

UNIVERSITY OF NEW ENGLAND



STUDENT HANDBOOK

FOR THE 2013-2014 ACADEMIC YEAR

Table of Contents

Mission Statement	3	Wastewater Treatment	29
Letter from the Vice President	4	University Conduct Policies	30
Images of the University	5	Conduct Code	30
History at a Glance	7	Judicial Process	35
University Administration	8	Sanctions	46
The Division of Student Affairs	9	Academic Progression Appeals	48
University Student Services	10	Administrative Mandatory Leave	49
Admissions	10	Alcohol & Drug	49
Alexander Hall Student Lounge	10	Hazing	53
Alumni Relations	10	Title IX Non-Discrimination and	
Athletics	11	Anti-Harassment Policy	56
Bookstore	12	Title IX Reporting process	56
Business Services	12	Smoking/Tobacco Use on Campus	60
Campus Center	13	Weapons/Fireworks	62
Campus Services	13	Additional University Policies	
Career Services	14	And Procedures	62
Clubs and Organizations	14	Class And Work Cancellation/Delay	
COM Constituent Services	14	Policy	62
Commuter Info	14	Change of Address or Name	
Copy Center/Fax	15	Procedure	63
Counseling Services	16	Change of Enrollment Status	63
Dental Clinic	16	Children on Campus	64
Dining Services	16	Circulation Policies (Libraries)	65
Disability Services	16	Class Attendance	65
Facilities Management	17	Commercial Activity, Solicitation	65
Financial Aid	17	Communicable Disease Policy	65
Finley Recreation Center	17	Computer Use and Email Policies	67
GLBTQ	17	Contributions to Other Groups	
Global Education	18	or Non-Profits	67
Health & Wellness Education	18	Copyright Policy (Text & Software)	68
Health Care	18	Equal Opportunity Policy	68
Health Insurance	19	Gambling - NCAA Policy	68
ID Cards	19	Health Insurance Portability and	
Immunizations	19	Accountability (HIPPA)	69
Information Technology Services	20	Identification Card Policy	69
Libraries	20	Mail Services Policies	70
Mail Services	21	Motorcycle/Bicycle Storage	70
Media Services	21	Nepotism	71
Multicultural Services	21	Nonsexist Language Policy	71
Proctor Center	22	Pets	71
Registration Services	22	Photographic Policy	72
Recycling Program	23	Political Candidate/Campaigns/	
Residential Education & Housing	23	PACS	72
Safety and Security	24	Use of Human Subjects In Research	72
Spiritual Life	26	Safety, Fire	72
Student Academic Support Center	26	Sign Posting	73
Student Involvement/Activities	26	Student Records Policy and Family	
Student Affairs	27	Educational Rights And Privacy	
Student Governance	28	Act (FERPA)	74
Telephone Services	29	University Relations with Media,	
U-Online	29	Public, and Alumni	76
		Wheeled Vehicles in Buildings	77
		Summary of Emergency Protocol	77

Mission Statement

The University of New England provides students with a highly integrated learning experience that promotes excellence through interdisciplinary collaboration and innovation in education, research, and service.

Core Values Statement

The University of New England values student-centered, multi-disciplinary and interdisciplinary programs that meet the highest ethical standards to achieve excellence in support of an integrative approach to the liberal arts, health and the environment, as well as scholarship and research.

Equal Opportunity at UNE

Consistent with federal and state law and University policy, the University of New England restates its commitment to the concepts of equal opportunity.

Neither employment nor study, nor institutional services, programs, and activities should be hindered by such prohibited bias factors as race, sex, sexual orientation, gender identity and expression, ethnicity or national origin, religion, age, creed, color genetic information, physical or mental disability, HIV status, or status as a disabled veteran or veteran of the Vietnam era. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities. The University of New England will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias factors in institutional processes.

Every member of this university community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UNE policies in implementation of federal and state law as a term of employment.

Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment. No person will be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited bias.

Within any limits imposed by concurrent jurisdiction of the University of New England and other agencies of the state of Maine, no internal procedure or process for resolution of such concerns will be used for the purpose of abridging the access of any member of this institutional community to the courts or to compliance agencies.

The 2013-2014 Student Handbook

This Student Handbook is designed to provide information that will assist you in your academic and extracurricular endeavors at the University of New England. It is not, however, the only set of guidelines available to you. Program-specific handbooks and manuals, published by certain academic departments and colleges, will provide further structure and guidance and should be used in conjunction with this publication.

About Your 2013-2014 Student Handbook

Welcome to the University of New England! This Student Handbook addresses important areas of information for all student members of the University of New England community on both our Biddeford Campus and our Portland Campus and beginning in January 2014, our new campus in Morocco.

The Handbook describes how this University works, where students should go, and who they should see to resolve questions and concerns. Policies, procedures, and regulations are outlined so that all students (undergraduate, graduate, medical, certificate and special status) are aware of the parameters within which this University community functions.

