come forward after such an event, and there are several different options available for Keene State community members who wish to maintain confidentiality while getting the support they need. In these cases, a student may find a conversation with the Counseling Center, Center for Health or Wellness, or the Monadnock Center for Violence Prevention helpful. These offices can provide a confidential space where KSC community members may obtain support services and explore their options.

### To Report Sexual Misconduct

Keene State College has a comprehensive system to assist students who choose to report sexual misconduct or relationship violence. You may report such an incident to the following College authorities:

- KSC Campus Safety: 603-358-2228
- Keene Police: 603-357-9813 or 911
- Title IX Coordinator: 603-358-2959
- Your Residence Director or Residence Assistant
- Human Resources 603-358-2234

Students should understand that most KSC employees, with the exception of those who exist in a legally recognized confidential relationship, are required to report any disclosure about sexual misconduct or relationship violence. This report is made to the Title IX Coordinator even when the student requests that they not report the disclosure. The “Confidential Support and Help” resources identified are not required to report a disclosure.

### **Making a Report to Campus Safety**

A student may file a report of sexual misconduct or relationship violence with Campus Safety at any time regardless of where or when the incident occurred. While a report does not obligate a student to file charges either with the student conduct office or with the relevant law enforcement agency, the College has an obligation to provide a safe, non-discriminatory environment for all students and employees. Campus Safety will provide a same-sex officer to take the report if desired by the reporting student. The reporting student may have an advisor or advocate with them during any interviews or meetings with College officials.

In making the report, the College 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, if applicable.
- Provide resources to speak directly with the on-call counselor or an advocate from the Monadnock Center for Violence Prevention, for support in understanding, evaluating, and choosing among the services described in this policy.
- Provide the student with a written explanation of student rights.
- Inform the student of his/her rights and options including the options of filing charges through the student conduct system and Keene Police

Keene State College maintains a Memorandum of Understanding (MOU) with the Keene Police Department. This memorandum outlines the coordinated process and rights and responsibilities that will be followed in the event that the reporting person wishes to file a concurrent report with the Keene Police Department.

The College may issue a campus alert (without identifying the reporting individual) in cases in which the College believes there is a threat posed 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.

### **Employee Reporting Obligations**

A ‘Responsible Employee’ is a College employee who has the authority to redress misconduct, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority of duty. A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual misconduct or relationship violence shared by the reporting party. **[At Keene State College, all faculty and staff, with the exception of those who exist in a legally recognized confidential relationship to the reporting party, have a duty to report sexual misconduct or relationship violence]**<sup>2</sup>. To the extent possible, information reported to the responsible employee will be shared only with people responsible for handling the College’s response to the report. Before a victim reveals any information to a responsible employee, the employee should ensure the victim understands the employee’s reporting obligation and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

<sup>2</sup> The only College employees who exist in a confidential relationship are employed in the Counseling Center and certain employees in the Center for Health and Wellness.

### **Requests for Anonymity**

At times, victims of relationship violence or sexual misconduct may request that their name not be shared with the responding party, that the responding party not be notified of the report, or that no investigation occur.

The Title IX Coordinator will weigh the reporting person’s request for anonymity with the College’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the College honors the request for anonymity, the reporting person must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action may be limited.

The Title IX Coordinator will weigh a range of factors when considering a request for anonymity. These factors include:

- The risk the responding party will commit additional acts of relationship violence or sexual misconduct
- Whether the act was perpetrated with a weapon
- Whether the victim is a minor
- Whether the College possesses other means to obtain relevant evidence of relationship violence or sexual misconduct
- Whether the reporting person’s report reveals a pattern of relationship violence or sexual misconduct at a specific location or by a particular group or individual

At times, in order to provide a safe, non-discriminatory environment for KSC community members, the College may not be able to honor a victim’s request for anonymity. In such a case, the Title IX Coordinator will inform the victim prior to starting an investigation. Furthermore, the College will remain mindful of the reporting person’s well-being and will take ongoing steps to protect the reporting person from retaliation or harm.

## **Investigation Procedures and Protocols**

When an investigation is conducted, Keene State College has an obligation to ensure that the investigation is prompt, adequate, reliable, and impartial. In fulfilling these obligations, the College will respond to all reported complaints to ensure that the prohibited conduct is stopped, eliminate any hostile environment, take steps to prevent its recurrence, and address any effects.

