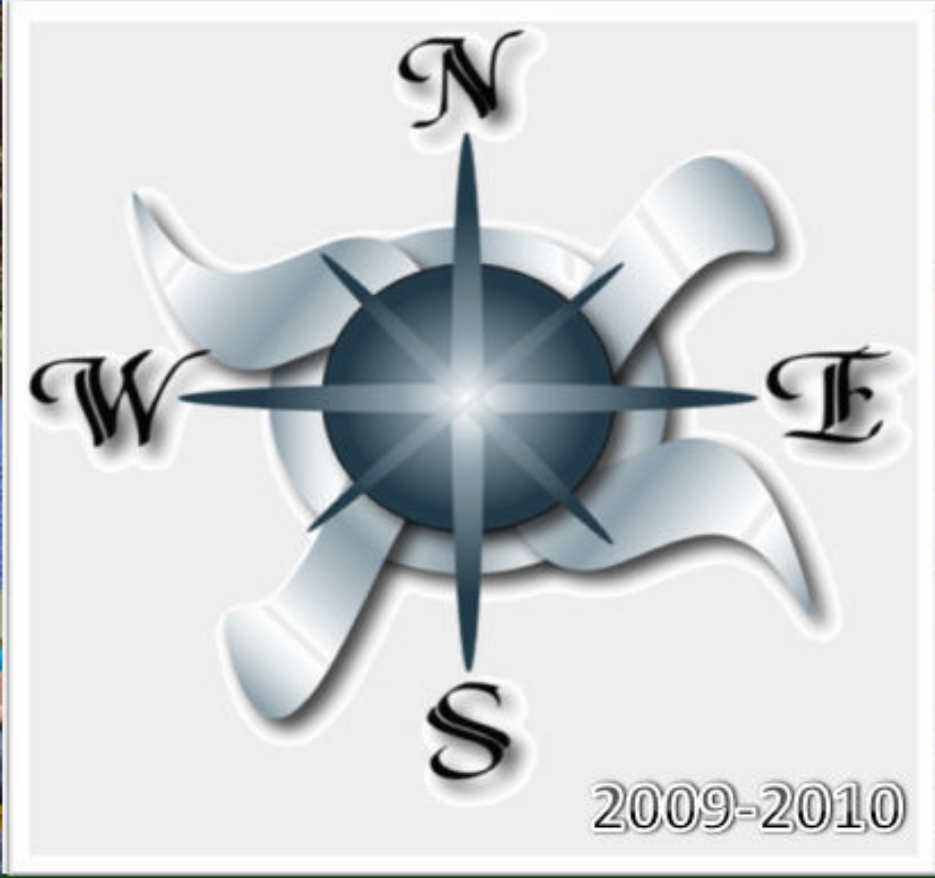




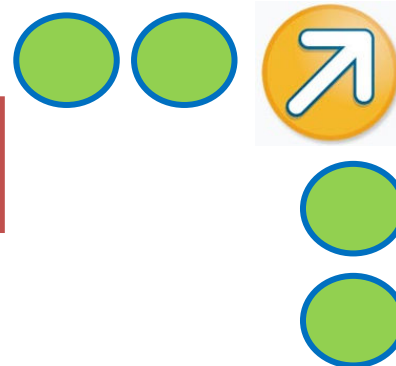
Navigating Pathways to Success



The University of Maine at Machias Student Handbook



Table of Contents



Section 1: Introduction

- Letter from Kim Page, Director of Student Life
- Right to Revise Policy
- Equal Opportunity and Non-Discrimination Policy
- Academic Calendar
- Important Campus and Area Phone Numbers
- Campus Map

Section 2: Academic Affairs

- Letter from Stuart Swain, VP Academic Affairs
- Student Responsibility
- Registration
- Class Attendance
- Progressing Towards Your Degree
- Probation, Suspension, Dismissal and Appealing Suspension
- Graduation
- The Dean's List
- Add/Drop Procedures
- Repeating Courses
- Pass/Fail Policy
- Auditing a Course
- Prerequisites
- Final Exams
- Student Grades and Grade Reports
- Academic Record and changing the Record
- Grade Forgiveness
- Incomplete Grades
- Academic Appeals Process
- Academic Integrity

Section 3: Financial Obligations and Financial Aid

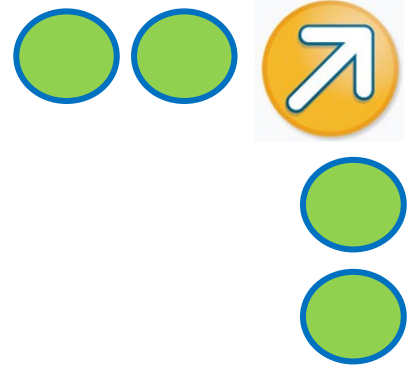
- Financial Aid Office
- Applying for Financial Aid
- Eligibility
- Determination of Need
- Awarding of Financial Aid
- Refund Policy
- Work Study

Section 4: Student Support Services

- Admissions
- The Reynolds Physical Education and Athletic Center
- Murdock Bookstore
- Campus Dining
- Financial Aid
- Health Services
- Information Technology (IT)
- Assessment Services
- Career Development
- Cooperative Education (Co-Op)
- International Resources
- Disability Services
- Counseling Services
- Study Center
- Student Success Coordinator

Section 5: Residence Life and Housing

- Mission of Residence Life
- Residence Life Structure
- Residence Hall Rules and Regulations
- Residence Hall Housing Contract, Terms and Agreement
- Photo Tour of the Residence Halls
- Common FAQs about the Residence Halls



Section 6: Student Involvement

- Student Activities and Organizations
- Campus Involvement Academic Policy (CIAP)
- Responsibility of Student Organizations
- Schedule for planning an Activity on Campus
- Student Senate
- Clubs and Organizations
- How to Start an Organization on Campus
- Greek Life
- UMM Fight Song

Section 7: Community Standards and The Judicial Process

- Alcohol Policy
- Drug Policy
- Dishonesty
- Falsification of College Records
- Failure to Comply with a University Official
- UMM Clean Air Policy (Tobacco Use)
- Fundraising Policy
- Sales and Solicitation
- Disorderly Conduct
- Hazing
- Theft/Vandalism or Unauthorized Use of Property
- Illegal Entry/Unauthorized Use of Keys
- Visitor Responsibilities
- Harassment Policy
- Sexual Harassment
- Sexual Assault Incident Protocol
- Judicial Process

Section 8: Student Records

- Official Records
- Policies and Practices in Handling Student Records
- Types of Records
- Directory Information
- Student's Rights
- Expunging Records
- Transcripts

Section 9: Campus Security and Safety

- Campus Security
- Security Hours
- Emergency Communication System E2Campus
- Security is Everyone's Responsibility
- Cancellation of Classes
- Parking Information/Registering your Vehicle
- Penalties and Appeals
- Tickets
- Snow Removal On Campus
- Bonfire Policy
- Firearm Policy
- Security and Personal Property

Section 10: University of Maine System Policies and Procedures

- Alcohol and Drug Policy



Introduction

- Letter from Kim Page, Director of Student Life
- Right to Revise Policy
- Equal Opportunity Non-Discrimination Policy
- Academic Calendar
- Important Campus and Area Phone Numbers
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The University of Maine at Machias Student Handbook



Introduction

Letter from Kim Page, Director of Student Life



Welcome to the University of Maine at Machias! You are now a member of the UMM community, which provides exceptional classroom and out-of-classroom experiences.

The University prides itself on preparing students for life-long intellectual growth, individual success, leadership in a global society and the advancement of a sustainable environment (excerpt from UMM Mission Statement).

As a member of this community you have certain responsibilities. The Student Guide outlines policies and expectations, so it is important to familiarize yourself with this document.

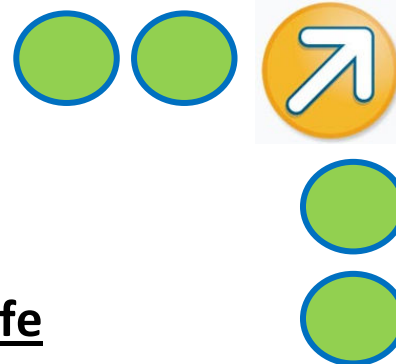
In 2009 UMM will be celebrating 100 years of serving students. Watch for future 100 Year Countdown Celebrations!

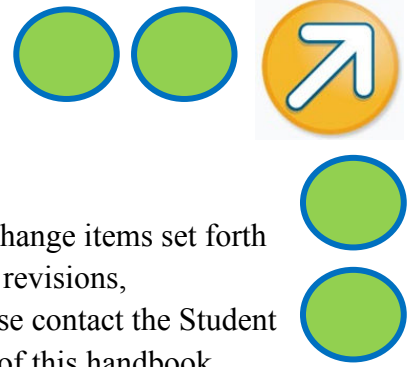
Once again, welcome to UMM and if you have any questions please contact the Student Life Office at (207) 255-1305.

Sincerely,

Kimberly L. Page

Director of Student Life





Right to Revise Policy

The University of Maine at Machias reserves the right to revise, amend or change items set forth in this guide without prior notice. Readers should inquire as to whether any revisions, amendments or changes to contents have been made since publication. Please contact the Student Life Office at (207) 255-1305 if you have any questions about the contents of this handbook.

Equal Opportunity Non-Discrimination Policy

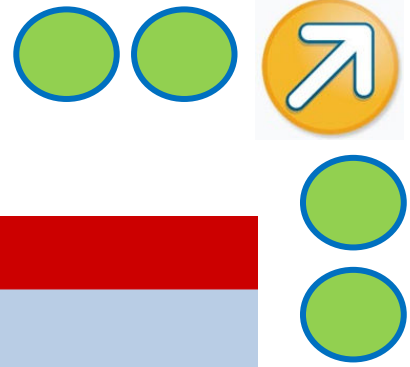
In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to the university Equal Opportunity Director or to the Equal Opportunity Director for the University of Maine System, who can be reached at (207) 973-3372 (voice) or (207) 973-3300 TTY, 16 Central Street, Bangor, Maine 04401-5106.

Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02110-1491, telephone (617)289-0111 (voice) or (617)289-0150 (TTY).

Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.



Academic Calendar

Fall 2009

Orientation	AUG 28 - 31
Registration/Faculty Contracts Begin	Aug 31
Classes Begin	Sep 01
Labor Day	Sept 7
Fall Break	OCT 10-12
Veterans' Day	Nov 11
Thanksgiving Break	NOV 23-27
Classes End	DEC 15
Reading day	DEC 16
Final Exams	DEC 17-19, 21
January Session	Dec 28 - Jan 15

Spring 2010

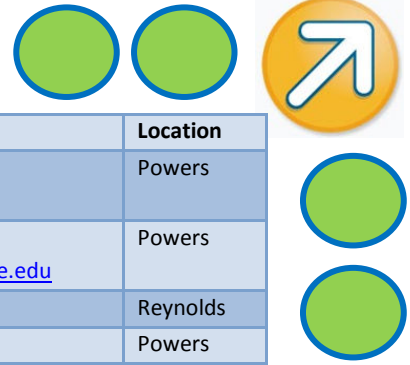
Orientation/Registration	Jan 19
Classes Begin	Jan 20
Winter Break	Feb 15-19
Spring Break	Mar 29 - Apr 2
Honors Convocation	April 28
Classes End	May 07
Reading Days	May 08-09
Final Exams	May 10-13
Commencement	May 15
May Term	May 14, 17 - 21
Faculty Meeting Days	May 24 - 27

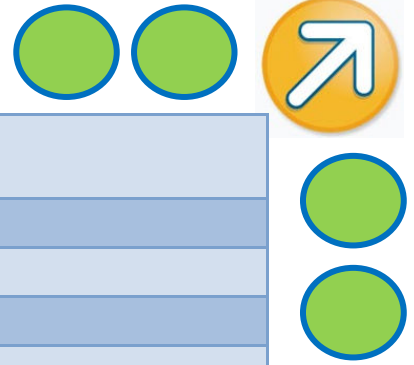
IMPORTANT PHONE NUMBERS

Department	Name	Phone	Email	Location
Academic Affairs	Rose Mondville	255-1342	mondvill@maine.edu	Powers
	Stuart Swain		sswain@maine.edu	
Admissions	Susan Tinker	255-1318	tinkers@maine.edu	Powers
	Anne Meservey	255-1318	anne.meservey@maine.edu	
Athletics	Brac Brady	255--1290	bracb@maine.edu	Reynolds
Business Office	Barbie Holmes	255-1312	holmes@maine.edu	Powers
Campus Dining	Matt Cormier	255-1208	Cormier-matthew@aramark.com	Kilburn
Campus Security	Office	255-1450	ummsecurity@maine.edu	Kimball
	Cell	263-9315		
	Pager	821-9663		
Career Development	Brenda Frey	255-1439	blfrey@maine.edu	Torrey
Community Outreach	Naida Pennell	255-1289	naiad@maine.edu	Science
Special Services	Pam Feeny	255-1228	Pamela.feeny@maine.edu	Torrey
Financial Aid	Mary Beth Gaddis	255-1203	ummfinancialaid@maine.edu	Powers
	Stephanie Larrabe			
First Stop	Jo-Ellen Harvey	255-1470	jharvey@maine.edu	Powers
Health Services	Suzanne Mace	255-1275	Smace@maine.edu	Dorward
Information Technology	Loni Levesque	255-1421	levesqlm@maine.edu	Torrey
	Mike Matis	255-1237	mmatis@maine.edu	
Intramurals	Rich Fabri	255-1408	rfabri@maine.edu	Reynolds
Physical Plant	Linda Patryn	255-1315	lpatryn@maine.edu	Kimball
	Robert Farris		Robert.farris@maine.edu	
Murdock Bookstore	Oliver Terry Pratt	255-1257	ummbookstore@maine.edu	Murdock
Registrar's Office	Bill Weaver	255-1330	wweaver@maine.edu	Powers
	Mary Stover	255-1223	mstover@maine.edu	
Resident Directors	Nichole Cote	255-1248 (W) 263-4371 (C)	Nichole.cote@maine.edu	Dorward
	Shaun O'Malley	255-1435 (W) 263-4205 (C)	shaun.omalley@maine.edu	Sennett
Reynolds Center	Kelly Stevens	255-1408	Kelly.i.stevens@maine.edu	Reynolds
	Rich Fabri	255-1408	rfabri@maine.edu	
	Kevin Alley (pool)	255-1296	kalley@maine.edu	
Student Life	Betty Merritt-West	255-1305	bwest@maine.edu	Dorward
	Kim Page		kpage@maine.edu	
	Mickey Fitch	255-1245	mickey.fitch@maine.edu	
Student Success Coordinator	Matt Holsapple	255-1268	matthew.holsapple@maine.edu	Torrey
Study Center	Carol Wolf	255-1264	cwolf@maine.edu	Torrey
Support Center/Counseling	Julie Millay	255-1233	millay@maine.edu	Torrey

Tips on making phone calls on campus:

1. if you are using an on campus phone to dial off campus you must first dial a 9 + the number
2. If you are dialing an on campus phone from on campus, you just need to dial the last 4 digits
3. The area code for Machias, Maine is 207.

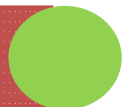


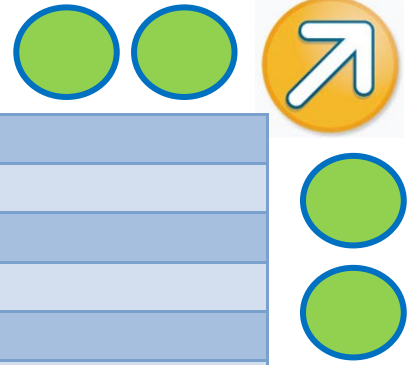


Restaurants	
Bluebird	207.255.3351
Chandler River Lodge (Jonesboro)	207.434.2540
Dunkin Donuts	207.255.6218
Fat Cat Deli	207.255.6777
Freshies, Machias on the Run	207.255.3212
Giant Panda	207.255.5955
Helens	207.255.8423
Hing Garden	207.255.8882
McDonalds	207.255.4510
Quiznos	207.255.3004
Riverside Inn Restaurant (East Machias)	207.255.4134
The Thirsty Moose Café	207.255.6100
Subway	207.255.4900

Lodging	
Bad Little Falls Inn	207.255.4739
Blue Butterfly B and B	207.255.0115
Bluebird Motel	207.255.3332
Chandler River Lodge (Jonesboro)	207.434.2540
Inn at Schoppee Farm	207.255.4648
Machias Motor Inn	207.255.4861
Riverside Inn (East Machias)	207.255.4134

Shops/Entertainment	
Bags o Rags	207.255.4649
Coffins True Value	207.255.8387
Eagle Lanes Candle Pin Bowling	207.255.6696
Ebay Store	207.255.0003
Family Dollar Store	207.255.3479
Hannaford	207.255.3201





Main Street Discount	207.255.6035
Parlins Flower and Gift Shop	207.255.3631
Radio Shack	207.255.8279
Rite Aid	207.255.3458
Riverview Video	207.255.6586
The Root Celler (East Machias)	207.255.6588
Whole Life Natural Market	207.255.8855

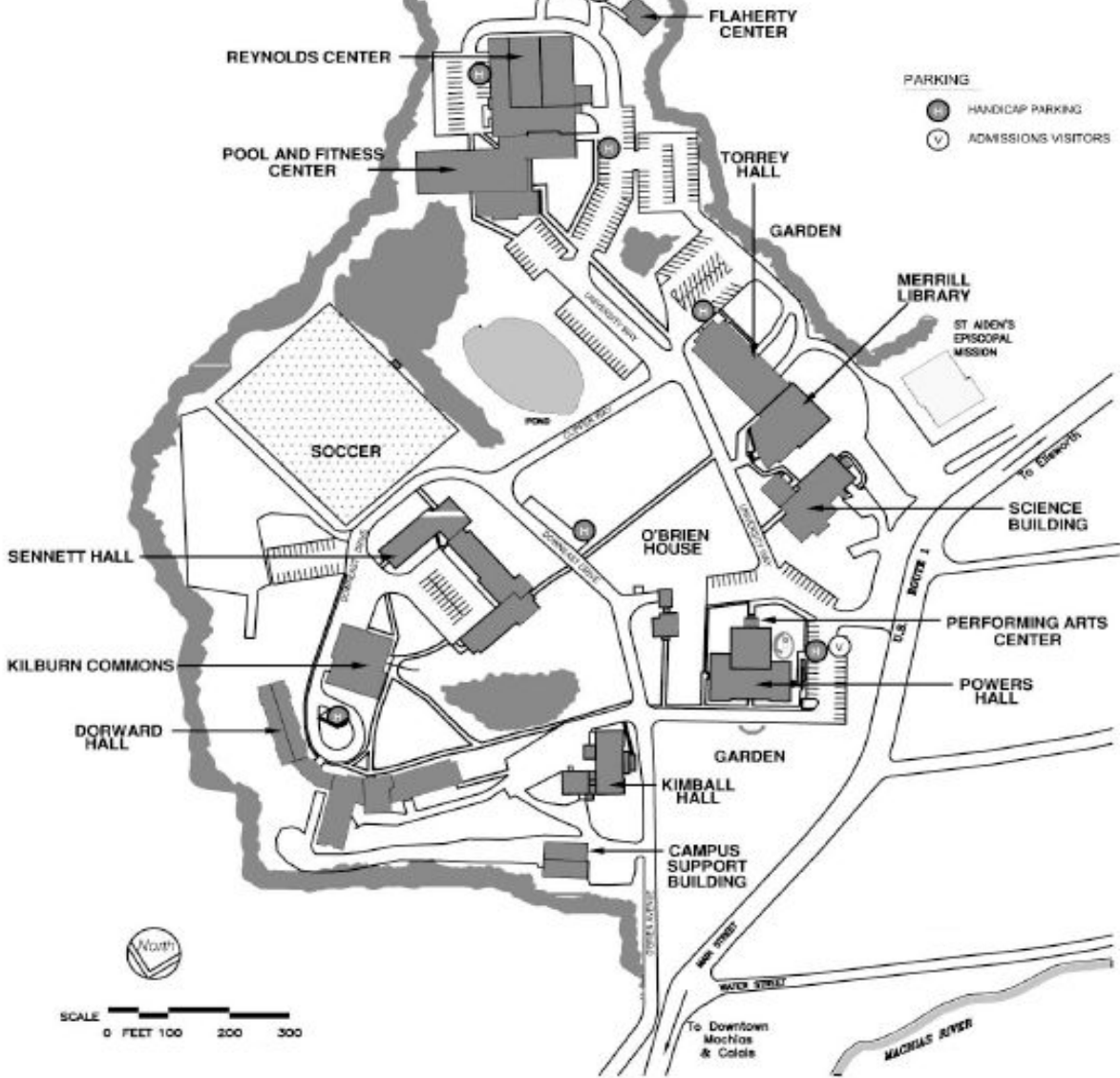
Banks	
Bangor Savings	207.255.4522
Bar Harbor Bank and Trust	207.255.3372
Downeast Federal Credit Union	207.255.8346
Machias Savings Bank	207.255.3347
Savings Bank of Maine	207.255.0041

Gas Stations and Garages	
Gary's Costal Auto Repair	207.255.4540
Irving	207.255.4228
Machias On the Run (Mobile)	207.255.4228
Midtown Auto Repair	207.255.4484
Tom's Mini Mart	207.255.4003

Churches	
Centre Street Congregational Church	207.255.6665
Church of Jesus Christ of Latter-Day Saints	207.255.6329
Downeast Baptist Church	207.255.5822
Holy Name Catholic Church	207.255.3731
Machias Community of Christ	207.255.8676
Machias Valley Baptist Church	207.255.4476
St. Aidans Episcopal Mission	207.255.4995



Campus Map



Powers Hall

Administrative Offices
Admissions Office
Art Galleries
First-Stop Student Center
Performing Arts Center

Science Building

Classrooms
Community Ed and Outreach
Faculty Offices
GIS Lab
Marine Education
and Research Center

Merrill Library

24-Hour Computer Lab

Torrey Hall

Classrooms
Commuter Lounge
Information Technology
Student Support Services

Flaherty Center

Early Care and Education

Support Building

Maintenance
Motor Pool

Reynolds Center

Campus Fitness and Recreation
Center for Lifelong Learning
Intercollegiate Athletics
Murdoch Bookstore

Dorward Hall

Health Services
Student Life Offices

Sennett Hall

Clipper Lounge

Kilburn Commons

Aramark Catering Services
Faculty Dining Room

Kimball Hall

Campus Security
Faculty Offices
Galley Snack Bar
Portside
Student Organizations
WUMM

O'Brien House

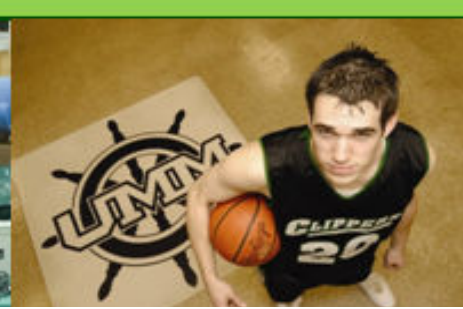
Soccer Field

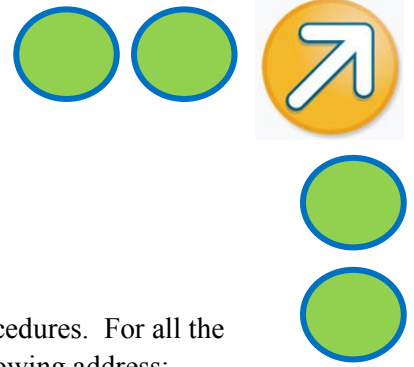


Academic Affairs

- Letter from Stuart Swain, Provost and VP of Academic Affairs
- Student Responsibility
- Registration
- Class Attendance
- Progressing Towards Your Degree
- Probation, Suspension and Dismissal
- Appeal Process
- Graduation
- The Dean's List
- Add/Drop Procedures
- Repeating Courses
- Pass/Fail Policy
- Auditing a Course
- Prerequisites
- Final Exams
- Student Grades and Grade Reports
- Key to Understand Terms for Grades
- To Calculate GPA
- Academic Record Changes
- Grade Forgiveness
- Incomplete Grades
- Academic Appeals Process
- Academic Integrity

The University of Maine at Machias Student Handbook





Academic Affairs

Powers Hall
207-255-1342

This section provides a brief description of some major academic policies and procedures. For all the information regarding Academic Affairs, please visit the UMM website at the following address:
<http://www.umm.maine.edu/academics.html>.

Welcome from the Provost and Vice President for Academic Affairs



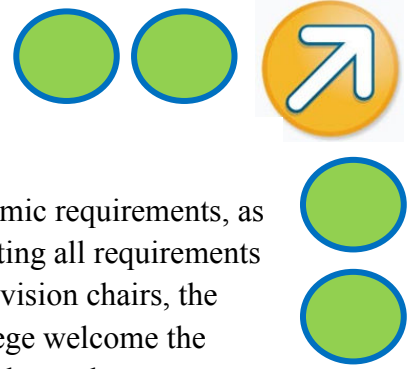
A small university on the unspoiled coast of Maine: Why do UM Machias students find this such a special place? You might think it's the excellent reputation of our academic programs. Our graduates succeed in a wide range of careers and advanced studies. UM Machias is especially known for environmental liberal arts—a spirit and focus that infuses all our programs. Coastal Maine communities and ecosystems form a superb living classroom. Our students collaborate closely with faculty in small classes, internships and undergraduate research.

You might think it's the stunning beauty of our location. The rugged Maine coast, with pristine lakes, wild rivers, and majestic forests, creates an ideal learning and living environment. This location is truly unique. It's no wonder students from around the world come here. Once you are on campus, you quickly realize however what makes UM Machias truly special. It goes beyond our unique coastal setting and superb learning opportunities. It's the close-knit, nurturing campus community that students treasure most. Professors, staff and fellow students support and further the success of each individual. The collaborations, the smiles, and the support: we're a diverse, engaged community of learners. That's the best place to be when meeting the challenges and wonderful opportunities of college studies.

Please take a few minutes to browse descriptions of our areas of study and learn about our academic and career support services. Better yet, I hope to see you on campus for a visit. That's really the only way to fully discover what sets a UM Machias experience apart.

Best,

Stuart Swain
Provost and Vice President for Academic Affairs



Student Responsibility

Each student is expected to be thoroughly familiar with the College's academic requirements, as stated in the Catalog and the Student Handbook. The responsibility for meeting all requirements for graduation rests entirely upon the student. Faculty advisers, academic division chairs, the Registrar, the Associate Dean, and the Vice President and Dean of the College welcome the opportunity to provide assistance, but the basic responsibility remains with the student personally.

Registration

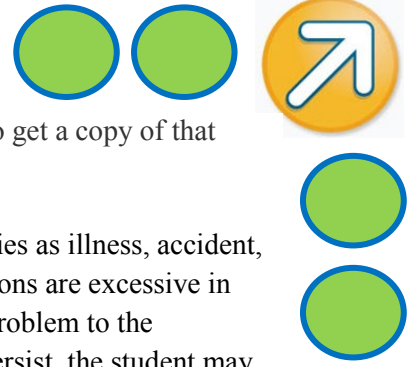
At UMM, all course registration is done online through the Maine System campus solutions program called Mainestreet. Specific dates will be set up each semester for when registration will open (registration will open starting with Seniors and work its way down to Freshman).

When your first date to enroll arrives:

1. Go to <http://mainestreet.maine.edu> and sign in using your maine.edu login and password.
2. Select the link to Student Self-Service.
3. Select the link to the Student Center.
4. Under the Academics heading, select the link to Add a Class.
5. The system will ask you for a PIN number. This is the number your advisor has given you for the Spring 2009 enrollment process. Enter the number and select the Validate button.
6. Either
 - Enter the Class Number of the class for which you'd like to register. or
 - Use Class Search to search for a class.
 - i. Search for courses by Subject and/or select Additional Search Criteria.
 - ii. Select the Select Class button when you find the section in which you want to enroll.
7. Once the desired course appears in your 'shopping cart', select Next.
8. Continue to add courses to your 'shopping cart' until your schedule is complete. Select the Proceed to Step 2 of 3 button to Confirm Classes.
9. Select the Finish Enrolling button. Classes successfully added will show with a check mark, and the cause for any errors will also be noted (time conflicts, unmet prerequisites, etc.).
10. Select the My Class Schedule button to view courses successfully added to your schedule.

Class Attendance

Regular attendance at classes is expected of all students, though each instructor is free to set whatever attendance requirements for an individual course as deemed suitable by the professor of that course. These requirements are printed in the course syllabus. If for some reason you find that you need to miss a



class, it is your responsibility to make up any missed work, find a fellow student to get a copy of that classes notes and to inform the professor that you are missing that class.

The College recognizes as legitimate reasons for occasional absence such difficulties as illness, accident, family grief, or pressing personal responsibility. If absences for these or other reasons are excessive in terms of the stated attendance policy for the class, the student should explain the problem to the instructor, or the instructor may initiate such a discussion. If excessive absences persist, the student may be assigned a grade of “F” for the course.

Progressing Towards Your Degree

In order to be considered in good academic standing, students are required to meet the following minimum cumulative and/or semester Grade Point Average:

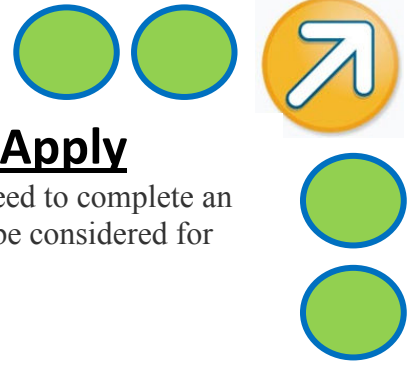
Hours Attempted	Minimum Cumulative GPA
0 – 15 credit hours	1.5
16 – 30 credit hours	1.6
31 – 60 credit hours	1.7
61 – 90 credit hours	1.8
91 + credit hours	1.9

Probation, Suspension and Dismissal

- Students will be placed on academic probation if their cumulative Grade Point Average (GPA) falls below the minimum specified for the number of hours they've attempted. Students who earn a semester GPA of 1.5 or less, regardless of their cumulative average, will also be placed on probation.
- Students who have been on probation for two consecutive semesters and fail to achieve the necessary minimum Grade Point Average will be suspended for one semester. Students who are suspended must apply for readmission if they desire to return.
- Students placed on suspension for a third time will be dismissed from the University for a period of five years. Students who are dismissed for academic reasons must apply for readmission if they desire to return.

Appeal Process

If a student wishes their suspension be reconsidered, he or she has the option for an appeal to the faculty Academic Affairs Appeals Committee. If the Committee upholds the suspension and the student is not satisfied, the student has the option for a further appeal to the Vice President of Academic Affairs.



Applying for Graduation: All Students Must Apply

Students who plan to complete degree requirements in December or May need to complete an Application for Graduation and submit to the Registrar's Office in order to be considered for eligibility to march in the May Commencement Ceremony.

Why Do I Need to Apply for Graduation?

Completing an Application for Graduation allows the following to happen:

- File to be reviewed by the Registrar's Office
- Diploma to be ordered
- Name to be included in the Commencement Brochure
- Information on Caps, Gowns and Announcements to be sent from the Bookstore
- Information on Commencement to be mailed in late March
- Name to be included on lists of graduating seniors being considered for awards or other recognition

Requirements for Graduation

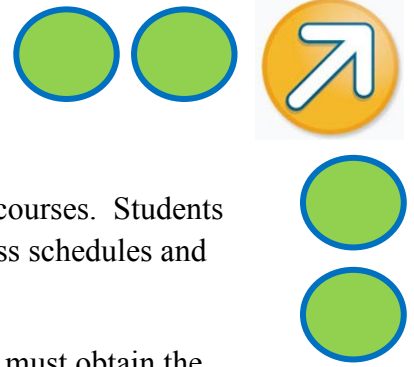
Students in all baccalaureate degree programs must complete a minimum of 120 credits, though some programs require more. All students must have a minimum cumulative grade point average of 2.0 in order to graduate. Students in some programs have specific GPA requirements in their major as well.

The Dean's List

At the end of each semester a Dean's List is compiled to recognize those students who have performed with distinction. Academic achievement in summer courses is not considered for inclusion in the list.

All matriculated and special students (e.g., Teacher Certification, UMS Away) are eligible if:

- They have completed at least 6 or more credits graded on an A-F basis, excluding developmental courses, during the semester in question. Credits earned on a Pass/Fail basis and in developmental courses (numbered below 100) will not count toward the 6 credit hours;
- They have achieved a semester average of 3.25 or better and have earned no grade below a C in any course that semester. The semester average for Dean's List purposes will not include grades from developmental courses;
- They have no Incompletes or missing grades on their record for that semester, and they have not withdrawn from 6 or more credits during the term; and
- Their academic performance is otherwise satisfactory. The Dean's List will be formulated 35 days after the end of the semester. Any final grades or grade changes submitted after that time will not affect a student's Dean's List status for that term.



Add/Drop Procedures

Students can use MaineStreet to add courses to their schedules and to drop courses. Students sign into MaineStreet using their maine.edu email login and password. Class schedules and other important academic information can also be found in MaineStreet.

Students who choose to add and drop courses using the paper-based system must obtain the signature of their advisors on an add-drop form which can be obtained from and must be returned to the First Stop or the Registrar's Office by the indicated dates.

Add/Drop Deadlines

Adding Courses

No student may add a course after the start of the fourth class hour of that class without the written approval of the instructor and their advisor. For courses which do not run the full length of the semester, the add deadline is the 7% point of the course (equivalent to first week of a normal semester).

Late Course Adds

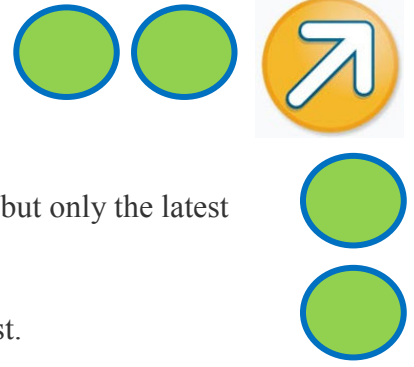
Students wishing to add a semester-long course after the end of the third week must complete a Late Course Add Form and obtain the written approval of the instructor, advisor and the Vice President for Academic Affairs. Students must indicate the compelling reasons for adding a course this long after the add deadline. The student and the instructor must also indicate on the form the manner in which the student will make up the work missed at the beginning of the semester.

A Late Course Add Form must also be used by any student wishing to add a course which meets during a session shorter than a full term, if 20% of the session has already passed. A Late Course Add Form is not required for Directed or Independent Studies, Co-ops or Internships.

Dropping Courses

Students who are not withdrawing from school completely may reduce their course load without any financial penalty through the first two weeks of the semester. For classes which do not run the full length of the semester, the drop deadline is the 14% point of the course (equivalent to the first two weeks of a normal semester). Dropping a course during this period will leave no record of course registration on the student's record.

After the drop period has passed, students may withdraw from a course using the Course Withdrawal form. See Withdrawal Procedures and Deadlines.



Repeating Courses

When a student repeats a course, the initial grade remains on the transcript, but only the latest grade is used for computing the grade point average.

Credit earned for all previously completed attempts of the course will be lost.