The Student Handbook is published on the UNE website. Certain sections, including the Policy and Conduct Code section as well as the Residential Education and Housing Handbook are published in their entirety on the web as well as in the UNE “planner” version available to undergraduates on both campuses. Information, procedures, and programs may change during the year. Students will be notified via e-mail if a change should occur, and the revision, of course, will appear in the web-based version. In addition, changes may be published in handbook supplements.

As a small university, we pride ourselves in our personal approach to everything we do. Faculty, administration, staff, and students are available to help each other. Please ask questions and take responsibility for finding out what opportunities UNE offers. The more involved in your own education and the more active you are in University programs, the more likely you will be satisfied with your UNE experience.

The Office of Student Affairs is here to help you. Stop in 129 Decary Hall and meet our staff. You will always find a friendly face and a helping hand. Best wishes to you as you begin a new year.



Dr. Cynthia Smith Forrest
Vice President for Student Affairs and Dean of Students

Disclaimer

The provisions of this handbook do not constitute a contract, express or implied, between The University of New England and any applicant, student's family, or faculty or staff member. The University of New England reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine, and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

On the Web

The Student Handbook can also be found on the UNE website at: www.une.edu/studentlife/handbook

Images of the University



The University Seal

The University of New England revised its official emblem--the seal--to reflect the 1996 merger with Westbrook College in Portland. The new seal has four "quadrants" within a "shield" configuration that symbolize various aspects of the University's unique history, diverse traditions, and commitment to quality education.

The cupola in the top left quadrant represents Westbrook College, now the Portland Campus of the University of New England. This architectural landmark, which sits atop Alumni Hall, has long been associated with Westbrook College. Because Westbrook College is the older of the two pre-merger institutions, it rightfully claims the "first" quadrant in the shield.

In the top right quadrant, the maple leaves and the fleur de lis represent the French and Canadian heritage of St. Francis College, the Biddeford Campus' original institution from 1951 to 1978, and the Biddeford community where the Biddeford Campus is located.

The bottom left quadrant includes the Staff of Aesculapius (the Greek god of medicine and healing) with the initials D.O., symbols of the osteopathic medical profession, and an open book, which stands for the medical education offered by the College of Osteopathic Medicine.

The lighthouse on a rocky ocean shore in the bottom right quadrant signifies the University's geographical identification with Maine and New England.

The Latin motto "Lucens et Ardens" on the ribbon below the shield literally means "ardor for light." More loosely translated the motto means "passion for learning or enlightenment." The significance of the motto is incorporated symbolically in the lighted lamp of knowledge in the top right quadrant.

The University now recognizes Westbrook College's 1831 charter date as the University of New England's founding date.

The University Logo

When the University of New England merged with Westbrook College in 1996, becoming a larger, more diverse institution, University officials realized that the University's public image should better reflect the new, more dynamic status of the institution.



They agreed the University logo should be updated, and the University colors changed to better reflect both campuses' special relationship to the water (Casco Bay in Portland and the Saco/Atlantic Ocean confluence in Biddeford). Blue and light gray on a white field were chosen.

The Nor'easters Athletic Logo



In keeping with our location on the coast of Maine, famous for its powerful storms, the Nor'easters are our many and varied teams, varsity, club, recreational, or intramural levels. **GO BIG BLUE!** Support all of our athletes and attend as many games as you can!

