Academic and Career Advising

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

Aspire

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

Center for Research and Writing

The Center for Research & Writing offers a variety of services for both students and faculty aimed at using research and writing as tools for critical thinking, civic engagement, and interpersonal growth and development. The Center offers one-to-one consultations (in person and/or over zoom) and written feedback on student work. It’s quick and easy to request support from a tutor on our website: http://library.keene.edu/jsp/research-writing.

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

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 provide access to essential technologies not always available on students’ own personal computers, such as access to computing and technology. Many academic areas of study have computer labs with specialized hardware/software equipment. Students use these labs to create, manage, and deliver technology and media projects in the same professional environment found in many of today’s companies and industries. The public Computing Cluster is located in the Mason Library and follows the hours of the library. It provides access to desktop computers, specialized software and printers. The Mason Library has laptops for loans 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, Smartboard with laptop connection and/or permanently installed PC and Eno/Smartboards. This setup allows KSC students to develop and present their ideas. Public Computing Cluster is located in the Mason Library and follows the hours of the library. It provides access to desktop computers, specialized software and printers. The Mason Library has laptops for loans to students to use within the library for academic purposes.

Library

The Keene State Library is responsible for the supervision, safety and well-being of others; while taking certain medications for a wide variety of illness or disorders; while engaging in athletics or other physical activities as well as when training for such endeavors; while operating complex and dangerous equipment - laboratory equipment, motor vehicles, powered tools, etc.; while holding certificated realizations for a wide variety of illness or disorders; while responsible for the supervision, safety, and well-being of others; while pregnant; while recovering from chemical dependency.

The 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 genocide 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 seeks to destroy 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.

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

More information about the Cohen Center can be found at http://library.keene.edu/jsp/research-writing. 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://library.keene.edu/jsp/research-writing.

Math Center

(Allitchester 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 drop-in service for students who have questions about quantitative concepts taught in math classes or classes with a quantitative component. Students may come in with specific questions to ask the peer tutor, or just do their work on their own to catch up. Peer tutors are also available to help with the math portion of the Praxis Subject Mathematics Exam. Peer Course Assistants (PCAs) are assigned to support students in specific 100-level mathematics courses. The availability of PCAs varies from semester to semester, depending on the instructors. Typically, each PCA helps the instructor in and out of the classroom and holds approximately 3 hours of scheduled study sessions per week.

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

For more information about the Math Center and to find current schedules, visit: http://library.keene.edu/jsp/research-writing.

Peer Led Learning

All academic student support services in one place http://library.keene.edu/jsp/research-writing. 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://library.keene.edu/jsp/research-writing.

Alcohol and Other Drug Policies

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:
   a. When full cognitive function is needed - school work, class attendance, or employment responsibilities;
   b. When there is a history of alcohol or other drug addiction in the family;
   c. While engaged in athletics or other physical activities as well as when training for such endeavors;
   d. While operating complex and dangerous equipment - laboratory equipment, motor vehicles, powered tools, etc.;
   e. While taking certain medications for a wide variety of illness or disorders;
   f. While responsible for the supervision, safety, and well-being of others;
   g. While pregnant;
   h. While recovering from chemical dependency.
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 and campus regulations does not provide protection from these laws or regulations if they are violated. (See below)
6. Also, alcohol or other drugs should be consumed responsibly and not be used in alcohol or other drugs.
7. Drunkenness is neither healthy nor socially acceptable and is considered irresponsible behavior. Drunkenness should not be laughed at or taken lightly. Repeated drunkenness may be a symptom of personal problems and/or serious illness.
8. Alcohol or other drugs are not essential for the enjoyment of social events, family gatherings, or celebrations. Furthermore, drinking alcoholic beverages should not be an activity for its own sake. When alcoholic beverages are present at social occasions, including receptions, people should be adjusted to their other activities, rather than the primary purpose of attending the function. Food and alcoholic beverages must be served.
9. Persons 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 policy statement.

The following requirements of the Drug-Free Schools and Communities Act Amendments of 1988, are encouraged to supplement the above policy statement:

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

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

Alcohol and Other Drugs Policy

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 beverage to a person under the age of 21 or to an intoxicated person.
3. Any faculty, staff, student or campus organization wishing to conduct an event on campus where alcohol will be served must complete the appropriate Alcohol Function Agreement Form(s) through the Student Center.
4. The sale of alcohol at any facility, student or campus organization event must adhere to local, state, federal and campus regulations.
5. Alcoholic beverages may not be consumed in public places including hallways, lounges, lobbies, common/recreational areas, dining areas, bathrooms, sidewalks, areas immediately adjacent to residence halls, classrooms, etc.
6. Alcohol and other drugs may not be brought to any Keene State College sponsored event.
7. When legally transporting alcohol the alcohol must be in its original, unopened container. A container is considered open when the factory applied seal is broken. Transporting open containers, regardless of a person’s age, is prohibited.
8. Public intoxication is prohibited.
9. The use of illegal drugs or the misuse of legal drugs is dangerous and unacceptable behavior in the College community and is prohibited.
10. Consumption of alcohol which results in harmful behavior affecting other people or their property is prohibited.
11. No person may be under the influence of alcohol or other drugs (except when following a doctor’s recommendations or when appropriately using over-the-counter drugs) while attending classes, at any official meetings, or while fulfilling employment responsibilities.
12. The manufacture, use, or possession of any controlled substance, illegal drug, or paraphernalia (such as bongs, hookahs, spliffs/spliffs, bowls, etc.) is prohibited.
13. The unauthorized distribution or possession for the purpose of distribution of any controlled substance or illegal drug is prohibited.
14. Possession of equipment or paraphernalia (such as funnels, beer bongs, beer pong tables, etc.) associated with, or participation in any form of a drinking game in a residential facility is considered a violation of the Student Code of Conduct.

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 in any areas designated as “private.”
2. The maximum amount of alcohol permitted in a room at any time is based upon the number of residents of legal age assigned to the room. Each resident of legal age is permitted to have in their room: Two six packs of 12-ounce containers of beer/beer/malt/cider/wine/spirituous beverages, 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. Keep of beer, beer balls, etc., are prohibited.
4. Visitors or guests are prohibited from bringing alcohol into any residential facility where the residents of the room are underage. If the residents are of age, alcohol may enter the room if: a) the guest is at least of legal drinking age, and b) the host/hostess of the guest/visitor is a resident of the room, present at the time and of legal drinking age, and the total amount of alcohol in the room does not exceed the maximum per capita amounts listed above.
5. In a room in which at least one resident is of legal age, empty alcohol containers must be stored in a recycling receptacle and emptied regularly to the designated recycling area.
6. Underage residents are not permitted to possess or display alcohol containers.
7. Residents are responsible for the conduct of their guests including compliance with the Keene State College Alcohol and Other Drug Policy.

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

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

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.

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

The Alcohol and Other Drugs Policy may describe 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 offenders, 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 sample 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.

Conduct/Disciplinary Action

Conduct Actions (Students)

A student and/or organization found responsible for violating the Alcohol and Other Drug Policy may receive one or more of a variety of sanctions tailored to meet the specific violation(s). Individual mitigating circumstances as well as aggravating factors, such as past misconduct by the offenders, 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 sample of the types of sanctions which may be applied. For a complete description of the conduct process and an explanation of the following sanctions, please consult the Student Code of Conduct.

1. Official Reprimand
2. Restitution
3. Disciplinary Restriction
4. Referred Learning Program
5. Completion of a Certified Alcohol and Other Drug Rehabilitation Program
6. College Probation
7. Deferred Suspension
8. Disciplinary Suspension
9. Disciplinary Dismissal
10. Deactivation of a Student Organization
11. Notification of Violation to Parents

College Disciplinary Action when there is also a Violation of Law

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

Counseling, Treatment, and Rehabilitation Programs

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

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

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

Keene State College Employee Assistance Program

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

Guidelines for Beverage Marketing on Campus

Guidelines for Alcohol Beverage Marketing on Campus

1. Alcohol beverage marketing programs cannot contain any demeaning sexual or discriminatory portray 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. Drining contests are prohibited.
5. Promotional activities should not be associated with otherwise existing campus events or programs without prior knowledge and consent of appropriate College officials.
6. Display or availability of promotional materials should be determined in consultation with the Associate Vice President for Student Engagement.
7. Institutional 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 of 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 skills related to accurate reaction times, such as the operation of motor vehicles or machinery.
11. Local off-campus promotional activities, primarily directed to students, should be developed with the previous knowledge of the Office of Student Engagement.
Amorous Relationships

Statement on Amorous Relationships

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

Campus Policies

A

ADA Grievance Procedure

Address Change

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

Alcohol Poisoning/Protective Custody Protocol

Keene State College considers the over consumption and abuse of alcohol to be a serious risk to a person's health and safety. 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 by the College. The student will be required to attend a series of meetings with a nurse practitioner or physician and/or a member of the Counseling Center staff. 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 skateboards 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 (sidling, grinding, jumps, and so forth) that involve any College property (e.g., stairs, steps, railings, benches, entrances to buildings). Littering 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 Reifsnider 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 and incense, and 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

View 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

Directives on Public Health

Failure to comply with College directives designed to meet Federal, State, and/or local public health directives is a violation of College policy. Violations of this policy may include having a large gathering, failure to appropriately wear face coverings, not following social distancing, and/or lack of compliance with other health regulations meant to prevent the spread of a disease or contagion, etc.