When a student completes the exact equivalent of a UMM course at another institution (while registered at that institution) with an acceptable grade, the effect of the original grade on the student's GPA will be cancelled. However, the grade the student earned at the other institution will not replace the original grade in the calculation of the GPA, in accordance with standard transfer credit policy.

Pass/Fail Policy

Courses are graded on an A-F basis unless otherwise noted in the course description.

When a course is graded on a Pass/Fail basis, the grade of P will be considered to be equivalent to a C- or better. A grade of LP (Low Pass) may also be assigned, and considered the equivalent of a D+, D or D-. A grade of F earned in a course graded on a pass/fail basis will not affect the grade point average.

When a course may be taken pass/fail at the option of the student, the student must declare his/her option in writing before the end of the second week of classes by submitting the Declaration of Grade Option form to the Registrar's Office, or to the instructor, who will in turn submit the student's form to the Registrar's Office. Once made, this decision cannot be changed.

Auditing a Course

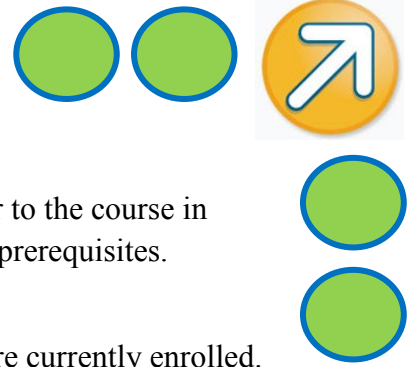
A student may audit a course for informational instruction only. A student who audits does not receive academic credit for work done.

A student may register for any course on an audit basis by obtaining the approval of the course instructor on a Course Audit Request form. Students auditing a course pay full price for tuition and fees.

A course registration may only be changed to or from audit status during the first week of the semester. Instructor permission is required. Full-time students may not use the audit registration as a basis for exceeding the usual credit maximum of 18 semester hours.

Audit registration also may not be used as a means of achieving full-time status.

Audit registrations will appear as such on the permanent record of the student. The University, therefore, reserves the right to monitor the attendance of the auditing student.



Prerequisites

Many courses have prerequisites, or courses that need to be completed prior to the course in question. Students should check the Course Descriptions to identify course prerequisites.

The prerequisite rules assume that you will pass the courses in which you are currently enrolled. If you later fail a course which is a prerequisite for a later course, your registration may be dropped for failure to meet the required prerequisite(s).

Final Exam Schedule

Students can see their own personalized final exam schedule by selecting Final Exam Schedule from the drop-down box labeled "Other Academic" in their MaineStreet Student Center. Not every course will have a final exam. Students should contact instructors to find out whether or not final exams are required in their courses.

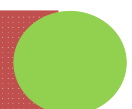
Distance education classes and classes offered off campus are not included in the final exam schedule. Students should consult with their instructors for final exam times in those classes.

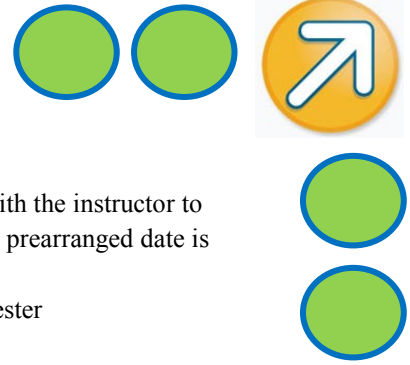
Student Grades

Grading Policy – Quality Points

Official grades are reported and recorded on a student's official academic record at the end of each semester on the basis of the following system:

Grade	Quality Points Per Credit
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00





Key to Understand terms for Grades

I – Incomplete: a temporary grade indicating that specific arrangements have been made with the instructor to complete work by a later date not to exceed 210 days. An “I” which is not removed by the prearranged date is replaced with an “F.”

DG – Deferred Grades: Satisfactory progress in a course that extends beyond a single semester

W – Withdrawal or administrative withdrawal

P – Successful completion of a pass/fail course. These hours are not included in point average calculations.

LP – Low Pass (D+, D, D-) in a pass/fail course; hours are not included in GPA calculations

L – Stopped attending. The grad of “L” may be assigned to the student who stopped attending a course without officially withdrawing. The grade of “L” will be computed as an “F” for purposes of the student’s grade point average.

MG – No grade supplied by instructor.

AU – Audit registration; no credit hours attempted or earned.

X – Placed in front of a grade symbol for a course which has been repeated; neither credit nor quality point is computed in this instance.

R – Repeated course; only latest registration affects cumulative point average.

* - Quality points count toward GPA; credits do not count toward degree credits earned.

~ - Quality points do not count toward GPA; credits count toward degree credits earned.

- Quality points do not count toward GPA; credits do count toward degree credits earned.

To Calculate a Grade Point Average

To calculate a grade point average (GPA), divide the total number of quality points earned by the total number of credit hours graded on an A-F basis.

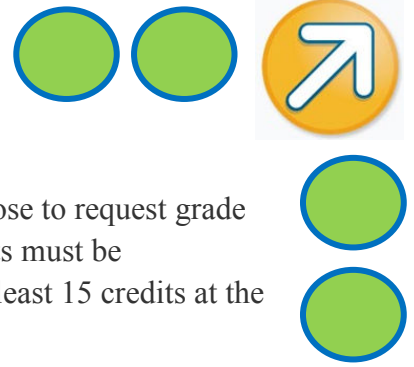
Grade Reports

Students can see their grades by selecting **Unofficial Transcript** from the drop-down box labeled "Other Academic" in their MaineStreet Student Center.

Students needing assistance to use the system should call the First Stop at (207) 255-1470 or the Registrar’s Office at (207) 255-1223.

Academic Record Changes

Considerable care is taken to ensure that courses and grades entered on a student's permanent record are accurate. Any student who suspects an error has been made should contact the Registrar's Office immediately. Records are assumed to be correct if a student does not report any discrepancies to the Registrar's Office within one year of the completion of the course. At that time, the record becomes permanent and the student has no further right to appeal.



Grade Forgiveness

A student readmitted to UMM after a period of two or more years may choose to request grade forgiveness for all previous work done at the institution. To qualify, students must be matriculated and enrolled at the time of the request, and have completed at least 15 credits at the institution with a minimum GPA of 2.5 after the point of readmission.

If grade forgiveness is approved, the student retains past credits only for courses in which a grade of C- or higher was received. The effect of all prior quality points is nullified and the student's cumulative GPA is reset to zero. All prior grades earned continue to be displayed on the student's transcript, though they do not affect the student's cumulative grade point average.

To apply for Grade Forgiveness, eligible students must complete the Request for Academic Forgiveness and submit to the Registrar's Office. Students must specify on the application the semester before which all grades will be forgiven.

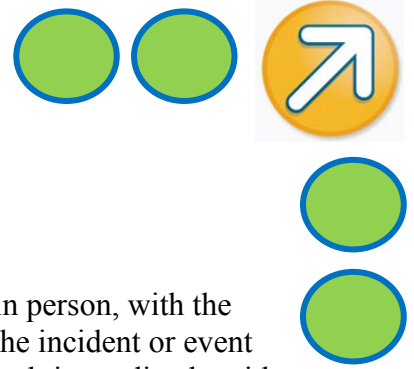
Incomplete Grades

An Incomplete is a temporary grade indicating that specific arrangements have been made with the instructor to complete work by a later date not to exceed 210 days. An "I" which is not removed by the prearranged date is replaced with by the grade specified on the Incomplete Grade Contract. If no grade is specified, the Incomplete is turned to an "F."

Students who wish to arrange to take an Incomplete for the semester should consult with the faculty member teaching the course. If the instructor agrees that an Incomplete is appropriate, both the student and instructor need to sign an Incomplete Grade Contract which specifies the following:

- the reason for the Incomplete
- the work to be completed by the student
- the date by which the student will complete the work
- the grade the student will receive if the work is not completed.

The Registrar's Office waits until 210 days after the end of the semester in which the Incomplete was given, then changes any remaining Incomplete grades to the grade specified on the Incomplete Grade Contract. If no grade is specified, the Incomplete is turned to an F.



Academic Appeals Process

First Level of Appeal

Appeals in all academic matters should be initiated by the student directly, in person, with the administrator, faculty member or staff member involved within 30 days of the incident or event in question. If the student is not satisfied with the results, he/she should consult immediately with his/her academic advisor.

Second Level of Appeal

The next level of appeal should be by the student and his/her academic advisor to the next superior of the administrator, faculty member, or staff member involved, and should be submitted in writing within ten days after the ruling on the initial appeal step.

Third Level of Appeal

The third level of appeal should be to the Vice President for Academic Affairs, unless he/she has already been involved at the level of the second step described above.

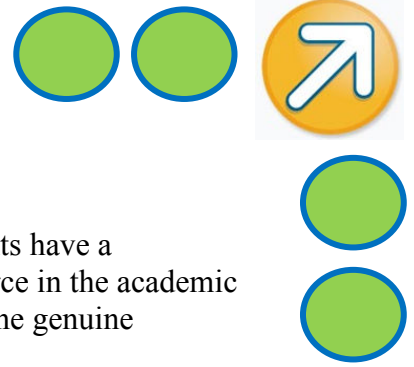
Fourth Level of Appeal

If the student is still not satisfied with the decision of the Vice President for Academic Affairs, he/she may, with the assistance of his/her academic advisor, request a hearing before the Academic Appeals Committee. At this point in the process, the question of whether the appeal is indeed of an "academic" nature shall be determined by the President, the Vice President for Academic Affairs, and the Director of Student Life before the appeal shall be referred to the Academic Appeal Committee. If it is ruled not to be an "academic" matter, the appropriate appeal procedure shall be pointed out to the student and his/her advisor.

The Academic Appeal Committee shall consider all action taken on the appeal to this point and other matters that it deems pertinent to the case. It shall make a full report of this and a specific recommendation for final disposition by the President. As a part of its recommendation, the Academic Appeal Committee shall report the vote count within the committee on its recommendation.

Final Ruling

The President shall make the final ruling on the appeal.



Academic Integrity

Academic integrity is fundamental to an educational community and students have a responsibility to uphold that integrity. Academic dishonesty, a corrosive force in the academic life of any university, jeopardizes the quality of education and depreciates the genuine achievements of others.

Definitions of Academic Dishonesty

Cheating

The UMS Conduct Code, adopted June 2003, defines cheating as “the act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered.”

Examples include but are not limited to:

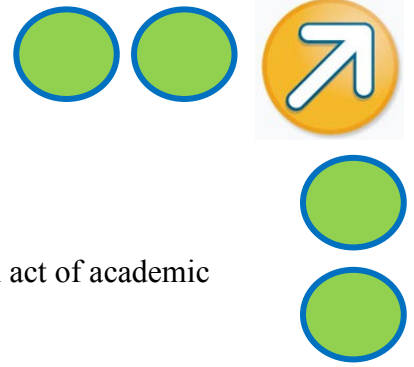
1. Using books, notes, calculators, conversations with others, etc. to complete a test or other assignment when such use is prohibited.
2. Having other people conduct research or work for the student without advance authorization from the instructor. This includes the services of term paper companies (e.g. downloading a paper in whole or in part from the Internet).
3. Reusing previously submitted work in whole or in part for credit or honors without authorization from the instructor.
4. Copying from another student’s test paper.
5. Allowing another student to copy from a test paper.
6. Using or possessing specifically prepared materials during a test (e.g., notes, formula lists, notes written on the student’s clothing etc.) when such materials have not been authorized.

Fabrication

The UMS Conduct Code, adopted June 2003, defines fabrication as “the use of invented information or the falsification of research or other findings in an academic exercise.”

Examples include but are not limited to:

1. Altering and resubmitting returned academic work without notice to the instructor.
2. Citing information not taken from the source indicated. This may include the intentional incorrect documentation of secondary source materials.
3. Listing sources in a bibliography not used in the academic exercise.
4. Submitting in a paper, thesis, lab report or other academic exercise falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
5. Submitting as your own any academic exercises (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.



Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism

The UMS Conduct Code, adopted June 2003, defines plagiarism as “the submission of another’s work as one’s own, without adequate attribution.” When a student submits work for credit that includes the words, ideas or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indentation as appropriate. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

1. Quoting another person’s actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the original source.
2. Using another person’s idea, opinion or theory even if it is completely paraphrased in one’s own words without acknowledgement of the source.
3. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
4. Copying another student’s essay test answers as one’s own.
5. Copying, or allowing another student to copy, a computer file that contains another student’s assignment, and submitting it, in part or in its entirety, as one’s own.
6. When working with others on an assignment, submitting individual copies of the assignment as one’s own individual work.

Appropriate Citation

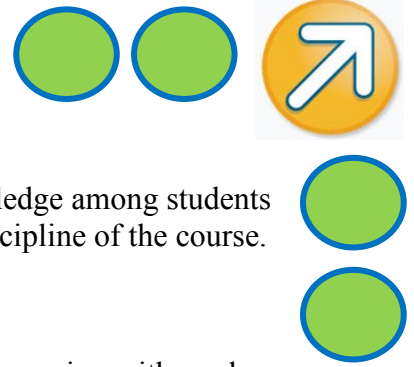
Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult with individual faculty members, divisions or recognized published guidelines in their field for appropriate formatting of the following:

Direct quotation

Every direct quotation must be identified by quotation marks or appropriate indentation and must be promptly cited using appropriate referencing protocols as specified by the instructor or the discipline of the course.

Paraphrase.

Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or part.



“Borrowed” facts or information

Information obtained in one's reading or research that is not common knowledge among students in the course must be acknowledged as specified by the instructor or the discipline of the course.

Academic Misconduct

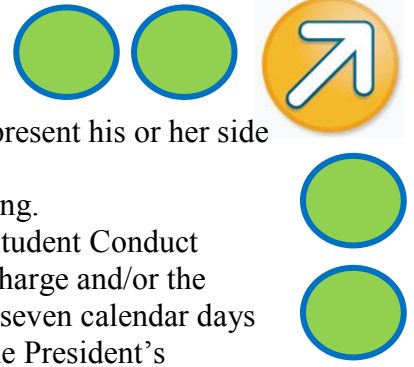
Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

Examples include but are not limited to:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of obtaining an unadministered test.
5. Continuing to work on an examination or project after the specified time has elapsed.
6. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
7. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a “change of grade” form, or other official academic records of the University that relate to grades.
8. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without prior consent of the instructors.

Procedures for Violations of Academic Integrity

1. The faculty member will inform the student in private of the specific charge and the aspect of academic integrity that is alleged to have been violated. The student may explain the circumstances and attempt to justify the action if the student so chooses. The charge may be dropped if an explanation by the student is accepted as being adequate.
2. If the faculty member chooses to continue the complaint, the faculty member will impose a penalty up to and including a grade of F in the course. The faculty member will notify the student in writing of the charge and the penalty to be imposed. All violations of this Academic Integrity Code are deemed to be violations of the Student Conduct Code and will be treated as such.
3. The faculty member will send copies of the charge letter to the Vice President of Academic Affairs and the Student Conduct Officer for placement in the student's files.
4. If the Vice President of Academic Affairs finds there is evidence of multiple or grievous violation(s) of academic integrity by the student, the complaint will be referred to the Student Conduct Committee for appropriate action:
 - a. The Conduct Officer will investigate the alleged violation and the Student Conduct Committee will adjudicate the case. The student will be notified in writing of the alleged



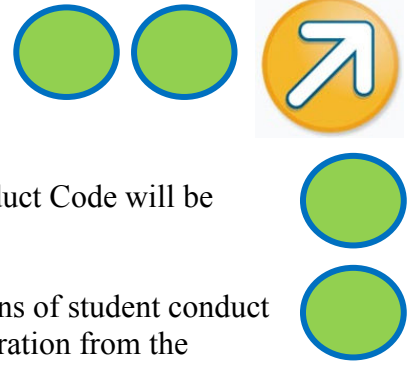
charges and asked to meet with the Student Conduct Committee to present his or her side of case.

- b. The student will be notified in writing of the outcome of the hearing.
- c. If the student accepts the charge and the penalty imposed by the Student Conduct Committee, the case is closed. The student may elect to appeal the charge and/or the penalty imposed by the Student Conduct Committee. Students have seven calendar days to submit a letter of appeal to the President of the University or to the President's designee
- d. The decision of the President of the University or the President's designee shall be final.

Sanctions

The following is a list of possible sanctions that may be imposed upon students. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these sanctions may be imposed when justified by the type of violation.

1. Dismissal from the University. Severance of the student's relationship with the University of Maine at Machias for a minimum of five years with readmission possible only in accordance with the appeal process of the Student Judicial Procedures of the University of Maine at Machias.
2. Probationary status with threat of dismissal from the University. Notification that further violations of academic integrity may result in dismissal from the University. The period of probation to be specified for the particular situation; normally for no more than one academic year.
3. Suspension from the University for a stated period of time up to one academic year during which time the student will not be allowed to take any courses as a degree candidate at the University of Maine at Machias.
4. Probationary status with threat of suspension from the University. Notification that further violations of academic integrity may result in suspension from the university. The period of probation to be specified for the particular situation; normally for no more than one academic year.
5. Loss of some or all the benefits of programs, scholarships, and other opportunities normally afforded students as support and recognition for superior academic achievement. This would not include any need-based federal financial aid programs.
6. Academic conduct probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe sanctions.
7. Probation may include loss of one or more privileges such as representing the University in an intercollegiate event or contest, participation in extracurricular activities, or appointment to any University Committee.
8. Restitution for damages done to any library materials, computer files, or labs. (Damaging material may also subject the student to civil or criminal penalties.)
9. Completion of an assignment to work a specified number of hours at a designated community service activity.



Retention of Judicial Records

Any sanction for violation of the University of Maine System Student Conduct Code will be noted in the student's file in the Office of Student Life.

The Office of Student Life serves as the repository of all records of violations of student conduct code. Such records are normally destroyed three years after a student's separation from the institution, except records pertaining to cases resulting in suspension or dismissal, which are held in perpetuity.

SOURCES

This document was adapted from the "Academic Honesty & Dishonesty" brochure prepared by the University of Maine, the "USM Student Guide to Academic Integrity" brochure prepared by the University of Southern Maine, the Website for the University of Georgia on Academic Honesty, and the Code of Academic Integrity of the University of Maryland at College Park.

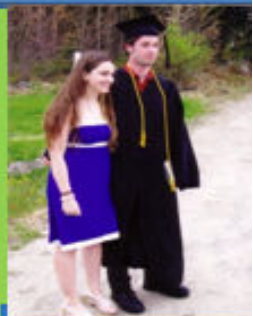


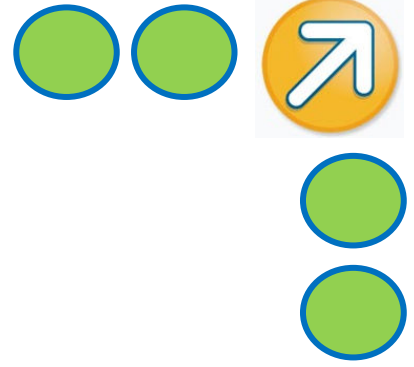


Financial Aid

- Financial Aid Office
- Applying for Financial Aid
- Eligibility
- Determination of Need
- Awarding of Financial Aid
- Refund Policy
- Work Study

The University of Maine at Machias Student Handbook





Office of Financial Aid

Powers Hall
207-255-1203

Applying for Financial Aid

Application for all federal student assistance administered by UMM is made by completing the Free Application for Federal Student Aid (FAFSA). In order to meet UMM's deadline for priority funding, the FAFSA should be received no later than March 1 by the Federal Student Aid Programs. However, consideration for assistance will be given at any time during the year although most aid is awarded in March and April for the coming year. UMM's Title IV code is 002055.

Applications for student assistance are filed once per year. You will need copies of tax returns from the most recent tax year and records of untaxed income such as Social Security, Temporary Assistance to Needy Families (TANF), Veterans' benefits, etc. Complete the application with care to avoid delays in the application process.

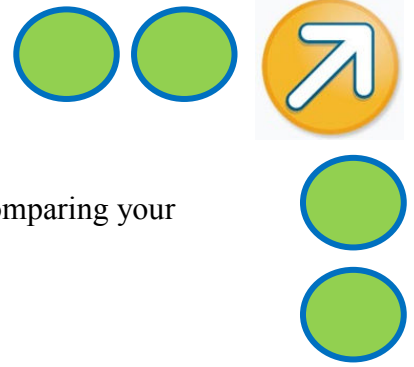
Eligibility

A student must meet all the general eligibility requirements listed below before receiving any Title IV assistance, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan, or Federal Stafford Loan. To be eligible, a student must:

- be a U.S. citizen or eligible non-citizen
 - be registered with Selective Service (if required)
 - attend a participating school
 - be working toward a degree or certificate
 - be making satisfactory academic progress
 - not owe a refund on a Federal grant or be in default on a Federal educational loan
- have financial need except for Unsubsidized Stafford Loan

Determination of Need

The purpose of filing the FAFSA is to obtain for the family and school an estimate of the family's ability to contribute to the student's education. The basic premise of federal student aid is that the student/family has the primary responsibility for meeting the educational expenses of the student. The Federal Student Aid Programs use the family information on the form(s) to determine the Estimated Family Contribution (EFC) via the need analysis prescribed by the Department of Education.



Awarding of Financial Aid

The Student Financial Aid Office determines your need for assistance by comparing your estimated cost of attendance to your EFC:

TOTAL COST OF EDUCATION AT UMM

-EXPECTED FAMILY CONTRIBUTION

=FINANCIAL NEED (ELIGIBILITY)

If it is established that you have need, the Student Financial Aid Office will prepare an individualized financial aid package that consists of grants and loans or work-study. You may receive assistance from one or any combination of these programs at the discretion of the Student Financial Aid Office. Your need and availability of funding determines the specific package. If eligible, you will receive a Financial Aid letter offering assistance with instructions for your review and action.

Please write or call the Student Financial Aid Office at ummfinancialaid@maine.edu or (207-255-1203) for more information.

Refund Policy for Tuition, Room, Board and Fees

Student charges will be refunded to students who are withdrawing from the University of Maine at Machias in accordance with the schedules and provisions set forth below.

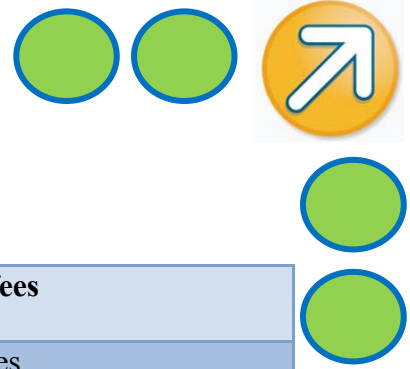
TUITION, ROOM AND BOARD, AND FEE REFUNDS

Effective with fall 2000, student charges will be refunded to students who are voluntarily withdrawing or dropping courses from the University of Maine at Machias in accordance with the schedule and provisions set forth below.

Withdrawal is defined as students who give official notification of their withdrawal to the University after a semester/session begins.

Dropping courses is defined as a reduction in course load while remaining enrolled in the University. Refunds for drops are issued during the first two weeks only. Some fees are not refundable, and they include application, matriculation, and orientation. For purposes of calculating tuition refunds, the attendance period begins on the opening day of scheduled university classes, includes weekends and holidays, and ends on the date the student notifies the Registrar in writing, that (s)he is withdrawing.

The schedule below is to be used for the purpose of calculating refunds for students who are withdrawing from **ALL** classes at the University of Maine at Machias.



SEMESTER/SESSION 11 WEEKS OR LONGER

Refund Percentage

Cancellation prior to the first day of the semester/session	100% tuition and fees 100% room
Withdrawal/drop prior to the end of the first week	100% tuition and fees 100% room
Withdrawal/drop prior to the end of the second week	100% tuition and fees 75% room
Withdrawal/drop prior to the end of the third week	50% tuition and fees 50% room
Withdrawal/drop prior to the end of the fourth week	50% tuition and fees 25% room
Withdrawal/drop prior to the end of the fifth week	50% tuition and fees 0% room
Withdrawal/drop prior to the end of the eighth week	25% tuition and fees 0% room
Withdrawal/drop after the eighth week	0% tuition and fees 0% room

SESSIONS THAT ARE LESS THAN 11 WEEKS*

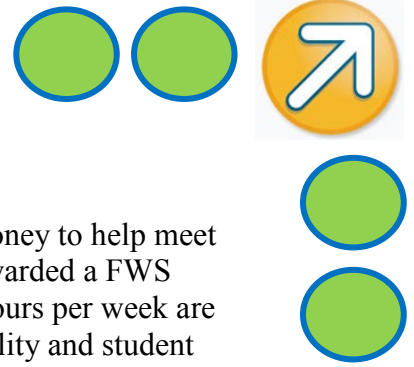
Refund Percentage

Cancellation through the first day of classes	100% tuition and fees
Withdrawal after the first day and until 30% of the term has expired	50% tuition and fees
Withdrawal after 30% has expired and until 60% of the term has expired	25% tuition and fees
Withdrawal after 60% has expired	0% tuition and fees

*Asynchronous courses that do not have a specified length should have a "marker" (i.e., number of examinations or papers) determined to measure progress and this marker will be used for refunding as stated in the table above.

Meal Plan Refunds

Students who withdraw from the University will be charged for board funds expended and/or for meals at the daily-established rate through the date of clearance. Any remaining balance will be refunded. Any part of the board plan, not based on a daily rate, will be refunded in accordance with the residence hall contract.



Work Study

FWS is a Title IV student aid program allowing eligible students to earn money to help meet educational expenses. Following submission of the FAFSA, students are awarded a FWS maximum earnings award as part of the financial aid package. Suggested hours per week are included on the work authorization. Awards are limited by funding availability and student eligibility.

If you qualify for Federal Work Study there are several places on campus that hire students who have work study. Work study students can choose to receive a paycheck from the University to pay for hours worked or they can choose to have the money go directly to pay for tuition. Below is a list of some areas on campus that have jobs available for Federal Work Study Students:

- Assistant Manager-Student Center
- Athletic Facilities Aide
- Attendant-Student Center
- Audio-Visual Aide
- Building and Grounds Maintenance Worker
- Clerk/Receptionist
- Computer Lab Assistant
- Computer & Network Technician Internship or Cop-op
- Computer & Network Technician Trainee
- Computer & Software Summer Assistant
- Design Assistant
- Editorial Assistant
- GIS Lab Assistant
- Hatchery Assistant
- Help Desk Operator
- Instructor's Aide
- ITV Assistant
- Laboratory Assistant
- Library Clerk
- Lifeguard
- Manager-Student Center
- Program Aide
- Resident Assistant
- Science Laboratory Assistant
- Switchboard Operator
- Technology Assistants Manager
- Telecounselor
- Tutor

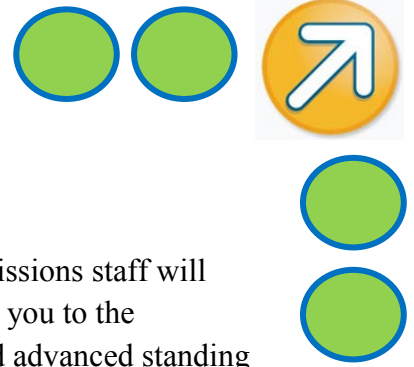


Student Support Services

- Office of Admissions
- The Reynolds Physical Education and Athletic Center
- Athletics
- Intramurals
- Campus Recreation and Fitness
- Identification Cards
- Clipper Bucks
- Lost Id Cards
- Murdock Bookstore
- Campus Dining
- Campus Bending Machines
- Health Services
- Student Health Insurance
- Information Technology
- Student Support Center
- Assessment Services
- Career Development
- Cooperative Education
- International Resources
- Disability Services
- Counseling Center
- Study Center
- Student Success Coordinator

The University of Maine at Machias Student Handbook





Office of Admissions

Powers Hall
207-255-1318

The Admissions Office is located on the second floor of Powers. The Admissions staff will assist you with questions regarding your application to UMM and will refer you to the appropriate person(s) should you have questions about transfer of credit and advanced standing or other matters regarding admission to the University.

The Admissions office also oversees an exciting Student Ambassador program where students have the opportunity to serve as tour guides to perspective studnts and their parents and even host a student on campus overnight. Some UMM Ambassadors even return to their high schools during breaks to discuss with guidance counselors and interested students the benefits of attending UMM.

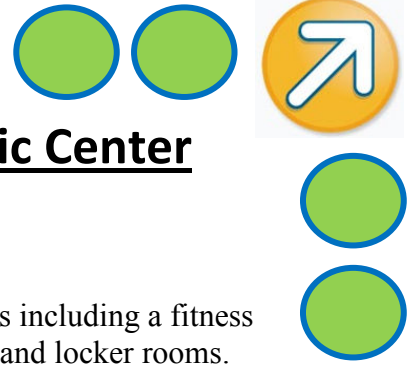
The Admissions office also pays several students to serve as a student telecounselor. Each semester, Admissions staff members oversee students whom are tasked with calling prospective students to talk about the programs and opportunities at UMM. If you are interested in participating as a telecounselor and/or UMM Student Ambassador, you may contact any staff member in Admissions by calling 255-1318 or access the web site (www.umm.maine.edu/admissions/index.shtml).

_Application forms for readmission to UMM are available in the Admissions Office. If you leave UMM for any reason and wish to return to continue your studies, you may need to go through the readmission process. Information and assistance with this process is always available.

If you are considering transferring to another campus within the University of Maine System, application forms and information are available in the UMM Admissions Office. Staff members will answer questions and provide assistance if necessary.

****State of Maine Residency Requirement** - Non-Maine residents often inquire as to the State of Maine Residency Requirement for tuition purposes. The responsibility for providing an application and evaluating the application rests with the Vice President of Finance and Administration. He or she will make a determination upon request, and will further explain the appeal procedure.





The Reynolds Physical Education and Athletic Center

The Reynolds Center
207-255-1408

The Reynolds Center houses the University’s recreation and fitness facilities including a fitness center, pool, racquetball/handball courts, gymnasium, multipurpose rooms, and locker rooms. The facilities are operated by the Recreation and Fitness Director and are used for academic purposes, intercollegiate athletic events, intramurals, structured programs, and drop-in informal recreation and fitness opportunities.

The fitness area is equipped with treadmills, stationary bicycles, stair climbers, ellipticals, rowing machine and free weight and selectorized strength training equipment. The pool is typically configured with 25-yard lap lanes, deep and shallow open swim areas. The pool temperature remains at 84 degrees and is always staffed by a certified lifeguard. The gymnasium is open for basketball, volleyball, soccer, walking and other activities when not being used by academic classes, intercollegiate games and practices, intramurals or other structured events.

Everyone using the recreation and fitness facilities is required to show a valid UMM Clipper card and wear appropriate attire, including athletic footwear and clothing. Complimentary day-use lockers are available. Students are required to bring their own lock. Campus Recreation and Fitness is not responsible for lost or stolen articles.

Athletics

The Reynolds Center
207-255-1290



UMM is a member of the National Association of Intercollegiate Athletics (NAIA) and competes in the Sunrise Conference. Other members of the Sunrise Conference include University of Maine at Fort Kent, University of Maine at Presque Isle, Fisher College (Boston), St.

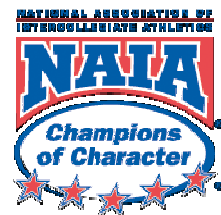
Joseph’s College (Vermont), Vermont Technical College, Paul Smith’s College (New York), and the State University of New York at Canton. Men’s varsity programs are offered in basketball and soccer; women’s varsity programs in volleyball, basketball and soccer.

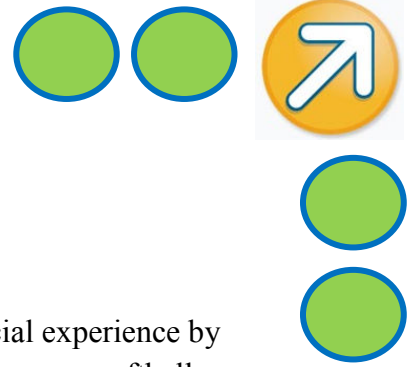


UMM firmly believes in the five core values of the NAIA Champions of Character initiative; Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship. The athletics and recreation facilities are housed in the Reynolds Athletic Center.

UMM Athletics include:

- Men’s and Women’s Soccer
- Men’s and Women’s Basketball
- Women’s Volleyball





Intramurals

The Reynolds Center
207-255-1408

The Intramural program strives to offer a quality active recreational and social experience by providing activities for all levels, ability, and interest, including basketball, soccer, softball, whiffle ball, flag football, and many others. The Intramural program is open to all UMM students, faculty, and staff. The Intramural program is administered by the Department of Recreation and Fitness and resides in the Reynolds Center.

Recreation and Fitness

The Reynolds Center
207-255-1408

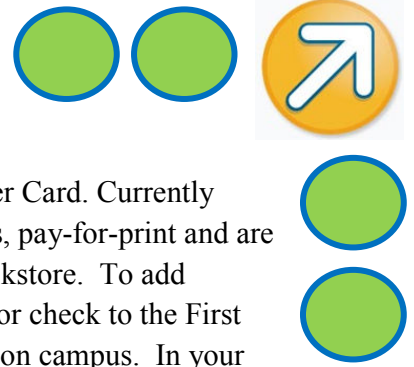
The mission of the Recreation and Fitness Department is to provide outstanding recreation, fitness and wellness programs, services and facilities for our students, staff and faculty, and the surrounding community in a safe environment that promotes healthy lifestyles, values diversity, and promotes personal and environmental sustainability while contributing to co-curricular learning and leadership opportunities.

Enrolled UMM students in the fall and spring semester have access to many programs and services including fitness and wellness seminars, group fitness classes, personal training (an additional fee is required), and drop-in use of the fitness center, gymnasium, pool, racquetball courts, and other areas.

Identification Cards

The First Stop
207-255-1238

All UMM students are required to have and carry a student ID card at all times. ID cards are required in order to access such areas of the campus as the Recreation and Fitness facility, Library, Dining Services, and Residence Halls. Commuter students' ID cards are activated for the 24 Hour Reading Room. ID cards are also necessary to cash checks and gain admission to Athletic events. All new students are issued an ID card at the First Stop in Powers Hall at no cost during registration. If a student loses their ID Card, they must pay \$20 for a replacement. Replacement cards are issued at the First Stop. If you lose your ID card during the weekend please contact Security at 255.1450 (office) or 263.9315 (cell). **Students are prohibited from loaning their ID cards to other people.**



Clipper Buck\$

“Clipper Buck\$” are deposited funds that are prepaid and linked to your Clipper Card. Currently “Clipper Buck\$” can be used to purchase food at the Galley/Kilburn Commons, pay-for-print and are used for laundry for on campus students and also accepted at the Murdock Bookstore. To add Clipper Buck\$ you may do it on-line w a debit card or credit card or take cash or check to the First Stop. Clipper Buck\$ provide you with a safe and easy way to make purchases on campus. In your last semester here (if you are graduating or no longer attending UMM), you may fill out a Form at the First Stop for a refund of any remaining Clipper Buck\$.