UNE History at a Glance

- 1831 Westbrook Seminary, a co-ed boarding school, founded.
- 1834 Alumni Hall completed, featuring a cupola, which once topped Portland's City Hall. Bell, which signaled class time, was added to cupola just after the Civil War.
- 1869 Hersey Hall, noted for its "bathing rooms", opens as dormitory. Building was later noted for its ghost. (See www.une.edu/wc/history.asp for more of the story!)
- 1925 Two-year women's college curriculum started, thus beginning Westbrook Junior College.
- 1939 Franciscan Friars opened St. Francis College, a high school and 2-year college program for men on a site which had hosted a seasonal campground for Sokokis Indians, an orphanage and girls school, and WWII patrol barracks.
- 1953 Charter granted, establishing St. Francis College as a four-year college
- 1961 Westbrook Junior College becomes first residential junior college in the United States to offer a Dental Hygiene degree program.
- 1973 First male students admitted to newly named Westbrook College, now a four-year curriculum.
- 1977 Westbrook College Art Gallery opens to house collection of Joan Whitney Payson.
- 1978 University of New England is founded when New England College of Osteopathic Medicine and St. Francis College combine. The new university structure features Maine's only medical school.
- 1985 University of New England offers its first Masters Degree program.
- 1988 Beverly Burpee Finley Center, housing a gymnasium, is built at Westbrook College.
- 1989 Campus Center opens at UNE in Biddeford.
- 1995 Construction of the Harold Alfond Center for Health Sciences begins in Biddeford.
- 1996 Westbrook College and the University of New England merge.
- 1998 The proposal providing for a University student to serve as a full voting *Student Trustee* member of the University's Board of Trustees was approved.
- 1999 UNE commits to becoming a significant research institution, leading to participation and leadership in the Maine Biomedical Research Coalition and the Maine Marine Research Coalition. Sets the stage for future biomedical research center.
- 2000 College of Arts & Sciences begins initiatives to expand and diversify its liberal arts curriculum, leading to new degree programs in art education, English, history, political science, psychology and sociology.
- 2002 UNE earns national top honors in NCAA Division III for its student-athlete graduation rate (100% of 1996 freshman class), receiving a \$20,000 grant and getting publicity in USA Today.
- 2002 Extensive renovations and opening of the Parker Pavilion on the Westbrook College Campus.
- 2002 Launching of the Integrated Interdisciplinary Health and Healing program (I²H²) within the College of Health Professions on the Westbrook College Campus.
- 2002 Dedication of the Marine Mammal Research and Rehabilitation Center on the Biddeford Campus.
- 2002 Opening of two suite-style residence halls on the Biddeford Campus
- 2004 UNE listed a "top school" (Tier 1) for regional universities in the Northeast in U.S. News & World Report's "America's Best Colleges."
- 2004 Nationally known physical therapy major becomes a doctoral program (DPT). UNE introduces on-line master of public health (MPH) degree and adds Women's Studies minor.
- 2004 UNE featured in fall issue of Down East magazine.
- 2005 UNE introduces several new degree programs including a communications major in business, a two-track master's program (marine sciences/applied biosciences) in biological sciences, and two specialty programs in the graduate education program.
- 2005 Champlain Residence Hall opens. Other buildings planned include a biomedical research center and George and Barbara Bush Cultural Center on the Biddeford Campus and a Performance Enhancement and Evaluation Center (PEEC) on the Westbrook College Campus (Portland).
- 2007 Featherman Residence Hall opens on the Biddeford Campus (Biddeford). College of Pharmacy opens its doors to first student cohort.
- 2008 George and Barbara Bush Cultural Center opens.
- 2009 Owen Pickus and Morgane Halls open. New University Logos and campus designations are unveiled.
- 2010 Sokokis Residence Hall and new Athletic turf field open for Fall 2010
- 2012 The Harold Alfond Forum opens in Fall 2012

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For more information about Senior Administration at
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<http://www.une.edu/president/sradmin.cfm>

The Division of Student Affairs

Biddeford Campus

Vice President for Student Affairs
Dean of Students
Decary 129, (207) 602-2372
Email: Student-Affairs@une.edu

Portland Campus

Vice President for Student Affairs
Assistant Dean of Students, Graduate and Professional Student Affairs
02 Proctor Hall (207) 221-4212

Mission

Grounded in theory and guided by assessment, the Division of Student Affairs promotes scholarship, leadership, social responsibility, and involvement through an integrated learning community.

Division Organization

In order to better serve students, the Division of Student Affairs is organized into four service areas: Community Life, Student Support Services, Graduate and Professional Student Affairs (Portland Campus), and Athletics. These service areas are interdependent units; each one has a focus on a particular area of the student's experience but each department collaborates with others within the Division to provide a congruent and comprehensive service to students.

Athletics

The University of New England Department of Athletics is a member of the NCAA and the ECAC. The Department of Athletics has oversight of all Men's and Women's Varsity sports, Recreational and Club Sports, the Aquatics Program as well as the Gymnasium and Pool facilities on the Biddeford Campus.

Community Life

This area, based on the Biddeford Campus, consists of those departments or units whose missions primarily surround the community experience of students. Health and Wellness Education, Judicial Affairs, Leadership and Orientation Programs, Multicultural Affairs, Outdoor Recreation, Residential Education and Housing, Safety and Security (for both campuses), Spiritual Life, Student Involvement, and Study Abroad on the Biddeford Campus are all based out of this area.

Enrollment Management

This area, based on both campuses, consists of Undergraduate and Graduate Admissions offices and is the gateway for students into the University.

Graduate and Professional Student Affairs

This area, based on the Portland Campus, consists of those departments or units in the Division of Student Affairs whose missions are focused on serving the needs of students on the Portland Campus. In this area may be found Graduate and Professional Student Affairs, Portland Campus Residential Education and Housing, Community and Student Life, Adult Learner Services, Career Services, and Finley Recreation Center.

Safety and Security

This area serves both campuses of the University. In addition to providing services, staffing and training to improve the safety of the University, this office also coordinates parking and the UNE Bike program.

Student Support Services

This area serves students on both campuses and consists of those departments or units whose missions are primarily those providing support to the student's academic and personal needs. Counseling Services, Career Services, Disability Services, and Learning Assistance Services are all based out of this cluster.