Disorderly, Disruptive, or Indecent Behavior Policy

The following directives are considered by the College to be disorderly, disruptive, or indecent behavior 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; e.g., blocking traffic, or causing damage.
- Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions;
- Conduct that is in 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 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 shirts in the areas where food and beverages are served (Student Center and Dining Commons). Shirts are required inside all nonresidential buildings and where decorum suggests such appropriate attire. Additionally, instructors or college representatives may require certain types of clothing to be worn in laboratories, shops, or during athletic activities.

E

Electrical Appliances

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

- halogen lamps
- octopus lamps
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs that are not surge protected and are not clearly marked "relocatable power tap"
- hot plates
- heating coils
- toaster ovens
- air conditioners
- microwave ovens
- space heaters
- grills (of any kind)
- sun lamps
- electric cooking equipment of any kind
- octopus plugs

Microwaves, toasters and toaster ovens are allowed in the private kitchen areas of the Pondside 2 Apartments, as well as One Butler Court, Pondside 3 and the Chef’s Nest Suites.

Exterior antennas, satellite dishes and other items are not permitted to be placed outside of windows or attached to window screens.
Entry and Access Policy

Students are not permitted to engage in the following:

- Unauthorized or inappropriate use or abuse 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 access to any facility
- Prepping of any internal or external door of a College-owned or -operated facility
- Three or more "lock outs" which require Community Life staff or Campus Safety assistance
- Entering or exiting a facility by any means other than a designated entrance or exit, including the use of doors designated for emergency exit only

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 misuse of doors designated for emergency use only;
- Accessing/igniting 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 hangings of any kind
- air mattresses
- inflatable furniture (including air mattresses)
- over-sized pillows (e.g., 2 feet x 2 feet or larger) except for body pillows
- beds
- extra refrigerators
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs/strips that are not surge protected and are not clearly marked "relocatable power tap"
- large trunks or bulky luggage
- hoverboards
-Tape, adhesives, nails, screws, etc., may be used only on bulletin boards and not on walls, ceilings, doors, and so forth, as these items often scratch or deface facilities. Students will be charged accordingly for any damage caused.

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

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 New Hampshire 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 resolved 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.

Hall Sports Policy

Sports and games are allowed to be played in designated areas only and not in hallways, lounges, other common areas and these areas placed off limits by the Director of Transitions and Community Living or his/her designee.

Sports include but are not limited to wrestling, hockey, skateboarding/bMXing, 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 Community Life sponsored event. In addition, at the discretion of the Community 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, community assistants, etc.; law enforcement officers or fire department personnel acting in the performance of their duties.
- Provide complete and truthful information to College officials
- Understand that willful misrepresentation during a hearing will result in additional conduct action

Hosting Policy

Providing an environment (living space, hallway, room, suite, etc.) for an underage person to consume alcohol and/or controlled substances, such as marijuana, etc.

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 Luedeke 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 - 1pm or by appointment during the summer. When the Owl Card Office is closed, replacement cards may be obtained at Campus Safety, located in Keddy House. We recommend that students carry their Owl Cards in a wallet or protective holder to avoid bending the card or causing unnecessary damage. 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.

Inclement Weather Policy


The term “weapons” includes but is not limited to: firearms (to include disabled firearms or authentic-looking replicas), painted 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 shocking weapons, saps, billy clubs, explosives, metallic knuckles, various martial-arts devices capable of being
The M.A. in History and Archives Program offers a "4 plus 1" option for current undergraduate students who are interested in pursuing graduate education in the field of history and archives. Students with a baccalaureate degree in any field may apply for admission to this graduate program.

Master of Arts in History and Archives: This program allows students to apply up to twenty-four qualified credits from the post-baccalaureate program toward requirements for the M.Ed. in Education.

The Elliot Center sponsors a study away photo contest and study away fair each semester. It offers all-student, faculty, and staff-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.

Graduate Studies (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 efficiently and effective manner.

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 efficiently and effective manner.

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 so, all students are provided with a MyKSC account, a Canvas account, and Office 365. The IT Group provides support for all of the technology used at KSC including: MyKSC, Canvas, Office 365, wireless network, public computing cluster and TV cards.

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

Student Services Alumni Association and Alumni Office The Keene State College Alumni Association (KCAA) Board of Directors, in partnership with a core group of alumni volunteers and the Alumni Relations Office, promotes the welfare of Keene State College and its 35,000 alumni. The Board is responsible for developing and implementing strategies, programs, and initiatives for its members and Keene State College in conjunction with the Alumni Relations Office. The College and the Alumni Association encourage the lifelong engagement of alumni and provide a range of opportunities to connect with friends, faculty, staff, and students. Keene State’s alumni network boasts over 24,000 alumni profiles on the professional networking platform LinkedIn and alumni are invited back throughout the year for the Career Speaker Series, Reunions, and the semi-annual Career Fair. Alumni come back to campus to reconnect during events such as reunions and also volunteer to host events in their region or for their interest groups. We encourage Keene State College students to be lifelong partners, staying connected, informed and involved with the College.

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

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

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

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

We are open Monday through Friday from 8 a.m. to 4:30 p.m. during the fall, spring, and summer semesters and we are staffed by licensed counselors, graduate-level counseling trainees supervised by our licensed counselors, board-certified nurse practitioners, registered nurses, medical professionals, professional health educators, and prevention specialists. Health insurance is not required and there are no additional fees to see a provider or a counselor in The Wellness Center. However, prescription medications, laboratory tests, referrals to outside providers, or psychological testing are sometimes ordered and these services may be covered by health insurance.

If a student needs urgent medical attention after office hours or on the weekend for any mental health emergencies, on-call counseling is available after hours and on weekends by calling (603) 358-2436. Note that for any emergency, students can call the Department of Campus Safety, dial 911, or go to nearest emergency department. Students accessing these off-campus resources should bring their health insurance cards with them to these appointments as these visits are not covered by the KSC Health Fee.

Students should check with their insurance prior to accessing outside care to learn what their insurance covers and what it does not.

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

Child Development Center

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

Dean of Students Office

The Dean of Students Office, 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 process.

Disability Services

First floor, Community Standards, Dean of Students, Title IX Office at all Rutter Court) The Office of Disability Services (ODS) coordinates academic accommodations for students with documented disabilities and provides accommodations such as alternative testing, note-takers, tests in alternative formats, and assistive technology resources. In order to establish eligibility, students must provide documentation of their disability and meet with a counselor. Through partnerships with students, faculty and staff, we promote self-awareness, self-determination, and self-advocacy to enhance opportunities for academic success.

The Elliot Center

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

Financial Aid Office

The Financial Aid Office administers and processes all types of financial assistance. The Financial Aid Office also provides information for students seeking information and financial assistance. The Financial Aid Office administers federal and state programs, and counsels students concerning financial aid.

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 students, and faculty leading international courses. Open all year, the GEO office staff are available to students wanting to learn more about international study opportunities and to support international students on campus in the areas of cross-cultural adjustment, visa, and initial orientation. It sponsors a study away photo contest and study away fair each semester.

Graduate Studies

Education Programs: All education programs require immersion in field-based experiential learning and full documentation and demonstration of the ability to address a wide range of state and national professional competencies.

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

The Post-Baccalaureate teacher certification program closely follows the undergraduate Education 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 certification.

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

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

Master of Arts in History and Archives: The MA in History and Archives is designed for motivated history professionals or graduates with a history 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.

For any leave of absence, 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 process.

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 efficiently and effective manner.