Murdock Bookstore

207-255-1232, 207-255-1257

<http://www.ummmaine.edu.bookstore.html>

The Murdock Bookstore carries new and used books required for courses. Before you purchase your books, you are encouraged to attend classes first to ensure you get the correct text book information. The bookstore personnel request you bring your schedule with you when you come to purchase your books. Books purchased from the bookstore may be returned under the following conditions:

- * New books must be in new resalable condition. No refunds on books that have been written in or with damage to pages, covers, or spines.
- * Used books must be in used resalable condition and will be refunded, at the discretion of the bookstore personnel, based on the current used book purchase price.
- * Refunds/credits will be considered, with cash register tape only, through the first five days of each semester. Refunds/credits may be allowed with cash register tape and course drop slip during the sixth through tenth days of each semester.

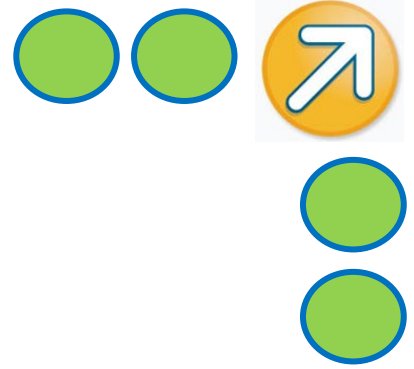
Returns of purchases made by credit card must be accompanied by:

1. Cash register receipt
2. Credit card
3. Credit card voucher from original sale
4. Course drop slip (when otherwise required for refund)

In case of a defective book (i.e., missing pages, etc.), an exchange may be arranged. If there is a shortage of books for your course, special orders will be taken.

The bookstore will be open into the evening hours for a limited time at the beginning of each semester. These hours will be posted at the beginning of each semester. Normal operating hours are 8:30 a.m. to 4:30 Monday – Friday.

In addition to the required textbooks and materials, the Murdock Bookstore stocks trade books, magazines, newspapers, various novelties, clothing, sundries, and school supplies.



Campus Dining

Kilburn Commons – The Cafeteria
207-255-1208

Kimball Hall – The Galley
207-255-1280

The dining facilities at UMM include Kilburn Commons and the Galley, which are operated by ARAMARK Incorporated. ARAMARK is the nation's leading service management company. The company's philosophy is to provide quality dining services for students. ARAMARK believes in the provision of quality food, a clean and orderly environment, friendly services, and a perceptive response to UMM's needs. The Dining Service Director maintains a good rapport with students and listens to their requests for food service improvements. All students living in the residence halls must contract for a meal plan. Meal plans/Meal Plan Dollars are not transferable. They must be used by the student to whom they have been issued. Any misuse of meal plans or use by unauthorized person will result in disciplinary action.

Meal Plan Options

Level I (\$1,723/semester)

- 19 meals/wk. plus 85 Meal Plan Dollars (MPD)
- 15 meals/wk. plus 180 Meal Plan Dollars (MPD)
- 10 meals/wk. plus 375 Meal Plan Dollars (MPD)
- 10 meals/wk. Plus \$300 Meal Plan Dollars (MPD) With Meal Equivalency*

Level II (\$1,641/semester)

- 7 meals/wk. plus \$300 Meal Plan Dollars (MPD)

Level III (1,873/semester)

- 7 meals/wk. plus \$550 Meal Plan Dollars (MPD)

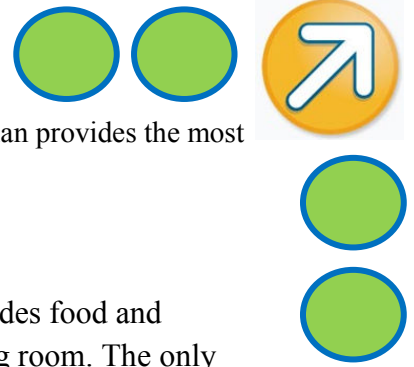
PLEASE NOTE: Each meal plan dollar (MPD) equals \$1.00. If you run out of MPDs, you may add Clipper Buck\$ to your Clipper Card.

Unused meal plan dollars transfer from the Fall to the Spring semester. At the end of the Spring semester, unused dollars and meals are nonrefundable and cannot be transferred to the new academic year.

Meal plan changes may be made during the first two weeks of each semester.

Meal plans are set up as “all you care to eat” while you are in the dining hall. Consumers may not take food from the building. The exception is a cup of coffee, a piece of fruit, cookie or ice cream you are eating at the time.

* Meal Equivalency = Meal Equivalency gives you the option to utilize your meal for lunch and dinner at either Kilburn Commons or The Galley. To use your meal plan at the Galley you will be given choices to



choose from on a special Meal Equivalency Menu developed by Aramark. This plan provides the most flexibility.

Take-Out Policy

There are no take-out containers allowed at Kilburn Commons, which includes food and beverage containers. Patrons must consume the food/beverages in the dining room. The only exception is if you are eating a cookie, a piece of fruit, ice cream or a cup of coffee (coffee must be in a to-go container).

Hours of Operation

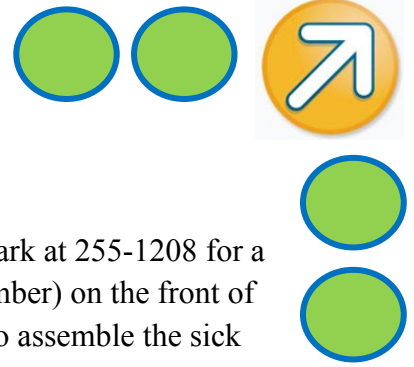
Dining Hall: Meals are served in Kilburn Commons during the academic year on a daily basis (except for extended University vacation days). Meal hours are as follows:

Kilburn Commons	The Galley
Monday-Friday Breakfast: Served at the Galley Lunch 11:00 a.m.-1:00 p.m.	Monday-Thursday: 7:00 a.m.-9:00 p.m.
Monday-Thursday Dinner 4:30p.m. – 6:30p.m.	Friday: 7:00 a.m. – 10:00 p.m.
Friday Dinner 4:30p.m.-6:00p.m.	Saturday-Sunday: 5:00 p.m.-10:00 p.m.
Saturday Continental Breakfast 8:00 a.m.-9:00 a.m. Brunch 11:00 a.m.-1:00 p.m. Dinner 4:30 p.m.-6:00 p.m.	**Breakfast during the week is only served at the Galley from 7:00a.m.-10:30a.m.
Sunday Brunch 11:00 a.m.-1:00 p.m. Dinner 4:30 p.m.-6:00 p.m.	

Visitor and Commuter Use

Visitors and commuting students are welcome to dine at Kilburn Commons at the casual rates (lunch \$6.40, dinner \$8.00).

Commuting students, faculty, and staff are also eligible to purchase a meal plan at the First Stop or add Clipper Buck\$ to their Clipper Card.



Sick Tray Option

If you are physically unable to go to the dining hall, you may contact Aramark at 255-1208 for a sick tray. You will need to be prepared to give them your 16-digit (blue number) on the front of your Clipper Card and your name. Also let them know who will be coming to assemble the sick tray (1 take-out container and 1 cup).

You must contact the Aramark office at least 30 minutes prior to meal time. If you need a sick tray for breakfast Monday-Friday, please contact the Galley at 255-1280 at least 30 minutes prior to opening. Be prepared to give them the same information.

Bagged Lunch Option

If you have a class conflict, take a copy of your class schedule to the Food Service Director in Kilburn Commons to make arrangements for a bagged lunch.

Afternoon Use of Kilburn Commons

Residence halls students may enjoy studying in Kilburn Commons Monday-Friday from 1-4 pm. The dining room is wireless and very comfortable. While you are studying, you may have a soda or coffee (if there is any); however, everything else is off limits.

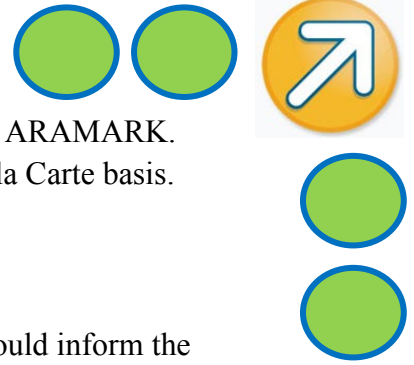
Food Committee

The campus food committee meets with the Food Service Director on a monthly basis. At this time a review of the food service is conducted and future programs are discussed.

Suggestions concerning all elements of food service (Kilburn Commons, the Galley, catered events and vending machines) are discussed at these meetings. Students, faculty and staff are encouraged to attend.

Kilburn Commons vs. The Galley

At Kilburn Commons, students are offered a choice of three to four different entrees. Freshly made pasta is provided daily for the dinner meal to complement selected entrees. There is an extensive salad bar, soups, breads, and beverages. Along with freshly made desserts there is a soft serve ice cream machine where students can make their own sundaes. Once a month special festive meals are offered such as Chinese, Italian, Cajun, Mexican, or a good old-fashioned steak dinner.



The Galley, a snack bar facility located in Kimball Hall, is also operated by ARAMARK. Students and staff may purchase beverages, snacks, and light meals on an ala Carte basis.

Students with Special Dietary Needs

Students who have special dietary needs (such as diabetic or vegetarian) should inform the Dining Services Director so that necessary preparations and alternatives may be arranged.

Campus Vending Machines

ARAMARK (campus dining services) manages all vending machines on campus. If you lose money in a soda machine or a snack machine contact ARAMARK at 255.1208 for an immediate refund. Be prepared to state the location of the machine, problem and amount of money lost.

HEALTH SERVICES

Dorward Hall
207-255-1275

Maintaining optimum health is essential to academic and personal growth. The services of the UMM Health Center are available to all students. It is located on the first floor of Dorward Hall opposite the Student Life Office.

The Coordinator of Health Services, a Board Certified Registered Nurse (RNC), is on duty during scheduled posted hours throughout the school year:

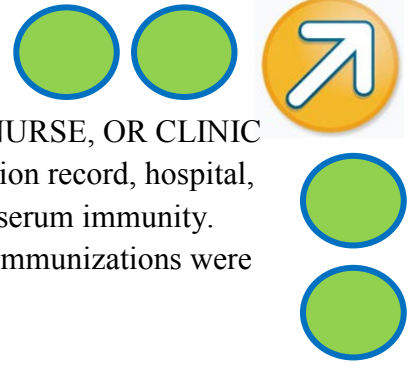
- Tuesday 9:00 a.m. - 5:00 p.m.
- Wednesday 8:00 a.m. – 2:00 p.m
- Thursday 8:00 a.m. – 2:00 p.m.

Immunizations, assessment and treatment of episodic illnesses (such as colds, flu, skin rashes, minor injuries, and allergies), pregnancy testing and counseling are available at no cost. ALL SERVICES ARE STRICTLY CONFIDENTIAL.

For more serious concerns, students utilize the services of UMM's contracting physician or other practitioners in the Machias area. Down East Community Hospital is less than five minutes from the campus and cooperates with the University in providing services to students.

Immunization Requirements

Maine State Law (22-MRSA & 6359) requires every full-time and degree seeking part-time post-secondary school student born after December 31, 1956 to SHOW PROOF of immunization against diphtheria, tetanus, measles, mumps, and rubella by providing A COPY (NOT THE



ORIGINAL) OF YOUR RECORD SIGNED BY A DOCTOR, SCHOOL NURSE, OR CLINIC NURSE. Acceptable immunization records are your high school immunization record, hospital, military, physician, clinic record, or copy of the laboratory record showing serum immunity. Immunization records must contain dates (month AND year) on which the immunizations were administered.

Specific requirements:

1. Diphtheria/tetanus immunization within the last 10 years. Tetanus immunization only within the last five years.
2. Two(2) doses of Measles (Rubeola) immunizations after YOUR FIRST BIRTHDAY with live vaccine. If immunized prior to 1968, the type of vaccine must be indicated.
3. Two (2) doses of Mumps immunization after YOUR FIRST BIRTHDAY.
4. Two (2) doses of German Measles (Rubella) immunization after YOUR FIRST BIRTHDAY.

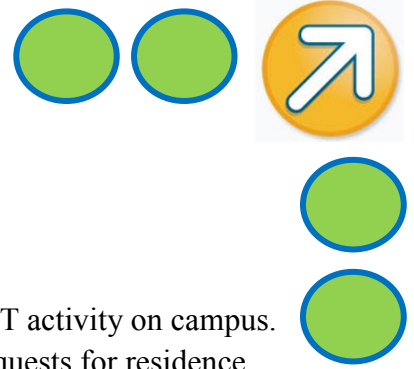
MEDICAL/PHILOSOPHICAL/RELIGIOUS exemptions must be written as a formal request. Every student who is exempt, for any reason, will be required to leave the University if there is an outbreak of any disease for which the exemption has been provided.

MMR and Td injections are available to students at the UMM Student Health Center for a fee.

Student Health Insurance

The University Student Health Insurance Plan has been developed especially for UMM students and their eligible dependents. The plan provides coverage for covered illnesses and injuries that occur on and off campus. All registered undergraduate students taking 9 or more credit hours are automatically enrolled in the UMM Student Accident and Sickness Insurance plan unless proof of comparable medical insurance can be provided. You will automatically be enrolled unless you waive coverage by providing proof of comparable coverage via the on-line Waiver Form at www.crossagency.com/umm. Click on the “Waive Insurance” link and follow the instructions.

Insurance brochures are available in the UMM Business Office, UMM Health Center, First Stop Office or the Office of Student Life. Insurance claim forms should be filled out as soon as possible. Claim forms can be downloaded at the above website and are available in the Health Center, First Stop Office and the Office of Student Life.



INFORMATION TECHNOLOGY

Torrey Hall
255-1421, 255-1237

The IT office is located on the first level of Torrey Hall. This is the hub of IT activity on campus. Our personnel and server resources are all located here. All work orders, requests for residence hall hookups, questions and problems are handled here by a friendly and well informed staff. This is also the location of our campus Help Desk.

A host of other services are available to the UMM community, including networked printing, email, specialty classes, and facilities for the creation and hosting of non-commercial web pages. We also have a growing wireless network.

Information Technology (IT) aspires to be a seamless part of the teaching/learning environment, permeating without interfering with the natural possibilities of the location. IT responds to the evolving vision of learning, the nature and acquisition of skills, and the creation and dissemination of information in helping the academy reshape itself. Through that process, IT provides a bold and exciting dimension to learning, allowing students to learn more in more diverse situations.

For more information on the services that are available please call 255-1237 or access the website at by clicking on “Learning at UMM”, then “Distance Learning”, then “Toolbox.”

Guidelines for Appropriate Use of Information Technology Resources

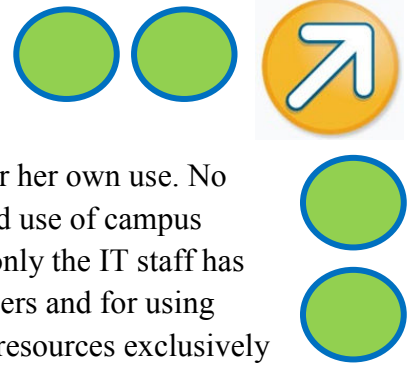
Access to electronic mail, the Internet, databases, computers and other information technology (IT) resources is essential to the mission of UMM, and the achievement of excellence requires their effective use by all faculty, staff and students.

Use of information technology must be consistent with the University’s mission and with its role as a public agency. Each member of the University community is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use.

Regulations that govern personal conduct and use of University facilities also apply to the use of IT resources. In addition, the following guidelines apply more specifically to use of IT resources:

1. General Guidelines

Access to University IT resources is a privilege granted to members of the University community, which carries with it the responsibility to use them for University related activities, exercising common sense and civility.



2. Individual Responsibility

Authorization for use of IT facilities is provided to each individual for his or her own use. No person may use an authorization that belongs to someone else. Unauthorized use of campus resources is prohibited. Certain types of access are reserved. For example, only the IT staff has authorization for administrative server access, for running file and web servers and for using network servers. In many cases the University has obtained access to these resources exclusively for the use of members of the University community.

3. Security

The protection of University IT resources depends heavily on each user's careful handling of "keys" to these resources, since any account can serve as an entry point for theft, damage or unauthorized use. Users must protect the confidentiality of their personal identification codes and passwords and are expected to exercise all reasonable precautions to insure that others cannot use their accounts, including choosing a secure password and protecting it, logging off correctly, and physically securing your computer and network connection. You are responsible for any activity that comes from your account, your network connection, or your computer. For security reasons, you are expected to maintain virus and firewall protection on your computer, which can be obtained at <http://intra.umm.maine.edu/it/software/start.htm>. Users must refrain from nonacademic uses that endanger the security of the campus, including IRC-based chat programs [HTML-based programs such as AOL, AIM, etc. are acceptable unless specifically prohibited (i.e., in the computer labs)].

4. "Hacking"

Persons may not obtain or use—or attempt to obtain or use—passwords, IP addresses or other network codes that have not been assigned to them as individuals or authorized for their use as University employees. Persons may not obtain—or attempt to obtain—unauthorized access to computer accounts, software, files, or any other University IT resources.

5. Malicious Activity

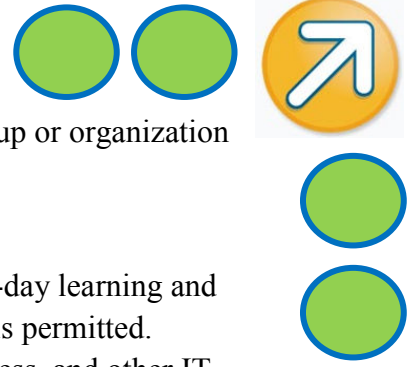
Persons may not alter or intentionally damage software or data belonging to someone else or interfere with another person's authorized access to IT resources. Users may not intentionally disrupt or damage University computers or networks in any way.

6. Impersonation and Anonymity

Users of University IT resources may not send electronic messages with the sender's identity forged or send anonymous messages unless the recipient has agreed to receive anonymous messages.

7. Commercial, Political and Non-University Activities

Persons may not use University IT resources for personal gain unassociated with University business. University employees may not use these resources to support the nomination of any person for political office or to influence a vote in any election or referendum. No one may use



University IT resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department.

8. **Minimize Usage**

In the interest of making the use of IT resources a natural part of the day-to-day learning and work of all members of the University community, incidental personal use is permitted. However, one should not use non-University sources of e-mail, internet access, and other IT services for activities of an extensive nature that are not related to University purposes except where specifically implied (e.g. as by students in the Residence Halls*). Users are asked to refrain from downloading large files during hours of peak usage (6 a.m.-8 p.m.) except for express academic purposes. If it is necessary to download files larger than 2 Megabytes, it should be done after 8 p.m. when possible.

9. **State and Federal Laws**

Persons may not use University computing facilities to violate State or Federal Laws including plagiarism and redistribution of copyrighted material.

Violations and Enforcement: Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and loss of employment and/or criminal prosecution. Enforcement will be conducted via the Office of Student Life, Vice President for Academic Affairs, and/or law enforcement officials, as deemed appropriate. Questions or Problems: If you have any questions or concerns about this policy, you may contact the staff at ummhelpdesk@maine.edu.

Use of any University computing resource constitutes acceptance of this policy. See “Residential Computing Computer and Network Use Guidelines” for additional rules governing residential use.

Portions of this policy have been adapted from “UMF Policies: Terms of Service for Using UMF Computing Resources” from the University of Maine at Farmington.

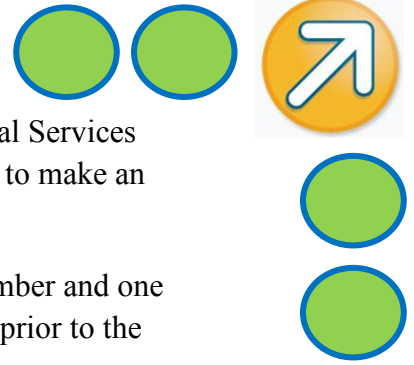
Approved by President’s Technology Steering Committee: Date 12/09/02

STUDENT SUPPORT CENTER

Torrey Hall
207-255-1233

ASSESSMENT SERVICES

The University of Maine Machias provides a variety of assessment services for the community. The CLEP (College-Level Examination Program) and the MAT (Miller Analogy Test) are offered on a monthly schedule from September through May. Students may register for the



CLEP and MAT at the same time that they are testing. Please call the Special Services Coordinator at 255-1228 (August through May) for further information and to make an appointment.

The Praxis I and II are offered two times per year on one Saturday in November and one Saturday in March or April. For the PRAXIS, students must register online prior to the registration deadline (approximately one month before testing).

CAREER DEVELOPMENT OFFICE

Torrey Hall
207-255-1439

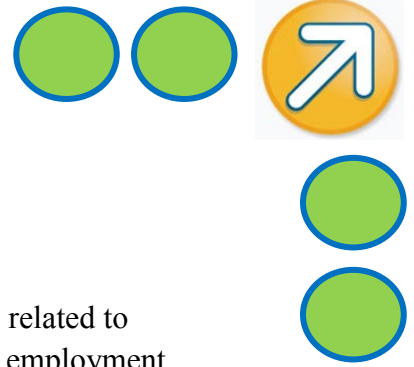
The Career Development Office offers students a comprehensive career planning program. It assists students at all levels of the career exploration process and guides them through the steps necessary to plan their careers and make the transition from the world of education to the world of work. Individual assistance and workshops are provided for resume writing, interviewing skills and job search strategies. Also available is E-Choices computer program which enables students to gain information concerning career interests, occupations, graduate schools, and financial aid.

A library of educational and informational materials are provided to enable students to formulate realistic educational and vocational plans. Included in the library are undergraduate and graduate catalogs, information about career possibilities, internships and business directories, and summer and full-time job listings.

COOPERATIVE EDUCATION

Torrey Hall
207-255-1439

Cooperative Education involves a supervised work experience at an institution and/or business, which relates to the student's career interests or academic field. It provides a unique opportunity for students to relate academic knowledge to practical work experience that takes place in an external classroom environment. Students interested in Cooperative Education should contact their advisor and Career Development Coordinator.



INTERNATIONAL RESOURCES

Torrey Hall
207-255-1439

The international student office advises all international students on matters related to maintaining immigration status. Additional services include assistance with employment authorization, reinstatements, and adjusting to cultural differences.

SPECIAL SERVICES

Torrey Hall
207-255-1228

In compliance with the ADA, the UMM provides reasonable accommodations for students with documented disabilities. From August through May, the Special Services Coordinator works with students that may require accommodations for the classroom or housing. Located in the Student Support Center in 229 A Torrey Hall, the Special Services Coordinator works with students on an individual basis providing: screening for accommodation services, documentation review, accommodation determinations, academic counseling, advocacy and support, and consultation and referral services. Documented disabilities include physical, psychiatric, and learning disability needs. All requests for classroom and housing accommodation services must be processed through the Special Services Coordinator. The office is open Monday - Friday from 8:00 a.m. to 5:00 p.m. from August to May.

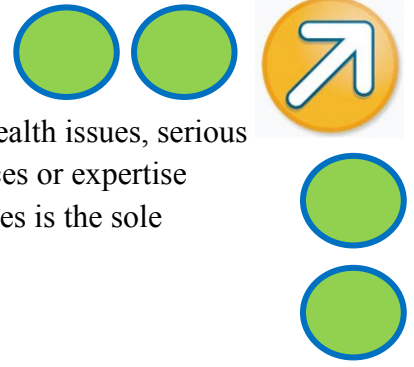
COUNSELING CENTER

Torrey Hall
207-255-1233

The goal of the UMM Counseling Center is to offer students support in reducing the risks of harmful situations and behaviors and to provide confidential individual interventions addressing a broad range of concerns.

These services include individual counseling, health promotion programming and individual assessment and intervention. Personal counseling is available to students enrolled in six or more credits at the University of Maine at Machias to assist them in addressing short-term academic or personal concerns that could create potential barriers to their success. Services provided at the Counseling Center are confidential.

These services are intended to be short term with a limited number of sessions. Students determined as needing a higher level of service at any time during the course of assessment or treatment will be referred to support services in the surrounding community.



These referrals may include individuals with long-term or chronic mental health issues, serious substance abuse problems or concerns which are beyond the scope of services or expertise available. Any cost associated with services provided by community agencies is the sole responsibility of the student.

STUDY CENTER

Torrey Hall
207-255-1264

The Study Center of the University of Maine at Machias is a free resource available to all members of the campus community. Located on the second floor of Torrey Hall in Room 225, the Study Center offers a variety of services.

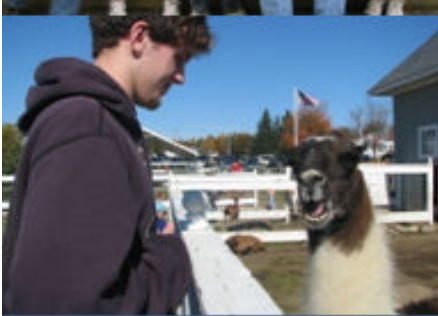
Individual help is available for writers having problems with a specific project, report, or research paper or with particular aspects of their writing. Additionally, peer tutors provide support for many current UMM courses on a first-come, first-served basis. Students may also sign up for appointments with tutors; by reserving time, they can be sure that someone will be free to work with them.

In addition to peer tutoring and a comfortable study space, the Center also offers a resource library, style guides and handouts on different documentation styles, as well as computers and a printer. Regular business hours are 8 AM to 8 PM, Monday through Friday.

STUDENT SUCCESS COORDINATOR

Torrey Hall
207-255-1268

Are you having trouble with your classes this semester? Can't seem to stay motivated or do your homework? The Student Success Coordinator is available to work with students who find that they are having difficulty academically. The Student Success Coordinator makes a special effort to work with students transitioning from high school to the University and with students on academic probation. If you would like to arrange for a one on one meeting on a variety of academic concerns, ranging from time management and procrastination to study skills please contact the Student Success Coordinator.

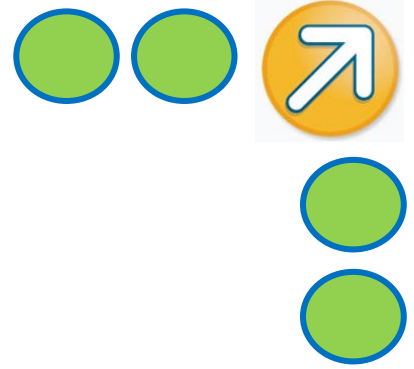


Residence Life

- Structure of Residence Life
 - UMM Residence Hall Rules and Regulations
 - o Check in/Check Out Procedures
 - o Computer Hookups
 - o Damages
 - o Decorations and Furnishings
 - o Door Decorations/Notes
 - o Drugs
 - o Entering Student's Rooms
 - o Fire Safety Equipment
 - o Fire Alarms
 - o Firearms
 - o Fireplaces
 - o Guests
 - o Signing into the Residence Halls
 - o Hall Sports
 - o Harassment
 - o ID Cards
 - o Keys
 - o Kitchens
 - o Laser/Light Emitting Sources
 - o Lewd or indecent behavior
 - o Littering
 - o Lounge Furniture
 - o Pets
 - o Phones
 - o Physical Abuse
 - o Posters in Residence Halls
 - o Quiet Hours
 - o Recycling
 - o Residence Hall/Dining Contracts
 - o Restricted Items
 - o Rooms/Roommates
 - o Screens/Windows
 - o Security/Safety
 - o Single Rooms
 - o Smoking
 - o Solicitation
 - o Theft
 - o Trash Disposal
 - o Water Fights/Slides
- Non Discrimination Policy
 - Tour of the Residence Halls
 - o Sennett Hall
 - o Dorward Hall
 - Common FAQs about the Halls
- Residence Hall Contract

The University of Maine at Machias Student Handbook





Office of Residence Life

207-255-1305 – Office of Student Life

207-255-1248 – Dorward RD Office

207-255-1435 – Sennett RD Office

Structure of Residence Life

Residence Life is comprised of two residence halls (Dorward and Sennett Hall) housing over 350 students. Living in a university residence hall is a new experience to many students. It can be valuable as well as enjoyable for you. Learning to live in a residence hall community requires cooperation and consideration. Rules and regulations are set by residence hall council and University administration to ensure that each resident can grow and learn in a comfortable environment.

Director of Student Life

The Director of Student Life is responsible for the leadership and management of the Office of Student Life which oversees the Residence Life program and its facilities, as well as other departments on campus, including Dining Services, Health Services, Student Activities, Counseling and Career Development. This individual works to create an environment that is conducive to personal growth and academic achievement.

Associate Director of Student Life

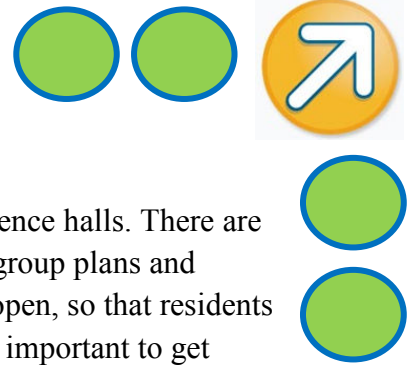
The Associate Director is responsible for working with the Resident Directors to oversee the daily implementation of the Residence Life program on campus as well as Student Activities and the Student Conduct Process. This individual works closely with the Student Life staff and students to ensure that each resident on campus can grow and learn in a comfortable and safe environment.

Resident Directors (RDs)

The Resident Directors are full-time professional that live within the residence halls and are responsible for the ongoing, daily operation of the buildings. RDs also select and train the Resident Assistants (RAs) and front desk workers working within Residence Life. They are also responsible for advising Residence Hall Council and other clubs/organizations, and they participate in campus-wide committees.

Resident Assistants (RAs)

RAs are undergraduate staff members that act as a liaison between students and administration. RAs are trained to assist in a variety of situations such as academic, personal, and social concerns as well as providing information to students. There is an RA on every floor in the residence hall.



United Residence Hall Council

United Residence Hall Council (URHC) is the governing body for the residence halls. There are representatives from each floor as well as an elected executive board. This group plans and implements activities for the residence hall students. Meetings are always open, so that residents may come and voice their ideas/opinions. This is a valuable council, so it is important to get involved.

United Residence Hall Council also addresses issues that impact residence hall students, such as safety and security concerns, facilities issues, vandalism or other acts against the community and the food committee. They also make recommendations for policy and procedural changes. The council meetings provide an opportunity for students to have input and discussion on important issues. The council often makes formal recommendations to the Director of Student Life. URHC also determines how common area damage will be billed. URHC also oversees the implementation of two building hall councils (Dorward Hall Council and Sennett Hall Council) which work to build community in the building.

Revised Housing Policy for First Year and Second Year Students

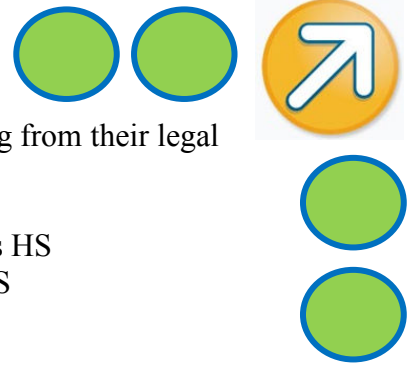
The University of Maine at Machias is both a living and a learning community. Residence life complements the academic mission of the University, allowing students to develop as leaders through opportunities to organize and direct the social and cultural life of the University.

Living in residence halls encourages students to become more involved in their campus community, develop lasting friendships, and respect their fellow students and faculty with different perspectives and backgrounds. Furthermore, residing on campus enhances a student's prospects for academic excellence, since they are more likely to use campus resources such as the library or writing and tutoring services; receive academic and emotional support from faculty, staff, and other students; and become more engaged with their classes and the faculty who teach them.

These improved prospects for the academic and social growth of its students have led the University of Maine at Machias to require that all first- and second-year students live in a residence hall, space permitting.

Requests for exception from the housing requirement should be directed to the Director of Student Life. Exceptions may be granted to the following:

- Students who are age 22 or older
- Students who are married
- Students who have custody of minor children
- Students who can document a medical condition incompatible with residence hall life
- Students with extenuating financial circumstances



- Students graduating from local high schools, who will be commuting from their legal residence in that school district. Eligible schools include:

Calais HS	Campobello HS, NB	Jonesport-Beals HS
Lubec HS	Machias Memorial HS	Narraguagus HS
Saint Stephen HS, NB	Shead HS	Sumner HS
Washington Academy	Woodland HS	

Effective fall 2007 and thereafter, this policy applies to all first-and second-year students, including transfer students.

UMM Residence Hall Rules and Regulations

The residence life program at UMM is designed to provide a safe and comfortable environment where students may live, study, and grow within a community of peers. Each student is responsible for his/her own conduct and may live as he/she pleases as long as it does not interfere with the rights of others. The residence life staff is responsible for ensuring that the rights of students and the property of the University are not abused.

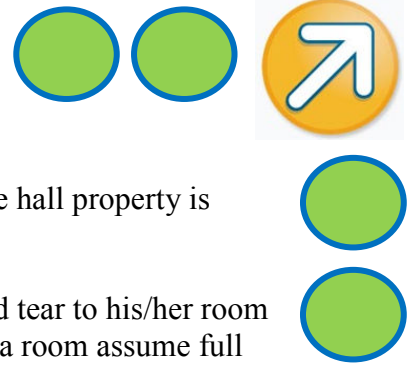
The following information is provided to inform students of residence hall policies and procedures. The policy enforcement system attempts to educate students as to the guidelines for conduct within the residence halls. You will be expected to read and abide by these rules. The residence life staff will assist you with interpreting and understanding the rules. Each student should be aware that the regulations are set so a large number of people can live together in a cooperative manner. The primary residence hall rules, regulations and policies are listed below:

Check-in and Check-out:

When you check into the residence hall, a Resident Assistant will fill out a Room Condition Report (RCR) for your room or suite. S/he will mark the condition of each item and note any damage. It is important for you to examine your suite/room carefully to make sure all damage is noted on the room condition report to avoid damage billing when you move out of your space. Once you have inspected the room you will sign the room condition report and are responsible for the room/suite. This report will be reviewed at check-out. Failure to check out forfeits your right to appeal damage charges under \$200.00. You will also be charged for any item that is missing or damaged since you moved in. There is also an automatic \$50 charge for improper checkout for not signing out on your room condition report.

Computer Hook-ups:

Each residence hall room is equipped with two computer jacks for internet and mainframe access. Students requesting internet service to their rooms are required to sign a Appropriate Use Agreement of Information Technology Resources form when they move into the residence halls. Upon signing this agreement you will be issued instructions on how to set up Internet service in your room. **Remember that violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc. is prohibited.**



Damages:

Deliberate damage to another student's personal property or to the residence hall property is prohibited and will result in restitution and disciplinary action.

Each occupant will be held responsible for damage beyond normal wear and tear to his/her room and/or for any other on-campus damage he/she has caused. All residents of a room assume full and equal responsibility for the room. In the event that damage occurs to a room or common area for which the individual responsible cannot be identified, all residents of the room or residence hall will be held financially responsible as appropriate. The Residence Hall Council provides recommendations to the Resident Directors as to who should get billed for common area damage (the whole building or a particular section of the building). To keep costs down, report all damage to a Resident Assistant or a Resident Director.

Decorations and Furnishings:

Students cannot hang banners or signs on the exterior buildings without permission from the Resident Directors. Product advertisement hung in residence hall windows must face inward. Painting rooms is not allowed.

Fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall. Wall coverings such as posters or tapestries can only take up 50% of a wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures.

Door Decorations/Notes:

A bulletin board is attached to each room door. All notes, messages, and decorations can be taped, stapled, and tacked to these bulletin boards.