University Student Services

The following services are available to all students—undergraduate, graduate and medical—at the University of New England. Where information or procedures differ between campuses, services are further described under the Biddeford Campus or the Portland Campus sub-sections. Due to on-going service changes, information regarding telephone extensions, locations, and e-mail is subject to change.

ADMISSIONS

Undergraduate:

Welcome Cottage, 3 Hills Beach Road, (207) 602-2297

Graduate:

111 Hersey, (207) 221-4225

Email: admissions@une.edu

Web: <http://www.une.edu/admissions/>

Office of Constituent Services

11 Hills Beach Road
Biddeford, Maine 04005
(207) 602-2329

UNECOMadmissions@une.edu

Admissions staff members work year-round to recruit and admit students to the University. Visiting college fairs, talking to interested students, arranging campus visits, and processing applications are just some of the many functions of these offices. Students seeking involvement in admissions activities, including serving as a campus tour guide, should contact the appropriate offices for more information.

ALEXANDER HALL STUDENT CENTER

Portland Campus, Graduate and Professional Student Affairs

Student and Community Life,
02 Proctor Hall (207) 221-4269

The newly remodeled Alexander Hall Student Center facility hosts the campus dining hall, Wing Lounge, University Bookstore, Student Activities, meeting rooms, and team meeting room,. Wing Lounge offers an informal setting for students to relax, study, and meet. The building is also host to a number of events and meetings such, special interest fairs and programs, and Student Government meetings.

ALUMNI

COM Office of Recruitment, Student, and Alumni

Services, Stella Maris 127, (207) 602-2329

Office of Alumni Advancement, Ginn Hall 301, (207) 221-4218

<http://www.alumni.une.edu/s/1080/start.aspx>

The University hopes that all graduates will remain in touch with their College and become active in alumni affairs. Alumni life begins during Commencement Week, when graduates are inducted into the Alumni Association. From that time forward, UNE endeavors to communicate with graduates as often as possible, through publications, the website, online newsletters, mail and phonathons. The St. Francis College and UNE Reunion/Homecoming and Alumni Weekend is held on campus each fall, the UNECOM Reunion and CME Weekend is held each October, and Westbrook College reunion is held in early June. Receptions in higher alumni concentration areas are held during the year as well. These receptions are attended by Alumni Office staff, faculty members, and/or administrators, who update alumni on campus news. UNECOM alumni receptions are also held at national and state CME conferences.

The Office of University Relations services the University of New England Alumni Association (graduate and undergraduate alumni from St. Francis College and UNE, as well as the Westbrook College Alumni Association). The UNECOM Alumni Association is housed in the COM Office of Recruitment, Student, and Alumni Services.

Alumni are encouraged to become active participants in their respective alumni association. There are many opportunities, including service as a class officer, volunteering for the school, hosting and/or attending alumni events, career services network and phonathons. Ideas and suggestions for alumni activities are discussed and implemented by the alumni association leadership groups: The University of New England Alumni Council, the Westbrook College Alumni Board of Directors or the UNECOM Alumni Association.

ATHLETICS

Division of Student Affairs

Harold Alfond Forum, Biddeford Campus
Campus Center (Swimming), Biddeford Campus

Athletics, (207) 602-2499
Web: <http://athletics.une.edu>

INTERCOLLEGIATE ATHLETICS

The University of New England Intercollegiate Athletics Program is administered and organized to offer highly skilled male and female student-athletes fair and equal opportunity to pursue athletics interests through various varsity sports programs. While available to students on both campuses, all intercollegiate athletics practices and games are conducted on the Biddeford Campus. Portland Campus students interested in participating should contact the Athletics Department at the extension listed above.

The University of New England actively supports the NCAA Division III philosophy, which is based on the belief that intercollegiate athletics plays an integral role in the University's total educational mission. The Department offers student-athletes experiences that provide a basis for physical, emotional, intellectual and social growth, while instilling the values of teamwork, commitment and hard work that students will carry forward to make them successful.

The welfare and overall success of each student-athlete is a major focus of the Athletics Department. Student-athletes are required to progress steadily toward completion of their degree. In addition, student-athletes are expected to act as positive role models for their peers, University Community, and society at large. As the University of New England continues to develop as an institution, so too will the intercollegiate program. A chief objective of intercollegiate athletics at UNE is to sponsor programs that will win championships at the conference, regional and national levels, while creating a sense of school spirit and pride that the student body and University Community will embrace.

Intercollegiate teams for men are in basketball, cross country, ice hockey, lacrosse, soccer, and golf. Women's teams include basketball, cross country, field hockey, ice hockey, lacrosse, soccer, softball, swimming and volleyball. In addition to NCAA membership, UNE also holds membership in the Eastern Collegiate Athletic Conference (ECAC) and Commonwealth Coast Conference. Information about athletic programs participation and financial support may be found at www.une.edu/oira on the UNE profile link.