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 IT Group provides support for all of the technology used at KSC including: MyKSC, Canvas, Office 365, wireless network, public computing cluster and TV cards.

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
Religion & Spirituality
Keene State College supports a number of active religious and spiritual groups and activities designed to meet the needs of students of all faiths and spiritual beliefs. These groups and activities are primarily located on campus in the Newman Center, a privately funded center for Campus Ministry on Main Street.

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

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

Veterans Services
The Student Accounts Office Veteran's Certifying Official accepts paperwork to assist students in receiving their VA educational assistance entitlement. Enrollments certifications are completed by this office and reported to the appropriate VA regional office (Buffalo, NY). You may contact the certifying official for more information.

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 student community, including faculty and staff, and alumni as well as guests from the greater Keene community.

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.
- developing opportunities for campus and community constituents to engage in partnerships 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/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 lifelong relationships. 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 updating the values and standards of each organization as well as those of the College. Fraternity and Sorority Life also offers opportunities for students to develop academically, gain personal rewards through community and outreach, and engage in social events.

Leadership Development Program
The purpose of the Office of Student Involvement’s Leadership Development Program is to empower all students to find their leaders 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 these abilities are meant to be used to serve others. To find out more about upcoming leadership development opportunities and events, visit http://www.keene.edu/life/community-service/leadership.

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

Late Night Programs
The Night Owl Cafe is a multi-purpose eating and entertainment establishment on the second floor of the Student Center. Events and programs in the NOC include: bingo, movies, comedy shows, and other special events. All events in the Night Owl are free for KSC students. Popcorn and soda are served all day long and are also free of charge. The Owl’s Pizza 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/community-service/leadership/night-owl-cafe for more information.

Night Owl Cafe and Game Room
The Night Owl Cafe 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 sports packages, and other special events. All events in the Night Owl are free for KSC students. Popcorn and soda are served all day long and are also free of charge. The Game Room is located next to the NOC on the second floor of the Student Center and provides activities and games for students including ping-pong, pool tables, air hockey, and more! Visit http://www.keene.edu/life/community-service/leadership/night-owl-cafe for more information.

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

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

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

RELIGION & SPIRITUALITY
Keene State College 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:
- Newman Center, privately funded center for Campus Ministry on Main Street...
Convenience

ATM
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 textbooks, 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 Western Union via our website only.

One stop shop for all Keene State College: ggs, school supplies, art and design supplies, laptop, residence hall supplies, health and beauty items, or a quick snack.

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

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 the 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 the Ebert Center on the first floor. Forms and instructions for fixed or direct amount direct deposit authorizations are also available online at http://www.keene.edu/office-business-office-payroll.

You may also enter your direct deposit information into WISE using the following link: https://www.pthf.com. 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.

Everything 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 dumpsters for other waste.

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

Recycling collection and management is handled by C & W and waste management at Keene State College is the responsibility of the Physical Plant/Grounds department.

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

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

Redfern Arts Center at Keene State College
Student and faculty productions and visiting artists of national and international reputation appear in the Main and Wright Theatres and in the Alumni Recital Hall of the Redfern Arts Center. A valid student ID allows you to purchase a ticket to each performance at the reduced KSC student price. The Redfern Presenting Series also offers free outreach activities and opportunities to meet and work with professional artists. A membership, offering reduced rates for an entire season of programs, is available for both students and non-students. Call the Redfern Arts Center box office, 358-2256, 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 Shop)
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 works by local, national, and international artists, originating 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, understanding, and promotion of the 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 web site http://www.keene.edu/artgallery for information about current and upcoming exhibitions and events.

Dean of Students Office
Overview
The Dean of Students Office is the central coordination point for student concerns on campus such as advocacy for the resolution of 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.

Dining Services
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 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 cold take-out container, 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 “ROC Special” and at lunch and dinner at the Hold-n-Scout for a $4.99 meal equivalency.

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

Students who live in traditional campus housing have 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 terms.

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

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

Behavior in Campus Dining Facilities
Students engaging in behavior that is disruptive, endangers the safety of the diners or employees, or in other ways violates standing College policies while in any Dining Facility, will be referred to the Student Conduct Office 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 603-358-2678 for clarification.

Discrimination and Discriminatory Harassment

Financial Policies

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

New Hampshire Residency Policy
Residency 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-
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 capita 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 Admissions Office based upon information furnished by the student's application and other relevant and available information.

Review of Student Status

Any student approved by the decision of the Admissions Office 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 Admissions Office. 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 Admissions Office for a change of status on or before September 1 of any year for the fall semester, and on or before January 1 of any year for the spring semester.

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

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

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

Application Forms

The Admissions Office may require submission of an application form from any in-state student, which shall include a sworn statement certifying that the applicant is legally domiciled within the State of New Hampshire. The application shall also include such additional information as the Director may require in support of the affidavit of domicile. At 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 Admissions Office states in writing the reasons or reasons for his/her decision. The following definitions and rules shall prevail.

Parent: The term “parent” means a parent of: (a) if the parent has no better, father, mother, or, in the case of separated or divorced parents, “parent” means either parent with legal custody or a parent providing more than one-half of a student’s total financial support; or (b) 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 in 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.

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 shall, in any case, be relevant, without limiting in any way such other information as the applicant wishes to submit to 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 of 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 vacations 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 any 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 shall be verified 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.
• Lack of the parents’ claim to the person as dependent or 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, of the parent that has custody of the person.
• The domicile of a married person is that of the marriage or the domicile of the spouse with whom he/she cohabits, unless the person resides in a residence created intentionally by the person 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 establishes domicile and, for purposes other than that of education, acquires a new domicile.
• The domicile of any person who first enters the College from the New Hampshire domicile of his/her parent is New Hampshire domicile.
• The domicile of any person who first enters the College from a domicile outside of New Hampshire is such a domicile until he/she establishes domicile and, for purposes other than that of education, acquires a new domicile. For purposes of determining domicile, Keene State College unconditionally opposes any situation created intentionally by the person for the purpose of obtaining an education.

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 an active duty in this state pursuant to such orders.

Waiver

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

Hazing

Section Hereby

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 by the person for the purpose of obtaining an education.

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

R.S.A. § 631:7 Student hazing.

I. For the purposes of this section:

(a) "Educational institution" means any public or private 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 to 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.

(e) 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.
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 safety@keene.edu.

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
- Rape
- 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 reject
- 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 venom or ridicule; or causing an individual psychological harm or emotional strain"
- Wearing humiliating, unusual, or binding attire on the outside or underneath a new member's clothing
- Verbal comments that degrade and/or embarrass new members
- Inflammatory sentiment or personal insults
- Involuntary references or remarks to a new member regarding family and/or friends' health or well-being
- Disservice remarks about a new member's race, religion, or national heritage

Any requirements which compel a member to perform any act 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 signed with all new members providing information and introducing them to the KSC hazing policy/interpretations. The student will be required 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 total undisturbed study time Sunday through Thursday evenings, ending no later than 11:30 p.m.
- All new member activities must be shared with the advisor(s) of the respective organization.
- Greek advisors will assist chapters with workshops and consultations on alternatives to hazing.

Mission, Vision & Values

Section Menu

Please read the Keene State College Mission and Values Statement

Rights and Responsibilities

Section Menu

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 curricular 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 specified field.
- Equipment and material appropriate to the field of study, including reasonable access to current technology.
- A variety of services that support academic, personal and social growth.
- An safe and healthy 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 358-2392.

Safety and Security

Section Menu

Overview

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

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

- Policies and contact information for reporting crimes, fires, and other emergencies;
- Policies and procedures for support for incidents of sexual misconduct and relationship violence;
- Policies and criminal statistics regarding alcohol and other drugs;
- Crime and fire statistics for the past three years;
- Procedures for issuing timely warnings and emergency notifications (To register for the KSC Emergency Notification System visit [redacted]);
- Information on the College's daily crime and fire log;
- Description of residence facility's 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 safety@keene.edu.
Incest than a respondent’s genitalia or other body part. This includes forcing an individual to use an object, a digit to penetrate another individual as well as oral penetration by a sex organ of another person.

Non-Consensual Sexual Penetration (Attempted or Actual)

3. Other "sexual offenses" defined in the following statutes and described in this Policy:

Under Title IX, Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

The protections of the First Amendment are carefully considered in all reports 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 setting, therefore, cannot be punished for offensive speech or expressive conduct merely because it is deemed offensive by others. The College prohibits all forms of discrimination that includes verbal, written, or physical behavior, directed at someone because of that person’s actual or perceived gender identity, sex, gender expression, perceived or actual sexual orientation, or gender stereotypes.