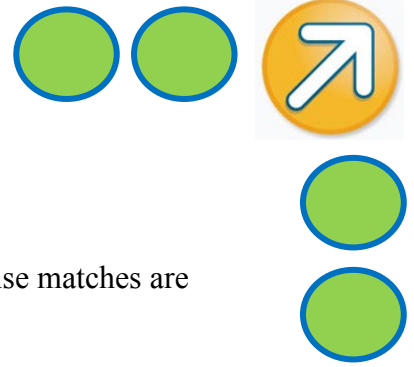
Students can put small decorations above the bulletin boards using putty-like tape (*HOLD IT*), which can be purchased at the campus bookstore. Students are not to affix any material with duct, masking or double-sided tape, tacks, staples, glue, adhesive spray or contact paper on any part of the wooden door. Bulletin boards are provided as a means for student communication as well as to reduce damage to door surfaces. Hanging anything below the bulletin boards is a violation of the fire code.

Drugs:

Possession, use, or sale of illegal drugs or paraphernalia is strictly prohibited.

Entering Students' Rooms:

A student is not to enter another student's room without permission.



Fire Safety/Equipment:

◆ Candle, Candle-making and Incense:

The use of incense, candles and candle making are strictly prohibited. Incense matches are permitted.

◆ Ceiling and Light Fixtures:

Hanging Christmas lights, sheets, flags, paper, decorations and other such materials from the ceiling and light fixtures is considered a fire hazard and is strictly prohibited. Ceilings must be free from flammable material. Tapestries of size greater than 4'x6' are prohibited under University and State Fire Codes.

Fire Alarm:

In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. You **MUST** remain outside the building and away from entrance eaves until the re-entry signal is given by Residence Life, Security or Machias Fire Department. Kilburn Commons will be opened in the event of a fire alarm during bad weather conditions. In all cases, the Machias Fire Department will be summoned to campus to inspect the residence hall. They will be assisted by the Residence Life staff, which is trained in this area.

The fire equipment provided in the residence halls (alarms, smoke and heat detectors, and extinguishers) is provided for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a local fire department official when in the building is subject to legal action.

In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These items should not be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

Automatic sanctions for tampering with fire safety equipment

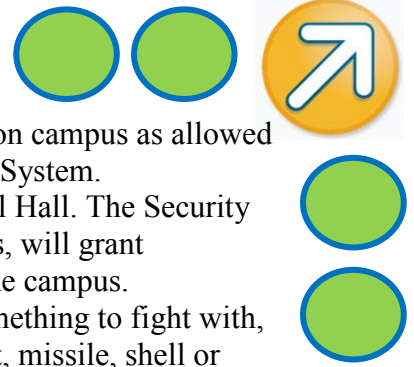
(smoke detectors, fire extinguishers, pull stations, etc.)

1. \$500 Fine
2. Immediate suspension from the University of Maine at Machias
3. Referral to the civil authorities

Firearms:

Possession of a dangerous weapon is prohibited on property owned by or under the control of the University of Maine at Machias and at off-campus activities sponsored by the University.

Weapons and ammunition are potential safety hazards. Possession, use or display of weapons or ammunition is inappropriate in an academic community for any reason other than protection of



University employees, faculty, students and members of the public invited on campus as allowed by law, Board of Trustees' policies and policies of the University of Maine System.

A storage area for weapons has been established in the basement of Kimball Hall. The Security Department and Residence Life Department, under the following guidelines, will grant permission to those wishing to hold or store weapons and ammunition on the campus.

Weapon: Defined as an instrument of offensive or defensive combat or something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This shall include, but not be limited to firearms, bows, arrows, paintball guns, swords, rockets, sling shots air guns, martial arts devices and knives over 6 inches in length when the blade is in the open position.

Ammunition: Defined as any material capable of being projected by a weapon and makes the weapon operational.

For more information on weapons and ammunition, please check out Security's web site.

Fireplaces:

Fireplaces are not allowed to be used.

Guests: (New Policy)

Starting this year, Fall 2009, anyone inside one of the residence halls that does not live in that specific residence hall will be considered a guest of that residence hall.

With that, if you live in Sennett Hall your Clipper ID will only give you access to Sennett Hall and if you live in Dorward Hall your Clipper ID will only give you access to Dorward Hall. Residence hall students are responsible for the conduct of their guests. All guests must be signed in by their residence hall student host (regardless of whether or not they live on or off campus). Guests are permitted as long as all University rules, policies, and procedures are adhered to and your roommate agrees to the visit. Guests/hosts must comply with the following:

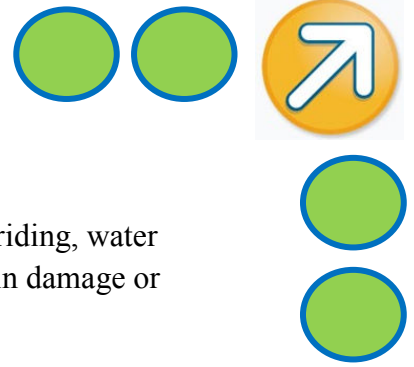
1. Residents who have a guest(s) are accepting full responsibility for the actions of their guest(s).
2. Guests are allowed to stay overnight only if all occupants of the room agree to the visit.
3. Guests are allowed to stay for a maximum of 48 hours per two-week time frame.
4. Only two overnight guests per room are allowed.
5. Guests under the age of 18 years old need parental permission.

Guests who are intoxicated, loud or disruptive will be asked to leave or be refused from signing in.

All Guests must be escorted by their residence hall host (the resident that signs them into the building) at all times while visiting the building.

Signing In To a Residence Hall

If you are an on-campus student and you are visiting the residence hall (the one you do not live in) or if you are a student who lives off campus you will need your Clipper ID to sign into the building. If you are a visitor to the University, you will need a valid photo ID. UMM recognizes a State issued Driver's License, ID or Passport as a Valid form of Identification.



Hall Sports:

Sports activities, including but not limited to ball sports, bicycle or scooter riding, water balloons, etc. are prohibited in the residence halls. Hall sports which result in damage or disruption may result in disciplinary action.

Harassment:

Verbal harassment or intimidation of any student or staff member for any reason will not be tolerated.

ID Cards:

All UMM students are required to have and carry a student ID card at all times. ID cards are required to gain access to areas of the campus such as the Recreation and Fitness department in the Reynolds Center, Library, Dining Services, and Residence Halls. In addition, ID cards are necessary to cash checks and gain admission to athletic events. All new students are issued an ID card at the First Stop in Powers Hall at no cost during registration. If a student loses their ID card, they must pay \$20 for a replacement. If you lose your ID card during the weekend, please see the Resident Director on Duty. Students are prohibited from allowing others to use their ID cards for any reason.

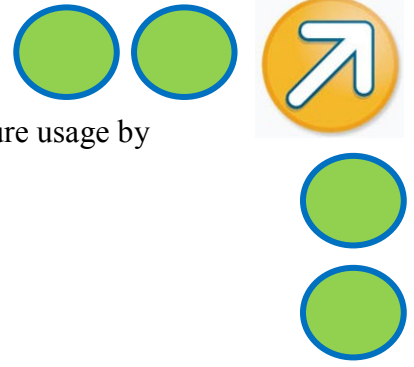
Keys:

Students will be issued a mailbox key and will be charged for lost keys. Students must turn in all keys to the Residence Life staff at the end of the year or upon withdrawing from the University.

Kitchens:

There is a kitchen located in each residence hall. The Dorward Hall kitchen is located downstairs by the Recreation Lounge, and the kitchen in Sennett Hall is in the main lounge. The primary purpose of the kitchens is for students living in the residence halls to have space to prepare food. Residence Life has allowed clubs/organizations to sign out this space for various events. Since there is only one kitchen in each hall, clubs/organizations must work with students who wish to use the space at the same time. It is assumed that reasonable accommodations can be negotiated between the club/organization and the student without having to involve the Residence Life staff. However, if a problem arises that cannot be resolved, seek out the Resident Assistant on duty for that building.

All clubs/organizations and students utilizing the kitchen space are required to clean up when they are finished. Students should not be sitting on the counter or pushing a couch over to the



counter to stand on. If the kitchen is not maintained, it could jeopardize future usage by clubs/organizations and students, and damages could be assessed.

(Policy updated 7/2007)

Laser and Other Light Emitting Sources:

The use of intense light emitting objects such as lasers and high-powered flashlights must be limited to the parameters expressed by the manufacturer, and warnings pertaining to their proper use. The use of the aforementioned items in a manner that poses a risk to the health or safety of others is strictly prohibited.

Lewd or indecent behavior:

Lewd or indecent behavior/language is strictly prohibited.

Littering:

Any littering in residence halls will not be tolerated. Students are also prohibited from disposing of items out of the windows. There are areas for your trash located in each building. It is the responsibility of each student to take his/her room trash and recyclables to the designated trash/recycling area. Students will be assessed a fine for items disposed of improperly.

Lounge Furniture:

Residence hall furniture is provided for the enjoyment of all students. Furniture is not to be moved from the lounge to another area without prior approval from the Resident Directors.

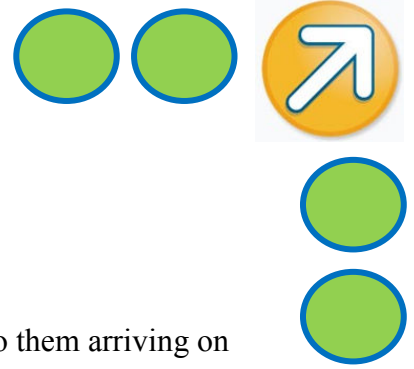
Pets:

Pets come with a lot of responsibility and require a lot of care and attention, so all students should make well thought out decisions when deciding to bring a pet to college. The policy stated herein has been developed by the University of Maine at Machias Residence Hall Council with the approval of the Director of Student Life and together the Residence Hall Council and Director of Student Life will govern this policy.

Acceptable Pets

Below is a list of acceptable pets that residential students are allowed to have in the residence halls:

- Fish
- Gerbils
- Guinea pigs
- Hamsters



- Hedgehogs
- Mice
- Rats
- Small non-poisonous reptiles and amphibians

Animals not listed must be approved by the Director of Student Life prior to them arriving on campus.

Quantity of Pets

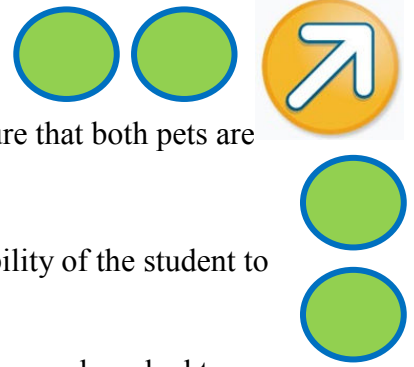
Each residential student is allowed to have one (1) pet, unless it meets the exceptions below:

- Fish – Students are allowed to have more than one (1) fish, but the number of fish that students are allowed to have can be no greater than ten (10) fish.
- Gerbils, Hamsters, Mice, Rats and Small non-poisonous reptiles and amphibians – These pets oftentimes require a companion pet to keep them company. Students with one of the aforementioned pets are allowed to have a second of the same type of pet on the condition that the companion is a same-sex companion, ensuring that the two animals do not mate and create babies. Students are responsible for making sure that if they have two of the aforementioned pets, that the pets are of the same sex, and if at any time the pets mate and have babies, the student will be fined for violation of this policy, and the student will be required to find a home for each of the babies.

Rules and Regulations Regarding Pets

The following steps must be adhered to in order to have a pet in the residence halls:

1. Your roommate must agree to have a pet in the room. (See your RA for the Roommate Consent Form For Pets).
2. All pets must be registered with the Residence Life Office.
3. Pets must be well maintained. If there are any hygiene problems then the pet must be removed.
4. It is the student's responsibility to make arrangements for their pet during breaks. The residence life staff is not allowed to go into a student's room to care for pets. **ALL PETS MUST BE TAKEN HOME OVER BREAKS AND SHOULD NOT BE LEFT ON CAMPUS.**
5. Pets are to remain in the student's room unless transporting the pet to or from the building. (Pets are not allowed in common areas or other student rooms.)
6. If a pet gets loose in the building, it needs to be reported to the residence life staff immediately.
7. Students are responsible for any and all damages caused by the pet.
8. There shall be no breeding colonies allowed on campus.
9. All pets must fit into a twenty (20) gallon tank or wire cage.
10. If students choose to have a companion pet for their Gerbil, Hamster, Mouse, Rat or Small



non-poisonous reptile or amphibian, it is the student's responsibility to ensure that both pets are same-sexed companions.

11. No pet should be released into the wild.

12. If a pet becomes deceased over the course of the year, it is the responsibility of the student to ensure that the body is disposed of properly.

If there are any violations of this policy or problems arise with your pet, you may be asked to remove your pet from the residence halls.

Phones:

Local telephone service and voice mail are provided to residence hall students in their rooms. Students must provide their own phone. In order to make long distance calls, students will need to use a calling card, pre-paid phone card, or call collect.

Cordless phones that are 2.4 ghz interfere with the wireless system, so Residence Life prohibits the use of these phones in the residence halls. Please keep this in mind as you purchase a phone for your room.

Physical Abuse:

Physical abuse of any person will not be tolerated.

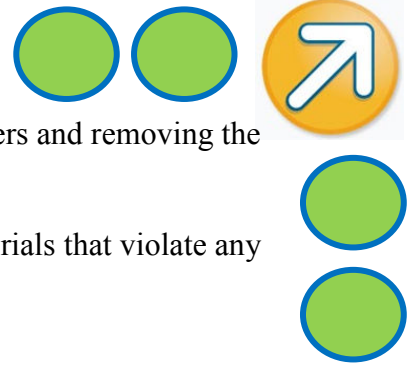
Posters in the Residence Halls

Residence Hall Bulletin Board Policy

Updated March 2008

This policy shall apply to any department or student organization affiliated with the University of Maine at Machias. All posters need to be approved by the Office of Student Life or one of the Resident Directors. The process for getting posters approved is as follows:

- Signs larger than 8 ½ x 11 will not be approved due to limited space. The only exception to this is the student activities posters for major weekends and the monthly calendar, sports calendars and Greek Rush functions.
- Signs may be approved for a range of time and the request must give a start and end date.
- Once the posters are approved they will be distributed to the RAs through their mailboxes. RAs will hang them up on the bulletin boards on their floors.
- Clubs/organization that wish to post signs in the main lobby areas must also get signs approved then can hang them up. All four corners must be stapled down due to the State



Fire Marshal. Groups are responsible for not covering up other posters and removing the posters when the event is over.

The University reserves the right to deny posting privileges or remove materials that violate any provisions of the Code or other University regulations or procedures.

Quiet Hours:

Minimum quiet hours for weeknights (Sunday through Thursday) are 10:00 p.m. to 8:00 a.m. in both residence halls. Minimum weekend quiet hours are 1:00 a.m. to 8:00 a.m. in both residence halls. Staff will hold floor meetings to assist students in establishing further quiet and consideration hours for their residence hall and for each floor. There is a floor in each residence hall that has extended quiet hours. The extended quiet hours for weeknights (Sunday through Thursday) are 8:00 p.m. to 10:00 a.m. and 10:00 p.m. to 10:00 a.m. on Friday and Saturday.

It is a goal of the residence life program to maintain an academic environment. A residence hall staff member, as well as any other student, has the right to ask someone to quiet down at any time of the day as well as during specific quiet hours. If a student does not respond to another student's request for reduction of noise, staff has the authority to give a warning regardless of the hour of the day.

Amplified instruments and stereos are only allowed if the volume is kept at a reasonable level which does not disturb other residents or other buildings. Percussion instruments cannot be played in the residence halls. Students are asked to courteously monitor room stereo music levels and/or close room windows and doors. Stereo speakers should not be placed in front of windows or facing directly out of windows.

Recycling:

Each residence hall has a recycling area within the trash room for paper, newspaper, magazines, cardboard, glass, aluminum and plastic.

Residence Hall and Dining Contract:

All students are required to sign a housing contract in order to live on campus. Copies of the contract are available in the Student Life Office or on-line at http://www.umm.maine.edu/assets/docs/campus_life/housing_contract0809.pdf. The contract for housing is for one academic year. All students living on campus are also required to have a meal plan, which is also for one academic year. You have the first two weeks of each semester to make changes to your meal plan at the Dining Services Office located in Kilburn Commons or in the Office of Student Life.



Release from Residence Hall Contract and/or Dining Contract:

Students may be released from this contract due to a withdrawal from the University, academic dismissal, completion of a degree program, or leave of absence.

Students requesting to be released from either the residence hall or dining contract must submit a letter to the Director of Student Life stating the reasons for the request. (Application for release does not imply automatic release from the contract.) Applications are reviewed and residents are notified about their request within 10 business days.

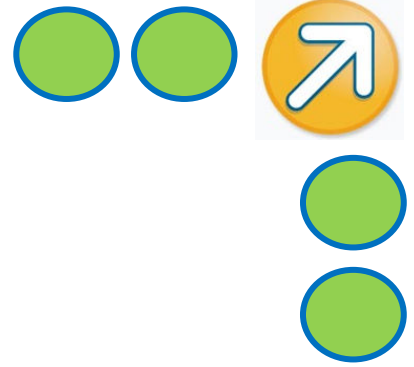
Restricted Items:

- Christmas Trees. Due to extreme hazards present in the residence hall environment, no real Christmas trees or wreaths are allowed in the residence halls. Artificial trees may be used in the main lounges or other appropriate areas.
- Cinder blocks are prohibited in the residence halls.
- Cordless phones that are 2.4 ghz interfere with the wireless system, so Residence Life prohibits the use of these phones in the residence halls.
- Dart boards are prohibited in the residence halls.
- Fireworks. The possession, use, or sale of fireworks is not permitted.
- Halogen lights and lava lamps are prohibited in the residence halls.
- Microwave ovens exceeding 700 watts are not allowed. All units must be UL approved and in good working order.
- Refrigerators larger than 4.0 cubic feet are prohibited. No full-sized refrigerators are allowed in student rooms. All units must be UL approved and in good working order.
- Space Heaters and “Coil Exposed” Appliances. Any appliances that contain an open-coil heating element are prohibited in the residence halls. This includes such items as toasters, toaster ovens and hot plates.
- Coffeemakers with an automatic shut-off feature and UL approved popcorn poppers are allowed.
- Waterbeds. Due to possible damage to property, waterbeds are not allowed in the residence halls.

Rooms/Roommates:

◆ Roommate Conflicts:

If you are having roommate problems and are unable to resolve the conflict, contact your Resident Assistant. S/he will explain what alternatives are available and will assist you in resolving the situation.



◆ **Changing Roommates:**

All room changes must be approved by the Resident Director.

◆ **Room Condition Report:**

Each resident will sign a Room Condition Report (RCR) upon moving into his/her room. Also, each resident will sign the RCR before checking out or changing rooms. Upon checking out, the room should be in the same condition as it was at the beginning of the year, and any reported damage will require restitution. Failure to follow proper check-out procedures will result in an administrative fee of \$50.00.

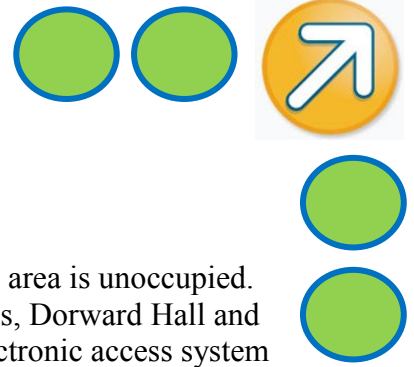
◆ **Room Inspection:**

The University reserves the right to inspect student rooms and to regulate the use of the premises in accordance with University rules and regulations. With this in mind, University staff members may enter student rooms for the purpose of fulfilling maintenance requests and to make inspections to ensure that University health and safety standards are being observed. When fulfilling their administrative responsibilities to enforce University rules and regulations, Student Life staff members may also enter student rooms if, in their judgment, conditions exist which may be of a serious and immediate threat to the health and safety of individuals and/or damage to or loss of property may be occurring.

Searches of rooms are authorized by the Director of Student Life or designee when there is reliable information that warrants such action. An attempt will be made to have the occupant(s) of the room present when the search is conducted. In addition, the Residence Life staff secures the residence halls by conducting safety inspections of all student rooms before each official University break. If there are any items in plain view belonging to the University or if violations of University rules and regulations are evident (e.g., non-approved appliance, pets, etc.), these items will be confiscated by the Residence Life staff, and judicial action will be taken.

Screens/Windows:

Screens must remain attached to the building at all times throughout the year for the safety, security, and maintenance of the buildings. In the event that a screen accidentally becomes detached from the building, it is the responsibility of the resident(s) of that room to contact a staff member in an attempt to have proper repairs made. Deliberate destruction or removal of a screen will result in a fine assessment. No object may be thrown or dropped from a window. This also means no object may be thrown up to a window or through a window. Exiting or entering a residence hall through a window is also prohibited.



Security/Safety:

Residents are advised to close and lock their room and suite doors when the area is unoccupied. Residence hall entry doors are not to be propped open. For security purposes, Dorward Hall and Sennett Hall are closed to non-residents, and all doors are locked by the electronic access system from 7:00 p.m. to 7:00 a.m. each day. Residents are expected to use their swipe access card to enter the hall when the building is locked. Card access times are subject to change. Students with health emergencies, needing assistance or having problems with unwanted visitors, vandalism, etc., should contact the Resident Assistant on duty. An RA is on duty every evening in each residence hall to answer questions and handle any emergencies that may arise. There is also a Resident Director on duty to assist the RAs.

Single Rooms:

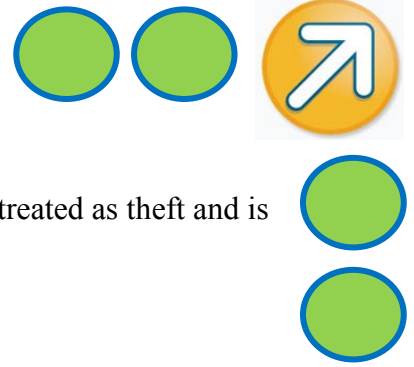
There are designated singles in both residence halls that are awarded during room selection in the spring semester. However, depending on occupancy at the beginning of each semester, there may be opportunity for some double rooms to become singles. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms, whose roommate leaves, will have the option, space permitting, to purchase the double room at the single rate for the remainder of the current semester. In order to assist students who do not wish to assume the additional cost of occupying a double room as a single, those students will be consolidated with other students who do not wish to assume additional cost. Students cannot occupy a double room by themselves at the double rate while other students are paying for a double at a single surcharge. If a student loses their roommate, their room charge will change to a single rate after ten (10) days unless the student contacts their resident director to seek consolidation with another student who also does not wish to pay a single rate. The University reserves the right of room assignment and of reassignment for the benefit of the individual student or the group. In the event of under-assignment, the University reserves the right to reassign individuals in order to consolidate space.

Smoking:

Smoking is prohibited in the residence halls and within 25 feet of all campus building exterior surfaces and doorways, except in designated smoking areas. There is a smoking shelter between Dorward and Sennett Halls and a gazebo for smokers to utilize on the mall across from the Science Building.

Solicitation:

Door to door solicitation, selling, or canvassing in the residence halls is strictly prohibited.



Theft:

Unauthorized removal of, or tampering with, any person's property will be treated as theft and is subject to disciplinary action and criminal prosecution.

Trash Disposal:

Students are expected to maintain their living environment and are responsible for disposing of personal trash in the trash room located in each residence hall. A minimum charge of \$25 will be assessed for inappropriate trash disposal or littering (i.e., left in common area, dropped from window, etc.). **Items such as televisions, microwaves, refrigerators, couches, large furniture, rugs/carpets, computer monitors, printers etc should not be thrown out in the trash rooms.**

Water Fights and Water Slides:

Due to the danger of personal injury and/or damage to property, water fights and water slides within the residence halls are not allowed. Any residence hall student found to be in violation of the above regulations is subject to disciplinary action and /or criminal prosecution.

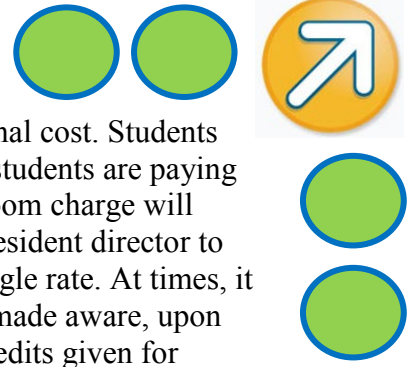
UNIVERSITY OF MAINE AT MACHIAS
DEPARTMENT OF RESIDENCE LIFE
RESIDENCE HALL APPLICATION & CONTRACT FOR HOUSING

1. Residence Requirement: Living on campus complements the academic mission of the University, allowing students to develop as leaders through opportunities to organize and direct the social and cultural life of the University. Because the University of Maine at Machias (UMM) believes that residence hall living is an educational opportunity that students should experience, living on campus is required for all first- and second-year students who are age 21 or younger, did not graduate from one of the local high schools, and do not have exceptional circumstances that prevent this option.

2. Academic Year Term: The Room and Board contract is non-transferable and covers the entire academic year (September to mid May dependent upon actual dates as posted). This Contract shall automatically terminate if the student officially withdraws or is dismissed from the University, EXCEPT if a student withdraws from the University after the end of the fall semester, but re-enrolls at the University for the subsequent spring semester, they shall not be released from this contract.

3. Occupying Rooms: First-year students may occupy their rooms at the start of fall orientation in August. Upper-class students may occupy their rooms on the day prior to classes, which is in September. For the spring semester students may return to their rooms in January. Graduating seniors may remain in their rooms until 5:00 p.m. on the day of graduation. All other residents must check out of their rooms within twenty-four (24) hours of their last class or final exam.

4. Room assignments and consolidation: The University, in its sole discretion, reserves the right to make room assignments and reassignments as it deems necessary. Sometimes, through no fault of their own, students lose their roommate during the semester. Students in double rooms, whose roommate leaves, will have the option, space permitting, to purchase the double room at the single rate for the remainder of the current semester. In order to assist students who do not wish to assume the additional cost of occupying a double room as a single, those students



will be consolidated with other students who do not wish to assume additional cost. Students cannot occupy a double room by themselves at the double rate while other students are paying for a double at a single surcharge. If a student loses their roommate, their room charge will change to a single rate after ten (10) days unless the student contacts their resident director to seek consolidation with another student who also does not wish to pay a single rate. At times, it may be necessary to house students in emergency spaces. Students will be made aware, upon occupancy, that their assignment is temporary. There are no discounts or credits given for temporary assignments. Students will be given a minimum of forty-eight (48) hours to move when permanent assignments are made available.

5. Room Changes and Check-out Procedures: All room changes must be authorized and approved by the Resident Director of your hall. Unauthorized room changes may result in a conduct hearing and a fine of \$100.00. All residents are expected to follow proper check-out procedures as outlined in the Student Guide. Failure to follow proper check-out procedures will result in an administrative fee of \$50.00.

6. Meal Plan: Students may change their dining options during the first 10 days of the semester by stopping by the Aramark Office in Kilburn Commons.

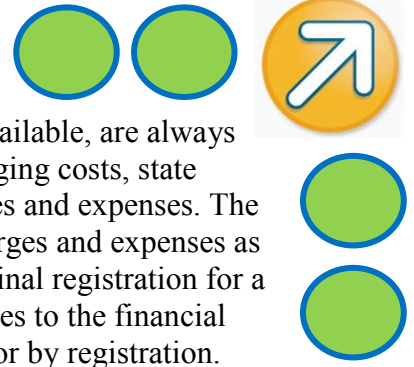
7. Room Deposit: A room deposit of \$100.00 is required to confirm a residence hall room for all new students and returning students who currently live off campus. The deposit is non-refundable if the Contract is canceled by the student after June 1 for fall semester and January 1 for spring semester. Requests for room cancellation must be in writing signed by the student (and by the parent if the student is under 18 years of age) and received by the Office of Student Life by the respective dates listed above. If a \$100.00 room deposit was paid as part of the admissions process, then another deposit is not necessary. Returning students must cancel the Contract prior to June 1 for the fall semester in order not to be charged for room and board. Requests must be in writing.

8. Withdrawal from the University: If a student completely withdraws from the University before the end of a semester, room and board refunds apply as follows: Room refunds prior to the 1st day of class 100%; prior to the end of the 1st week 100%, prior to the end of the 2nd week 75%; prior to the end of the 3rd week 50%; prior to the end of the 4th week 25%; and after the end of the 4th week 0%. No refunds on room rates can be made for short term absences from the residence halls. Board will be calculated by the meals consumed or at the per diem rate of the plan, whichever is greater at the time of moving out of the residence halls. Any remaining balance for the board plan will be refunded.

9. Termination of Room and Board Contract: This Contract will terminate for those students who are suspended, stop attending classes (remain enrolled), or are dismissed from the University. The student will not receive any type of refund under these conditions. The student must vacate their room within 24 hours of being notified. Failure to vacate within that time and/or not removing their belongings will result in additional charges. In these circumstances Federal Aid is not permitted to cover charges beyond the last day of class attendance.

10. Board Refunds: Any student who moves out of the residence halls but remains in classes, is suspended, stops attending classes (remains enrolled), or is dismissed from the University will be charged an administrative fee of \$50.00 plus the number of meals consumed and the meal plan dollars spent. Students who are no longer enrolled or who are dismissed from the University will receive refunds based on the same formula.

11. Charges and Adjustments: The residence room and board rates for the next academic year will be available in the spring, after Board of Trustees approval as per this Room and Board



Contract. Single rooms and double rooms occupied by one person, when available, are always charged at a higher rate. The financial requirements of the University, changing costs, state legislative action, and other factors may require an adjustment of the charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may be necessary in the opinion of the Board of Trustees up to the date of final registration for a given academic term. The applicant acknowledges this reservation and agrees to the financial terms and conditions of the University by the submission of an application or by registration.

12. Break Housing: Is provided on a limited basis based on extenuating circumstances during Thanksgiving, winter and spring break. All requests must be made with Residence Life two (2) weeks prior to the start of the break period. Eligibility will be based on the extenuating circumstances and current judicial standing. Additional charges will be made to those who remain. If students fail to make arrangements by the deadline for break housing, there will be an automatic \$35.00 late fee.

13. Use of Rooms: Residence hall rooms shall be used only as student-living rooms. No commercial operation is allowed in the residence halls. All University-owned furniture must remain in student rooms, and no personally built loft beds or other furniture may be used in University-owned residence halls.

14. Guest Policy: The University permits visitation but not cohabitation. Guests are permitted to remain in a student room for no more than two (2) consecutive nights in a two week period and may only visit in a room with the consent of both roommates. Residents are responsible for informing their guests about campus regulations and may be held accountable for the behavior of their guests. Guests should be escorted throughout the residence halls and not permitted to remain in a student room without the student host present.

15. Safety Inspections and Maintenance: The University reserves the right to inspect residence hall rooms and suites for health and safety reasons without notice. Student Life authorizes access to student rooms for routine and emergency repairs during the normal working day without notice. Rooms are normally inspected four times a year during break close down.

16. Insurance: The University of Maine at Machias provides no insurance for personal possessions. Students must have their own insurance or be included under their family's insurance policy.

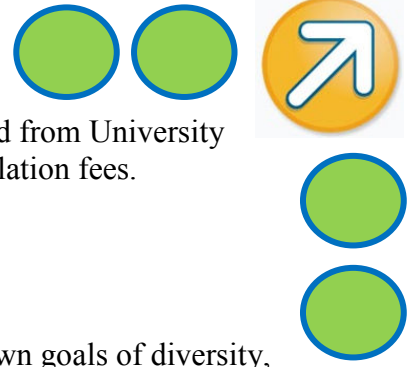
17. Financial Responsibility: Students assigned to given room(s) will be held financially responsible for damages beyond normal wear and tear to the room(s) and furnishings.

18. Damages to Common Areas: Students assigned to a given residence hall will be financially accountable for damages in common areas of the hall such as elevators, corridors, lobbies, lounges, restrooms, stairwells, furnishings and where excessive or frequent damage or the need for excessive cleaning occurs, Student Life reserves the right to hold the occupants of an entire living area, floor, or hall responsible for damages.

19. Compliance: The student agrees to pay all fees specified, to comply with all rules and regulations of the University of Maine at Machias, the provisions of the Student Guide,

http://www.umm.maine.edu/doc/student_guide.pdf,

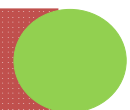
The Terms and Conditions of this contract, the Student Conduct Code (http://www.maine.edu/systeme/policy_manual/policy_section501.php) and any addendum, as well as other University policies and procedures. Failure to fulfill any of the terms of the above may lead to termination of this agreement, removal from University-owned housing, and referral to the Student Life Office. The University may immediately remove a student from the residence

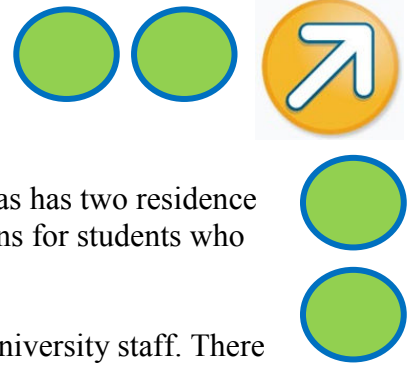


halls if the student presents a danger to safety or property. Students removed from University housing for disciplinary reasons will be subject to the standard room cancellation fees.

Non-Discrimination Policy

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the Equal Opportunity Officer, 116 O'Brien Avenue, Machias, Maine 04654-1397, telephone 207/255-1211





Tour of The Residence Halls

Looking for the real college experience? The University of Maine at Machias has two residence halls, Dorward Hall and Sennett Hall, that provide excellent accommodations for students who wish to live on campus.

The residence halls are convenient, safe places to live, well supervised by university staff. There is a full time, live-in professional Resident Director in each building that supervises a staff of resident assistants. Each floor also has a student Resident Assistant to assist students in a variety of ways. You also have the opportunity to get involved with your residence hall by becoming a member of the Dorward or Sennett Hall Council, made up of floor representatives and an executive board who serve to facilitate communication within the hall and are responsible for governing the residence halls.

Each residence hall has a security access swipe card system for safety and convenience. This allows you access to the front doors and rooms of the residence halls plus the 24-hour reading room. Rooms are equipped with single beds, 36'x 80' mattresses, desks, dressers, wardrobes, mirrors, chairs, bookcases, and draperies. Each residence hall also has a laundry room with card and coin operated washers and dryers, lounges with color televisions, fireplaces, as well as recreation rooms and small kitchens. Each room is wired with two internet jacks. Instructions for connecting to the RESNET campus network are issued by the Residence Life Staff when you move in. Each room also has two phone jacks, so you will have your own personal phone number and voicemail. Just bring a phone set and a pre-paid calling card for long distance phone calls. Your phone number will be issued after you move in. Cable is included in your room and board costs as well.

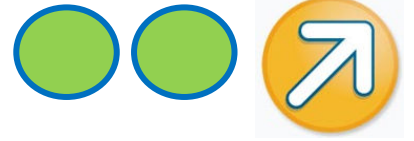
Sennett Hall

Sennett was built in the 1950's and 1960's. Sennett consists of three wings with two floors on each wing (A1, A2, B1, B2, C1 and C2). At capacity Sennett can hold approximately 148 residents. The rooms in Sennett Hall are traditional "double" rooms with two people living in them. Each floor has a common restroom with showers, toilets, sinks and urinals.