Trained professionals will conduct an investigation under the oversight of the Title IX Coordinator. Both the reporting party and responding party will be notified, in writing, of the initiation of the investigation and the potential policy violation(s) at issue. Interviews will be conducted of both parties and any relevant witnesses. All parties will have an opportunity to identify potential witnesses and provide any evidence or other information that may be relevant to the investigation. The investigator may review law enforcement investigatory files (if applicable) and student or personnel files. During the investigatory process, both parties will receive timely notice of any meetings at which their presence is requested. Both parties will be provided regular updates regarding the status of the investigatory process. If, after a review by the Title IX Coordinator, information exists to suggest a violation of this policy occurred, the results of the investigation will be released to the Student Conduct Office.

Upon receipt of an investigation the Director of Student Conduct, in consultation with the Title IX Coordinator, 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 that will be brought by the College against the responding person(s) or organization if the matter moves forward through the Conduct System. The parties are provided similar and timely access to any information used in the hearing or sanctioning process.

### **Law Enforcement Investigations**

A reporting party may pursue an administrative complaint (with the College) and criminal complaint (with the police) simultaneously. The investigations may proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation. While the College may briefly suspend fact-finding at the request of law enforcement, Federal law does not permit the College to delay its investigation until the resolution of the criminal process.

### **Timelines**

The College will conduct a timely review of all reports of sexual misconduct and relationship violence. Absent extenuating circumstances, the investigation and resolution are expected to take place within sixty (60) calendar days from receipt of the complaint. These timeframes may be extended during periods when classes are not held or for good cause. Both parties will be provided with written



notice of any extension.

### **Retaliation**

Keene State College is committed to a policy that encourages disclosure of sexual misconduct and relationship violence. Any person, who, in good faith, reports an actual or perceived violation of this policy, shall not be subject to retaliation. The College will take strong responsive action if retaliation occurs. If a reporting person or witness believes that (s)he has been subjected to retaliation, (s)he should promptly contact the Title IX Coordinator

## **Student College Conduct Process (Adjudication Procedures)**

### **Hearing Board**

The Keene State College Office of Student Conduct will convene a hearing board for the purpose of adjudicating an alleged incident of a suspension or expulsion level policy violation involving students. The hearing will provide a fair, impartial, and equitable process that respects the rights of all participants. The Board will determine if a policy violation occurred using a preponderance of the evidence standard – namely, that it is more likely than not that the student or student organization has committed the violation as charged.

### **Composition of the Hearing Board**

The Sexual Misconduct Hearing Board shall be composed of College faculty, staff, and student members who are trained annually on sexual misconduct issues, investigations, and hearing practices. In each hearing, the Board shall be comprised of three members of the College community and a fourth member who serves as the Hearing Board Chair (typically a staff member of the Office of Student Conduct or designee) who is charged with conducting the hearing. The hearing board chairperson is a non-voting member of the Board. At the hearing, the following individuals may be present:

- Three Hearing Board members
- Reporting party
- Advisor for the Reporting party
- Responding Party
- Advisor for the Responding party
- Witnesses (only while providing relevant information)
- Hearing Board Chair (typically a staff member from the Office of Student Conduct or designee)

### **Advisors**

The reporting person and responding party may have an advisor of their choice to assist them throughout the investigatory and/or student conduct processes. Trained advisors are available for students seeking support. A list of trained advisors is available here. The advisor is a silent and non-participating presence who is there to observe the proceedings and provide support, guidance, or advice. The College reserves the exclusive right to determine what constitutes appropriate behavior on the part of the advisor. The availability or lack of availability of an advisor will in no way impact or impair the investigatory or student conduct process, and all requests for extensions remain within the sole discretion of the College. During a student conduct hearing, either party may request a brief recess to consult with their advisor. This request may be granted at the discretion of the hearing board chair or designee. The advisor may not be a fact witness in any proceedings nor have any real or reasonably perceived conflicts of interest in any proceedings.