ATHLETIC TRAINING

A staff of Certified Athletic Trainers provides health care for University athletes. Athletics health care includes daily athletics injury prevention and

management during practices and games, as well as rehabilitation and coordinating appropriate referrals. It is the goal of the Athletic Training Staff to provide the finest quality care possible to University athletes. Athletic Training Staff members directly supervise and facilitate educational experiences for athletic training education students each semester.

CLUB SPORTS

Biddeford Campus
Club Sports Office, (207) 602-2376
Web:
<http://athletics.une.edu/Sports/gen/2007/clubsports.asp>

UNE offers competitive club sport teams to allow students who are looking for a more competitive level of sports than the intramural sports leagues. Club sport teams compete against other institutions' club level or junior varsity level sports programs. The Recreational Sports Office and Undergraduate Student Government sponsor all club sport teams. Eligible participants must be presently enrolled students at the University. The following Club Sports are currently active: Baseball, Equestrian, Dance Team, Gymnastics, Men's Ice Hockey, Men's Rugby, Men's Swimming, Men's Volleyball and Women's Rugby. While available to students on both campuses, all Club Sports are offered on the Biddeford Campus only. Portland Campus students interested in participating should contact Athletics at the extension listed above.

INTRAMURAL SPORTS

Office of Intramural Sports and Recreation, (207) 602-2831, intramurals@une.edu
Web:
<http://athletics.une.edu/Sports/gen/2007/intramurals.asp>

The mission of the Intramural Sports program is to provide fun and safe activities for the UNE community for the purpose of promoting growth and development, positive interpersonal relationships, and healthy lifestyles. The UNE Intramural Sports program offers all undergraduate and graduate students as well as faculty and staff an opportunity to engage in a wide variety of recreational activities. These activities are open to men and women, and include both team and individual sport activities.

Participants can sign up as a team captain or a free agent, Leagues and tournaments are offered throughout the year in the following sports: Basketball (3v3 & 5v5), Beach Volleyball, Billiards, Broomball, Dodgeball, Flag Football, Floor Hockey, Handball, Ice Hockey, Indoor Soccer, Kickball, Outdoor Soccer (7v7 & 11v11), Racquetball (singles & doubles), Roller Hockey, Shinny, Shooting Competitions, Softball, Table Tennis, Tennis (singles & doubles), Ultimate Frisbee, Water Polo, and Wiffleball.

BICYCLE STORAGE/REMOVAL

Students living in the Residence Halls are encouraged to take their bicycles home during the Thanksgiving break. All bicycles must be removed from the area of the Residence Halls by the last day of the fall semester and may not return until April 15th. Limited indoor storage space is available, see the Housing Office for more information. All bicycles remaining in or around the Residence Halls after the last day of the fall semester are removed by the university. Removal by the university incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the removal process. The university is not responsible for any damages that occur during the bicycle removal or storage process. If removed bicycles are not retrieved by the student by May 1st, they will be donated to the UNE Outdoor Recreation Department or a local charity. Disassembled bikes (or parts) may be removed at any time during the year. Students may not leave bikes attached to bike racks beyond the end of the spring semester. Any bike left after the end of the spring semester will be confiscated by the university. The only exception to this policy is for students returning for summer classes. These students must arrange for their bike to be stored by the university until they return for the start of summer session.

BOOKSTORE

Biddeford Campus
Campus Center
Texts: (207) 602-2219
Main phone: 282-3025
Fax: 282-3346
Email: bookstore@une.edu
Web: www.une.edu, click on the Quicklinks and choose "Bookstore"

The Campus Bookstore offers an array of services including: textbooks; reference books and a special order service to obtain titles not carried in the store; imprinted merchandise, gifts, clothing, and class rings; academic-priced software; Medical supplies, lab jackets and scrubs; greeting cards, CD's, gifts, balloons; magazines and newspapers; discount movie tickets; snacks; and health and beauty aids.

BUSINESS SERVICES

Student Financial Services (SFS) is committed to helping students and their families explore the financial means to achieve their educational goals and pay their bills in a timely and responsible manner. We provide a central location to handle all aspects of Financial Aid and Student Accounts,

offering counseling services to prospective and current students and their families regarding the following: options for financing higher education costs; applying for and obtaining funding; and budgeting expenses and paying bills. SFS is responsible for disbursing funds--which may include loans, Work Study funds, and grants and scholarships from public and private sources—to eligible students, and is charged with collecting payment for all educational costs. The Office aims to provide accurate financial information as well as knowledgeable guidance and support to students.

Financial Aid

107 Decary Hall, (207) 602-2342
Fax: (207) 282-5968
Email : www.une.edu/askfinaid?
Web : www.une.edu/financialaid

The Financial Aid Office in Student Financial Services is dedicated to assisting students and their families find options for financing higher education costs. At UNE, over 90% of the students receive some form of financial aid. The Office can provide information regarding applying for financial aid, completing verification requirements, meeting critical deadlines, accepting aid, and searching for funding alternatives.