COORDINATION WITH NON-DISCRIMINATION POLICY

2. The College prohibits sexual misconduct as defined by Title IX as well as relationship violence, sexual misconduct, and stalking as defined herein.

This Policy uses the term "relationship violence" as a broad term denoting domestic violence and dating violence; "sexual misconduct" as a term that includes sexual assault, sexual harassment, and sexual exploitation; and "sexual assault" as a term that includes a wide array of conduct, including, but not limited to, sexual intercourse, oral or anal coitus, and inappropriate touching of sexual organs.

PROHIBITED CONDUCT

COORDINATION WITH NON-DISCRIMINATION POLICY

Policy on Title IX and other gender-based misconduct

Keene State College Title IX Office

- The recruitment, harboring, transportation, provision or obtaining of a person for the purpose of a sex act induced by force, fraud, or coercion.
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual’s knowledge and consent.
- Exposing one’s genitals or inducing another to expose their genitals in non-consensual circumstances, or in which the person induced to perform such act has not attained 18 years of age.
- Incapacitation for the purpose of making the person vulnerable to non-consensual sexual activity.
- Contact between the intimate body parts of another person and the sexual organ of another due to the purposeful removal of a condom without express verbal consent (i.e., non-consensual condom removal or "stealing").
- Forcing a person to take an action against that person’s will, by threatening to harm, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity.
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual’s knowledge and consent.
- Arranging for others to have non-consensual sexual contact or penetration with a person.
- The reporting of crimes and emergencies
Relationship Violence: Relationship violence is a broad term that encompasses domestic violence and dating violence.

Domestic Violence: Any act of violence (actual or in an attempt to cause physical injury to another) or threat to cause violence to another, committed by an individual who is a current or former spouse or intimate partner of an individual, a person with whom the individual shares a child in common, a person who has cohabited with or has cohabited with the individual as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of New Hampshire state law, or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state.

Dating Violence: Violence (actual physical injury or threat) to or threat caused to a current partner (1) who is (is or has been) in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

This conduct is also prohibited under Title IX as defined below.

Under Title IX, domestic violence means assault or battery to another committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who has cohabited with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws under New Hampshire state law, or by any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state.

Retaliation: An act or attempted act taken by a person in a position of authority to prevent or retaliate against a victim for engaging in activity protected by Title IX, by threatening, intimidating, or otherwise discouraging or restraining an individual for engaging in, or refusing to engage in, any activity protected by Title IX, or for otherwise assisting an individual in exercising any right or privilege under Title IX.

Severe, Repeated, or Deliberate Harassment: (a) Harassment that is severe, repeated, or deliberate; and (b) which substantially interferes with a student's education by creating an intimidating, hostile, or abusive educational environment.

Title IX: Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688, requires educational institutions that receive federal financial assistance to provide equal access to educational programs and activities and to prevent sexual harassment and violence.

MEDICAL CONSIDERATIONS

Individuals may wish to seek medical attention. Along with treatment of injuries, prompt medical evaluations can test for pregnancy and DTUs, and provide past exposure treatment for HIV.

A forensic examination can also secure valuable evidence that could be used later if a person wishes to pursue law enforcement. Physical evidence may exist up to five (5) days, or longer, after a sexual assault or rape, though individuals are recommended to receive an examination as soon as possible. Local medical facilities can arrange to have a specially trained Sexual Assault Nurse Examiner (SANE) conduct a forensic examination, which collects evidence from a person’s body, clothes, and other belongings. A trained advocate can meet with a victim/survivor at the hospital to provide emotional support, which can be arranged by the hospital. The results of this examination can be provided to law enforcement anonymously. Transportation to and from a Keene, New Hampshire medical center is available through the Department of Campus Safety, if requested, by students or employees who have experienced sexual or relationship violence.

International: Medical Center: 580 Court St, Keene, NH 03431 (603) 358-6400
Internal Medicine: 62-01 Old Street Rd, Peterborough, NH 03458 (603) 924-7201

Keene Police Department: 400 Marlboro Street, Keene, NH 03431 603-358-2437

Reporting

Complainants are also encouraged to consider reporting behavior that constitutes a crime to law enforcement authorities. Complaints may wish to pursue a criminal or civil restraining order from a local court, however, individuals have a right to choose not to file a report with law enforcement. In making a complaint, the decision to file a formal complaint or seek a court order is a personal choice. Complainants should also understand that SCS Campus Safety is not a police force, and a report to Campus Safety is not equivalent to filing a police report. To file a police report, call 911, or contact the Keene Police Department at: 603-358-2437

At no cost to the individual through the Victim’s Compensation Program. Specific information on expenses is available through MCVP:

Crisis and Prevention Center: 400 Marlboro Street, Keene, NH 03431 603-358-2436

Arrest

When an individual seeks a forensic examination at a hospital, the Office of the Attorney-General will pay the cost for medical expenses, including the physical examination, provided the experience is reported to the police. Other expenses related to the incident may also be provided at no cost to the individual through the Victim’s Compensation Program. Specific information on expenses is available through MCVP: Crisis and Prevention Center.

AMNESTY FROM DISCIPLINARY ACTION

Keene State College generally will grant amnesty from disciplinary action to a reporting party, whether as a Complainant, witness, or other reporting party, for the personal ingestion of alcohol or other drugs in violation of the Code of Conduct that is part of a report of Prohibited Conduct. Students should be aware that any such grant of immunity from disciplinary action by the College has no effect on actions by law enforcement agencies.

REPORTING OBLIGATIONS FOR RESPONSIBLE EMPLOYEES

All employees of Keene State College (including student employees/Community Assistants), with the exception of those who exist in a legally recognized confidential relationship, are considered Responsible Employees and must promptly share with the Title IX Coordinator all details of a report of Prohibited Conduct made to them in the course of, or resulting from, their employment. Employees are encouraged to promptly share all details of other behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or other person.

These reporting requirements increase the likelihood that a Complainant and Respondent will receive access to supportive measures, ensures that all College community members have equitable access to the resolution processes, and allows Keene State to take appropriate action consistent with its Title IX obligations and educational mission while still respecting individual agency and autonomy.

Failure of a Responsible Employee, as described above, to report an incident of Prohibited Conduct is a violation of College policy and may be subject to disciplinary action. A Responsible Employee who is themselves a target of Prohibited Conduct under this policy is not required to report their own experience, though they are encouraged to do so.

Privacy

Privacy means that information related to a Formal Complaint will be shared with a limited number of College employees who “need to know” in order to ensure the prompt, equitable and impartial review, investigation, and resolution of the report. In the event of a report indicating an increased threat of harm to self or others, information will be communicated to other College employees with whom the College has designated such individuals who are able to have legally privileged communications as Confidential Professionals who are exempt from the reporting obligations of a Responsible Employee. All other employees of the College are Responsible Employees who must inform the Title IX Coordinator of any incident subjects to this policy.

When information is shared by a Complainant with a Confidential Professional, that person cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. Confidential Professionals will not inform the Title IX Coordinator of an incident, unless a Complainant directs them to do so, but can still assist the Complainant in receiving other necessary protection and support, such as academic support or accommodations, disability, health, or mental health services. As a practical matter, the full availability of some of these services may be limited in certain circumstances by a Complainant’s desire for confidentiality and level of cooperation.

Confidentiality

For purposes of this Policy, Confidentiality should be understood in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, ordained clergy, and some sexual assault or domestic violence counselors. The College has designated individuals who are able to have legally privileged communications as Confidential Professionals who are exempt from the reporting obligations of a Responsible Employee. All other employees of the College are Responsible Employees who must inform the Title IX Coordinator of any incident subjects to this policy.

When information is shared by a Complainant with a Confidential Professional, that person cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. Confidential Professionals will not inform the Title IX Coordinator of an incident, unless a Complainant directs them to do so, but can still assist the Complainant in receiving other necessary protection and support, such as academic support or accommodations, disability, health, or mental health services. As a practical matter, the full availability of some of these services may be limited in certain circumstances by a Complainant’s desire for confidentiality and level of cooperation.

Confidential Resource Advisors

As required by New Hampshire state law, the College has also designated Confidential Resource Advisors (CRA), who shall not be required reporters, and who shall be permitted to assist students in a confidential manner and provide appropriate resources and information, and assist any student with the reporting process, if desired.
The College has entered into a Memorandum of Understanding and has designated individuals employed by or volunteering with MCP as CRA’s. These individuals have been trained in the College complaint and resolution process.