### **Hearing Board Process**

The Hearing Board Chair will conduct the hearing in accordance with the established hearing board process. The process ensures that the investigation report is presented, that each party and witnesses have the chance to be heard, and that the Hearing Board has the opportunity to ask relevant questions of all parties and witnesses involved. All hearing board proceedings are audio recorded. Individual recordings are not permitted by any other party. Additionally, the hearing board process ensures:

- All parties are introduced
- The rights of the parties involved are acknowledged
- Each party involved hears and accepts the "Expectation of Truth Statement"
- All alleged conduct code violations are read
- Investigative report is presented
- The Responding Party is provided an opportunity to accept responsibility, deny responsibility, or decline to make a statement, for each alleged conduct code charge
- Each party and witness has an opportunity to be heard and submit relevant questions for consideration
- Each party will be provided the opportunity to describe any mitigating factors relevant to this situation
- Each party has the chance to provide a closing statement to the Hearing Board

If either party wishes to do so, they may provide a written impact statement to the Hearing Chair. If the responding party is found responsible, the Hearing Chair will share the impact statement to the hearing board members as part of the sanctioning conversation.

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

### **Witnesses**

Both the reporting party and the responding party may present witnesses. It is the obligation of the student who wants the witness to attend the hearing to notify them of the date, time, and location of the hearing. Additionally, a student must notify the Office of Student Conduct at least 24 hours prior to the hearing who they intend to call as a witness.

### **Sexual History of Parties**

As a general rule, the sexual history of both the reporting person and responding person is not relevant and will not be considered as evidence. However, prior sexual history may be considered under the following limited circumstances:

- Where there exists a prior or ongoing sexual relationship between the parties and the responding party asserts that consent was given. The prior sexual history between the parties may be relevant only to assess the manner and nature of communications between the parties as it relates to consent. As noted above, the mere fact of a prior relationship is not sufficient to constitute consent.
- To establish a pattern or practice of similar conduct by the responding party
- To explain an injury or physical finding

Relevant evidence of prior sexual history must be based on direct evidence, not rumor, hearsay, or conjecture. The relevance and introduction of prior sexual history in a student conduct hearing will be determined by the Hearing Chair, in consultation with the Title IX Coordinator when appropriate.

### **Hearing Board Deliberations**

At the conclusion of the Hearing, all parties will be dismissed from the proceedings and the Board will deliberate privately to determine the Responding Party's responsibility for the alleged violation(s). All decisions require a majority vote from the Hearing Board members.

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

- Disclose the Responding Party's past student conduct history, if any;
- Provide sanction parameters, as defined by this policy for the applicable violations of the code of conduct. If the Responding Party is found not responsible, there is no discussion of sanctions

and the official proceeding concludes.

Once a recommendation is made, the Hearing Chair will convene a meeting with the Director of Student Conduct and Associate Dean of Student Affairs to review the Hearing Board's recommendations of findings of responsibility and sanctions, if applicable.

### **Outcome**

Both the reporting party and the responding party will be informed of the Hearing outcome, in writing, concurrently. The final outcome letter will set forth the name of the accused student; the violation(s) of policy for which the accused student was found responsible, if any; any essential findings supporting the decision of responsibility; and the sanction(s) imposed, if any.

### **Sanctions**

Violations of the Sexual Misconduct Policy may result in suspension or expulsion from Keene State College. 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.

### **Appeals**

Each party will also receive information on how to appeal the Hearing Board decision through the appeal process as established by the Office of Student Conduct. More information on the appeal process is available [here](#).

### **Leave of Absence/Withdrawal**

A reporting person 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 Rights for Involved parties**

- The right to a prompt and impartial college investigation and appropriate resolution of all credible complaints of sexual misconduct and relationship violence made in good faith to college administrators
- The right to notification of and assistance in options for changing academic, work, or living situations after an alleged incident, whether or not the crime is reported to law enforcement
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services
- The right to receive regular updates on the status of an investigation or resolution
- The right to have an advisor of choice with them throughout the investigative and resolution process
- 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 review all relevant documentary evidence regarding the allegation including the investigative report (subject to statutory privacy limitations), at least two (2) business days prior to a student conduct hearing
- The right to a student conduct hearing conducted by officers who have received sexual misconduct training
- The right to accommodations throughout the Student Conduct process to minimize contact between the parties, if so requested
- The right not to have past sexual history introduced as part of the testimony unless determined to be relevant by the Director of Student Conduct or his/her designee
- The right to make an impact statement and to have that statement considered in determining sanctions
- The right to be informed, in writing, promptly of the outcome, pending all appeals
- The right to the preservation of privacy, to the extent possible and permitted by law