The Financial Aid Office maintains a web page that provides comprehensive details regarding available financial aid programs and the application procedures for students interested in financial aid. Students should also consult the comprehensive "Financial Aid Guide: Understanding Your Aid" at the following address: <http://www.une.edu/financialaid/upload/UNE-13-14-Financial-Aid-Guide-PDF-Website-version-final-draft.pdf> for detailed information regarding their financial aid options and obligations.

In addition to the information provided to you on this site and the Financial Aid website, the SFS Office is available to serve you and to answer your questions.

Student Accounts

107 Decary Hall, (207) 602-2425
Fax: (207) 282-5968
Email: www.une.edu/askstudentaccounts?
Web: www.une.edu/businessoffice

The Student Accounts Office in Student Financial Services is committed to providing students with excellent customer service, answering questions regarding student accounts, and helping students fulfill financial obligations to the University. The staff provides assistance regarding general billing, tuition bills, refunds, third-party payment plan information, health insurance information, and clarification on

student-related charges and fees.

In addition to the information provided to you on this site and the Student Accounts website, the SFS Office is available to serve you and to answer your questions.

Tuition & Related Expenses

Information regarding tuition and related expenses and fees can be found in the current catalog for each college: College of Arts & Sciences, Westbrook College of Health Professions, College of Pharmacy, College of Osteopathic Medicine, and the College of Dental Medicine or at www.une.edu/registrar. In addition, tuition and related information is available at Student Accounts on the Biddeford or Portland Campuses or online at www.une.edu/businessoffice. Withdrawal and refund policies may be found online at: <http://www.une.edu/registrar/catalog/1314/undergrad/financial.cfm>.

Student Banking Services

Direct Deposit of Payroll or Work Study Checks

Students are encouraged to have their work-study UNE payroll checks and student refunds deposited automatically into their bank accounts. Direct deposit forms may be obtained from Student Financial Services, the University Payroll Office or at <http://www.une.edu/businessoffice/upload/Direct-Deposit-Authorization.pdf>.

Local Banking and ATM Services

People's United Bank ATM machines are available at the entrance lobby of the Campus Center on the Biddeford Campus, in the Harold Alfond Forum and in the breezeway between Hersey and Proctor Halls on the Portland Campus. The University encourages all faculty, staff, and students to obtain a People's United Bank ATM card so that you can make deposits and withdraw cash as needed. The hours of access to the ATM are the same as the Campus Center hours of operation. There is no transaction fee as long as you maintain a checking account at Peoples United Bank.

Parking Decals

All Students, Faculty and Staff who park on campus must purchase a parking decal by going to <https://www.thepermitstore.com/>.

CAMPUS CENTER (BC)

Community Life, Division of Student Affairs

Director of Campus Center and Student Involvement
(207) 602-2548

Campus Center Front Desk/Lobby: (207) 602-2546

Web:

www.une.edu/studentlife/biddeford/campuscenter/index.cfm

Located on the Biddeford Campus, the Campus Center is at the

heart of the UNE experience. Members of the University Community are encouraged to make the Campus Center an integral part of their daily campus life. The Campus Center offers a wide variety of services and activities to meet your social, fitness, and cultural needs. In addition to the sports and recreational facilities, visitors will find the University Bookstore, evening programs and events, The Hang, food and beverages, the Campus Center Box Office with discounted tickets to local events and a staff that is looking forward to serving you. The Campus Center is considered the living room, fitness center of the campus, and the home of clubs and organizations.

In addition to the Bookstore, "The Hang," and three (3) multi-purpose rooms, there are extensive fitness opportunities. The sports complex includes a 25-yard/6 lane handicapped-accessible swimming pool; an 8-person hydro spa; a fitness center which includes Cybex VR2 machines, Stair Masters, Nordic Tracks, Concept II rowers, stationary cycles, Lifecycles, racquetball court, a free weight area; 12,100 square feet of gymnasium space with a twelfth of a mile balcony track for indoor walking or jogging; and an athletic training room. Men's and women's accommodations include showers, sauna, and locker facilities.

The sports complex is free to full-time students, faculty and staff. Any student organization/club seeking to schedule an area for use in the Campus Center should contact the staff of the Campus Center and Student Involvement Office. Sports equipment is available at the front desk. It is necessary to present a valid UNE I.D. to either check out equipment or enter the sports complex.

Various health and fitness programs are offered in the Campus Center (i.e. fitness equipment orientation, aerobics and water aerobics classes and fitness assessments with exercise prescriptions). For information, call the Fitness Specialists at (207) 602-2785.