PARTIES TO TITLe IX MATTERS
Parties to Title IX matters may request reasonable accommodations for disabilities under the applicable procedures of the College. To initiate the accommodations process, students should contact the Office of Disability Services (ODS); staff and faculty should contact the Office of Human Resources.

ADVISORS
The parties may have an Advisor of their choice present with them at all meetings and interviews within the resolution process, if they so choose. The parties may select whichever they wish to serve as their Advisor provided the Advisor is eligible and available. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Choosing an Advisor who is also a witness in the process can create potential bias and conflict of interest and is discouraged. The Advisor may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present. Including advice and interview, Advisers should help parties prepare for each meeting and are expected to advise, with integrity, in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney. Advisers will be expected to abide by College-provided rules of decorum.

Additional information regarding emergency removal procedures and the appeal process may be obtained by contacting the Title IX Coordinator.

Additional information regarding emergency removal procedures and the appeal process may be obtained by contacting the Title IX Coordinator.

ADDITIONAL INFORMATION
Parties to Title IX matters may request reasonable accommodations for disabilities under the applicable procedures of the College. To initiate the accommodations process, students should contact the Office of Disability Services (ODS); staff and faculty should contact the Office of Human Resources.

The College has entered into a Memorandum of Understanding and has designated individuals employed by or volunteering with MCP as CRA’s. These individuals have been trained in the College complaint and resolution process.

FURTHER DISCUSSIONS
The College also does not play any role in the recruitment, evaluation, or appointment of faculty or staff.

The College will apply these procedures whether the conduct falls under the statutory definitions of Title IX or under other Prohibited Conduct as outlined in this Policy.

To the extent possible, the College will not disclose the provision of supportive measures except when necessary to provide the supportive measures.

The College will undertake an individualized safety and risk analysis, and, where such analysis determines a credible safety risk exists, provide the party with notice and an opportunity to challenge the decision immediately following the removal.

Additional information regarding emergency removal procedures and the appeal process may be obtained by contacting the Title IX Coordinator.

Support Persons
It is common to feel apprehensive or distressed during meetings relating to a complaint. Parties may select a support person of their choice to accompany them to any meetings, interviews, or hearings.

A support person may provide emotional support during meetings. A support person is not an advisor; however, they cannot speak on your behalf or otherwise represent you during meetings. A party may choose to change a support person at any time or choose to proceed without one. The support person will not be included in communications from the College or Title IX Office.

The College will apply these procedures whether the conduct falls under the statutory definitions of Title IX or under other Prohibited Conduct as outlined in this Policy.

This Resolution Procedure may be used to address collateral misconduct only if it is determined to be arising from the investigation of or occurring in conjunction with reported Prohibited Conduct (e.g., retaliation, vandalism, physical abuse of another).

The College will not intentionally schedule meetings or hearings on dates where the Advices of Choice for all parties are not available, provided that the Adviser act reasonably in providing available dates and work collaboratively to find dates and times that meet all schedules.

The College is obligated to investigate and adjudicate in a prompt timeframe under Title IX and other College policies to matters governed under this Policy, and the College cannot agree to extend delays solely to accommodate the scheduling of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) business days due to the unavailability of an Advisor of Choice and may order the party the opportunity to add a different Advisor of Choice if so agreed to be provided by the College.

Support Persons
Parties to Title IX matters may request reasonable accommodations for disabilities under the applicable procedures of the College. To initiate the accommodations process, students should contact the Office of Disability Services (ODS); staff and faculty should contact the Office of Human Resources.

Advisors
The parties may have an Advisor of their choice present with them at all meetings and interviews within the resolution process, if they so choose. The parties may select whichever they wish to serve as their Advisor provided the Advisor is eligible and available. The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. Choosing an Advisor who is also a witness in the process can create potential bias and conflict of interest and is discouraged. The Advisor may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present. Including advice and interview, Advisers should help parties prepare for each meeting and are expected to advise, with integrity, in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney. Advisers will be expected to abide by College-provided rules of decorum.

The College will not intentionally schedule meetings or hearings on dates where the Advices of Choice for all parties are not available, provided that the Adviser act reasonably in providing available dates and work collaboratively to find dates and times that meet all schedules.

The College is obligated to investigate and adjudicate in a prompt timeframe under Title IX and other College policies to matters governed under this Policy, and the College cannot agree to extend delays solely to accommodate the scheduling of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) business days due to the unavailability of an Advisor of Choice and may order the party the opportunity to add a different Advisor of Choice if so agreed to be provided by the College.

Role of the Advisor
As set out in Department of Education regulations, a party may choose whether or not to have an Advisor supporting them in all phases of the Resolution Process except the hearing phase. Parties must have an Advisor at a hearing. Parties who do not have an Advisor to support them at the hearing will be provided an Advisor by the College. The Advisor may not directly question the other party or witnesses as specified in this process. An Advisor may not make verbal objections or other statements of advocacy. The Advisor may consult with the party that they are assisting. The Advisor’s role during the hearing process is defined in greater detail below.

Support Persons
It is common to feel apprehensive or distressed during meetings relating to a complaint. Parties may select a support person of their choice to accompany them to any meetings, interviews, or hearings.

A support person may provide emotional support during meetings. A support person is not an advisor; however, they cannot speak on your behalf or otherwise represent you during meetings. A party may choose to change a support person at any time or choose to proceed without one. The support person will not be included in communications from the College or Title IX Office.

The College will apply these procedures whether the conduct falls under the statutory definitions of Title IX or under other Prohibited Conduct as outlined in this Policy.

This Resolution Procedure may be used to address collateral misconduct only if it is determined to be arising from the investigation of or occurring in conjunction with reported Prohibited Conduct (e.g., retaliation, vandalism, physical abuse of another).

The College will apply these procedures whether the conduct falls under the statutory definitions of Title IX or under other Prohibited Conduct as outlined in this Policy.

This Resolution Procedure may be used to address collateral misconduct only if it is determined to be arising from the investigation of or occurring in conjunction with reported Prohibited Conduct (e.g., retaliation, vandalism, physical abuse of another).

The College will apply these procedures whether the conduct falls under the statutory definitions of Title IX or under other Prohibited Conduct as outlined in this Policy.
Communications
All communications and notices required by these procedures may be made electronically, in hard copy, or in person.

Meetings with Title IX Coordinator
Any party may request to meet with the Title IX Coordinator or designate at any point before, during, or after the process.

Procedures for Entering and Exiting Informal Resolution Process

The Parties may elect to enter the informal resolution process at any time until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process recommences.

Effect of Criminal Proceedings

This process is independent of any criminal investigation or criminal proceeding. The College will not wait for the conclusion of any criminal investigation or proceeding to commence its own review, investigation, and, when applicable, proceedings outlined herein. Neither law enforcement’s determination whether or not to insist upon or prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether the Respondent is responsible for violating College policy.

INITIAL ASSESSMENT

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to two business days in duration. The steps in an initial assessment include:

- If notice is given, the Title IX Coordinator determines if the person impacted wishes to make a Formal Complaint.
- If notice is given, the Title IX Coordinator determines whether to initiate a Formal Complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- The Title IX Office offers supportive measures and provides impacted person with information about their rights and options for reporting and resolution.
- **Prior or Subsequent Conduct:** Prior or subsequent conduct of the Respondent may be considered in determining patterns, knowledge, intent, notice, or absence of knowledge. For example, evidence indicating a pattern may be deemed relevant if it demonstrates that the Respondent has engaged in similar behavior.

The College will not wait for the conclusion of any criminal investigation or proceeding to commence its own review, investigation, and, when applicable, proceedings outlined herein. Neither law enforcement’s determination whether or not to insist upon or prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether the Respondent is responsible for violating College policy.

INITIATING THE RESOLUTION PROCESS: FILING A FORMAL COMPLAINT

The major stages of the formal resolution process are: 1) the investigation; 2) the hearing; 3) the decision; and 4) the appeal.

**Filing a Formal Complaint**

A Formal Complaint is a written document filed and signed by a Complainant (or otherwise showing that the Complainant is the one filing the document), or signed by the Title IX Coordinator, which alleges that a Respondent has engaged in Prohibited Conduct.