Special Housing Floors in Sennett

Wellness Floor and Extended Quiet Hours Floor--people living on this floor have to follow specific rules such as they cannot drink alcoholic beverages on the floor or partake in illegal drugs or bring tobacco on the floor. Quiet Hours on this floor starts at 8:00p.m. on weekdays and 10p.m. on Weekends. (Normal quiet hours for the building are 10:00p.m. on Weekdays and 1:00a.m. on weekends). Residents living on this floor are required to sign a contract agreeing to abide by the policies of the Extended Quiet Hours Floor and Wellness Floor.

Gender Neutral Floor - both genders can live in the same rooms with each other. With the creation of the Gender Neutral Floor UMM can now accommodate married couple housing.



Sennett Hall is primarily an all male residence hall housing approximately 148 people when filled to capacity. Sennett Hall has convenient parking in the front and back as well as wireless internet in all the lobbies and lounges.



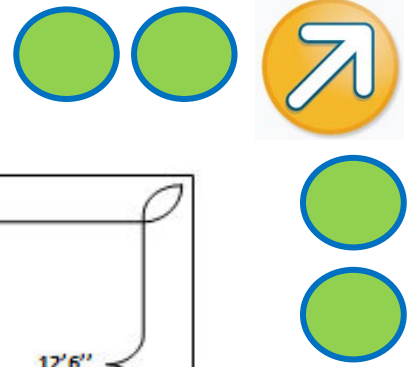
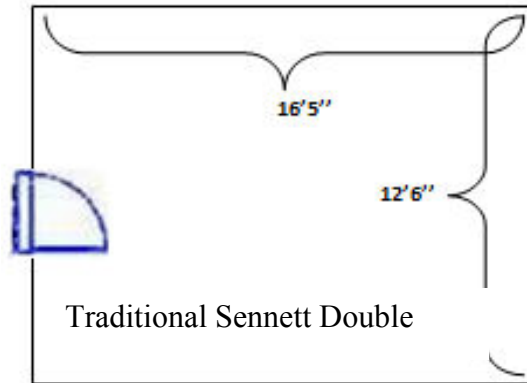
The Sennett Main Lobby has a big screen television, a piano and vending machines. Many people use the Sennett Main lounge to socialize and hang out. There is also a Study Lounge and a Recreation Lounge that has a ping pong table for students to use.



Sennett Hall has a community kitchen that students can use. Students can check out pots and pans from the front desk.



Sennett Hall also has a community laundry room that students can use to do their laundry. The laundry machines work by using your Clipper ID.



Dorward Hall

Dorward Hall was built in 1962 and underwent a major renovation in 2003 to add on the C wing. Dorward consists of three wings (A, B and C). The A wing has three floors and also houses the Book Arts show room and printing presses. The B wing has 4 floors and the C wing has 2 floors. The rooms on the A and B wing are for the most part traditional double rooms with the occasional single room scattered about. The C-wing which is the newest addition to Dorward Hall consists of our “suite” housing and our singles. The C-wing has 8 singles on each floor and 4 suites.

Dorward is made up predominantly all women with the exception of the C-wing which does accommodate co-ed and gender neutral housing.

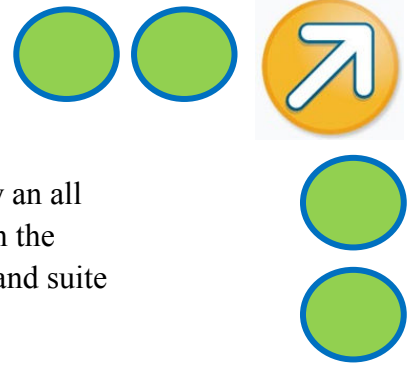
Special Housing Floors in Dorward

Dorward does have several floors which have a special housing component to them. Below lists these floors and what is special about that floor:

Extended Quiet Hours Floor – This floor is the extended quiet hours floor. Quiet hours on this floor begin at 8:00p.m. on the weekdays and 10p.m. on the weekends (normal quiet hours for the building is 10p.m. on the weekdays and 1a.m. on the weekends).

Wellness Floor – The Wellness floor is designated for students who enjoy living a “healthy” lifestyle both physically and mentally. Students living on this floor pledge to keep alcohol, illegal substances and tobacco products off the floor. Residents living on this floor also sign a contract upholding these principles of living a healthy life.

C1 and C2 – These floors hold the majority of our singles on campus. There are 8 singles on each floor (both designated for male and female residents). These floors also have 4 suites each which can serve as Co-Ed Housing (males and females living in the same suite but not the same room) and Gender Neutral Housing (males and females living in the same room).



Dorward hall is primarily an all female residents hall with the exception of our singles and suite rooms on the C-wing.

Dorward Hall when full houses approximately 200 residents in traditional rooms, single rooms and suite style rooms.



Dorward's Main Lounge has a large screen television and is usually occupied by students playing video games or watching Movies.

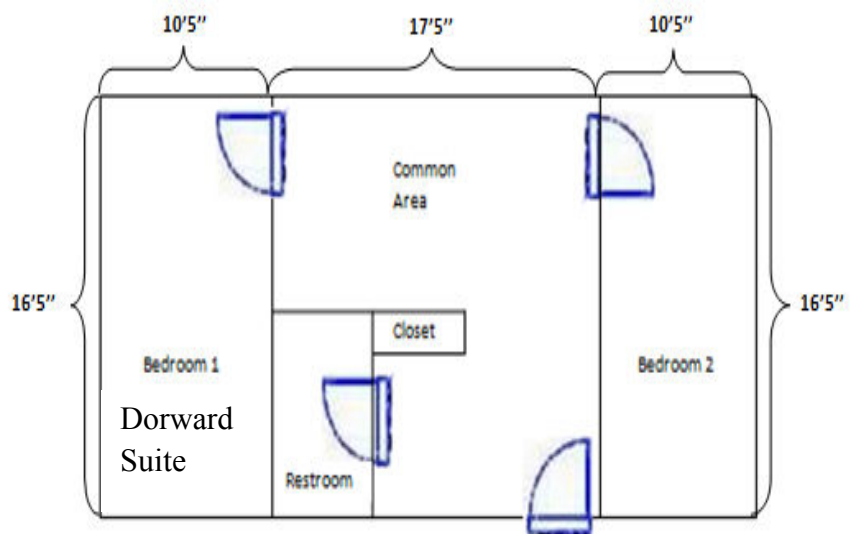
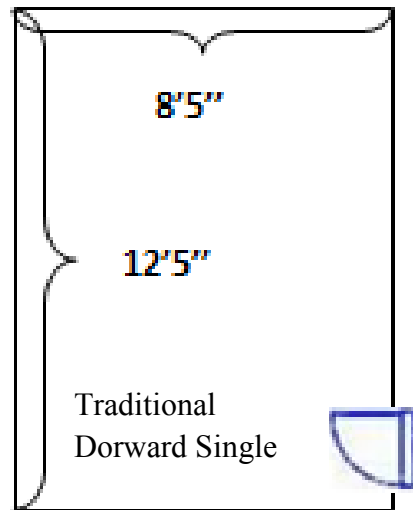
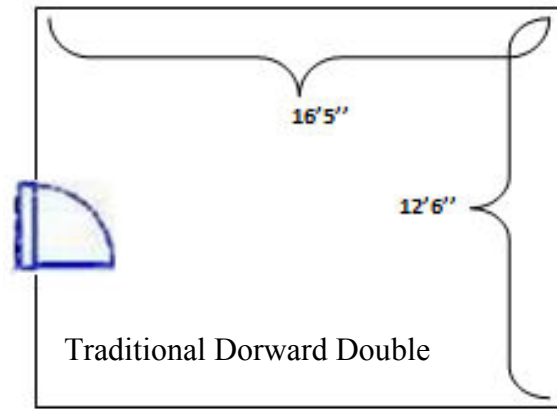
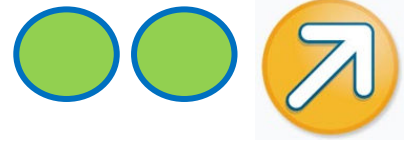


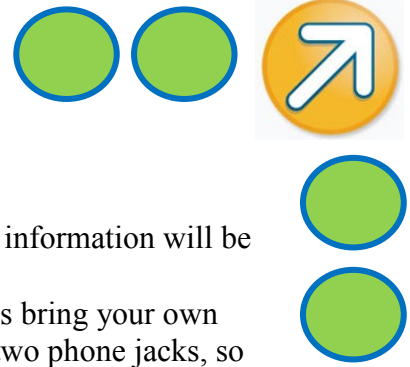
Dorward has a community laundry room that students can use to do their laundry. Money for the laundry room can be added to student's Clipper IDs either online or going to the First Stop.



Dorward also has a community kitchen that students can use.

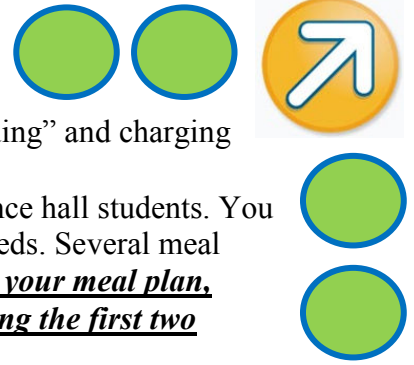
The front desk of Dorward also has pots and pans that students can check out as well.





Common FAQs about the Residence Halls

- How and when do I find out who my roommate will be? Roommate information will be mailed in mid-July.
- How do I get a telephone installed in my room? All you have to do is bring your own phone and plug it into the phone jack in your room. Each room has two phone jacks, so students will have their own number. All local calling and voice-mail are included in your room fee. In order to make long distance calls, you will need to use a calling card, pre-paid phone card, or call collect.
- Cordless phones that are 2.4 ghz interfere with the wireless system, so Residence Life prohibits the use of these phones in the residence halls. Please keep this in mind as you purchase a phone for your room.
- How do I get cable TV in my room? Basic cable is provided in all student rooms as part of the room charge.
- Can I get Internet access in my room? Yes, Internet access is available in your room. In order to qualify for the ResNet service, you must be an on-campus student with his/her own computer. *** Students must fill out a ResNet application so the data jack/port in the room can be activated for use. <http://www.umm.maine.edu/IT/resnet.shtml>
- All lounges in Dorward and Sennett Hall are wireless, so if you own a laptop with a wireless card you may connect to the Internet from the lounges.
- What does each room include? Each double room has 2 beds (36x80), 2 chairs, 2 desks, 2 dressers, 2 wardrobes, and 2 bookcases.
- Are single rooms available? Single rooms are assigned on space availability and most frequently occupied by upper-class students. Applications are available at the end of the first week of classes each semester.
- Can I bring my own mattress or bed? Due to fire and safety regulations we cannot allow students to bring their own mattresses.
- How long are the mattresses? Mattresses are twin size – 36x80.
- Can I have a waterbed? Due to fire and safety regulations, waterbeds are not allowed.
- Can I bring cinder blocks so I can loft my bed? The new beds are designed to adjust to various heights to accommodate more storage under the beds. Cinder blocks are not allowed due to the damage they cause to the floors.
- Can I paint my room? Our Physical Plant Department does all painting. If you feel that your room needs painting, let your Hall Director know. They will evaluate it and if they find that it does need to be painted, they will notify our Physical Plant Department. **The Use of Washable Crayons on the Residence Hall Rooms are not allowed. There will be a fine to repaint the entire room. The Cost of this fine is estimated at \$600.00.**
- Can I move in early? Residence Life staff is not available for early arrivals, due to training.
- Can I stay in the residence halls during breaks? Our primary focus is in making housing available during our semesters, and the billing you receive reflects this timeframe. During break times, we make housing available for an additional cost. The residence halls completely close after finals in December until the first week in January. In January housing is available for an additional cost. If you need housing during the summer, we



may be able to accommodate you by placing you in the “break building” and charging you according to the length of your stay.

- Can I get off the meal plan? The meal plan is required for all residence hall students. You may, however, change the plan you are on if it does not suit your needs. Several meal plans are available to residence hall students. **If you wish to change your meal plan, contact ARAMARK at 1208. Meal plans can only be changed during the first two weeks of each semester.**
- What do I do if I lose my mailbox key or swipe-card? For lost keys, report it to your Hall Director. There is a \$5 charge for lost keys. For lost swipe cards, go to the First Stop in Powers Hall for a new card. There is a \$20 charge for lost swipe-cards.
- How can I apply to be a R.A.? Applications for the Resident Assistant position are available in October for the spring semester positions and March for the fall semester. Check with the Office of Residence Life for exact dates during these months.
- Are there sprinkler systems in the buildings? Both halls have complete sprinkler systems installed.
- Who should I talk to in the residence halls if I have a question? The halls are staffed by 2 Resident Directors (RDs) and 12-15 Resident Assistants (RAs). The RAs are paraprofessionals employed by the Office of Residence Life. There is an RA on every floor that is available to assist students. The Resident Directors are professional, full-time employees that live within the halls and are responsible for the ongoing daily operations of the building.
- How do I get my mail? Each room is assigned a mailbox and students are issued a key to their mailbox upon moving into the halls. Mail is sorted Monday through Saturday, and packages can be picked up in the evening from the front desk worker. Mail to resident students should be addressed as follows:
 - NAME
U MAINE MACHIAS
116 O'BRIEN AVE
RESIDENCE HALL AND BOX #
MACHIAS, ME 04654
- How do I gain access to the 24-hour reading room in the library? As resident hall students, your swipe-card is automatically activated to the 24-hour reading room when it is activated for the residence halls. Commuter students' IDs are activated to the 24-hour reading room when they are issued.

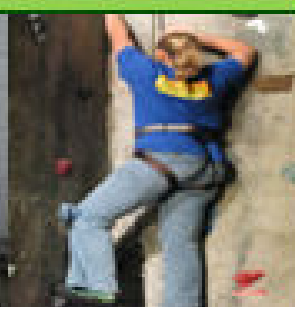
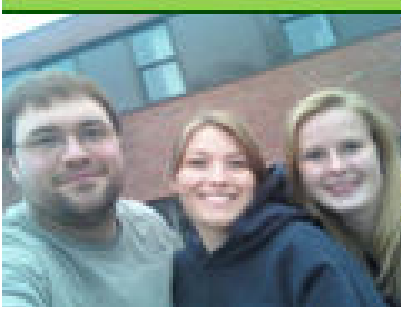
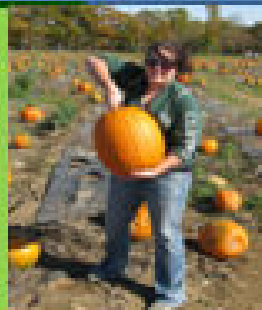


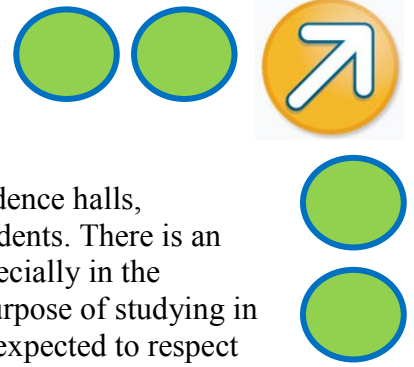
Community Standards

- Judicial Process

- UMM Alcohol Policy
- UMM Drug Policy
- Falsification of College Records
- Failure to Comply with a University Official
- UMM Clean Air Policy
- Fundraising Policy Guidelines
- Sales and Solicitation
- Disorderly Conduct
- Hazing
- Theft/Vandalism or Unauthorized Use of Property
- Illegal Entry/Unauthorized Use of Keys
- Visitor Responsibilities
- Harassment Policy
- UMM Sexual Assault Protocol

The University of Maine at Machias Student Handbook





UMM Alcohol and Drug Policy

UMM is committed to the concept that its campus, and in particular its residence halls, complement and foster the academic and intellectual development of its students. There is an expectation that campus residence halls must be conducive to studying, especially in the evenings. To that end, the ability to occupy and enjoy one's room for the purpose of studying in peace and quiet takes precedence over any other activity. Students are also expected to respect designated quiet hours in support of sustaining an environment which fosters academic pursuits. All residents share the responsibility for maintaining this academic environment, which is in no way the sole responsibility of the residence life staff. Use of alcohol or other drugs by no means excuses violation of these rules and expectations.

Alcohol Policy

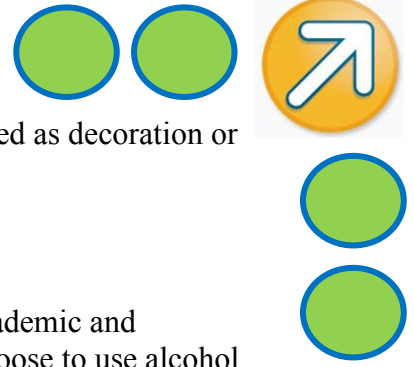
The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the state of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy. This includes any substances containing even minimal amounts of alcohol (i.e. "near beer"). Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in a residence of an individual that is 21 or older or in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community. With individual rights comes responsibility for the consequences of one's behaviors. As such, being under the influence of alcohol or other drugs does not excuse behaviors which violate the law or University policy.

Behavior that is emotionally or physically abusive towards others or oneself or destroys property is not acceptable and may be subject to notification of local authorities or university sanctions when applicable.

The University Student Conduct code process is separate and distinct from the non-University community judicial system and is not bound by the same rules of evidence. An Incident Report serves to initiate a review of an incident by the Office of Student Life. This review may reveal more information. It is up to the Office of Student Life to weigh all the information yielded by the review process of the incident. Because the University has a separate and distinct student disciplinary process, it is not required to report student violations of Maine alcohol laws to the local law enforcement agency. Local law enforcement agencies may be contacted in certain circumstances.

Students **under the age of 21** are prohibited from possessing or consuming alcohol. As such, these students under the age of 21 will also be in violation of University Alcohol Policy for the following:

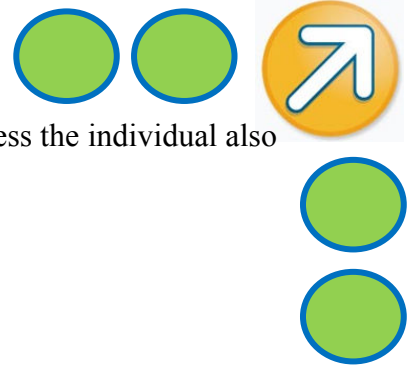
- Possession of any alcohol including possession of a beverage or by consumption.
- Possession of a tap, funnel or other alcohol paraphernalia.



- Possession of empty alcohol containers, including those being utilized as decoration or for storage.
- Sale, distribution or making of alcoholic beverages.
- Allowing violations of the alcohol policy within their residence.

In order to maintain an environment which complements and fosters the academic and intellectual development of its students, students **over the age of 21** that choose to use alcohol are strongly encouraged to do so responsibly and must adhere to the following guidelines:

- All students must obey State law and University policy.
- Drinking, or using any substance which may impair one's ability to operate a motor vehicle, and driving is against the law and extremely dangerous and is therefore not acceptable. If the University becomes aware of such an incident, local authorities will be notified of any such violation.
- The State of Maine has a liquor liability act which governs serving alcohol to minors or any person who is visibly intoxicated. Violation of the Maine Liquor Liability Law is a civil liability statute. Individuals providing alcohol to minors, providing a place for minors to consume or serving liquor to an individual that is visibly intoxicated are at risk of University sanctions and referral to police enforcement.
- Open containers of alcoholic beverages are prohibited in all entryways, hallways, and common areas of the residence halls. Alcohol may only be consumed or possessed by individuals 21 or older within a residence room or suite assigned to a student 21 years of age or older. Any common source of alcohol (e.g. kegs, punch bowls, etc.) is not permitted on campus.
- Drinking games are dangerous and irresponsible and not part of a responsible social gathering.
- Similarly, any paraphernalia designed solely for the purpose of encouraging binge drinking or use of alcohol from a common source are prohibited on University property. This includes taps, "funnels" and other paraphernalia that encourages consumption of large quantities of alcohol in a short period of time.
- Students are expected to know, respect, and observe their own limits of alcohol consumption and respect the limits of others or their decision to abstain from use.
- Large social gatherings are likely to be very disruptive to the community and are therefore discouraged within residence halls. According to Fire Regulations, it is hazardous to have more than 4 individuals in a room or 16 individuals in a suite at one time.
- If a social gathering becomes unruly and the host does not end the gathering, the Residence Life staff will exercise its judgment and end the gathering.
- If a student's behavior violates any part of the University policy due to being intoxicated, the write-up will also fall under a violation of the alcohol policy. Staff need to document how they assessed the person was intoxicated based on reasonable judgments. Sanctions will be determined based on each violation of the student conduct code.
- Providing alcoholic beverages to a minor under the age of 21 is illegal and will therefore constitute a serious violation of the alcohol policy and be sanctioned at a higher level. Students 21 and over are also prohibited from having individuals under the age of 21



present in their residence while consuming alcoholic beverages, unless the individual also resides in that room.

Additional related policies:

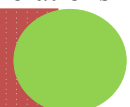
- Those students under the age of 21 are prohibited from possessing any empty alcohol containers within their residence at any time, unless they share a room with an individual over the age of 21. As such, any individual or student organization conducting a bottle drive must register their fundraiser with the Student Activities. Residence Life will assist the individual or organization in identifying appropriate guidelines for collection and storage of containers.
- Students are responsible for ensuring that guests respect alcohol and drug policies while visiting their residence. Those residents with guests violating these policies may be subject to disciplinary action.
- In the event that a student is suspended from University housing due to serious or repeated violations of the alcohol and drug policy, the University will not refund housing or tuition, unless otherwise specified by state, federal or other University policy.

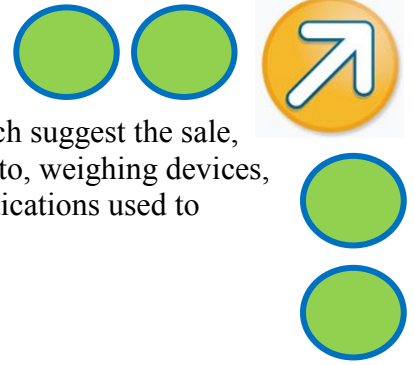
UMM DRUG POLICY

The possession, use, manufacture, dispensing or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) is prohibited at any time on University property and as part of any University activities. “Illegal drugs” does not mean the use of drugs under a valid prescription. However, it would apply to the abuse, possession, use, distribution or dispensing of prescription medication beyond its intended prescriptive use. Employees and students known to use, possess, manufacture, dispense, or distribute illegal drugs are liable to public law enforcement actions and University disciplinary actions.

UMM’s Drug Policy is consistent with state laws and the rules of the University of Maine System. As such, “the possession, use, manufacture, dispensing or distribution of illegal drugs is prohibited at any time on University property and as part of any University activities. Students that possess, manufacture, dispense, or distribute illegal drugs are liable to public law enforcement actions and University disciplinary actions.” This also includes the abuse, possession, use, distribution or dispensing of prescription medications beyond their intended prescriptive use. Similarly, the possession or use of drug-related paraphernalia is prohibited on University grounds. As such, students found in possession of any amount of an illegal drug or paraphernalia will be reported to local law enforcement for investigation and possible prosecution. If a student’s behavior is found in violation of the Student Conduct Code while under the influence of an illegal substance, this does not excuse said behavior. These individuals are liable for sanction and legal action based on behaviors and violations of the drug policy.

Any student found responsible for the sale or distribution or in possession of large amounts of an illegal or prescription drug will be sanctioned at the highest levels. Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. Severe violations





would also include violations for the possession of items and materials which suggest the sale, manufacture or distribution of illegal substances, including, but not limited to, weighing devices, large sums of money, chemicals or large quantities of over-the-counter medications used to manufacture illicit drugs, or related items.

Sanctions

Sanctions are administered by the Student Conduct Officer, Student Conduct Committee or designee as outlined in the UMS Student Conduct Code. The actual sanctions assigned to a violation is based on the level of severity with increasing sanctions for violations by students under the age of 21, or if the violation threatened or endangered the health and safety of any individuals. Persons are expected to assume responsibility for their behavior while drinking and must understand that being under the influence of alcohol or other drugs in no way lessens their accountability to the University community.

Sanctions may include removal from the residence halls or parental notification in response to incidents in which the individual presents a serious on-going risk to themselves or others due to specific situations, or receipt of up to four repeated offenses during the course of their academic career. Due to the nature of certain violations, some students may lose their housing for a single violation.

This policy will be reviewed on a biennial basis by a committee comprised of students, faculty and staff members. Any questions concerning this policy should be directed to the Office of Student Life. This policy is subject to the Board of Trustee Policy 502 and the informational brochure – Alcohol and Drugs for Students and Employees of the University of Maine System – 2008.

Good Samaritan Rule

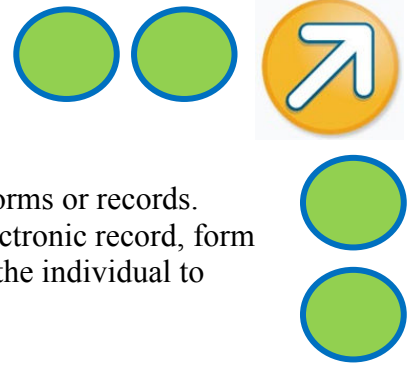
The University of Maine at Machias strongly encouraged students to seek assistance for themselves or others if the abuse of alcohol or other drugs has lead to a significant health and safety issue. In particular, students are strongly encouraged to report suspicion of alcohol poisoning, violent crimes or other significant safety concerns. Those reporting such incidents will be granted a certain level of leniency from University judicial action. While these students may still be adjudicated under the student conduct code, their report will be considered when determining any sanctions.

Reviewed: April 2008

Modified and Approved by University Counsel August 2008

Updated August 2006

Approved August 14, 2006.



Falsification of University Records

Each student is expected to provide truthful information on all University forms or records. Altering, counterfeiting, forging, or causing to be altered, any written or electronic record, form or document used by the University is strictly prohibited and could subject the individual to separation from the University.

Failure to Comply with the Directive of a University Official

Failure to comply with the directive of a University official or those appointed or elected to act on behalf of the University is prohibited and may result in separation from the University. This includes failure to give identification to University officials, providing false information, failure to comply with judicial sanctions, and failure to comply with an oral or written directive.

Clean Air Policy

The University of Maine at Machias is smoke free within all campus buildings.

- ❑ A smoke free zone extends from Powers Hall to the Reynolds Center, as well as the entire Reynolds Center/Childcare area. This includes spaces around the Science Building, the Merrill Library, and Torrey Hall.
- ❑ The only smoking permitted in the smoke free zone will be in the smoking shelter behind Torrey Hall, near the parking area.
- ❑ There is also a gazebo on the mall, behind the campus map sign, which is a designated smoking shelter.
- ❑ Beyond the smoke free zone smoking is prohibited within 25 feet of all campus building exterior surfaces and doorways
- ❑ Enforcement of the Clean Air Policy is the responsibility of the UMM community as for any policy. Violators who are students are subject to the Conduct Code and maybe reported to the Director of Student Life. Employees may be reported to their direct supervisor.

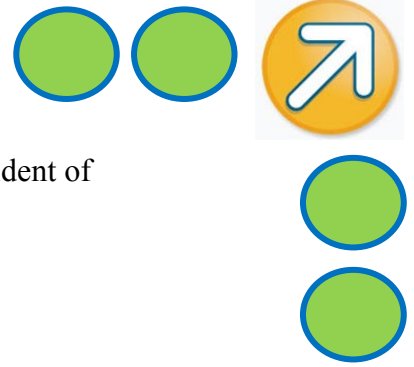
Fundraising Policy Guidelines

Purpose

The purpose of this document is to establish a solicitation or fund raising policy for faculty, staff and students of UMM. The object of this policy is to insure that: The integrity of the University's fund raising operation is maintained. All fund raising appeals/messages sent by the University or on its behalf are consistent. Fund raising constituencies are protected from solicitations that are inappropriate or too numerous.

Authorization

All solicitations for private gift support must be cleared through the Vice President of Administration and Finance. It is necessary to maintain a coordinated approach to all individual, corporate, and foundation prospects in order to enhance the probability for success.



Interested parties must submit a written proposal via email to the Vice President of Administration and Finance detailing the following information:

- What is the project for which the funds are to be raised?
- How will the funds be used?
- Who will be solicited?
- How and by whom will the solicitation be made?
- Include a draft copy of solicitation materials.
- When will the solicitation take place (a beginning and an ending date)?

Fund raising cannot commence without advance written approval by the Vice President of Administration and Finance. This approval will follow a reasonable period of review time by the VPAF, and will be provided via email.

Date Adopted: 8/10/1998

Revised: 6/08/2009

Sales and Solicitation Policy

All sales and soliciting by any person, agent, or company on campus must have prior approval by the President. Students soliciting in the residence halls must receive permission from the Director of Student Life. Campus organizations engaged in fundraising activities must submit a social event sheet and gain approval. Door to door sales in the residence halls are prohibited.

The sale of any raffle tickets must abide by State law: Tickets must be consecutively numbered, items to be raffled must be clearly identified; the date of the drawing, cost of tickets, and the name of the sponsoring organization must also be included.

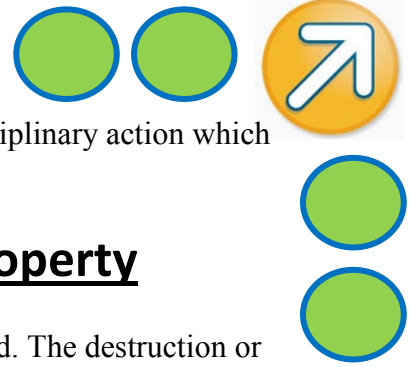
In accordance with State law it is unlawful to raffle any kind of alcoholic beverage.

Disorderly Conduct

Conduct disruptive of University activities or any disorderly conduct on University-owned, controlled, or operated property or at University-sponsored functions on or off campus is prohibited. Disorderly conduct may include public drunkenness, acts which violate the rights of others, behavior which tends to breach the peace, or actions deemed obscene or offensive. Disrespecting a University official is also a violation of this policy.

Hazing

All forms of hazing are prohibited. Hazing is defined as a willful act, by a student or group of students, directed against any other individual which inflicts discomfort, pain, harm, intimidation, or humiliation. The offending individual, as well as the officers and members of organizations violating hazing regulations, are subject to disciplinary action and suspension from



further operation. The specific individual(s) involved will be subject to disciplinary action which could result in separation from the University.

Theft/Vandalism or Unauthorized Use of Property

Theft of property belonging to another person or the University is prohibited. The destruction or unauthorized use of property (including telephone access) or equipment belonging to the University or any person is prohibited. This includes all campus building, grounds, campus woods, and athletic facilities. This also includes damage due to disorderly conduct or drunkenness. Such theft, vandalism or unauthorized use will result in restitution for repair and/or replacement as well as disciplinary action. Practical jokes that lead to property damage, personal injury, or the invasion of individual privacy, are prohibited. Students involved in the misconduct will be subject to disciplinary action and possible dismissal.

Illegal Entry or Unauthorized Use of Keys/Swipe Cards

Forced or unauthorized entry by a student into an office, residence hall, residence hall room, or other University facility is prohibited. Duplication or illegal possession or use of University keys is prohibited and will result in confiscation of such keys and disciplinary action. Authorization is required for possession of any University key. Tampering with, forced entry into, or damage to the University Mail Rooms or any mail box is a federal offense and is cause for disciplinary action and/or arrest by the U.S. Postal Department. Entering any University construction area or building under construction is strictly prohibited.

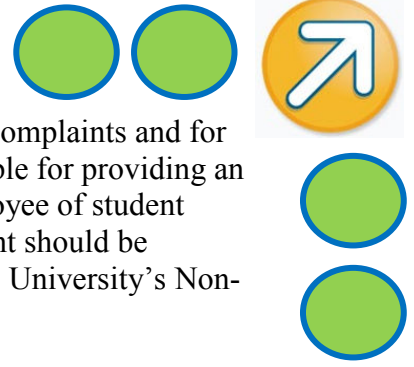
Visitor Responsibility

Visitors to the UMM campus will be expected to abide by campus regulations regarding the use of any facilities, buildings, or grounds. Failure to comply with campus regulations is in violation of the trespass law, and the individual will be subject to civil action.

Discrimination and Harassment Policy

The following summarizes the procedure for raising concerns or filing complaints about discrimination or harassment which violates the University's nondiscrimination policy. The complete procedure is available at the Equal Employment Opportunity Office in Powers Hall.

The University of Maine System is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment. The goal of the University is to prevent discrimination or harassment from occurring and to provide a means of raising and resolving complaints. The Equal Opportunity Complaint Procedure may be used by any employee or student of the University of Maine System who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veterans' status. Sex discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.



These procedures provide a mechanism for employees and students to file complaints and for investigation and resolution of such complaints. The University is responsible for providing an environment free of discrimination and harassment whether or not an employee or student chooses to file a complaint using these procedures. Nothing in this document should be construed to limit the University's ability to take corrective action when the University's Non-Discrimination policy is violated.

General Information

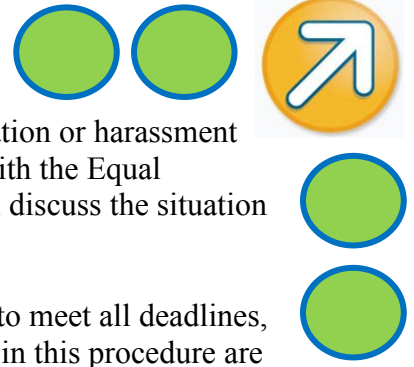
Who may file a complaint?

Any employee or student with a concern about discrimination or harassment should contact the University Equal Opportunity Officer or other person designated by the University as soon as possible after the alleged incident. Any person may bring information or a concern about discrimination or harassment to the Equal Opportunity Officer. A complaint may be initiated by an employee or student who feels he or she has experienced discrimination or harassment, or by anyone with knowledge of an incident. When the complainant is not the person who may have experienced discrimination or harassment, the University's ability to investigate and resolve the situation may depend on that person's willingness to participate in the investigation.

The Equal Opportunity Officer will provide information about University policy and relevant laws, suggest ways to handle the complaint either informally or formally, and provide referrals to counseling or other support services, as needed. In any situation in which the person accused of discrimination or harassment is a student and a formal complaint is filed, the investigation will be conducted by the Student Judicial Officer under the Student Conduct Code. In such cases the Equal Opportunity Officer may serve as a consultant.

Alternate investigator. The University shall also provide a qualified alternate investigator in certain circumstances. Complaints may be made to the alternate investigator if the Equal Opportunity Officer is the subject of the complaint. A request that the alternate investigator handle a complaint may be made if there is a concern that the Equal Opportunity Officer has a substantial conflict of interest in connection to the complainant or the person accused. If the Equal Opportunity Officer files a complaint, it shall be investigated by the Investigations Coordinator in the System Office of Human Resources.

Confidentiality. Investigations will be conducted as confidentially as possible to protect the privacy and due process rights of both the complainant and the individual accused. Consultation with and involvement of other employee, supervisors and others will be strictly limited to those who may have information about the alleged incident, who need to know that a complaint has been made, or whose job responsibilities include equal opportunity matters. All those involved in a complaint process are strongly encouraged not to discuss information about the complaint within the University in order to protect their privacy, the privacy of others, and the effectiveness of the process. The complainant and the person accused may discuss the matter with family and others outside the University as necessary for support and guidance and may obtain assistance from University counseling professionals.