CAMPUS CENTER STORM HOURS

On days when the University has closed due to inclement weather, the Campus Center hours will make every effort to keep normal operating hours

CAMPUS SERVICES

Facilities Management Building, Pool Road, (207) 602- 2368

Web: www.une.edu/campus

The Department of Campus Services at the University of New England is committed to providing the highest possible service in its operations including Food Services, Facilities Management, Bookstore, Auxiliary services (copy center, mail services and vending), Student Health Insurance, and planning and project management. Staff also provide set-ups for events, coordinate the University Motor Pool, organize the Recycling Program, and oversee Environmental Health and Safety practices.

CAREER SERVICES

Student Support Services, Division of Student Affairs

Biddeford Campus

Decary 119, (207) (207) 602-2817

Web: www.une.edu/studentlife/career/

Job Postings: Contact Career Services for access to the online job board! This resource is updated frequently!

The Career Services office is designed to help students and alumni with career exploration and life planning. Career advising, assessment tools and other resources are available for those who need assistance with choosing or changing a major/career, learning about career options, identifying skills, interests and career goals, applying to graduate school and developing effective job search strategies including resume writing and interviewing. Special topic programs and employment recruiting events are presented and sponsored throughout the academic year, including the annual Career Fair. The office also maintains postings for full-time, part-time, and summer jobs. To access the postings, please visit the website listed above.

For information about Career Services on the Portland Campus, see PROCTOR CENTER.

CLUBS AND ORGANIZATIONS

Biddeford Campus, Community Life, Division of Student Affairs

Office of Campus Life

Campus Center, (207) 602-2495

Email: getinvolved@une.edu

College of Osteopathic Medicine
COM Office of Constituent Services
Stella Maris 127, ext 2329
Email: comsa@une.edu

Portland Campus, Graduate and Professional Student Affairs

Office of Campus Life, 02 Proctor Hall, (207) 221-4269, or (207) 221- 4212

Email: pcstudentlife@une.edu

Opportunities for participation in student clubs and organizations at UNE are many and varied. Whether you are an undergraduate, graduate, or osteopathic medical student, there is a wide range of interests represented in the organizations on both campuses.

The Office of Campus Life (BC) and the Office of Community and Campus Life (PC), and the COM Office of Constituent Services on the Biddeford Campus, are excellent sources of information on clubs and organizations. Club and Organization

Fairs are held on each campus at the beginning of the fall semester, but students can join at any time.

For a list and descriptions of Undergraduate Biddeford Campus clubs and organizations visit:

For a list and descriptions of Biddeford Campus clubs and organizations visit:

www.une.edu/studentlife/biddeford/activities/ucclubs.cfm

or getinvolved.une.edu

For a list and descriptions of College of Osteopathic Medicine clubs and organizations visit:

<http://www.une.edu/com/rsas/organizations/index.cfm>

For a list and descriptions of Portland Campus clubs and organizations visit:

<http://www.une.edu/studentlife/portland/activities/clubsorgs/index.cfm>

COM OFFICE OF CONSTITUENT SERVICES (BC)

Stella Maris 127, (207) 602-2329 or 2430

Email: comsa@une.edu

Web: <http://www.une.edu/com/rsas/index.cfm>

The COM Office of Constituent Services offers a one-stop approach to meeting the needs of prospective osteopathic medical students, current osteopathic medical students and alumni, and a link to campus and community resources to enhance the quality of student life.

Staff assist potential students learn more about COM through personal contacts, regional receptions, campus visits, and interviewing for admission. Once admitted, staff work with students in the areas of leadership development, student organization support, personal support, event planning, and more. Alumni will find this office of great value as they remain connected to the COM community.

COMMUTER STUDENT SERVICES

BIDDEFORD CAMPUS

OFF-CAMPUS STUDENT SERVICES

Community Life, Division of Student Affairs

CHILD CARE INFORMATION

Carelink, located in Sanford, is a referral service with a database containing childcare listings for the York County area. They can be reached at (207) 324-0735.

COMMUTER LOCKERS

The College of Osteopathic Medicine also offers lockers for medical student use. Lockers are assigned by the COM Office of Recruitment, Student, and Alumni Services.

OFF CAMPUS HOUSING

A list of houses, apartments, and rooms for rent is available in the Housing Office, East Hall. Stop in or call ext. 2272 for information. The complete listing is also available on the Residence Life and Housing website at <http://www.une.edu/studentlife/biddeford/residential/offcampus/index.cfm>

PORTLAND CAMPUS

Portland Campus, Graduate and Professional Student Affairs

102 Proctor, Proctor Center, (207) 221-4247

Adult Learner Services, Commuter Student Advocacy and outreach services are an integral part of the activities and programs taking place in the Proctor Center. Commuter and non-traditional students can find support and help with their interests and concerns. The Center is an information hub where students may learn more about campus events, off-campus career programs, academic issues, support services, campus services and community resources. In addition, the Proctor Center offers programs designed to meet the unique challenges facing non-traditional students including:

- Workshops, seminars and Brown Bag Lunches are scheduled throughout the year on topics which include: time and stress management, car maintenance, personal financial management, parenting skills, juggling parenting and studying, child care, career opportunities and more. Resident students as well are welcome at any of these events that interest them.
- Support and representation in the undergraduate and graduate student government organizations and associated student governance positions.
- Publications and information related to commuter and adult learner news and events of interest.
- Ongoing assessment of campus programs and services serving commuters and non-traditional students.
- Proctor Center Newsletter is published in the fall and spring to keep students, faculty and staff informed about Proctor Center events and programs.