The Formal Complaint must contain sufficient information regarding the allegations of Prohibited Conduct to permit the Respondent to understand the allegations brought and to be able to adequately respond. At a minimum, the Formal Complaint must indicate: the name of the Respondent; the date or approximate date of the conduct; a description of the conduct; and the location of the conduct. Further, if the Formal Complaint indicates, to the best of the Complainant’s ability, the alleged form(s) of Prohibited Conduct that the Complainant alleges the Respondent committed. It is not required that the Formal Complaint reflect every detail related to the allegations in the complaint; additional information may be discovered during the investigation.

**Notice of Allegations**

A written Notice of Allegations will be provided to a Respondent upon receipt of a Formal Complaint. This notice will occur as soon as practicable, generally within two (2) business days, if there are no extenuating circumstances.

The Notice of Allegations will include the following:

- A reminder about Retaliation and knowingly making or submitting false statements or information during the Resolution Process.
- A statement that the Respondent is presumed not responsible for the alleged conduct unless the determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv).
- A statement that the College is not bound by the findings of an investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tend to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(v).

No Party is required to participate in informal resolution, and the College will never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

Informal Resolution Options

- Courses of action may include, but are not limited to:
  - Both parties have participated in an informal resolution, and
  - Both parties voluntarily choose to engage in informal resolution;
  - Both parties provide informal written consent; and
  - The Formal Complaint is not a matter brought by a student Complainant against an employee Respondent.

Either party may request that the College seeks to add the complaint through an informal process. Generally speaking, these resolution options are less time intensive, while still offering individuals an opportunity to actively participate in the resolution of their complaints. While the characterization of “informal” is often found in the context of this policy, it is not to be taken to mean these processes are informal or less serious. It is often used in circumstances when a Complainant does not wish to participate in a formal resolution process but wants the behavior to stop, when an analysis reveals that the situation can be resolved through negotiation or other informal and direct steps.

Procedures for Entering and Exiting Informal Resolution Process

The Parties may elect to enter the informal resolution process at any time through informal written consent. This informal written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

The College will not wait for the conclusion of any criminal investigation or proceeding to commence its own review, investigation, and, when applicable, proceedings outlined herein. Neither law enforcement’s determination whether or not to insist upon or prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether the Respondent is responsible for violating College policy.

Informal Resolution Process

The parties may choose to engage in an informal resolution of the Formal Complaint, so long as the following conditions are met:

- Both parties have received the Notice of Allegations;
- Both parties voluntarily choose to engage in informal resolution;
- Both parties provide informal written consent; and
- The Formal Complaint is not a matter brought by a student Complainant against an employee Respondent.

Either party may request that the College seeks to add the complaint through an informal process. Generally speaking, these resolution options are less time intensive, while still offering individuals an opportunity to actively participate in the resolution of their complaints. While the characterization of “informal” is often found in the context of this policy, it is not to be taken to mean these processes are informal or less serious. It is often used in circumstances when a Complainant does not wish to participate in a formal resolution process but wants the behavior to stop, when an analysis reveals that the situation can be resolved through negotiation or other informal and direct steps.

Procedures for Entering and Exiting Informal Resolution Process

The Parties may elect to enter the informal resolution process at any time through informal written consent. This informal written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

Either party may request to participate in informal resolution, and the College will never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

Informal Resolution Process

The parties may elect to leave the informal resolution process at any time until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process recommences.

Determination to Approve Entry into Informal Resolution Process

Even where the Parties agree to submit a matter to informal resolution, the Title IX Coordinator or designee must approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances. This determination is not subject to appeal.
Administrative Resolution: Should the Parties mutually determine to enter the informal resolution process, and the Respondent elects to accept responsibility for the allegations, the College may administratively resolve the Formal Complaint.

Pre-Hearing Meeting: The Title IX Coordinator, with the written consent of the Parties, may negotiate and implement an agreement to resolve the allegations that satisfies all Parties and the College. Such negotiations may not be final until all Parties have received a written agreement after a final written agreement is reached. Failure by a Party to honor any part of a resolution agreement may result in removal from the formal process.

Mediation: The purpose of the mediation is to provide a forum for the Parties to identify the implications of one’s actions and, with the assistance of a trained facilitator, identify points of agreement and appropriate remedies to address them. Each Party can request mediation to seek resolution; mediation will be used only with the consent of both parties. During mediation, a facilitator will guide the parties between the discussion. In circumstances where the parties do not wish to meet face to face, either party can request “causal” mediation, and the facilitator will conduct separate meetings. At the conclusion of the mediation, the facilitator will memorialize the agreement that was reached between the parties. The Title IX Coordinator will monitor adherence to the proposed solution and close the matter when compliance is satisfied.

Restorative Practices: Restorative practices may include a dialogue, facilitated by an individual with appropriate training, intended to bring together those who were impacted by an offense, typically including those who were harmed, those who were responsible for causing the harm as a means of acknowledging the harm and healing the victim. Through restorative practices, the participants discuss the harm and surrounding events and come together to identify what harm was caused and, collaboratively, determine if and how trust might be restored or rebuilt. Restorative Practices may result in an agreement between the Complainant, Respondent, the College, and other impacted parties.

Other Options: Including options available under the Community Restorative Protocol or as deemed warranted by the Title IX Coordinator.

Removal to Formal Process: Either party may elect to withdraw from the informal process prior to its completion. Additionally, if the Title IX Coordinator determines that meaningful participation or progress is lacking, the Formal process will recommence.

THE INVESTIGATION

The investigation is a neutral, fact-gathering process. The investigation shall be fair and impartial and not rely upon stereotypes. Both the Complainant and Respondent will have an equal opportunity to identify potential witnesses and provide any evidence or information relevant to the allegations.

Witness Interviews:
The investigator will gather relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and/or medical records (subject to the voluntary, written consent of the applicable party).

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College will make reasonable efforts to expedite the resolution of complaints; however, the College does not provide a specific timeframe for the completion of each investigation. The College will make a good faith effort to share investigation information and documents with all parties and all involved Parties must be made aware of such sharing.

Role and Participation of Witnesses in the Investigation:
Witnesses are who are employees of the College are expected to cooperate with the College’s investigation and resolution process. Failure of such witnesses to cooperate with and participate in the investigation or Resolution process may warrant discipline.

Recording of Interviews:
No unauthorized audio or video recording of any kind is permitted during interview meetings. All interviews will be recorded, to the extent feasible, with the consent of the individuals present and all involved Parties must be made aware of audio and/or video recording. Any audio and/or video recording of interviews are the sole property of the College.

Evidence Review By Parties:
At the end of the investigation, the investigator will give each of the Parties an opportunity to review and inspect all evidence (inculpatory and exculpatory) that directly relates to the allegations in the Formal Complaint. Each party will have ten (10) calendar days to respond in writing to the investigator, including providing the names and contact information for any additional witnesses for the investigator to consider, and submitting written, relevant questions that a party wished asked of any party or witness, and limited follow-up questions. The investigator will consider the written responses.

INVESTIGATIVE REPORT

Contents:
After reviewing the parties’ written responses to the evidence, if any, the investigator will prepare a Final Investigation Report summarizing and analyzing the relevant information determined through the investigation and referencing any supporting documents or statements. The investigator may provide a summary of their impressions including context for the information. The investigator will not make a recommendation or a determination as to whether an alleged violation occurred; that decision is reserved for the hearing Panel.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of the relevant evidence gathered during the investigation. Relevant evidence includes (but not limited to) incriminatory and exculpatory — i.e., tending to prove the existence or nonexistence of the allegations — will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that are otherwise relevant.

Distribution to Parties:
The Complainant and the Respondent and their respective advisors will receive a copy of the Final Investigative Report at least ten (10) calendar days before the hearing.

Notice of Hearing:
The Title IX Coordinator or designee will issue a Notice of Hearing to the Complainant and the Respondent. The Notice of Hearing will identify the date, time, and place of the hearing and provide the names of the Hearing Panel. The Notice of Hearing will be sent at least ten (10) calendar days prior to the hearing date.

PRE-Hearing CONSIDERATIONS

Request to Remove a Member of the Hearing Panel:
The Complainant and Respondent may submit written requests to the Title IX Coordinator or designee asking that a hearing panel member be removed for reasonable articulable grounds of bias, conflict of interest, or an inability to be fair and impartial. The written request must state the grounds for the removal and/or be received by the Title IX Office within three (3) calendar days following delivery of the Notice of Hearing. The Title IX Coordinator or designee will decide whether to grant such a request. Removal of a Panel Member may require that the hearing be rescheduled.

