

Campus Policies

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[K](#)
[L](#)
[M](#)
[N](#)
[P](#)
[S](#)
[T](#)
[W](#)

A

ADA Grievance Procedure

- [Full policy text](#)

Address Change

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

Alcohol Poisoning/Protective Custody Protocol

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

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

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

B

Bicycling, Rollerblading, and Skateboarding

The College recognizes that students, faculty, and staff use a variety of means of transportation on campus. Although personal choice is important, the College must consider the safety and well-being of the campus community and its visitors.

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

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

Brickyard Pond Use

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

C

Candle and Incense Policy

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

College Name, Seal, and Logo

- [Read the full text of the policy](#)

Controlled Substance Policy

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

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

Complicity (in the presence of)

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

D

Directives on Public Health

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

Disorderly, Disruptive, or Indecent Behavior Policy

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

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

Dress Regulations

The College requires its community members to comply with all applicable city and state laws with regard to dress. This includes health regulations requiring shirts and shoes in the areas where food and beverages are served (Student Center and Dining Commons). Shirts are required inside all nonresident buildings and where decorum suggests such appropriate attire. Additionally, instructors or college representatives may require certain types of clothing to be worn in laboratories, shops, or during athletic activities.

E

Electrical Appliances

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

- halogen lamps
- octopus lamps
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs that are not surge protected and are not clearly marked "relocatable power tap"
- hot plates
- heating coils
- toaster ovens
- air conditioners
- microwave ovens
- space heaters
- grills (of any kind) sun lamps
- electric cooking equipment of any kind octopus plugs
- Microwaves, toasters and toaster ovens are allowed in the private kitchen areas of the Pondside 2 Apartments, as well as One Butler Court, Pondside 3 and the Owl's Nest Suites.

- Exterior antennae, satellite dishes and other items are not permitted to be placed outside of windows or attached to window screens.

Refrigerators may be used in student rooms provided they do not exceed four cubic feet. Double rooms are permitted one refrigerator. Individual bedrooms with actual occupancy of three or more students are permitted two refrigerators. Only one refrigerator is permitted in the common area of a suite or apartment.

Entry and Access Policy

Students are not permitted to engage in the following:

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

F

Financial Liability

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

Fire Safety Policies

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

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

Forgery Policy

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

Furnishings/Decorations/Room Alterations

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

- waterbeds/water-filled furniture

- tapestries or fabric wall hangings of any kind
- dartboards
- futons & Ottomans
- stuffed and overstuffed furniture
- beanbag furniture
- inflatable furniture (including air mattresses)
- over-sized pillows (e.g., 2 feet x 2 feet or larger) except for body pillows
- tables
- extra refrigerators
- extension cords consisting of less than 14 gauge wire or multi-outlet plugs/strips that are not surge protected and are not clearly marked "relocatable power tap"
- large trunks or bulky luggage
- hoverboards

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

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

G

Gambling

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

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

Guest & Visitation Policy

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

H

Hall Sports Policy

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

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

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

Health and Sanitation Policy

Residents are required to:

- Store or prepare food only in designated kitchen areas

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

Honesty and Cooperation Policy

Students are required to:

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

Hosting Policy

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

I

Identification Card Policy

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

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

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

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

[Read the complete Owl Card Policy document](#)

Inclement Weather Policy

- [Read the full inclement weather policy](#)

K

Key and Building Security

- [Read the complete Key Policy](#)

L

Leave of Absence Policy

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

[Read full details of the policy.](#)

Loss of Student Property

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

M

Mandated Safety Assessment Policy

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

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

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

N

Noise Policy

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

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

P

Parental / Emergency Contact Notification Policy

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

Pet Control

- [Read the complete campus policy on pets.](#)

Privacy Hold

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

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

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

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

Complete Hold: All directory information will be held in confidence, which means the student's presence at Keene State College will not be acknowledged in response to routine inquiries. No directory information will be listed in print or electronic media and the student's name will not be published in Dean's List announcements, honors recognition, Commencement programs, or newspaper listings. In addition, federal law prohibits our response to inquiries by employers or prospective employers. The student will not be able to receive a College e-mail account. Students must seek counseling from the Registrar before choosing Option 2, as it is very restrictive.

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

S

Student Grievance Policy

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

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

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

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

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

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

T

Theft and Damage Policy

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

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

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

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

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

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

Threatening or Endangering Others Policy

Causing physical harm is prohibited.

Touching a person in a threatening manner is prohibited.

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

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

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

Tobacco Policy

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

W

Weapons Policy

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

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

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

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

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

Windows, Roofs and Ledges Policy

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

Withdrawal from College

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

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

Student Handbook – Page 4 of 17

[« Previous](#) | [Table of Contents](#) | [Next »](#)

About this Policy

Student Handbook

Ownership: Dean of Students

Last Modified: Sep 5, 2023 – casey.justice@keene.edu

Categories: [STUDENT SUPPORT](#)

For questions regarding this policy, please contact the policy owner.