### **Prevention and Education**

Keene State College also has a well-developed and robust training and education program. These programs include an online module all incoming students must complete concerning consent and respect. During orientation and welcome week incoming students participate in several interactive presentations on issues of sexual misconduct, consent, relationship violence, and stalking. All incoming students are introduced to Keene State's primary bystander intervention program, "No Zebras No Excuses." This program emphasizes bystander intervention and stresses sexual aggression can no longer be ignored, empowering students to stand up, take a stand, and help keep others safe. Keene State has adopted a national model of peer education through Mentors in Violence Prevention (MVP), which provides ongoing learning opportunities throughout the year. MVP has conducted programming in Athletics, Greek Life, and in various classrooms. Keene State College has forged partnerships and worked to develop strong working relationships with both on campus and off campus constituencies and stakeholders. Regular meetings are held with representatives from the County Attorney's Office, Public Defender's Office, and Keene Police Department. The Title IX coordinator and Director of Campus Safety are members of the Cheshire County Sexual Assault Resource Team (SART) and The Title IX Coordinator is a member of the Sexual Assault Nurse Examiner Advisory Board (SAB). Support and service efforts are coordinated with the Keene State Counseling Center, Center for Health and Wellness, and Monadnock Center for Violence Prevention (MCVP).

For questions concerning Keene State College's prevention, education, and training programs please contact the Title IX Coordinator.

## **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. More information is available [here](#).

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

You may report to the Title IX Coordinator. Additionally, 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.

### **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 statute of limitations for reporting a sexual assault varies from state to state and may be impacted by a number of factors.

### **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.

### **Will my parents be told?**

Whether you are the reporting person or responding person, the College's primary relationship is to the student and not the parent. In the event of a major medical, disciplinary, or academic jeopardy, students are strongly encouraged to tell their parents. College officials will directly inform parents when requested to do so by a student, or in a life-threatening situation. The College reserves the right to notify a parent or guardian in the event that your status at the College has changed or is in serious jeopardy of changing. More information on parental notification is available here.

### **What should I do if I am accused of sexual misconduct or relationship violence?**

Do not contact the alleged victim. You may want to contact the Dean of Students or Title IX Coordinator who can explain the College's procedures for handling sexual misconduct and relationship violence complaints. You may also wish to talk to a confidential counselor at the Counseling Center. Accused students (responding person) will be informed of their rights as a student and will be treated fairly and equitably. Students are strongly encouraged to work with an advisor, a list of which is available here.

### **What if I am uncertain if what happened is a sexual assault?**

You are encouraged to schedule a meeting with the Dean of Students or Title IX Coordinator to review all of your options and to discuss available support and confidential resources. No details of the incident need to be provided at this meeting. You are welcome to bring an advisor or support person with you.

### **If I report sexual misconduct, will the responding party know my identity?**

At times, victims of relationship violence or sexual misconduct may request that their name not be shared with the responding party, that the responding party not be notified of the report, or that no investigation occur. The Title IX Coordinator will weigh the reporting person's request for anonymity with the College's obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the College honors the request for anonymity, the reporting person must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action may be limited.

## **Use of Facilities**

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### **Purpose**

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

This policy is enacted to:

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

## **Bulletin Boards and Postings**

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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 accessibility accommodations should be included on the posting with a contact.
3. Items posted outside of the designated areas may be removed by an authorized College representative.
4. The College organization, College group, and/or member of the College community posting items outside of designated areas or defacing College property will be subject to disciplinary or administrative action by the College, including costs for removal and restoration of the area, unless they have gained prior approval from the Dean of Students..
5. Any unauthorized individual(s) removing, defacing, or otherwise tampering with posted items in designated areas may be subject to disciplinary or administrative action by the College.
6. Members of the College community who believe that items are posted contrary to this policy should not remove or otherwise interfere with the item, but should report their concern to the Dean of Students.
7. All organizations not affiliated with the college community shall post promotional materials in appropriately identified locations. The promotional materials must clearly state the name of the sponsoring organization as well as a telephone number if further information is desired. Use of the name "Keene State College" or the College's logo must be approved by Marketing and Communications prior to posting. If alcohol is to be present at any event, it cannot be published on the promotional materials as such. "Refreshments will be served & proper ID is required" is acceptable.
8. Students/organizations seeking to have materials (flyers, advertisements, etc.) posted in the residence halls must get approval from the Residential Life Office.