Request to Present Witnesses Not Previously Identified:
Parties are encouraged to identify any witness they wish to be interviewed by the investigator during the course of the investigation. However, any party wishing to call any witness at hearing who has not been previously identified and/or interviewed by the investigator, must submit a list of witnesses to the Chair or designee no later than five (5) calendar days prior to the hearing date.

Parties should provide contact information (e-mail address, telephone number, if known) for any witness who is not a member of the College community. The request must include the following:

A written statement and/or description of the witness and the witness is expected to provide at the hearing;

A summary of why the witness’ expected testimony is relevant to a decision on the Formal Complaint; and

The reason why the witness was not interviewed by the investigator.

The Chair or designee will determine if there is sufficient justification for permitting a witness who was not interviewed by the investigator.

Information Provided to the Investigator:
A party wishing to present documentation or other evidence at the hearing that was not provided to the investigator, must submit to the Chair the list of documents or other evidence no later than five (5) calendar days prior to the scheduled start of the hearing and request that the documents or other evidence be available at the hearing. The request must contain the following information:

Identification and description of the document or other evidence the party intends to present;

A summary of why the document or other evidence is relevant to a decision on the complaint; and

The reason why the document or other evidence was not provided to the investigator.

The Chair will determine if the additional documentation or other evidence is relevant and if there is sufficient justification for permitting its use at the hearing. The Chair may also require that the investigator review the additional documentation or other evidence. If the additional documentation or evidence is approved, it will be shared with the parties and the hearing Panel prior to the hearing.

Request to Reschedule Hearing:
Either Party may request to reschedule the hearing. Requests to reschedule must come directly from the Complainant or Respondent, must be submitted to the Title IX Coordinator or designee within three (3) calendar days following delivery of the Notice of Hearing and must specify the reason for the request. The Title IX Coordinator or designee retains the discretion to reschedule the hearing at any time for good cause.

Pre-Hearing Meetings:
The Chair in their discretion may convene a pre-hearing meeting(s) with the Parties and their Advisors to invite them to submit the questions or topics they (the Parties and their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevancer ahead of time to avoid duplicative or evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not prejudice the Advisers from asking at the hearing for reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion in this pre-hearing meeting. At each pre-hearing meeting with a Party and their Advisor, the Chair will consider arguments that evidence identified in the formal investigation is or is not relevant. Similarly, evidence identified as directly incriminating or not relevant by the investigator(s) may be sought to be relevant. The Chair may rule on these matters pre-hearing and will exchange those rulings between the Parties prior to the hearing to assist in preparing for the hearing and to aid in the efficiency of relevancy determinations at the live hearing. The Chair may during a recess consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

THE HEARING

General Requirements and Expectations Participants:
Those who may be present at the hearing are: the Complainant, the Respondent, each party’s Advisor — each party’s support person; the Investigator; witnesses; and other College officials. The Investigator and witnesses may only be present in the hearing room during the Call to Order and when they are required for the hearing panel. Each participant will be required to sign an agreement warding to appear to the hearing panel and will not engage in any activity deemed to interfere with the hearing or present a disturbance to the hearing. The College will make every effort to ensure a written or digital record of the hearing is made in the hearing room. The College may also provide for notetakers to take notes of the hearing, although this will be at the discretion of the College.

No Attendance:
A Complainant or Respondent may request to participate in the hearing by suitable means that would not require physical proximity to the other. This can include, but is not limited to, using technology to facilitate participation from a remote location. Technology will enable participants to meaningfully interact with the person answering questions. Witnesses may request to appear virtually in a manner that enables participants to see and hear each other. The Chair may allow for witnesses to appear through technological means rather than in-person
Covid-19 Addendum to the Student Code of Conduct 2022-2023 Academic Year

Keene State College recognizes that we are all in this together to stop the spread of Covid-19 on our campus and the greater Keene community. As such, students will be expected to follow all expectations laid out on the College Covid-19 Website. Any changes to policy around face coverings, distancing, compliance testing, or other steps to continue safe operations, will be communicated to students via their Keene email address posted on the website. Violations of these regulations will be adjudicated as violations of the College’s Directives on Public Health Policy. We thank the members of campus for doing their part to keep our community safe.

Philosophy and Jurisdiction
Keene State College prepares students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. The purpose of the KSC Student Code of Conduct is to promote an environment that supports the mission of the College by articulating expected standards of individual and group behavior. Students and student organizations are expected to accept responsibility for their behavior, whether acting individually or in a group and to be considerate of the rights of others including conducting themselves in a manner that is

Student Code of Conduct

Sanction Menu

Revised August 2022

Covid-19 Addendum to the Student Code of Conduct 2022-2023 Academic Year
Keene State College recognizes that we are all in this together to stop the spread of Covid-19 on our campus and the greater Keene community. As such, students will be expected to follow all expectations laid out on the College Covid-19 Website. Any changes to policy around face coverings, distancing, compliance testing, or other steps to continue safe operations, will be communicated to students via their Keene email address posted on the website. Violations of these regulations will be adjudicated as violations of the College’s Directives on Public Health Policy. We thank the members of campus for doing their part to keep our community safe.

Philosophy and Jurisdiction
Keene State College prepares students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. The purpose of the KSC Student Code of Conduct is to promote an environment that supports the mission of the College by articulating expected standards of individual and group behavior. Students and student organizations are expected to accept responsibility for their behavior, whether acting individually or in a group and to be considerate of the rights of others including conducting themselves in a manner that is
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. Keene State College will take a strong position on actions that are motivated by or committed against an individual(s) based on race, religion, disability, ethnicity or national origin, sex, sexual orientation, age, marital status, or veteran's status, and sanctions will be reflective of the nature of the incident and any bias demonstrated.

Authority of the College Community Standards System

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

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

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

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

 Definitions

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

A Policy is a written regulation of the College, including, but not limited to, those found in the Undergraduate and Graduate Catalog, Student Handbook, the Terms and Conditions of the Residence Hall Contract, the College Parking and Motor Vehicle Policies, and the complete list available in the public 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. If a student needs assistance in finding an advisor they can contact the Office of Community Standards for support.

College Officials: are people currently employed by the College who perform administrative or professional duties. In addition to faculty and staff, and Community Assistants are considered College Officials.

College Premises: include all the land, buildings, facilities, and 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 receive accusations of serious student misconduct. Members of the Hearing Board may be called upon 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 College Conduct Code. In some situations, the Reporting Party is Campus Safety, Community Living, or other College Officials.

Student: is any person who is registered for courses at the College. Individuals who no longer attend the College or who are on academic probation are not 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 requirements established by the Student Involvement Office.

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 maintain a mature and responsible manner at all times. Students who fail to do so may be referred to the College's Community Standards 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 behaviors that take place in their rooms/apartments. 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 Community Living Staff member or call Campus Safety.

College conduct proceedings may be initiated with a student who is subject to prosecution for violation of law in any judicial venue, whether or not the pending 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 Office of Community Standards 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
- Alcohol Policy
- Student Code of Conduct Policy

III. Residence Hall Policies

- Guest and Visitor Policy
- Stove Policy
- Windows, Roofs and Ledges Policy
- Hot Policy
- Hall Sports Policy
- Animals and Green Policy
- Health and Safety Policy
- Prohibited Electrical Appliance Policy
- Unauthorized Furnishings/Deviations/Alterations Policy

IV. Alcohol Policies

- Alcohol Policy
- Campus Safety Policy
- Assistant Dean of Students 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 Policy
- Carbon Monoxide Policy
- Arson: Arson is the 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
Responding to Violations of College Policy (Hearing Process & Sanctions)

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

Upon receipt of a report, an Administrator will review the materials and determine what College policies may have been violated, and the manner in which the violation will be addressed. These alleged policy violations become the charges which will be brought by the College to the student charged with the violation.

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 imposed upon the direction of the Dean of Students or their designee.

In certain circumstances, a student or student organization may be issued an interim suspension or face restrictions in activities on an interim basis prior to a hearing. This might occur in an effort to ensure the health, safety, or well-being of students 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 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 write a 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 institution while the charge remains pending.

Electronic Letter: Electronic educational letters address quiet time, health & safety issues and minor Off-campus ordinance violations. These letters are noted in a Responding Party’s conduct record and may be used in determining appropriate sanctions for future violations.

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

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

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

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

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

It is important to note that the rules of process, procedure, and 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 in violation of College policies. Using a preparation of the evidence standard, the Hearing Officer will determine whether it is more likely than not that the Responding Party has committed the violation as charged. The Hearing Officer will contact students, via e-mail through the College-issued email system, with the following information:

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

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

Responding Party(s) charged with a violation(s) will be provided with a copy of the College’s policies the Responding Party is alleged to have violated.