Supervisor's responsibility. If a supervisor becomes aware of a discrimination or harassment concern regarding an employee's behavior, the supervisor should consult with the Equal Opportunity Officer. The Equal Opportunity Officer and the supervisor will discuss the situation and together decide how to proceed.

Time limits. The people responsible for this process will seriously attempt to meet all deadlines, but failure to do so will not prevent the process from continuing. Deadlines in this procedure are intended to serve as outside limits for actions to occur. In the interest of everyone concerned, all matters should be handled as expeditiously as possible. All deadlines refer to calendar days.

Retaliation. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process is illegal and constitutes a serious violation of University policy. Retaliatory action will be regarded as a basis for a separate complaint under these procedures.

The Equal Opportunity Officer discusses informal and formal options for resolving the problem. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process will not be tolerated.

The goal of the informal process is to seek a resolution acceptable to everyone involved. Most concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of discrimination or harassment is a student and a formal complaint is filed, the Conduct Officer conducts the investigation according to the procedure in the Student Conduct Code. When the person accused is an employee, the Equal Opportunity Officer assesses whether the University's policy prohibiting discrimination or harassment has been violated and notifies the complainant, the person accused, and the responsible administrator. The administrator is responsible for taking action on the findings and making decisions about corrective or disciplinary action.

Under certain circumstances, either the complainant or the person accused may appeal the Equal Opportunity Officer's findings or the responsible administrator's decision to the Equal Opportunity Coordinator for the University System. The Opportunity Coordinator reports the results of the review to those directly involved, the campus Equal Opportunity Officer, the responsible administrator, and the campus President. The final decision on an appealed complaint is made by the campus President.

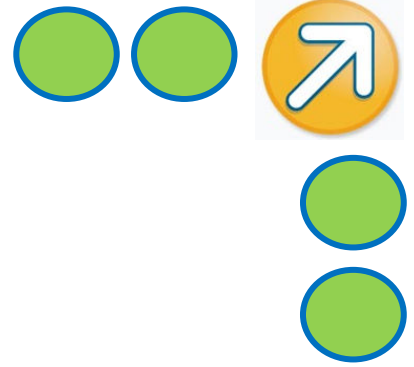
Students, staff, and faculty are encouraged to use this procedure to raise concerns or complaints, but may choose instead or in addition to file a grievance (for employees) and/or a complaint with the appropriate government agency.

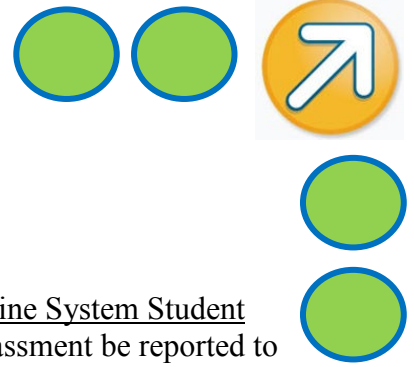
If you have any questions or concerns about discrimination or harassment which violates the University's nondiscrimination policy, contact:

Equal Employment Opportunity Officer, Powers Hall,
255-1211

To request an alternate investigator, contact
Vice President of Administration and Finance, Powers Hall,
255-1221

To file a formal complaint about conduct by a student, contact:
Director of Student Life
Dorward Hall, 255-1305





UMM Sexual Assault Protocol

Introduction:

Sexual assault is a criminal offense, and a violation of the University of Maine System Student Conduct Code. It is essential that incidents of sexual assault and sexual harassment be reported to a University official and that all reports of sexual assault and sexual harassment be treated seriously, consistent with University policies and procedures while respecting the rights of complainants and respondents. This guide is designed to assist faculty and staff in providing the best possible support to complainants and respondents. Please, note that throughout this document a complainant may refer to a student, faculty or staff member filing allegations of sexual assault or harassment by a student.

Definitions:

The University of Maine at Machias accepts the following definitions of sexual assault and sexual harassment:

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the complainant is incapable of giving consent. Sexual assault includes forced physical contact of a sexual nature including the unwanted touching, directly or through clothing, of an intimate part of another person such as a sexual organ, buttocks or breast with one's body or an object for the purpose of arousing or gratifying one's own sexual desire or for the purpose of causing physical or emotional harm.. It may include (but does not require) forced anal intercourse (sodomy), forced oral sex, or forced penetration of genital or anal openings. Forced contact may include physical violence, physical coercion, threat of physical harm to the complainant or the intentional use of substances to create a vulnerable complainant (ie the use of GHB). It is also important to note the following:

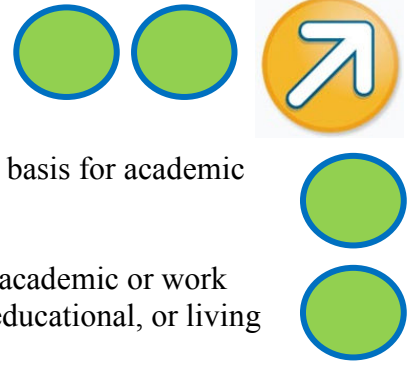
Sexual assault is considered such, regardless of whether or not the individual involved are strangers, friends, intimate partners or otherwise known to one another prior to the incident. The absence of consent may constitute sexual assault if the individual is unconscious, physically incapacitated, mental disability or unable to offer consent due to the respondent administering drugs or other means to coerce the individual.

Consent to one type of sexual contact does not mean consent to other types of sexual contact during the same or subsequent encounters.

Consent to sexual contact on one occasion does not provide consent on subsequent occasions.

Sexual Harassment According to University of Maine System Policy 402 "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.;



2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment.”

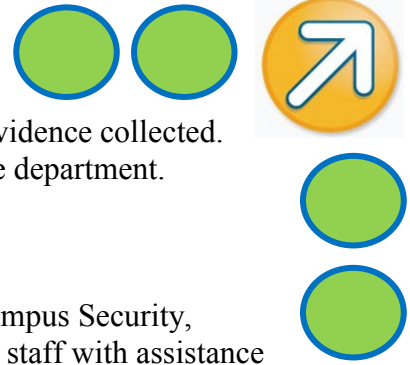
Responding To Reports:

One of the goals of any service provider (counselor, police, etc.), is to help the sexual assault or sexual harassment complainant to take back control of and responsibility for her/his life. The complainant may be feeling a profound sense of helplessness. It is important for those assisting complainants to begin helping the complainant to reclaim their own strength and self confidence. For this reason, it is critical to empower a sexual assault or harassment complainant to make her/his own decisions and choices following an alleged incident as much as possible. The understandable urge to try to make decisions for the complainant can do more harm than good. Making decisions for the complainant would continue to disempowering them, thus robbing them further of their self confidence and dignity

When responding to a report of sexual assault, it is important to remember that you are responding to an alleged crime. In order to preserve evidence, secure the scene as best as possible utilizing campus security, or other staff already involved in the situation before moving forward in responding to the complaint. This should occur as soon as possible. Also ask the complainant to avoid washing, urinating, showering, gargling, brushing teeth, douching or cleaning up anything from which evidence may be present. While they may have a strong urge to clean up from the crime, it is important that they recognize that preservation of evidence is more likely to result in successful prosecution, should they choose to seek criminal charges. **All evidence should be protected and preserved as much as possible as the complainant contemplates their options.**

It may also be in the complainant's best interest for psychological reasons, as well as for the sake of preserving evidence, to meet away from the crime scene. If the alleged assault occurred on campus, it is helpful to close off the crime scene to any other individuals in order to preserve possible evidence. In doing so, the complainant need not decide to involve police at that very moment. If the assault occurred on campus, it is best to utilize security or residence life staff to secure the scene. It may also be helpful to be mindful of location when meeting with complainants of sexual harassment, although evidence may be less critical in these situations.

As the complainant of sexual assault is offered their options regarding services and actions, it is also important to inform them of the advantages of completing a medical examination as soon as possible. This will help to protect them from possible pregnancy and STD infection while also offering the complainant the opportunity to allow professionals to gather possible evidence of the alleged crime. The local hospital or private M.D. can provide medical examinations and treatment for injury, sexually transmitted diseases, pregnancy testing and prevention, and for the collection of legal evidence. A complainant may complete an evidentiary examination without



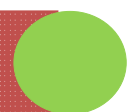
filing formal criminal charges or placing identifying information with the evidence collected. This evidence may be gathered and kept for up to 90 days at the local police department.

Activating Campus Supports

Students, faculty and staff may file a complaint of sexual assault through campus Security, Residence Life Staff, The Office of Student Life or through other faculty or staff with assistance from these campus representatives. Staff and faculty receiving notice of an alleged sexual assault against a student, faculty or staff member are encouraged to contact the Office of Student Life for consultation. The Resident Directors are also available for assistance at 255- 1248 (cell phone 263-4371) or 255-1435 (cell phone 263-4205), depending on the complainant's preference. When the complainant is a faculty or staff member, they may also choose to contact their supervisor for support in initiated campus investigation or in obtaining support. Resident Directors or other faculty or staff are encouraged to contact Downeast Sexual Assault Services at 1(800) 228-2470. **Please, note that while the majority of information conveyed to mental health and other health professionals is protected as privileged communication, these laws do not protect communication to other University Staff members.** As such, Residence Life and other University faculty and staff cannot guarantee confidentiality, as they may in some circumstance be required to pursue action in the best interest of not only the complainant, but the University community, as well.

If a resident assistant (RA) becomes aware of a sexual assault, they must make the complainant aware that they must report the incident to the Director on Duty (DOD) and disclose their name so as to obtain appropriate assistance in helping the complainant. Complainants should be informed that while Residence Life Staff will take steps to protect the complainants privacy, they cannot guarantee confidentiality, as there are some circumstances in which they will be required by law to pursue some level of action to protect not only the complainant, but other members of the University Community as well. Once contacted, the DOD will contact Downeast Sexual Assault Services.

Once a representative of Downeast Sexual Assault Services has arrived on campus, the complainant should be made aware that this individual is available to provide support to staff, without being given identifying information, or to be able to meet directly with the complainant to provide confidential clinical support and guidance. Should the complainant choose to meet with a representative of Downeast Sexual Assault Services, they may obtain emotional support, assistance determining possible options, information about available resources and actions and follow-up. Direct assistance may also include crisis counseling, referrals, aid in seeking legal advice, medical treatment, family crisis management, help advocating for any necessary accommodations to facilitate the healing processing including possible residential or academic considerations due to immediate or on-going emotional distress relating to this trauma. As is required by the Clery Act, Campus Security must be notified of a sexual assault and other violent crimes occurring on campus as soon as it is practical that are reported to University staff, with the exception of licensed mental health and medical professionals. Names or other identifying information should not be offered without the explicit consent of the complainant, unless doing so would create a risk to the campus community or complainant. General information regarding crimes on campus is compiled annually, and posted within the Annual





Safety Report, in compliance with the Clery Act. This report does not include specific information. Information should be reported utilizing the *Sexual Assault Incident Report Form (Appendix A)*. Staff may make a report to the Security Officer on Duty or contact local police to file a criminal complaint. Police will only be called if the complainant chooses to initiate a formal criminal investigation.

The DOD or other faculty or staff will also contact the Director of Student Life (DSL) as soon as is practical, to inform them of the incident. However, identifying information will not be released unless the complainant is agreeable to having this information shared with the Director of Student Life, with the exception being those situations which create a risk to the complainant or general University Community as set forth in the section entitled “University Investigations and Complaints”. The purpose of informing the Director of Student Life, is to ensure staff are attentive to all notable safety concerns involving the complainant, respondent, staff and other community members. If deemed necessary, The Director of Student Life may initiate a meeting of the campus crisis team to address any community safety concerns.

Complaints regarding alleged incidents of sexual harassment involving University Faculty or Staff should be directed to Equal Opportunity Officer in the President’s Office in Powers Hall or by calling 255-1211. Complaints of sexual harassment involving students would be filed through the Judicial Officer in Student Life. This also includes if the complainant is a faculty or staff member reporting alleged harassment by a student.

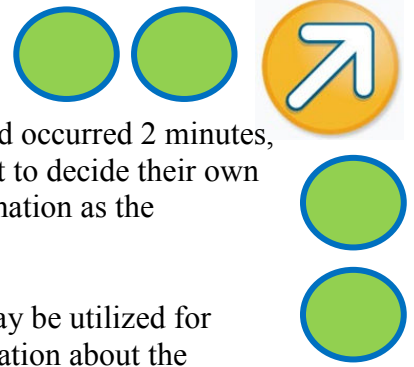
University Investigations and Complaints:

The University will investigate, file a formal complaint, and/or administer sanctions regarding the occurrence of a sexual assault or sexual harassment by one of its students, only with permission of the student who has been assaulted or harassed *except* when there is danger to one or more members of the University community because of a respondent or respondents, or when the complaint is against a faculty or staff member. Under these circumstances, the University is obligated to pursue actions to protect the welfare of the University community. Complainants and their respondents are both entitled to the same opportunity to obtain support from an advisor, which may include, but does not need to be legal counsel. **Complainants are also entitled to be informed of the outcome of any student judicial hearings, including whether a violation has occurred and what sanctions were imposed, if any, pertaining to their complaint.**

In instances in which a student alleges an assault or harassment by a faculty or staff member, judicial complaints should be filed with the EEO Officer. A formal complaint will activate a formal investigation by this officer to determine if the faculty or staff member violated University policy. These findings will be reported to the complainant, the respondent and the responsible administrator. The administrator is then responsible for determining and activating any corrective or disciplinary actions.

Optional Actions and Support Services

A complainant is likely to be very overwhelmed emotionally following an alleged assault or harassment situation. Therefore, it is critical that they be offered information regarding their



options. This is true regardless of whether the alleged assault being reported occurred 2 minutes, 2 hours or 2 years ago. Staff should remember to empower the complainant to decide their own course of action. As “knowledge is power”, be sure to offer as much information as the complainant can tolerate, so they may make an informed decision.

When in doubt, a representative from Downeast Sexual Assault Services may be utilized for consultation without needing to report specific details or identifying information about the complainant or respondent. The following options and services need to be fully explained so that the complainant can make an informed decision.

University Based Services and Supports

The following University departments may be of assistance to complainants of sexual assault or sexual harassment. Complainants should be made aware of these services, but encouraged to decide for themselves what would be most helpful for them:

UMM Counseling Center, Torrey 29, extension 1233: The Counseling Center may provide immediate crisis support following the incident, and on-going counseling for students to address the emotional trauma and recovery process. Services may also include referrals to community services for assistance with legal and medical issues, and assistance advocating with faculty and staff for any necessary accommodations relating to one’s response to the trauma of sexual assault.

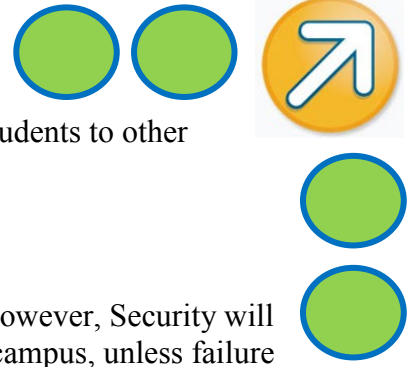
UMM Health Center, 115 Dorward Hall, extension 1275: Service may include medical assistance and referral for the recovery of evidence, testing and treatment of sexual transmitted diseases and/or referral to a physician for emergency birth control.

Student Life, Dorward Hall, extension 1305: Student Life can assist in making accommodations to students’ academic schedule or housing arrangements whenever reasonably available if they are requested following a report of a sexual assault or sexual harassment situation. They are also available for support of students or to provide a referral to support services on campus or in the community.

Conduct Committee, Student Life Office, extension 1305: When a complainant identifies the respondent as another student, they may file a complaint of an alleged violation of the student conduct code, without filing a formal criminal complaint. This will result in an on campus investigation, and possible conduct sanctions up to and including dismissal. Sanctions vary and may include removal from residence halls, requirements of professional assessment and/or intervention, or community service. Note that all accused students are entitled to a fair investigation into complaints

Campus Security, basement of Kimball Hall, extension 1450, cell 263-9315: In instances of alleged sexual assault, Security can provide immediate assistance to secure the crime scene or address immediate safety concerns while awaiting police, should the complainant choose to involve them. Security also provides escort services to any students for additional protection while traveling across campus.

Equal Opportunity Office, Powers hall, extension 1211: When a student identifies the respondent of an assault or harassment as a faculty or staff member, complaints should be filed with this office. Filing a complaint will initiate an investigation which may result in action on the part of administration to activate a corrective or disciplinary action up to and including



termination of employment. This professional can also assist in referring students to other support services if needed.

Initiating Judicial and Criminal Complaints

Security may assist in addressing any immediate safety issues on campus, however, Security will allow the complainant to determine whether to pursue any action on or off campus, unless failure to do so would create a risk to the complainant or any other member of the University community. Campus Security can assist the complainant in filing conduct violations, contacting police to file criminal charges, securing the scene pending investigations or by providing escort service to the complainant to enhance safety. Security has completed first responder sexual assault training within Washington County and is equipped to assist the complainant according to the complainant's decision regarding possible pursuit of disciplinary or criminal charges.

In instances of alleged sexual assault, a decision to press charges does not have to be made immediately, however, by initiating police involvement and pursuing medical examination right away, successful prosecution of the respondent is far more likely should the complainant choose to pursue charges at some point in the future. If the sexual assault complainant does wish to obtain police involvement, an officer may be dispatched by calling 911. Staff may obtain assistance from security first or contact police directly.

It is important to inform the complainant that officers are trained to respond to sexual assault to be sensitive to the nature of the event, considerate of the complainant's right to privacy, respectful of their right to refuse further services and to provide assistance and support. The protocol for police has been created by a team of professionals within the criminal justice and counseling fields referred to as the local Sexual Assault Response Team. This team also provides officers training in this area. Once on the scene, the officer will secure the scene to preserve evidence, explain the police and medical procedures to the complainant and, if requested, transport the complainant to the Down East Community Hospital (DECH). The emergency room is equipped to perform medical exams for legal purposes, especially if there is a possibility that the complainant may choose to prosecute.

The Director on Duty will remain available to accompany the complainant to the hospital or provide transportation, should they choose to have this person present.

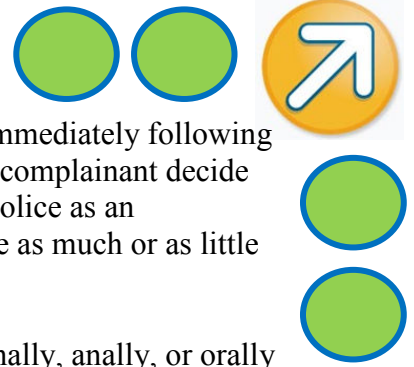
Seeking Medical Assistance

Complainants of sexual assault should be informed of the advantages of a medical examination even if she/he decides not to report to the police, or to pursue criminal charges. The local hospital or private M.D. can provide medical examinations for injury, sexually transmitted diseases, pregnancy, and for the collection of legal evidence.

Health Care Choices

Evidentiary Exam: This is a physical exam that includes care for any injuries, tests for sexually transmitted disease (STD), and the use of a "rape kit" to collect physical evidence which is needed if you decide to pursue criminal action. If complainants are at all undecided about





criminal action, the evidentiary exam is strongly recommended. Doing so immediately following the assault is more likely to assist with a successful prosecution, should the complainant decide to file charges at a later date. This evidence may remain stored with local police as an anonymous kit for up to 90 days. The complainant has the right to complete as much or as little of the exam as they are comfortable with.

Basic Physical Exam: Complainants that have been sexually assaulted vaginally, anally, or orally but choose not to undergo an evidentiary examination, are strongly recommended to minimally complete a physical exam to protect their health. Such an exam does not involve the collection of physical evidence needed for prosecution nor use staff ready to testify in court. Explain to the complainant that a physical exam is likely to include testing and treatment for sexually transmitted diseases, especially those that may not show symptoms and could lead to further health complications including, but not limited to infertility. This exam may also include testing for pregnancy if appropriate and treatment for any minor injuries. Complainants can be examined and tested whether the assault occurred the same day or months ago. Some providers may offer the option of a “morning after” pill if the sexual assault occurred within 72 hours of the examination. This treatment will prevent potential pregnancies from occurring.

If requested by the complainant, support is available throughout the evidentiary examination. Other Medical staff, a volunteer advocate from Down East Sexual Assault Services or The Director of Counseling may provide support at the medical center when requested.

Obtaining Emotional Support

On Campus

Counseling is available for confidential short-term and crisis counseling for all students, residential or commuter. Psychiatric referrals are also available. Information cannot be shared with any outside party including parents, faculty/staff, or any other third party without written consent. There are some exceptions to this such as situations regarding serious risks of harm to self or others or litigation issues. Limits to confidentiality and other service issues will be discussed upon the start of services. In instances of sexual assault or harassment involving faculty or staff as the complainants, the Counselor may serve as a consultant, but may not provide on-going counseling services. The Counselor may assist as crisis response and in providing referrals to community services in these instances.

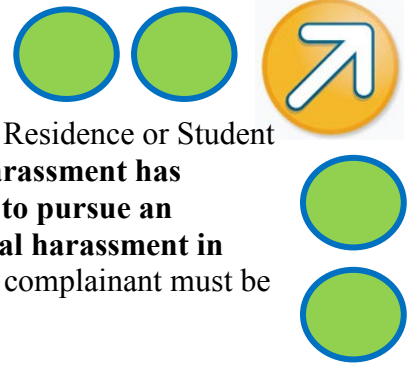
Off campus

Downeast Sexual Assault Services offers crisis counseling (1-800-228-2470) for complainants of sexual assault. Support is available via their hotline 24 hours a day, everyday. They also provide self help groups, information and referrals and community education.

See Appendix B for a complete list of the campus and community resources available to assist in the case of sexual assault.

Filing Campus Violations

The complainant may request that the college investigate the incident to see if disciplinary action should be taken against the respondent. In cases in which the respondent is another student, the



complainant may file allegations of a violation of the conduct code through Residence or Student Life Staff. **If the University has notice that a sexual assault or sexual harassment has occurred, the University will be obligated by law and University Policy to pursue an investigation of alleged sexual assaults or other violent crimes and sexual harassment in certain circumstances.** Due process for the respondent and respect for the complainant must be provided for in the investigation as well as in any hearing.

The accused student, or respondent, will have access to due process as outlined in the Student Conduct Code. Support services will be made available through the Director of Student Life's Office. Recognizing the inadvisability of a counselor working simultaneously with the complainant and accused, support may be provided by staff or faculty other than the Director of Counseling. During the hearing(s) both complainants and respondents may be accompanied by an advisor.

In addition, the college may pursue temporary sanctions to enhance the safety of the complainant and surrounding community. This may include having the respondent removed and/or banned from campus pending further investigation. Ideally this should occur with the explicit consent or request from the complainant. However, should the complainant decline pursuit of sanctions against the respondent, but the Crisis Team determines that the absence of such action would create significant risk to the campus community, the crisis team should be convened to discuss possible resolutions to ensure respect of the complainant and the maintenance of a safe campus community. Again, this decision should be made following deliberation and consultation of the Crisis Team, giving the complainant the opportunity to speak to the team or to remain anonymous. Complainants should be informed of this possibility when deciding possible actions. Should the Crisis Team feel it necessary to pursue sanctions to enhance safety of the complainant or community, they would file a judicial complaint.

In situations in which a student, faculty or staff member reports an alleged incident of sexual assault or harassment by a faculty or staff member, complaints should be reported to the EEO Officer. This will initiate an investigation with findings to be reported to the complainant, the respondent and the appropriate administrator. The administrator will be responsible for activating corrective or disciplinary sanctions.

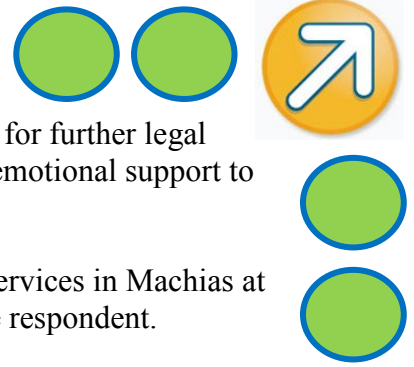
Campus Crime Bulletin

If the Campus Crisis Team concludes that a serious threat exists to the campus and surrounding community, it will release a warning to protect the community while preserving the complainants' right to confidentiality. This will be done through a formal notification to the campus community. This might include email notification to all umm or through the posting of campus bulletins.

Pursuing Legal Assistance

Should a complainant choose to seek criminal charges, legal assistance may be available through Victim's Assistance Program or the District Attorney's office. For more information contact Sonia Seeley at the Office of the District Attorney in Machias at 255-4425. The Complainant-





Witness Advocate may assist in preparing for court appearance and referral for further legal assistance if needed. Downeast Sexual Assault Services may also provide emotional support to complainants throughout the court process.

Complainants may also pursue protective orders through Pine Tree Legal Services in Machias at 255-8656. This will provide the complainant with legal protection from the respondent.

Follow Up

Once the complainant has determined a course of action, follow up support should be offered within 24-48 hours and again 1 week following the report of the alleged incident. Some complainants may decline immediate assistance directly after the report, but may decide they are in need of support later on. The follow up contact person should be determined based upon the complainant's chosen supports during the initial stages of reporting. Should the complainant choose to remain anonymous to any staff beyond the Director on Duty, the DOD should be responsible for follow up with the complainant utilizing anonymous consultation with the Counselor or Downeast Sexual Assault Services. However, if the student allows the Counselor to become involved in the report, then follow up should be done by this individual.

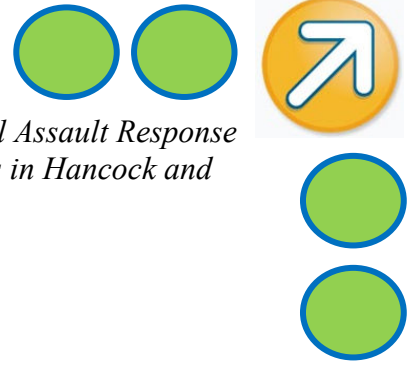
Follow up should include insuring that the complainant is comfortable with present resources and supports available to them. They should be reminded of the choices available to them regarding emotional supports, medical assistance, on-campus disciplinary actions and possible criminal charges. These options remain available well beyond the initial time of the incident or report. Reviewing these options outside of the initial crisis may lead to different choices by the complainant. Consultation or direct support remains available to complainants and staff through the Counselor at 255-1233 or by contacting *Downeast Sexual Assault Services* at 1(800) 228-2470.

Prevention and Education

In an effort to reduce the incidents of sexual assaults and harassment on Campus, the University of Maine at Machias will provide educational programming for faculty, staff and students. Sexual Harassment education will be provided to all new employees by the Equal Employment Officer as part of new employee orientation. These programs will be provided as needed, to be determined by number of hires or possibly in response to concerns in specific departments or areas.

Educational Program for students will be provided by Residence Life. Educational programming about sexual assault will also be included in annual trainings for Resident Assistants and new students. These programs will include information about UMM's Sexual Assault Protocols.

This information will also be available in hard copy at the Office of Student Life or on the UMM Website.



(Portions of this were taken from the *University of Southern Maine's Sexual Assault Response Service Plan* and the *Sexual Assault Protocol for Law Enforcement Officers in Hancock and Washington Counties.*)

Updated 08/03
Modified 7/6/09

**UNIVERSITY OF MAINE AT MACHIAS
APPENDIX B
SEXUAL ASSAULT RESOURCES**

STUDENT LIFE OFFICE: Nichole Cote, Resident Director, 255-1248
Shaun O'Malley, Resident Director, 255-1435
or the Resident Assistants on Duty

Student Life can provide immediate support and response, make arrangements as necessary for emergency services, advise regarding college and community resources, and assist with intervention to increase safety. The Director on Duty can also contact the Director of Counseling during non-business hours when necessary. Student Life will also assist in making any necessary changes to housing assignment and class schedule, as is reasonably available.

UNIVERSITY COUNSELOR:

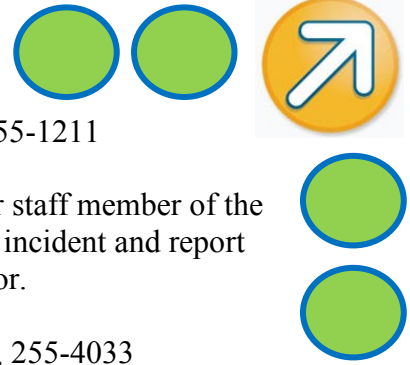
The Counselor can provide crisis or short-term individual counseling for any student. Services may include referral to sexual assault support services, psychiatric referrals as needed and support in advocating for academic or residential accommodations relating to the complainants recovery process. The services provided by the counseling center are free and confidential.

UMM HEALTH CENTER: Suzanne Mace, R.N., 255-1275

The University nurse can provide support, make arrangements as necessary for medical services, and offer advise concerning university and community resources. All appointments are confidential.

CAMPUS SECURITY: Office 255-1450
Cell phone: 263-9315

Campus Security can provide immediate support and response, make arrangements as necessary for emergency services, advise regarding campus and community resources, provide a security officer to escort students throughout campus and intervene to increase safety. Security can also assist in contacting police, should it be decided that criminal charges will be pursued.



EQUAL OPPORTUNITY EMPLOYMENT OFFICE: Betty Kelley, 255-1211

This Officer can assist with incidents in which the respondent is a faculty or staff member of the University. Following a formal complaint the officer would investigate the incident and report findings to the complainant, the respondent and the appropriate administrator.

MACHIAS POLICE DEPARTMENT: 911, or Chief of Police, 255-4033

If requested, the police department will dispatch an officer to the scene. The officer will take a statement and explain the police and medical procedures to the complainant. A decision to press charges does not have to be made at this time.

HOSPITAL EMERGENCY ROOM: 255-3356

The successful prosecution of sexual assault cases often depends on physical evidence collected as soon as possible after the assault. The medical response involves testing for sexually transmitted diseases and pregnancy testing and prevention. To assure the best chances for successful prosecution, if chosen by the complainant, the complainant is advised not to wash or change clothes (if possible) prior to going to the emergency room. The complainant has the right and is advised to take a friend or advocate with them for support during the medical or evidentiary examinations.

DOWNEAST SEXUAL ASSAULT SERVICES: Ellsworth, 1-800-228-2470

This agency provides 24-hour confidential hotline counseling and referral for complainants of sexual assault immediately after assault or whenever the effects are felt. They can also provide advocates who will assist complainants, as needed; e.g. through medical procedures, court processes. Advocates must complete 40 hours of training for responding to sexual assault.

WASHINGTON COUNTY COMPLAINANT WITNESS ADVOCATE: Sonia Seeley, 255-4425

Provides information and support for complainants of sexual assault/rape as the case is prosecuted through the court system. Affiliated with the District Attorney's Office.

PHONE HELP: 1-888-568-1112

This 24-hour crisis hotline can provide immediate support, information, and referral to community resources for people who are either complainants themselves or concerned about someone they know.

THE NEXT STEP: 1-800-315-5579

<http://www.nextstepdvproject.org/>

Intimate Partner Violence – Support, Information, Shelter, and 24-hour hotline.



WARMLINE:

1-800-490-8748

This non-crisis phone line is for persons with mental illness and their families or someone experiencing distress but who is not in crisis. This includes individuals experiencing Post Traumatic Stress Disorder. They may provide support and resource referrals to complainants and those affected by an assault.

The Judicial Process

The University of Maine at Machias believes in the adage that you are innocent until proven guilty. With that in mind, the University has developed a Student Conduct Protocol to oversee the judicial process on campus. The process allows for the student to voice their opinion and be given due process under the University of Maine System Student Conduct Code and the law. When a student is found in violation of a campus policy or violation of the Student Conduct Code, a University official will create a report that will be passed on to the Associate Director of Student Life.

The Associate Director of Student Life will assign each case to a Conduct Officer, and it will be the responsibility of that conduct officer to gather evidence, meet with witnesses, and based upon reports and eye-witness accounts, piece together the events of a situation.

Once the Conduct Officer has gathered evidence and listened to the sides of all parties involved, the officer will make a decision whether or not a student is in violation of the offense with which they are being charged.

If the student is found in violation, the student conduct officer will design the appropriate sanction for the offense. Students will have the opportunity to appeal the decision of their conduct officer.

Conduct Officers

- 1) Off-campus students will meet with the Associate Director of Student Life
- 2) On-campus students will meet with the Associate Director of Student Life or a Resident Director.

Appeals Process

- 1) If you choose to appeal the decision made by a Resident Director, the Associate Director of Student Life will hear the appeal.
- 2) If you choose to appeal the decision of the Associate Director of Student Life, your case will be sent to the Student Conduct Review Board, which is made up of faculty, staff and students.

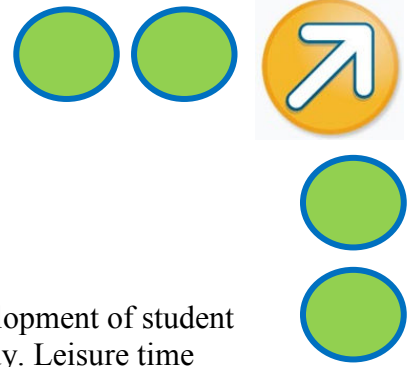


Student Involvement

- Student Activities and Organizations
- Campus Involvement Academic Policy (CIAP)
- Responsibilities of Student Organizations
- Schedule for Planning an Activity
- Student Senate
- Student Clubs and Organizations on Campus
- How to create a Student Club or Organization on Campus
- Greek Life
- UMM Fight Song

The University of Maine at Machias Student Handbook





STUDENT ACTIVITIES AND ORGANIZATIONS

Dorward Hall
207-255-1245

The UMM Student Activities program actively fosters the growth and development of student organizations which sponsor co-curricular programming for the student body. Leisure time experiences contribute significantly to the college experience. There are many established and developing organizations that sponsor programming deemed desirable by the student body. These groups give students the opportunity to experiment, learn, boost self-esteem and self-confidence, and undertake responsibilities. The chance exists for students to develop leadership skills, social competence, and civic mindedness within student organizations at various degrees of involvement (i.e. participate in a program, become a member, serve on a committee, or hold an office).

Additional student organizations are encouraged. Students interested in forming new clubs, or reviving once-active organizations are asked to contact the Associate Director of Student Life for assistance.

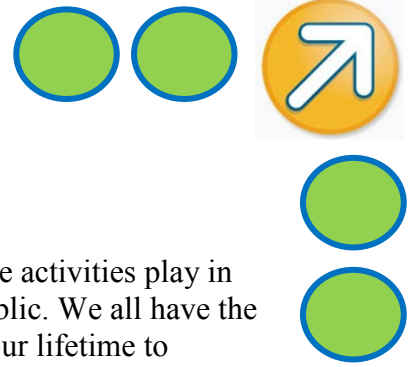
The Student Center also provides a place where faculty, staff, and students can relax in Kimball Hall, known as Portside. It consists of a multi-purpose room with a large screen T.V., the Galley (snack bar), and game room (next to Portside). Events are hosted such as concerts, movies, tournaments, comedy nights, novelty shows, coffee houses, and a variety of other programs.