## **Campus Activities**

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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

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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

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### Solicitation and distribution of literature in public areas of campus

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

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

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

### Freedom of Expression and Assembly

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

### Speech Activities

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

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

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

### Organized Student Demonstrations

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

The purpose of this policy is not to designate common areas as a public forum or to accommodate demonstrations or protests by those who are not part of the College community (i.e., non-students and other campus guests). Rather, the purpose of this policy is to promote and facilitate student expression while allowing the College to make any necessary adjustments (such as arranging a parade route or providing security) to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Should an outside group wish to conduct an organized demonstration or to demonstrate in areas other than Oya Hill, the group should seek the sponsorship of a student organization.

### Political Events

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

- All requests for a political party affiliated event (candidate visits, forums on political issues, etc.) will be directed to the Marketing and Communications Office.
- 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.).
- 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.
- 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

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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.

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

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

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

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

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

1. Commercial activities are passive in nature (e.g. remain at vendor table/location and allow patrons to approach you).
2. There is a daily vendor fee. Payment is due prior to the event to guarantee the space. Payment is not refundable within ten days of the event. Keene State College is not responsible for returned checks due to insufficient funds.
3. Vendors can schedule two days per month for vendor space. The hours for use of vendor space are 8 a.m. to 7 p.m., which includes set-up and breakdown time. Vendor space will be assigned by the Student Center. Vendors soliciting applications for credit cards will be permitted only during a one-day credit card fair each semester (dates to be determined by the Scheduling Office).
4. The vendor space will provide one medium-size table and one chair. Absolutely no taping, gluing, tacking, or hanging any items from the walls or ceiling for vendor advertising is permitted without prior approval. All advertising must be limited to the immediate area of the table.
5. The Scheduling Office will send the vendor a con-firmed 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

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1. Scheduling of most KSC facilities is done through the Scheduling Office in the Student Center. To schedule the Arts Center facilities (358-2167) or Spaulding Gymnasium, (358-2789) call the offices at the respective facility. For other facilities on campus call the Scheduling Office, 358-2323.
2. All on-campus and off-campus organizations wishing to schedule a facility at KSC must complete a Scheduling Form and additional forms when appropriate.
3. All organizations requesting facilities for activities are required to complete a scheduling form at least 7 days in advance. REMINDER - Campus organizations will need a signature(s) from their advisor on the Scheduling and Alcohol Function Agreement Form(s). The Scheduling Office will process the scheduling form and provide confirmation to the person requesting the use of a facility before the event. All organizations must carry the confirmation copy to the event.
  - Requesters are not authorized to publicize details of the proposed event until receiving a confirming copy of the scheduling form.
  - Changes or cancellations must be given to the Scheduling Office immediately. Continued failure to formally cancel the request may result in revocation of scheduling privileges.
  - Charges: Although some organizations will not be charged for the facility, they may be liable for any of the following fees which may be necessary as determined by the College (e.g., police, campus security, maintenance overtime, technical support, building monitors, repairs for damages, and cleaning fees.) All fees charged for an event must be received prior to the event or the event will be subject to cancellation.

## Speakers

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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 College may, within the reasonable interpretation of the mission of the College, limit the time, place, and manner of the presentation.
4. The College group or organization assumes the responsibility for maintaining order and for injuries and/ or damages which occur in the event of disorder.

## Limitation or Denial of Use of College Property

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

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

## Appeals

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

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

The Vice President for Student Affairs and Enrollment Management shall review the appeal. This review shall consist of an examination of:

- The request for use of College property
- The written denial or limitation as outlined by the appropriate College authority
- The written notice of appeal
- Any other information or evidence (s)he deems necessary

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

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