Students with pending criminal charges may request a delay in the hearing until the conclusion of their legal case. The Assistant Dean of Students will determine whether to grant or deny the request.

Please note that this request is only granted in certain circumstances.

Hearing Board: A Hearing Board is convened when a Responding Party is alleged to have violated a College policy that is especially egregious or when disciplinary suspension or expulsion may be an outcome, or at the discretion of the Assistant Dean of Students. The determination of the Hearing Board is made using a preponderance of the evidence standard—namely that it is more likely than not that the Responding Party has committed the violation as charged. Please review the General Policies for hearing procedures related to cases involving this type of misconduct.

Composition of the Hearing Board: The Hearing Board shall be composed of College faculty, staff, and student members who are trained on Community Standards issues, investigations, and hearing practices. Each Hearing Board typically will have one student member, two faculty/staff members, and a non-voting Chairperson. Depending on the date of the year, the Assistant Dean of Students will determine whether a student member may be eligible (e.g. during the first or end of the semester, during examination periods and summer sessions, as well as other times deemed necessary due to calendar personnel, and/or other special consideration). Please note that for cases that involve violations of Sexual Misconduct, a student member is not on the Hearing Board. 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), and attend mandatory training. In cases where a Hearing Board Member feels they are unable to hear a particular case without prejudice, the member will voluntarily remove themselves prior to the hearing.

There are times (e.g., during the start or end of the semester, during examination periods and summer sessions, 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 the Assistant Dean of Students will determine that the composition of a board will not be practical. At such times, the Board may not include a student member or the Assistant Dean of Students or their designee will adjudicate the case in lieu of a Hearing Board. At the Hearing Board, the following individuals may be present:

- Hearing Chairperson (typically a staff member from the Office of Community Standards or designee);
- Three Hearing Board members;
- Reporting Party;
- Responding Party;
- Adviser for the Reporting and/or Responding party (if applicable);
- Any University Provost's Office or Dean of Students Office representative;
- 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 decline 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 has 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 Office of Community Standards, but recordings are not permitted by other parties.

If an alleged violation of the College’s policies is determined during the hearing, including violations of alcohol, drugs, or weapons, 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 the Office of Disability Services (ODS) then the student should contact ODS immediately and provide appropriate documentation. The Office of Disability Services will establish eligibility and verify requested accommodations. Undocumented/ Undisclosed claims of disability cannot be considered during or after the hearing process is complete.

Witnesses

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

X. Technology and Telecommunication Policies
- Computer and Network Use Policy
Serving as an advisor during a sexual misconduct hearing is different than serving as an advisor during other hearings. Please see the Sexual Misconduct Policy for more information.
Written Records

1. Review and understand the alleged violation(s) and the community standards 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 advisor calm and in control;
7. Provide moral support to the advisor prior to and during the proceeding.

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

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

When selecting an advisor, students should remember that the advisor may not be fully aware of the community standards process and it 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 advisor with the following:

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

Recordkeeping and Release of Information

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

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

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

Parental Notification - In accordance with FERPA, limited information will be released from a student’s Educational Record. In cases where a dependent student is found responsible for a violation(s) that results in the student being placed on Disciplinary Restriction, College Probation, Educational Suspension, Sanction or Expulsion, 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 called to a Suspension-Level Hearing. Section 125 of the Internal Revenue Code (IRC) 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 Assistant Dean of Students or their designee.

Other reporting - Information regarding policy violations defined as violent crimes or non-forcible sex offenses under the Higher Education Amendments of 1998 may be released to the public. The student’s name, the policy violation she or he is responsible for, and the sanctions imposed may be released to the public when a student is found responsible for such violations.

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

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

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

Community Living and Housing Information

Overview

The Transitions and Community Living Office is responsible for the overall functioning of the College’s residence program. Keene State College considers the experience of living on campus to be an extension of the learning experience of college that is just as important as lessons learned in the classroom.

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

Visitaton

Definitions

Visitor: A current Keene State student.

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

Room Occupancies: Double the number of the students assigned to a room: Single = Max Occupancy 2 Double = Max Occupancy 4 Triple = Max Occupancy 6 Quadruple = Max Occupancy 8 Pental = Max Occupancy 10 5-person suite = Max Occupancy 12 6-person suite = Max Occupancy 16 10-person suite = Max Occupancy 20 Total number of people in a room at any given time may also be restricted further based on the existing local, state, and federal 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 roommate is required.

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

Students with guests are expected to complete and submit the Community Living Guest Registration Form for a guest who will be in the building between 8pm and 8am the following day.

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

If a student chooses to register a guest under the age of 18, the host resident is required to connect with their Community Director prior to approval.

Frequency: Overnight guests or visitors may not stay in a residence hall room for more than two consecutive nights and no more than four nights during any month.

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

Students are responsible for the actions of their guests while the guests are on campus. Guests are subject to all rules of the campus community as outlined in the Student Handbook including Covid policies and procedures. Hosts are billed for damages or fines as a result of a guest’s behavior and may be referred for disciplinary action. 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 concerns.

Eligibility

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

Availability

The Community Living Office offers a variety of living accommodations available to full-time students on a space available basis. Please note that 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 Pondside 2 Apartments) are required to be on one of the three Platinum meal plans as a condition of residence. The board program is binding for the entire academic year.

Termination of Contract

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

Contract Release

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

1. Non-admission, withdrawal, transfer, or dismissal from the College.
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 term.
5. Student attending beyond a 30-mile radius from campus.
7. Study Abroad.

Closing rule: Full-time to part-time does not constitute grounds for release from the contract. Documentation for all releases will be required by the Director of Transitions and Community Living or his or her designee.

Returning Student Housing Deposit

A non-refundable 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 drops the classes he or she is enrolled in before moving out, or if the student is being transferred beyond a 30-mile commute from the College. Deposit reduction options 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 responsibility residents may have for their own personal property or facilities. This deposit must be paid prior to the student’s arrival in College housing. Failure to pay for damage to loss of any resident’s personal 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 students rooms are the responsibility of the occupants. In order to prevent misunderstanding, 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 resident students of the damaged area will share the cost of repairs equally.

Please Note: Common area damage charges are assessed each month and added to residents’ 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 made within ten days of the charges being placed on a student’s account. Appeals need to be emailed to the Area Coordinator or Community 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 and students of 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.
Fund-raising projects are those activities undertaken by any recognized student organization to raise money for its members. The sale of newspaper and program advertising is specifically excluded from these guidelines. Students are expected to comply with all closing instructions that will be provided to them before each of the hall closings noted above. Failure to comply with these instructions will be addressed through the College’s conduct system.

Room Changes

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

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 Transitions and Community Living 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 her or his designee.

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

Use of Facilities

Section Menu

Purpose

Freedom of speech, expression, and assembly are fundamental rights of all persons and are central to the mission and purpose of Keene State College. 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 viewpoints expressed by any person, either in the enforcement and administration of these rules or otherwise.

This policy is enacted to:

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

Bulletin Boards and Postings

The College recognizes the right of 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. To offer consistent quality, service, and support for events held on campus.

Campus Activities

Eligible 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 signed by the organization’s advisor / representative. Any special requirements for the event should be noted on this form.

If the on-campus event requires the alcohol consumption of alcoholic beverages, an alcohol drink permit 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 where 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 organization, whether they include a professional fee or not, must be submitted at least seven days in advance for the approval of the Student Center and the signature of the Business Administrator. No other persons are authorized to sign contracts. This is for the protection of students, performers, and the College. Questions about planning activities and programs should be directed to the Coordinator of Student Activities at 358-2664.

Fund-Raising

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

1. Tax-free status of student organizations officially recognized by Keene State College is conferred upon those groups by virtue of their official tie to the College. They therefore retain Keene State College’s IRS tax exemption designation in substantiating their tax-free status, which can be obtained from the Office of Development at 358-2722.

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.
Solicitation and distribution of literature in public areas of campus

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

- The conduct of any commercial activities outside of the L. P. Young Student Center for the profit of any...
Written notice of appeal from the denial or limitation of the use of College property must be received by the Associate Vice President of Student Engagement within ten (10) days of the receipt of notice of the denial or limitation. Failure to file a timely notice of appeal may be waived by the Associate Vice President upon a showing of good cause.

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

The Associate Vice President of Student Engagement or his/her designee shall review the appeal. This review shall consist of an examination of:

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

The decision of the Associate Vice President 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.