Campus Involvement Academic Policy (CIAP)

Any student wishing to serve as president of a registered campus organization, or wishing to serve on a university-wide committee, must have a minimum cumulative grade point average (GPA) of 2.0. A minimum GPA of 1.5 is required from the semester prior to election as president or appointment to a university-wide committee.

A student must maintain a minimum cumulative GPA of 2.0 during the period of service. Failure to maintain the minimum cumulative GPA may result in removal from elected office or removal from the appointed committee. Registered student organizations on the UMM campus will include this academic policy in their constitutions, and elections within campus organizations will be subject to this policy. The Director of Student Life will approve of the slate of recommended names for student involvement on university-wide committees and will verify the academic standing of students elected to serve as presidents of registered campus organizations. The Director of Student Life will consult with the faculty/staff advisor prior to notifying students that they are not academically eligible to serve in these leadership roles. Appeals to this policy should be directed to the Director of Student Life.

(Non-matriculated students are not allowed to hold offices in student organizations, nor may they play intercollegiate sports.)



Responsibilities of Student Organizations

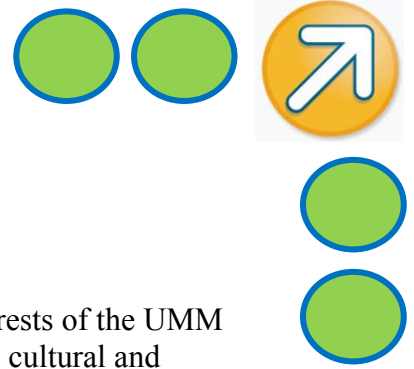
Leaders of student organizations must be aware of the important role college activities play in developing the image of the institution as seen by other students and the public. We all have the responsibility of accepting our society as it exists, and striving throughout our lifetime to improve upon it. So it is the responsibility of each generation of UMM students to maintain the fine reputation the University has enjoyed for years, and to design its student organizations and programs to improve this reputation.

Large Programs should be planned for an entire year so the activity calendar can be completed early in the fall semester. Conflicts are thereby avoided and meeting places are reserved well in advance of the activity.

A schedule for planning an activity follows:

1. Establish a planning committee.
2. Choose a date for the activity.
3. Check with the Community Outreach Coordinator, extension 1289, room #107 in the Science Building to see if the date is open.
4. Fill out a Sponsored Activity Form, signed by the faculty advisor, office of the club, with the Associate Director of Student Life, Dorward Hall, and 255-1245. The Associate Director of Student Life will check on date and availability of space.
5. All events must be scheduled at least two weeks prior to the date of the activity
6. If janitorial services are required, or if any University equipment is to be used, arrangements should be made with the Associate Director of Student Life. If recreation equipment is to be used, contact the Director of Athletics.
7. If residence hall space is required (kitchen, lounge, clipper lounge, etc) please discuss with the RD of the building you are using and have them sign and approve the Sponsored Activity Form as well.
8. Publicize your activity to the students, faculty, and staff. Bulletin boards are to be used for posters. Entrance doors and walls of buildings should not be used for displaying signs or posters. All posters must be approved by the Office of Student Life and given an "approved" stamp.
9. All student organizations have copy codes for use in on campus copy machines. See the Associate Director of Student Life for your organization's code.
10. Clean up and return borrowed items, pay all bills and send "thank you" letters to those who have assisted you.
11. Remove event posters from campus bulletin boards.

During the year there are two weeks in which no activities may take place without prior approval from the Associate Director of Student Life. These are finals week each semester.



STUDENT SENATE

Kimball Hall
207-255-1222

Student senate seeks to represent, serve and advocate for the rights and interests of the UMM student body through utilizing student activity funds to help enhance social, cultural and educational programs by expanding the scope of the educational experience. Student senate also seeks to educate and inform students of issues which are their concern, encourage student input while representing the student body to the UMM Administration and to network, cooperate and share common concerns and solutions between the UMM student body and other institutions.

Student Clubs and Organizations on Campus

UMM student activities provide varied programs for its population, which includes sororities and fraternities, educational associations, club and intramural sports, religious groups, social organizations, publications, and special interest clubs (science, outing, international, etc.).

The University of Maine at Machias has quite a few clubs and organizations on campus. Below is a list of some of the clubs and organizations. For more information as to who to contact about a club or organization or when they meet, please contact the Associate Director of Student Life at 207.255.1245. Please check out the UMM Website for up-to-date information about clubs and organizations.

100% Society – Promotes awareness, understanding and acceptance of gay, lesbian, bisexual, transgendered and any other group and issues concerning them.

Araby – Promotes a friendly environment to present writing and ideas, enjoy literature, promotes the arts on campus and shares art with others.

Binnacle – A literary Magazine.

Campus Crusade for Christ – National organization that spreads the word of Jesus.

Clipper Crazyies – The Clipper Crazyies seeks to promote spirit and support to the campus sporting teams. The Clipper Crazyies attend athletic events and cheer on our athletes.

College Democrats – Encourages the participation of students in the political process.

Green Council – Promote, encourages and educates students on issues involving environmentalism and sustainability.

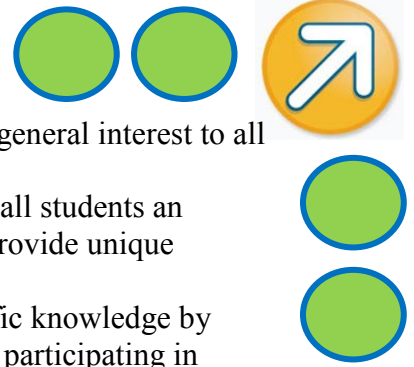
International Club – Cultural diversity is promoted by sponsoring educational and recreational activities.

Intramurals – Sponsors intramural programs (volley ball, kickball, dodge ball, chess, indoor soccer, backgammon, ultimate Frisbee, etc).

Martial Arts Club – Provides students the opportunity to understand the fundamentals of martial arts through instruction and competition.

MRPASS – Maine Recreation and Park Association Student Section – Develop and foster the interests of students in the area of park and recreation.

Newman Club – Spiritual discussions and community service



Outing Club – Provide the experience and training in outdoor activities of general interest to all students. (Sponsor’s ski trips, paintball trips, rafting/canoeing, etc).

United Residence Hall Council – URHC is a forum that offers residence hall students an opportunity to discuss and change housing policies and procedures and to provide unique programming.

Science Club – Provides opportunities for students to broaden their scientific knowledge by taking field trips, sponsoring seminars, attending scientific conferences and participating in research projects.

Student Education Association (SEA) – Enhance students’ awareness of past and future programs and goals of the teaching profession.

Student Center – Provide a space and such services as deemed proper to benefit the social development of students.

Student Senate – The student governing body on campus and allocates funds from the Student Activity Fund to the various student organizations.

Thespi Players – Student drama troupe

Ukulele Club – Have fun playing all kinds of music on the Ukulele.

Viking Club – An introduction to old Norse culture via reenactment and role playing.

WUMM – The Campus Radio station is now a 100 watt frequency and can be heard by tuning into FM 91.7. If you are interested in becoming a DJ, contact the radio station.

How to start a Student Organization on Campus

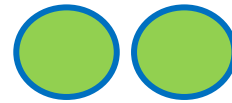
There are many student organizations on campus in which to get involved. However if there is an organization that you have in mind that the University does not currently have, talk to the Associate Director of Student Life about starting a new club or organization.

Here are some simple steps of creating a new organization on campus:

- 1) Talk to the Associate Director of Student Life about how to start a new organization.
- 2) Hold an interest meeting (Remember to reserve the location through Associate Director of Student Life and use adequate promotions).
- 3) Find a suitable faculty or staff advisor who would be willing to volunteer their time to advice the club or organization
- 4) Write a Constitution for the Organization
- 5) Submit the constitution to the Associate Director of Student Life for approval from Student Senate

Greek Life

UMM also has a very active Greek Life on campus. There are 9 Greek Organizations on campus to meet the various needs of students wishing to pledge to a Greek organization. There is also an active Greek Council which works to provide a sense of community and unity among the 9 Greek Organizations. Greek council also hosts a week long “Greek Games” competition during the spring semester and other events over the course of the year. If you are interested in pledging for a Greek Organization, contact the Associate Director of Student Life for more information or attend one of the Fall or Spring Rushes held by the Greek Organization.



Psi Delta – Psi Delta is a service for humanity fraternity that promotes college campus-based volunteerism.

Epsilon Sigma Alpha – Epsilon Sigma Alpha believes in the dedicated pursuit of excellence resulting in self-fulfillment and meaningful service to others.

Kappa Alpha Kappa – Kappa Alpha Kappa is a service for humanity sorority that believes in developing friendships among all women of all races and creeds.

Kappa Delta Phi – Kappa Delta Phi brings together males of good character who are studying in institutions of higher education and who manifest a keen interest in higher education and the promotion of a spirit of good citizenship.

Kappa Eta – Kappa Eta encourages the higher education ideals and practices in our institutions.

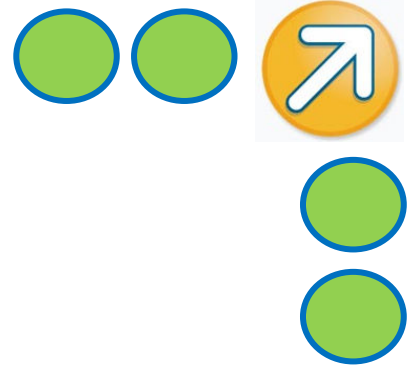
Kappa Mu Alpha – Kappa Mu Alpha promotes positive social interaction among the University of Maine at Machias student body.

Omicron Delta Pi – Omicron Delta Pi provides additional opportunities and responsibilities of Greek Life to support advocacy and human rights issues, especially around gay, lesbian, bisexual, transgendered, questioning and allied students.

Phi Tau Phi – Phi Tau Phi promotes purity, honesty, initiative, trustworthiness, ability, understanding, perseverance, happiness, industry and the feeling of belonging. Most important shall be friendship.

Sigma Chi Lambda – Sigma Chi Lambda cultivates and maintains the high ideals of friendship, justice and learning through leadership and athletics.

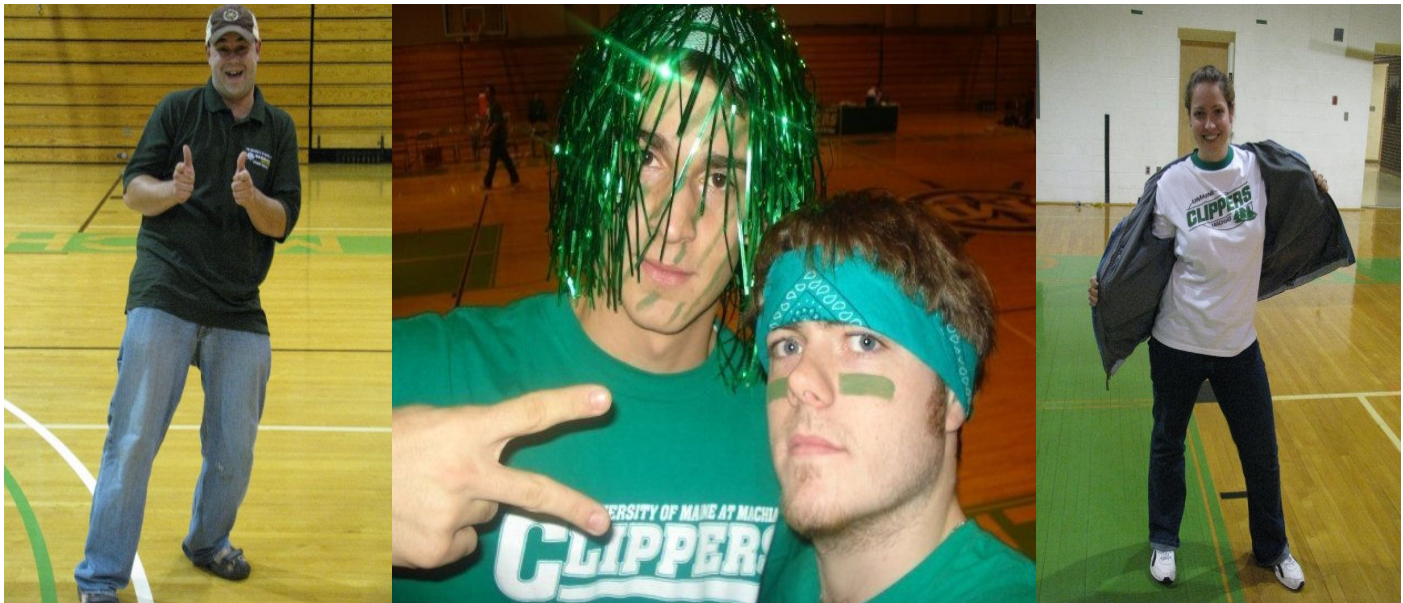




UMM Fight Song

Written by Ryan Meader
Fall 2008

We've Come
To Fight
We've sailed our ship on through the night
We're Here
To Win
Got the Clipper Crazy's from U-M-M
So Just
Sit Down
Warm up the bus and get out of town
That Just
Happened
You Got schooled by U-M-M!
Fight!

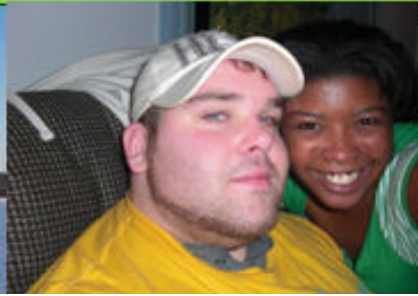


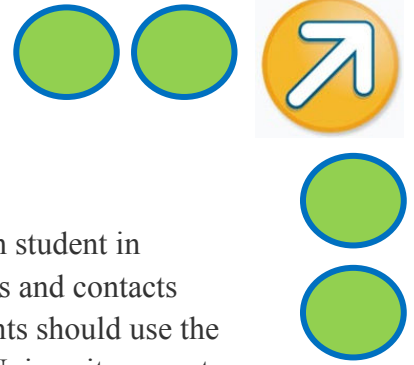


Student Records

- Official Records
- Policies and Practices in Handling Student Records
- Application of the Act
- Educational Records and Information Maintained at UMM
- Types of Records and their Custodians
- Directory Information
- Student Rights
- Expunging Records
- Transcripts

The University of Maine at Machias Student Handbook





Official Records

The UMM Registrar's Office maintains the official academic record of each student in perpetuity. The office also maintains each student's accurate mailing address and contacts students regarding official academic actions taken by the University. Students should use the MaineStreet portal to report any changes of home or mailing address. The University accepts no liability for failure to communicate official academic information or for inability to contact students in an emergency if up-to-date address information has not been reported to the University or recorded by the student in MaineStreet.

The University gives each graduate one complementary official transcript with the diploma. Additional official copies may be obtained from the UMM Registrar's Office. Written requests should be sent to: Registrar's Office, University of Maine at Machias, 116 O'Brien Avenue, Machias, ME 04654. Beginning July 8, 2008, the University no longer charges a transcript fee. However, official transcripts cannot be issued to any student indebted to the university. Current students may obtain an "unofficial" transcript at any time by visiting the Registrar's Office in person, or by selecting Unofficial Transcript from the drop-down box labeled "Other Academic" in their MaineStreet Student Center. No partial transcripts are issued.

Policies and Practices in Handling Student Records

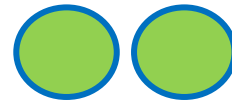
The Family Educational Rights and Privacy Act of 1974 protects the privacy of students. Under this Act, students have the right to inspect and review their education records and have the right to challenge records when they are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Application of the Act

This Act applies to students presently enrolled at the University of Maine at Machias, former students, and alumni, but not to applicants seeking admission to the institution.

Educational Records and Information Maintained at UMM

The University does not maintain a single record or file consisting of all materials and information pertaining to students in any one location. Instead, various segments of the record are kept in a variety of offices. The types of records and the custodian of each record is outlined below:



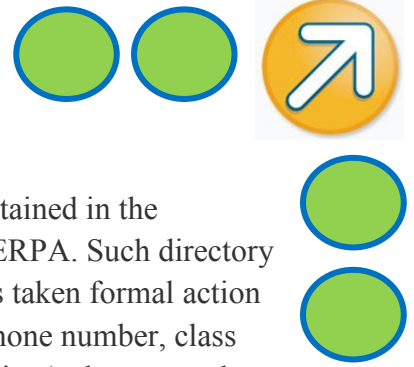
The term "educational records" does not include:

- Records of faculty and administration that are in the sole possession of the maker, are used only as a personal memory aide and are not accessible or revealed to any other individual except a temporary substitute.
- Law enforcement records maintained by Campus Security which are kept separate from educational records and which are created by a law enforcement unit for a law enforcement purpose;
- Medical, psychiatric, or psychological records created and used only for the care or treatment of a student. These records may be made available to other appropriate treatment professionals at the written request of the student.
- Employment records, except for records of students employed because of their status as students.
- Records that contain information about a student which is obtained after she/he is no longer a student.

Types of Records and Their Custodians

Type of Record	Office
Academic	Registrar's Office, Powers Hall
Admissions	Admissions Office, Powers Hall
Athletes	Athletics Office, Reynolds Center
Counseling, Mental Health	Counseling Center, Torrey Hall
Disciplinary Records	Office of Student Life, Dorward Hall
Financial	VP For Admin and Finance, Powers Hall
Financial Aid	Financial Aid Office, Powers Hall
International Students	Student Support Center, Torrey Hall
Medical and Health	Health Services, Dorward Hall
Placement	Student Support Center, Torrey Hall
Veterans	Registrar's Office, Powers Hall





Directory Information

The University of Maine at Machias has designated certain information contained in the education records of its students as directory information for purposes of FERPA. Such directory information may be publicly shared by the University unless the student has taken formal action to restrict its release. Directory information includes: name, date of birth, phone number, class level, program of study, dates of attendance, enrollment status (full or part-time), degrees and awards received, most recent previous educational institution attended, participation in sports and activities, and appropriate personal athletic statistical data. **Effective November 1, 2006, directory information at UMM will also include home and mailing address.** Students can make a request that their directory information not be released at any time while they are an enrolled student at the University. Students must submit a Request to Suppress Directory Information form, available online, to the UMM Registrar's Office.

Students can also sign in to the MaineStreet portal and select Student Center, then select Privacy Settings from the drop-down menu. Select "Do not release any directory information," then click Save in order to restrict release of Directory Information.

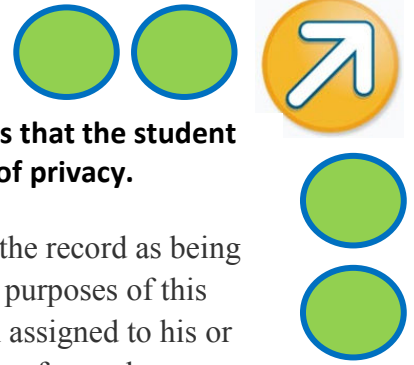
The request will be honored until such time as the student requests otherwise in writing. In the event that such written notification is not filed, the University assumes that the student does not object to the release of the directory information. Once a student is no longer enrolled at the University s/he can no longer request that their directory information not be released.

Student Rights

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. They are:

I. The right to inspect and review the student's education records.

- A request by a student to inspect a record shall be made in writing to the office which maintains the record. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- Every office is obligated to inform the student when the requested record will be made available. The office has up to 45 days to respond. In most instances, the response will be made promptly.
- Students are obligated to properly identify themselves (Student I.D.) before being shown their record.
- Students are obligated not to interfere with the normal operation of the office in which the record is being maintained.
- Students are obligated to examine the record during regular hours maintained by the particular office.
- Prior to giving a student his or her record for examination, all confidential data received prior to January 1, 1975, any information waived by the student, any information pertaining to other students and any financial records of parents will be removed.
- The examination of the record shall be supervised.
- Copies of records shall, upon request, be transmitted to the student after payment of established fees for such copies, unless payment of the fee prevents access.



II. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or in violation of the student's rights of privacy.

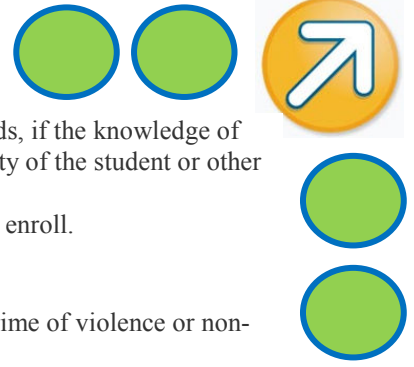
After reviewing a record, a student has the right to challenge the content of the record as being inaccurate, misleading, or in violation of the student's rights of privacy. For purposes of this policy, a student may not challenge the judgment of a grade which has been assigned to his or her performance in a course but may challenge the accuracy of the recording of a grade.

After reviewing a record and deciding that some aspect of the record is incorrect, misleading, or otherwise in violation of the privacy rights of the individual, the student may challenge the contents of the record and attempt to resolve the problem through informal discussions with the custodian of the record. If no agreement is reached in this manner, the student should file a request in writing to the President for a formal hearing in order to challenge the contents of the record.

Hearing procedures will be established and conducted in a reasonable period of time with a decision rendered in writing by an impartial official of the institution.

III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University of Maine will disclose information from a student's education records only with the written consent of the student, except for disclosures to the following:

- To school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, support staff (including Public Safety, Career Center and Student Health Services staff), or coaching position; a person or company with whom the University has contracted (such as an attorney, auditor, National Student Clearinghouse or collection agent); a person serving on the Board of Trustees; a University volunteer working under the supervision of another school official; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- To authorized federal or state officials in connection with an audit or evaluation of federal or state supported educational programs.
- To state or local officials pursuant to state statute concerning the juvenile justice system.
- Records released in connection with the student's application for, or receipt of, financial aid.
- Organizations conducting studies on behalf of educational agencies in connection with predictive tests, student financial aid programs, or the improvement of instruction provided that the identity of students is not revealed to other than representatives of such organizations. Such information will be destroyed when no longer needed for the purpose for which the study was conducted.
- Recognized accrediting organizations in order to carry out their accrediting functions.
- Parents of a student who is dependent upon such parents for federal income tax purposes.
- Records released on the basis of judicial order or lawfully issued subpoena and on condition that every effort is made to notify the student of the subpoena or order, except where a court or other issuing agency has ordered that there be no notification.



- In an emergency, appropriate persons as determined by the custodian of the records, if the knowledge of information from the particular record is necessary to protect the health or safety of the student or other persons.
- Disclosure to another educational institution where the student seeks or intends to enroll.
- Disclosure of directory information.
- Disclosure to the student.
- Disclosure of the final results of a disciplinary hearing to a victim of an alleged crime of violence or non-forcible sex offense.
- Disclosure of the final results of a disciplinary hearing involving an alleged crime of violence or non-forcible sex offense where a violation was committed.
- Disclosure in a legal action between the institution and the student.

Records released to any individual or group shall be transmitted on condition that the individual or group is informed that they may not permit any other party to have access to such information without the written consent of the student. The recipient shall also be notified in writing that if compliance with this requirement is not acceptable, all records shall be returned, unused, to the institution. The prohibition on the re-release of records does not apply in the case of disclosures of directory information; disclosures pursuant to a subpoena, court order or litigation; disclosure to the parents of a dependent student; disclosures to the student; or disclosures of the final results of a disciplinary hearing involving an alleged crime of violence or non-forcible sex offense where a violation was committed.

Each office that maintains educational records shall maintain a record for each student with that student's education record. The record shall list all individuals, agencies or organizations which have requested or obtained access to and each disclosure of the student's education record (except institution officials, court or law enforcement officials, disclosures to the student, disclosures of directory information and disclosures that have been made with the consent of the student, described above).

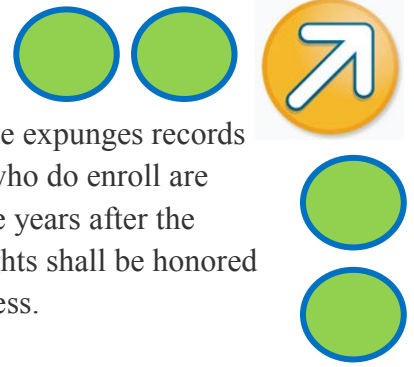
IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Maine at Machias to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC, 20202-4605

Expunging Records

The official academic record of a student is maintained in perpetuity by the institution. The Registrar's Office is the custodian of this record. No other record is officially designated as a permanent record. Other records can be expunged at the discretion of specific department heads



wherein a record resides. For example, the undergraduate Admissions Office expunges records of applicants who do not enroll after one year, while records of applicants who do enroll are maintained in perpetuity. The Office of Financial Aid expunges records five years after the student's last academic year of attendance. It should be noted that access rights shall be honored prior to the destruction of records where the student has requested such access.

Departments and offices which maintain educational records may have specific policies regarding access to and retention of such records which are consistent with this Policy and FERPA. Students seeking information about those specific policies should contact the particular department or office which is the custodian of the record.

Transcripts

Students' official academic records are maintained in the Registrar's Office. Transcripts of these records are not furnished to individuals, other institutions or prospective employers without the written consent of the student.

How to Order Transcripts

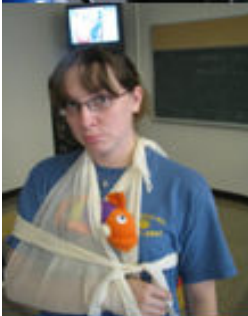
All transcript requests must be in writing. Complete the Transcript Request form or send us a letter which includes all of the following:

- Name
- All names under which your records may be filed
- Social Security number
- Date of Birth
- Dates of attendance
- Your mailing address
- Phone number
- Email address
- Address where you would like your transcripts mailed
- Your signature

All transcripts sent directly to students will be marked "Issued to Student" and will generally not be considered official. Please indicate if transcripts need to be in a sealed envelope. Please allow five business days from receipt of transcript request for processing. University policy prohibits issuing official transcripts to any student indebted to the University. Beginning July 8, 2008, the University of Maine at Machias no longer charges a transcript fee.



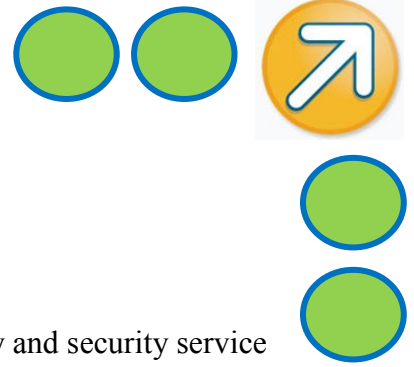
Campus Safety and Security



- Campus Security
- Security Hours
- Emergency Communication System E2Campus
- Security is Everyone's Responsibility
- Cancellation of Classes
- Parking Information on Campus
- Snow Removal on Campus
- Bonfire Regulations
- Firearms Policy
- Security and Personal Property

The University of Maine at Machias Student Handbook





Campus Security

Kimball Hall
Office: 207-255-1450
Cell: 207-263-9315

The mission of UMM Security is to provide an effective and efficient safety and security service for the University Community, protecting life and property on the University campus and insuring an atmosphere conducive to scholarly learning and local community involvement.

Security awareness and crime prevention programs are a crucial part of UMM's effort to continually provide a safe campus for students, employees and members of the local community.

The University's prevention efforts are based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students, employees and guests to the campus to be responsible for their own safety and the security of others.

For in-depth information and programming details provided by campus security and The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," or more simply, the Clery Act (UMM Security Report), information concerning motor vehicle rules and regulations, please visit the campus security webpage at the follow address:

<http://www.umm.maine.edu/campus-security.html>.

Security Hours

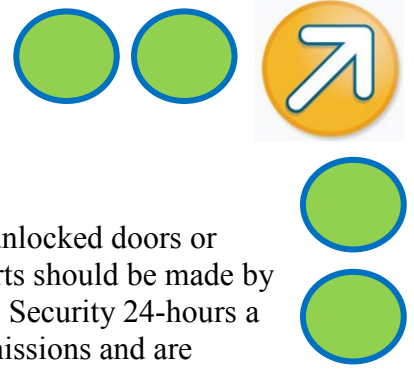
UMM has several full time and part time security officers who work to ensure that security coverage is provided on campus a majority of the time. We have a security officer on duty during the following times:

Saturday – Sunday 7:00a.m. – 4:00a.m.

Monday – Friday 8:00a.m. – 4:00a.m.

Emergency Communication System (E2Campus)

e2Campus is a service that provides notifications from the University in the form of text messages to your cell phone and emails to your email address. It is used by the campus administration to send faculty, staff, and students notification of cancellations due to severe weather or other events. To register, go to: <https://students.umm.maine.edu/e2campus/>.



Security is Everyone's Responsibility

Security is everyone's responsibility. It is essential that questionable incidents, unlocked doors or windows, suspicious activity, or emergencies be reported on campus. Such reports should be made by dialing 865.981.8112 and not the local police. This line is monitored by Campus Security 24-hours a day. Local law enforcement authorities monitor all campus security radio transmissions and are available to assist on the

campus at the request of security personnel. In order to assist in maintaining an orderly and safe campus environment, students must observe the following security measures:

1. Do not enter locked rooms or buildings.
2. Comply with all reasonable and lawful requests or directions of members of the faculty, administrative staff, residence hall staff, and other College employees fulfilling their duties.
3. Do not provide false information to faculty, administrative staff, residence hall staff, and other College employees fulfilling their duties.
4. Carry College ID at all times and show College ID cards when requested to do so by an official of the College or a member of the residence hall staff. In cases of disruptive behavior on campus, and when the security of members of the campus community and/or College property is threatened, Security officers will be called and they are authorized to immediately remove from campus those persons involved in such activity. Individuals removed from campus will be officially informed of the reason for such action and may be banned from campus.

Cancellation of Classes

How and when is the decision made to cancel or delay the start of day classes and work? As a general policy the University makes every effort to keep classes and offices open, no matter what the weather conditions.

On questionable days, the decision is based upon consultation with key staff members and reports from weather bureaus, the Maine Dept. of Transportation, the Maine State Police, and physical plant personnel who have traveled to work during the early morning hours. Classes and work are cancelled only when extreme weather conditions exist over a broad area of the region.

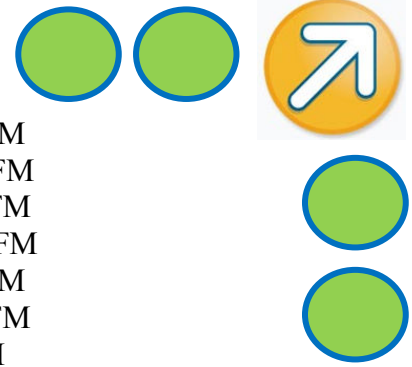
If day classes or work are to be delayed or cancelled, the President will make that final determination by 6:00 a.m. That information will be available by 6:15 a.m. in three ways.

1. A recorded message will be available at UMM's information extension at 255-1395.
2. A notice will be posted on UMM's Web site at <http://www.umm.maine.edu/weather/>.
3. The following radio and television stations will be contacted:

WLBZ TV Channel 2
WABI TV Channel 5
WVII TV Channel 7
WABI 910 AM
WDEA 1370 AM
WERU 89.9 FM
WQDY 92.7 FM

WEZQ 92.9
WKSQ 94.5 FM
WALZ 95.3 FM
WWMJ 95.7 FM
WWBX 97.1 FM
WFNX 97.7 FM
WLKE 99.1 FM

WFZX 101.7 FM
WGUY 102.1 FM
WCRQ 102.9 FM
WBOM 103.9 FM
WBSB 104.7 FM
WQCB 106.5 FM
WBZN 107 FM



A decision to cancel evening classes will typically be made by 1:00 p.m. This information is made available in the same three ways as for day classes or work.

What happens if classes or work are delayed, but not cancelled? The announcement will state the time at which classes and work will begin, and our normal schedule will be followed for the rest of that day. For example, if the University doesn't open until 10:00 on a Monday, neither 8:00 nor 9:00 classes will meet on that day. A delayed opening does not mean that classes scheduled for earlier that morning are simply postponed until later in the day; instead, those classes are cancelled.

What about days when UMM operates on a normal schedule despite inclement weather conditions? Students, faculty, and staff must use their own judgment as to whether inclement weather conditions prevent them from attending classes or work. You should not knowingly jeopardize their safety to travel on dangerous and unsafe roads or to travel when the state police advise against it. Conversely, you should not use the weather as an excuse to avoid travel to the University when actual weather and road conditions do not prevent safe travel.

If the University is open and a faculty or staff member is unable to attend work because of inclement weather, it is your responsibility to notify your supervisor or division chair to cover the vacancy. Supervisors and division chairs should plan for this coverage in advance.

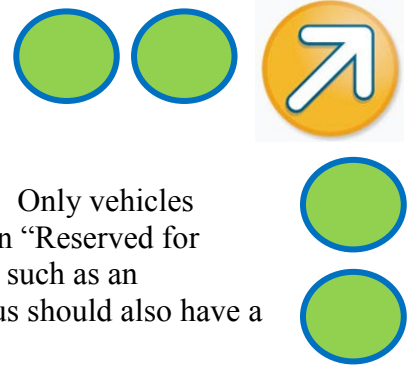
Parking Information at UMM

Registering Your Vehicle and Parking Permit:

All persons desiring to operate a motor vehicle on campus property are required to register the motor vehicle with security. Registration forms can be found at the Physical Facilities Office, Security Office or online. After filling out a form, Campus Security will issue a parking permit. The parking permit must be attached to the bottom corner of the rear window on the driver's side (back window not side window).

Loss, Damage or Replacement Permit

Anyone who loses their permit or the permit gets damaged should report it to security immediately to get a replacement permit for their vehicle. If at some time during the year you get a new car, you will need to register that vehicle by contacting security.



Handicap Parking Permits

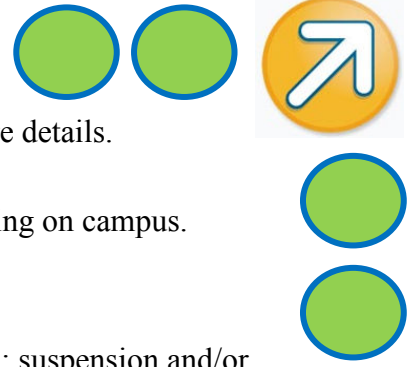
UMM Security issues temporary “Campus Only” Handicapped Parking Permits. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in “Reserved for Handicapped” parking spaces or any other areas designated for disabled persons such as an access ramp or curb out. Cars being issued a temporary handicap pass on campus should also have a valid handicap plate or placard.

General parking Regulations

- Parking is permitted only in areas designated for parking use. Parking is prohibited (whether it is posted or not) in roadways, loading zones, service and delivery areas, fire lanes, building exits, sidewalks and on the grass. **Driveways/entryways to all parking lots are considered fire lanes.**
- Parking regulations prevail at all times including nights, weekends and holidays.
- Parking privileges are not transferable and may be revoked in the event of any application, permit or vehicle misrepresentation.
- Parking spaces in the driveway of the O’Brien House are reserved for its occupants and their guests.
- Any special requests or complaints with reference to parking spaces should be directed to Security.
- The University of Maine at Machias has no liability for damages other than those caused by its own vehicles. The owner or operator of a motor vehicle on campus is encouraged to carry liability insurance.
- The University reserves the right to change parking privileges temporarily in any area by appropriate postings.
- Motor vehicles including motorcycles and/or motor bikes are not allowed in any UMM building for any reason.
- No double parking allowed anywhere on campus.
- Resident students vehicles being left on campus during breaks must be moved to a specifically designated lot. Lots will be announced prior to breaks.
- Motor vehicles using any parking area shall be duly registered (State and University), in operating condition at all times, and shall be in compliance with these rules. Failure to comply could result in vehicle being towed.
- **Lack of space in a convenient parking lot is not a valid excuse for violating a parking regulation.**

Winter Parking Information

Winter Parking Regulations: Vehicles parked in violation of UMM’s winter parking regulations will be towed at the owner’s expense. Effective November 15th to March 31st including weekends, breaks, and holidays, no parking is allowed on the sides of any campus road or in the major parking lots between the hours of midnight and 7:00 a.m. This does not include the residence lots or the



Reynolds Center dirt lot. See winter parking maps posted around campus for more details.

Under no circumstances are any vehicles authorized to be plugged into any building on campus.

Penalties and Appeals

Failure to comply with University vehicle regulations may result in fees; removal; suspension and/or revocation of parking permits; and/or other appropriate disciplinary actions, including but not limited to, proceedings under the Student Conduct Code; or any combination of such penalties.

When the right to operate has been revoked the permit must be removed. When the privilege is restored, a new permit must be obtained.

Any parked vehicle blocking traffic, obstructing access to parking areas, located in a fire lane or other marked tow-away areas, is subject to fees and/or being towed away at the owner’s risk and expense.

The fact that a vehicle is unlawfully parked or is involved in a moving violation shall be prima facie evidence of the act of such vehicle by the person in whose name the permit has been issued, or, if no parking permit has been issued, then by the person in whose name the vehicle is registered with the appropriate Department of Motor Vehicles.

Tickets

Violators to the rules and regulations must pay the issued ticket at the Business Office:

First Offense:

Moving Violations	\$25.00
Parking in Marked Tow Zones	\$15.00 and Tow
Permit and other parking violations	\$10.00

Second Offense:

Moving Violations	\$50.00
Parking in Marked Tow Zones	\$30.00 and Tow
Permit and other parking violations	\$20.00

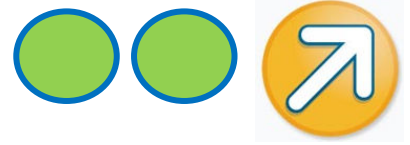
Third Offense – All fees are \$50.00 and vehicle is towed at owner’s expense

Fourth and Future violations – all fees are \$50.00, the vehicle is towed at owner’s expense and the vehicle will be banned from campus for 1 year.

Tickets must be paid by check or money order payable to the University of Maine at Machias. Failure to pay tickets may result in revocation of parking privileges.

Permits will not be issued or reissued to those individuals whose tickets have not been paid and notice is sent to the Business Officer where the fee is posted on the appropriate tuition bill.





Tows

Information as to the location of a towed vehicle may be received by calling Security at 207.255.1450 or 207.263.9315.

The University will charge \$90 for a tow if the vehicle is towed from one location on campus to another. In this case the tow agency will not charge the registered owner.

Persons picking up a vehicle towed off campus will be required to pay the towing agency for the tow and storage fees. The cost of the tow is determined by the towing agency and not the University.

Appeals

Anyone wishing to appeal any ticket or tow must do so in writing within seven days of the enforcement action. After seven days appeals will not be accepted and all rights to appeal will be forfeited. Submit the written appeal to the Director of the Physical Facilities, 116 O'Brien Avenue, Machias, ME. 04654.

Winter Safety Tips:

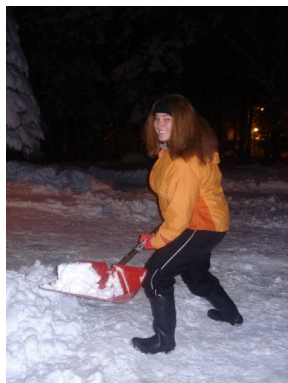
Be sure you have good tires, check for wear and inflation, and check your spare.

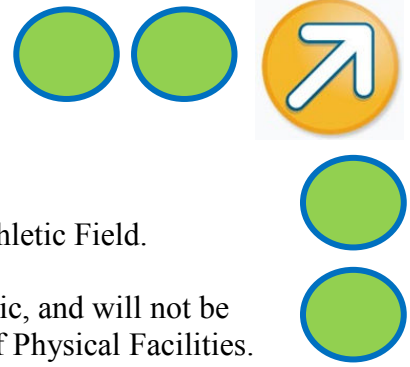
Make sure your car battery is in excellent condition and that your headlights, taillights and signal lights are all working. Carry a small shovel and have a spare set of warm clothes and a blanket. Remember to adjust your speed to the road conditions and match the flow of traffic. And, as always, buckle your seat belt. It is important to be prepared! Have a safe winter.

Snow Removal on Campus

For students living in the residence halls: after a snow storm, a schedule for snow removal from residence hall parking lots will be announced by the Physical Facilities Department through the Resident Directors.

During class days, snow removal typically will be scheduled in the evening after classes are over. Students who are away from campus overnight for any reason without their vehicle should move it to either the soccer field lot, the Reynolds Center dirt lot, or the lot located behind Reynolds.





Bonfires

All bonfires will be conducted in the center of the dirt parking lot by the Athletic Field.

Bonfires will contain dry wood containing no metal, no treatments, no plastic, and will not be furniture of any kind. All burn material must be approved by the Director of Physical Facilities. The size of the bonfire shall not be more than 10ft in diameter by 10ft high. The requesting organization shall provide all the wood needed.

Physical Facilities shall supply fire hose from the fire hydrant by the Pond to the bonfire site. The organization requesting the bonfire shall provide manpower to charge the hose and will remain until the fire is completely out before discharging the hose.

All bonfires shall not begin until Security inspects the site for wind speed, and all safety precautions have been met. Security will then begin the bonfire with the proper ignition material.

Security shall contact the Machias Fire Department to acquire a burn permit.

Submit all requests for bonfires to the Associate Director of Student Life. The Associate Director will secure permission from the Office of the President. All bonfires will not be authorized without written permission from the Office of the President.

Firearms Policy and Procedures

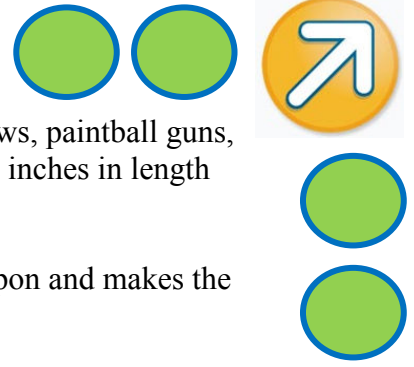
I. PURPOSE:

- Possession of a dangerous weapon is prohibited on property owned by or under the control of the University of Maine at Machias and at off-campus activities sponsored by the University. Weapons and ammunition are potential safety hazards. Possession, use or display of weapons, or ammunition is inappropriate in an academic community for any reason other than protection of University employees, faculty, students and members of the public invited on campus as allowed by law, Board of Trustees policies and policies of the University of Maine System.
- A storage area for weapons has been established in the basement of Kimball Hall at the University of Maine at Machias. The Security Department and Residence Life Department, under the following guidelines, will grant permission to those wishing to hold or store weapons and ammunition on the campus of the University of Maine at Machias.

II. POLICY:

A. DEFINITIONS

Weapon: Defined as an instrument of offensive or defensive combat or something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or



other material. This shall include, but not be limited to firearms, bows, arrows, paintball guns, swords, rockets, sling shots, air guns, martial arts devices and knives over 6 inches in length when the blade is in the open position.

Ammunition: Defined as any material capable of being projected by a weapon and makes the weapon operational.

B. STANDARDS

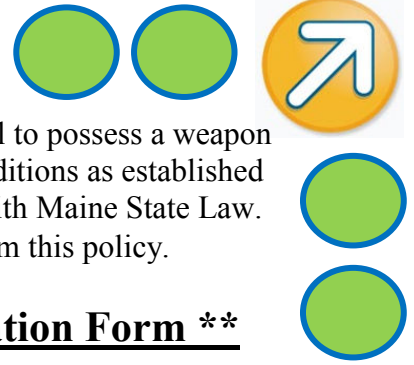
- No weapons or ammunition shall be worn, displayed, used or possessed on campus.
- Any member of the University community who violates this policy shall be subject to appropriate disciplinary action up to and including dismissal from the University.
- Any person who is not a member of the University community who violates this policy shall be subject to all appropriate procedures and penalties including, but not limited to, the application of the criminal trespass provisions of the law of the State of Maine.
- Weapons and ammunition may be stored on campus under the control of the Security Supervisor and in accordance with the Weapons and Ammunition Storage instructions that follow.

C. WEAPONS AND AMMUNITION STORAGE

- The weapon(s) must be registered by the owner and stored in the weapons safe located in the basement of Kimball Hall, Security Office.
- Any person who stores a weapon with the Security Office will be required to sign a copy of this weapons policy, which will be kept on file at the Security Office.
- University of Maine at Machias, its offices, departments and personnel will not be held responsible for loss or damage incurred during the storage period.
- Limit of two weapons per person.
- All guns carried or stored on campus must be in an unloaded condition.
- Guns stored must be fitted with a key trigger lock.
- All weapons must be signed in and out by the owner only.
- If the owner is intoxicated or disturbed in any way, he/she will not be allowed to sign out any weapon.
- Check-in and checkout times for weapon storage are based on the availability of the Resident Directors or Security Officer on duty. It is important that you plan ahead to make arrangements.
- Weapons and Ammunition must be removed from campus prior to the last day of classes for the academic year. A new registration sheet is required for each academic year.

D. EXCEPTIONS

- Any exception must be approved by the Security Supervisor and Director of Student Life and shall be subject to such terms and conditions as the Security Supervisor and Director of Student Life deems reasonable.



- The Security Supervisor may grant permission in writing to an individual to possess a weapon or ammunition on campus for instructional purposes only and under conditions as established by the Security Supervisor and Director of Student Life in accordance with Maine State Law.
- All currently licensed, full-time law enforcement officers are exempt from this policy.

**** Please See Security to obtain a Firearm Registration Form ****

Security and Personal Property

The University of Maine at Machias assumes no responsibility for students' personal property. All students are urged to carry insurance on their personal property either through their parent's homeowner or tenant policies or through policies of their own. If students are not presently covered by such a policy, coverage can be arranged through a request to an insurance agent.

Each student should maintain a personal inventory of items (TVs, DVD players, etc) including serial numbers. This is helpful in recovering lost or stolen items. On campus vehicles and residence hall room doors should be locked whenever the student is not present. In the event of theft, notify Campus Security at 207.255.1450.



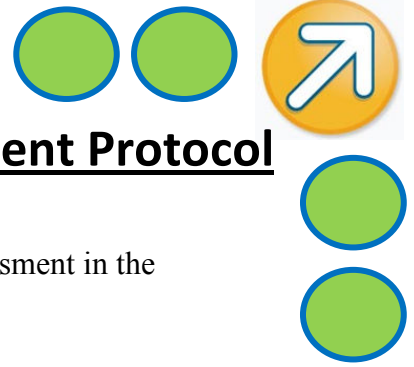


UMS Policies and Procedures

- Sexual Harassment Protocol
- Alcohol and Drug Policy

The University of Maine at Machias Student Handbook





University of Maine System Sexual Harassment Protocol

Do you think you've been harassed? Have you been accused? Sexual Harassment in the University of Maine System is NO LAUGHING MATTER

What Is Sexual Harassment?

Sexual harassment is unwelcome sexual attention that is a form of illegal sex discrimination under federal and state law. It is usually repeated behavior, but could be one serious incident.

Sexual harassment may be blatant, as in

- deliberate touching, pinching, caressing,
- attempts to fondle or kiss,
- pressure for dates or sex,
- requests for sex in exchange for grades or promotions.

Or sexual harassment may be more subtle – like staring, sexual jokes, or teasing, sexually demeaning remarks.

Although such forms of harassment may be unintentional, persistent or severe sexual behavior and words are harassing if a reasonable person would find them intimidating, hostile, or offensive, or if they unreasonably interfere with a person's academic or work performance.

When the harassing conduct is not sexual, but is based on someone's gender, it can also contribute to creating a hostile environment.

Sexual harassment usually occurs in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed, though women are most often victimized. Sexual harassment can also occur between members of the same sex.

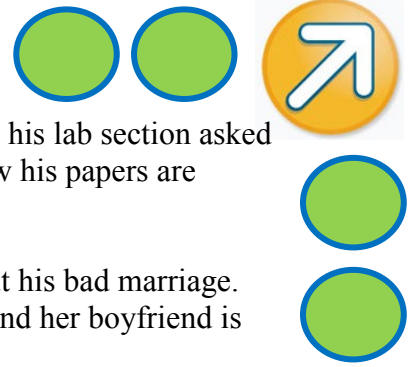
What Kinds Of Behaviors May Lead To Complaints?

Not all of the following examples are severe or pervasive enough to be sexual harassment, but all of them involve problematic or questionable behavior that may lead to complaints.

Rachel's major requires an internship with a community agency. Her supervisor at the agency has been sending her sexually explicit e-mail with links to sexually graphic web sites. Rachel is nervous about continuing her weekly meetings with him.

At June's work-study job, her supervisor repeatedly makes jokes with sexual overtones. He promises her a promotion if she will work after hours in his apartment on a "special" project. In one of Karen's classes, the professor frequently makes derogatory comments and jokes about women that have sexual overtones. Karen finds them so insulting that she is thinking about dropping the course.

Jim, a custodian in the women's residence hall, has a good relationship with the students. He likes to linger and chat with them and sometimes goes into their rooms to talk. One young woman, uncomfortable with Jim's friendliness, is thinking of moving to a different hall



Robert is an older student with a 3.9 G.P.A. The graduate assistant teaching his lab section asked him to go out with her several times. Robert said no and made excuses. Now his papers are getting low grades. He is sure that it is in retaliation for his refusals.

For some time, Vicki has listened sympathetically when her boss talks about his bad marriage. Now he wants her to listen over drinks after work. Vicki is uncomfortable and her boyfriend is jealous.

Philip is a student who openly supports gay and lesbian rights. He was pushed to the ground by a group of other students and interrogated about his own sexual preferences while two students made blatant sexual gestures.

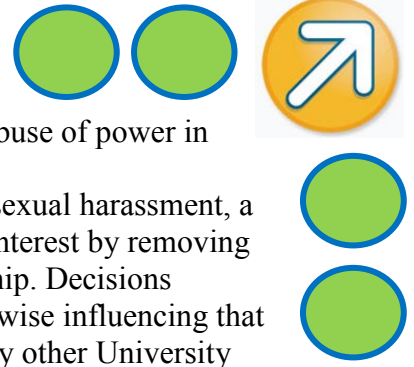
Norma is in a tenure track position. She begins dating John, a tenured professor in the department. After several months, Norma realizes that John is interested in a more serious relationship than she is. But she is worried about breaking off their relationship because John sits on the peer review committee that will consider her reappointment.

A resident in Mary's hall has been "coming on" to her; though she tries to ignore his behavior, it is getting worse. He stares at her, comments on her clothing and plays with her hair. Late last night he came to her door loudly asking to sleep with her, and wrote obscenities on her memo board when she refused. Mary's friends are saying, "Watch out for him."

What Is The University's Policy?

The University of Maine System is committed to providing a positive education and work environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this climate and is against the law. The University has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. The Board of Trustees has adopted this policy regarding sexual harassment:

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University System community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University System will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. In conformance with this policy, the University of Maine System will ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint of sexual harassment or who is involved in a complaint process will not be tolerated. Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Faculty and staff members are strongly advised not to



engage in such relationships. Further, the University System prohibits the abuse of power in romantic or sexual relationships.

To assure that power is not abused and to maintain an environment free of sexual harassment, a faculty or staff member must eliminate any current or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, or participation in athletics or any other University System activity.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment.

What Are The Effects Of Sexual Harassment?

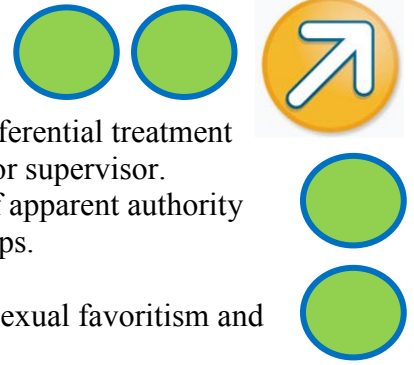
People who are subjected to sexual harassment often feel powerless to stop the situation. Especially in this culture, where "no" is often heard as "yes," verbal refusals are frequently ineffective. People may also fear retaliation if they say "no."

People who experience sexual harassment often blame themselves. Others may also blame them for the problem, rather than holding the harasser responsible for the behavior.

All effects are harmful. Sexual harassment is not funny; it is degrading and upsetting. It is not "just the way things are." People who feel harassed have dropped courses, changed majors, avoided advisors, even quit jobs or school.

What About "Consenting" Relationships?

University policy strongly discourages consenting romantic or sexual relationships between members of the University community when one person has power or authority over the other. The trust and respect that students have for faculty and other staff can make it difficult for them to freely reject sexual advances. Because faculty and staff have the power to give or withhold rewards such as praise, grades, and recommendations, this further limits the extent to which a sexual relationship between faculty or staff and students can be considered truly consensual. There are similar problems with an apparently consenting relationship between supervisor and employee. Even if a subordinate student or employee does not appear to object to a sexual relationship, this does not mean that the person welcomes the relationship. Moreover, someone



else may claim that the participant in a consenting relationship received preferential treatment and may file a complaint of sex discrimination against the faculty member or supervisor. Some students – such as RA’s and peer tutors – may also be in a position of apparent authority over other students and should be alert to the risks of consenting relationships.

Sexual relationships that may result in complaints of sexual harassment or sexual favoritism and that create a conflict of interest include, for example, those between:

A faculty member and student who is enrolled in the faculty member’s course, who is enrolled in a program for which a course taught by the faculty member is a requirement, who is an advisee of the faculty member, or whose academic work is supervised by the faculty member;

A faculty or staff member and student if the faculty or staff member is in a position to evaluate or otherwise influence the student’s education, employment, housing, or participation in athletics or any other University activity (staff members include, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors, health center staff, and residential life staff);

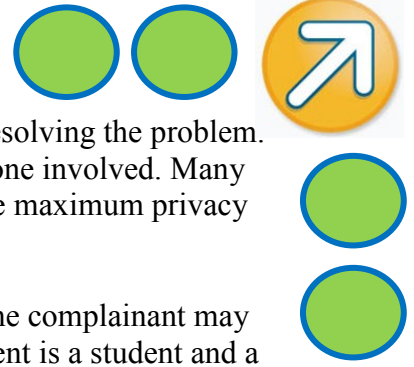
An employee and that person’s supervisor; a department chair and a faculty member in the same department; an administrator and a faculty or staff member in a department under that administrator’s direction;

An untenured faculty member and a tenured faculty member who participates in peer recommendations about the untenured person.

If a faculty or staff member becomes sexually or romantically involved with a subordinate student or employee, the faculty or staff member must remove himself or herself from any decisions affecting the other person as soon as practicable. This is necessary to avoid a conflict of interest and the potential for sexual harassment or sexual favoritism. The faculty or staff member should speak with his or her supervisor about appropriate ways to transfer such responsibilities.

How Are Complaints Handled?

The University has an Equal Opportunity Complaint Procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. Any student or employee who feels that he or she has experienced sexual harassment, and anyone with knowledge of an incident, should contact his or her supervisor, the campus Equal Opportunity Officer (if the alleged harasser is an employee), or Student Judicial Officer (if the alleged harasser is a student) as soon as possible after the incident. Any supervisor who becomes aware of a problem should promptly contact the Equal Opportunity Officer. If the Equal Opportunity Officer has a substantial conflict of interest regarding either the complainant or the person accused, an alternate may be requested. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process is not tolerated. The complainant and the person accused have certain rights to representation during the complaint process.



The Equal Opportunity Officer discusses informal and formal options for resolving the problem. The goal of the informal process is to seek a resolution acceptable to everyone involved. Many concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of sexual harassment is a student and a formal complaint is filed, the Student Judicial Officer conducts the investigation according to the procedure in the Student Conduct Code.

When the person accused is an employee or a person from outside the University, the Investigations Coordinator conducts the investigation. An appropriate administrator then decides whether the complaint has been substantiated and what corrective action will be taken. When charges of sexual harassment are substantiated, severe discipline may result, up to and including termination for an employee or dismissal for a student.

Under certain circumstances, the campus findings and decisions about a complaint can be appealed to the Director of Equity & Diversity for the University System.

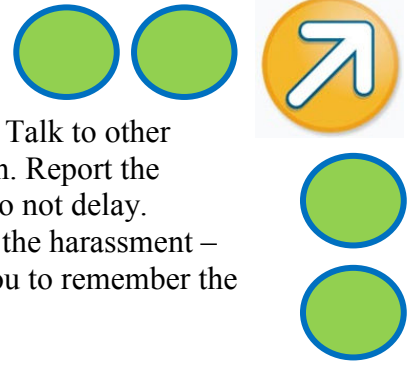
Copies of the Equal Opportunity Complaint Procedure are available at your campus library (on reserve), in the Equal Opportunity, Human Resources, and Student Affairs Offices, and on the web at www.maine.edu/eocp.html. All members of the University community are encouraged to use this procedure. Sexual harassment complaints may also be filed with the Maine Human Rights Commission, State House Station 51, Augusta ME 04333, (207) 624-6050. Employees may choose instead or in addition to file a grievance.

Remember, the University's goal is to prevent or, when necessary stop sexual harassment on campus. There are many resources directed toward these goals. The first step is yours – SPEAK UP!

What Can You Do About Sexual Harassment?

As someone who has experienced or may experience sexual harassment—
Set your own boundaries. Say “NO” emphatically and clearly when you are asked to go places, do things, respond to questions, or engage in situations that make you uncomfortable. Do not worry about offending the other person or hurting his or her ego. Take care of yourself first. Be aware of situations and people who may harm you. Don't ignore others' warnings about particular people or social settings. Acknowledge their concern for you and for themselves. Trust your own instincts about possible danger.

In an uncomfortable situation, be direct and honest, and remove yourself from the situation immediately. Regardless of your previous behavior or signals you may have given earlier, you have the absolute right to halt any sexual exchange at any time. Accept this right and act on it. If someone tells you to stop an encounter, listen to her or him and respect that request. Anything else is harassment.



Tell someone. Being quiet or stoic about sexual harassment lets it continue. Talk to other students or co-workers; you may not be the only one harassed by this person. Report the harassment to the appropriate University staff. Do not blame yourself and do not delay. Keep records. Write down dates, places, times, witnesses, and the nature of the harassment – what was done and said and your response. Later it may be important for you to remember the details of incidents.

As a student, respect the rights and preferences of all members of the University community. Support another student who comes to you with a problem by encouraging her or him to report sexual harassment to appropriate University personnel. Be aware that sexual harassment complaints against students often involve excessive alcohol consumption.

As a faculty member make sure you are aware of how classroom behavior and interaction with students may constitute, or be construed as, sexual harassment. Discuss the issue with your colleagues, perhaps your students.

As a supervisor you have a special, legal responsibility to stop sexual harassment. The University could be liable, and you could be found personally liable by a court or government agency, if you sexually harass someone. In the University, supervisors include department chairs and directors, administrators, and any other person who is responsible for the work of another employee, including a student employee. Employers may be legally responsible if they knew or should have known about sexual harassment. If a student or employee reports harassment to you, listen carefully, explain the University's sexual harassment policy, and encourage the person to contact the campus Equal Opportunity Officer or other campus complaint advisor as soon as possible. In addition, it is essential that you promptly report the situation to the Equal Opportunity Officer.

As an employee report any harassment you become aware of, and be sensitive to how others view what you say and do.

How Can I Avoid Behavior That May Be Seen As Harassing?

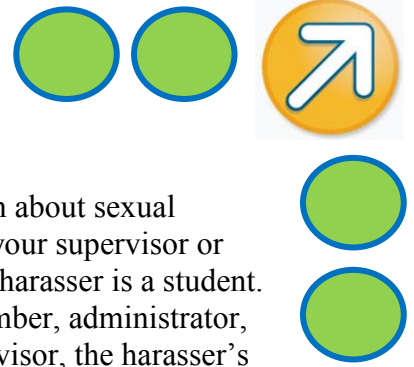
Here are some guidelines:

- Treat all co-workers and students with respect.
- Be careful about touching others.
- Consider that jokes, words, and gestures that have sexual connotations or demean or trivialize any person or group could offend others.
- Keep compliments casual and impersonal.
- Leave sexually provocative pictures and language at home.

Ask yourself if:

- Others seem uncomfortable with your comments or behavior;
- It is behavior you would want to appear on the evening news;
- You would want a member of your family to be treated in the same way.

When in doubt don't do or say it!



Where Can You Go For Help?

If you think that you are being sexually harassed, or if you have information about sexual harassment, seek help – the sooner the better. Report sexual harassment to your supervisor or Equal Opportunity Officer, or to the Student Conduct Officer if the alleged harasser is a student. In addition to the individuals listed here, you may talk with any faculty member, administrator, or staff person with whom you feel most comfortable, including your supervisor, the harasser's supervisor, or your resident assistant. If you need personal help in dealing with the effects of sexual harassment, contact the campus counseling center (students) or employee assistance program (employees).

If you have questions or concerns about sexual harassment contact:

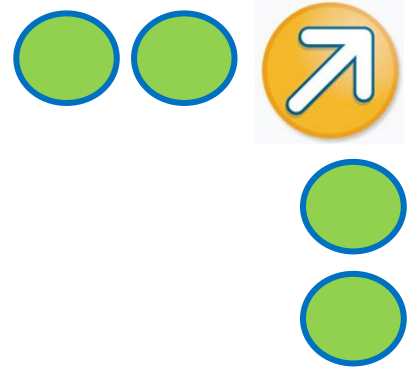
The University of Maine
Karen Kemble
Director of Equal Opportunity
North Stevens Hall
581-1226

University of Maine at Augusta
Sheri R. Stevens
Vice President for Administration
Farmhouse
621-3110

University of Maine at Farmington
Laurie Gardner
EEO/AA Director
Merrill Hall
778-7272

University of Maine at Fort Kent
Tamara Mitchell
Executive Director of Human Resources/EEO Coordinator
Cyr Hall
834-7533

University of Maine at Machias
Betty Kelley
Equal Opportunity Officer
300 Powers Hall
255-1211



University of Maine at Presque Isle
Barbara DeVaney
EEO/AA Director
South Hall
768-9750

University of Southern Maine
Daryl McIlwain
Assoc. Director of Equal Opportunity
222 Deering Street
Portland
780-5510

University of Maine System Office
Sally Dobres
Director of Equity and Diversity
16 Central Street
Bangor
973-3372

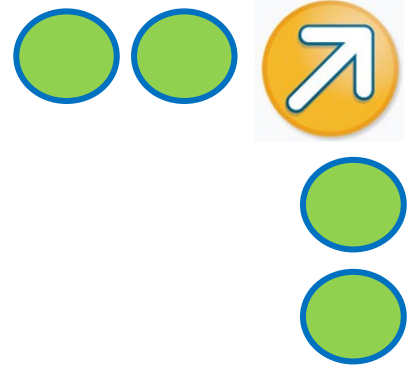
To report harassment by a student, contact:

The University of Maine
David Fiacco
Director of Student Judicial Affairs
Memorial Union
581-1409

University of Maine at Augusta
Kathleen Dexter
Dean of Students
Robinson Hall
621-3153

University of Maine at Farmington
Celeste Branham
Vice Pres. for Student and Community Services
Merrill Hall
778-7087

University of Maine at Fort Kent
Scott Voisine
Director of Student Services
Cyr Hall
834-7513



University of Maine at Machias
Kimberly Page
Director of Student Life
Dorward Hall
255-1305

University of Maine at Presque Isle
Jim Stepp
Director of Residence Life
Emerson Annex
768-9560

University of Southern Maine
Stephen Nelson
Director, Office of Community Standards
125 Upton Hall
780-5242

University College Outreach
Kathleen Dexter
Dean of Students
Robinson Hall
621-3153

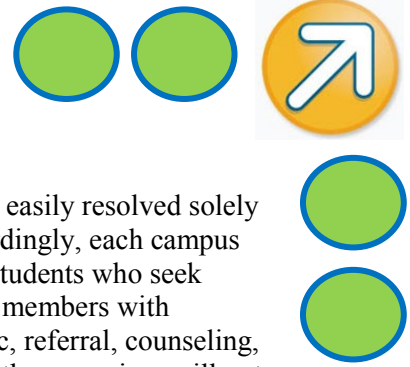
How Does Academic Freedom Relate to Sexual Harassment?

Sexual harassment includes verbal conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment. Verbal expression that is relevant to course subject matter is not regarded as sexual harassment. However, classroom language which is hostile and derogatory and which is directed at an individual because of his or her sex may constitute sexual harassment and may violate University policy.

Academic freedom requires an environment in which no person is exploited or coerced. Sexual harassment hampers academic freedom. The University's policies and procedures for dealing with sexual harassment ensure academic freedom while protecting the rights of all members of the University community.

Non-Discrimination Notice

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation including transgender status or gender expression, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to the campus Equal Opportunity Director.



University of Maine System Policy on Alcohol and Illegal Drugs

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Accordingly, each campus and System-wide Services have designated an individual to assist employees and students who seek referral for assistance with a substance-abuse problem. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The University will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

Alcoholic Beverages

The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the state of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy. Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in their rooms or in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.

Illegal Drugs

The possession, use, manufacture, dispensing or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) is prohibited at any time on University property and as part of any University activities. "Illegal drugs" does not mean the use of drugs under a valid prescription. Employees and students known to use, possess, manufacture, dispense, or distribute illegal drugs are liable to public law enforcement actions and University disciplinary actions.

Sanctions

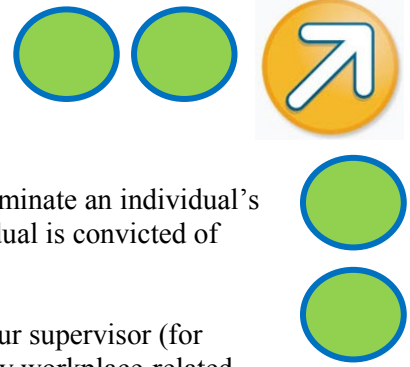
Employees and students who violate the University's policy will be subject to disciplinary action by the University. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions the University deems appropriate.

SPECIAL RULES THAT APPLY TO EMPLOYEES AND STUDENTS UNDER THE DRUG FREE WORKPLACE ACT

In November of 1988, the United States Congress enacted the Anti-Drug Abuse Act which contains a section called the "Drug Free Workplace Act of 1988." This section requires organizations receiving federal grants and contracts to ensure that their workplaces are free from illegal use, possession, manufacture, dispensation, or distribution of controlled substances.

The law requires employers who receive federal funds to:

- notify employees that drug abuse is prohibited in the workplace,
- establish a drug-free awareness program,
- require each employee to notify the University of any criminal drug conviction for violations occurring in the workplace, and



- impose sanctions or remedial actions for convicted employees.

As a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.

As a University employee, the Drug Free Workplace Act requires you to notify your supervisor (for example, Department Director or Principal Investigator) if you are convicted of any workplace-related criminal drug violation.

You must notify your supervisor within five calendar days after the conviction. Failure to report a conviction may be grounds for dismissal. Grantees must report in writing to the contracting or granting agency within 10 calendar days of receiving notice of the conviction.

Violations of the Drug Free Workplace Act can result in:

- Disciplinary action, including dismissal
- Suspension of payments under the grant
- Suspension or termination of the grant
- Suspension or debarment of the grantee

WHERE CAN EMPLOYEES GO FOR HELP? WHERE CAN STUDENTS GO FOR HELP?

Each campus of the University of Maine System has designated individuals to help students and employees deal with substance abuse problems. In addition to the designated individuals, you may discuss problems with residence hall staff, counselors, or your supervisor. Those individuals can help you get assistance from a trained professional. TTY callers may leave a message for one of these individuals by calling the University of Maine System Office TTY: 973-3300. Indicate the name and campus of the person you wish to contact:

EMPLOYEES:

UMaine

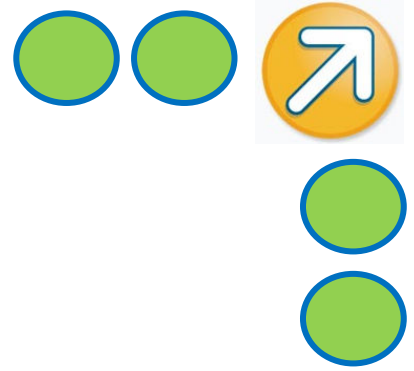
Polly Moutevelis-Burgess, Director
Employee Assistance Program
126A College Avenue
Telephone: 581-4014

UMA

David Lane
Director of Human Resources
Farmhouse
Telephone: 621-3100 or 1-877-UMA-1234

UMF

Robert Pederson, Director
Center for Human Development
252 Main Street
Telephone: 778-7036, e-mail: pederson@maine.edu



UMFK

Tamara Mitchell
Executive Director of Human Resources
Cyr Hall
Telephone: 834-7533

UMM

CIGNA Behavioral Health
Employee Assistance Program
Telephone: 1-877-622-4327

UMPI

Carolyn L. Cheney
Preble Hall, Room 126
Telephone: 768-9551

USM

CIGNA Behavioral Health
Employee Assistance Program
Telephone: 1-877-622-4327

UMS System Office

CIGNA Behavioral Health
Employee Assistance Program
Telephone: 1-877-622-4327

STUDENTS:

UMaine

Lauri Sidelko, Director
Alcohol & Drug Education Programs
Memorial Union, Room 235
Telephone: 581-1423

UMA/Augusta Campus

Philip Watkins, Counselor
Coordinator of Student Support Services
Telephone: 621-3044 or 1-877-UMA-1234, ext. 3044

UMA/Bangor Campus

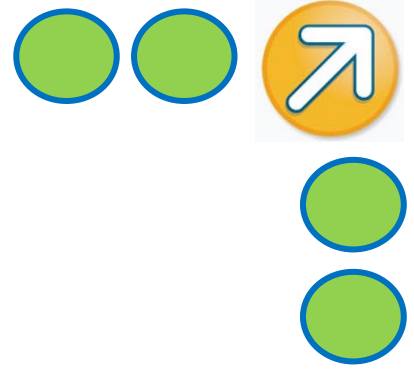
Betty McCue-Herlihy
Coordinator of Counseling Services
Telephone: 262-7822

UMF

Center for Human Development
252 Main Street
Telephone: 778-7034

UMFK

Scott A. Voisine
Director of Student Affairs
Cyr Hall
Telephone: 834-7513



UMM

Kim Page
Director of Student Life
Dorward Hall
Telephone: 255-1305

UMPI

John Harrington, Director of Counseling
Counseling and Career Services
122 South Hall
Telephone: 768-9589

USM

Robert Small
Clinical Director
University Counseling Services
105 Payson Smith
Telephone: 780-4050

UMS CENTERS

Students may contact either the Student Services Coordinator at the center or the designated campus person at the campus of enrollment.