CHILD CARE INFORMATION

Child Care Connections, located in Scarborough, is a referral service for childcare providers in Cumberland County. They can be reached at (207) 396-6566 or at www.childcaremaine.org. Carelink, located in Sanford, is a referral service with a database containing child care listings for the York County area. Their website is: www.carelinkrdc.com

. They can be reached at (207) 324-0735.

COPY CENTER AND FAX SERVICES

BIDDEFORD CAMPUS

Facilities Building, (207) 602-2289

Fax: (207) 282-6379

Hours:

Monday-Friday, 8:00 a.m.- 4:30 p.m.

Copy Services

The Copy Center provides high-volume copying and related services, primarily for administrative purposes. Most copy requests can be completed within a 24-hour notice period, depending on the services requested. Student groups who have high-volume copying needs must obtain a copy code from a group administrator or officer. Small copy jobs should be done in the Library or lower level of Alford Center for Health Sciences. Copies at both of those locations can be paid using your UNE ID (see ID, Vending Money), or student organization copy code number. All users of copying services on campus must be aware of copyright regulations. Both University policy on copyrights as well as Federal guidelines are available in the Library and the Copy Center.

Fax Service

Students may send or receive faxes during business hours. Incoming faxes should be sent to (207) 282-6379. There is no charge for incoming faxes. Students should encourage senders to include the student's name, campus box number or a telephone number where you can be reached if they don't have a campus box.

PORTLAND CAMPUS

Proctor Hall 1, (207) 221-4202

Fax: (207) 797-7225

Hours:

Monday-Friday, 8:00 a.m.- 4:30 p.m.

Copy Services

The Copy Center provides high-volume copying and related services, primarily for administrative purposes. Student groups who have high-volume copying needs must obtain a copy code from a club/group officer or advisor. Small copying needs should be done in the Library or Proctor Center. Fees for copies can be paid using card access on your UNE ID and/or coin. All users of copying services on campus must be aware of copyright regulations. Both University policy on copyrights as well as Federal guidelines are available in the Library and the Copy Center.

Fax Services

Students may send or receive faxes during business hours. Incoming faxes should be sent to (207) 797-7225; there is no charge for incoming faxes. Students should encourage senders to include the student's name, campus box number or a telephone number where you can be reached if they don't have a campus box. The cost to send a fax, payable in cash, is \$.75 per page in the U.S., and \$2.00 per page outside the U.S.

COUNSELING SERVICES

Division of Student Affairs

Biddeford Campus

Petts Health Center, (207) 602-2549

<http://www.une.edu/studentlife/biddeford/counsel/index.cfm>

Portland Campus

Ginn Hall Lower Level, (207) 221-4550

<http://www.une.edu/studentlife/portland/counsel/index.cfm>

Toll Free: 1-866-743-2230

Crisis Response Services/24 Hours a day: 1-888-568-1112 (off campus resource)

www.ULifeline.org

Counseling Services provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student populations. Individual, or group counseling is available. In keeping with UNE's focus on health promotion and maintenance, services such as workshops, special issues groups, informational sessions, developmental programming and consultation are designed to address the needs of UNE's populations.

Confidentiality

The counseling relationship is completely confidential within the legal and professional guidelines of the State of Maine and the American Counseling Association. Information that you share with us will not be released to anyone without your written consent. Homicide, suicide, child abuse, elder abuse, or abuse of any incapacitated person are exceptions to confidentiality and will be reported to the appropriate persons.

Cost

There is no fee for students to use counseling services

DENTAL HYGIENE CLINIC (PC)

Grace Coleman Building, Portland Campus,
Clinic Appointments phone: (207) 221-4900

<http://www.une.edu/wchp/dental/clinic.cfm>

The Portland Campus Dental Hygiene Clinic serves

as both a teaching and community service facility. Dental Hygiene students gain their first practical experience working with the public in this modern, 32-chair clinic. The public enjoys a variety of dental hygiene services at greatly reduced cost. UNE students, faculty, and staff are provided treatment at a nominal charge. Services include oral inspections, scaling, x-rays, fluoride treatments, sealant application, and counseling for oral care. The clinic operates during the academic year and accepts patients by appointment. Since this is part of a student's educational experience, patients should expect two-hour appointments.

DINING SERVICES

Decary Dining Hall, lower level Decary, (207) 602-2469

Café a la Cart, first floor Alford, (207) 602-2360

The Hang, Campus Center, (207) 602-2293

The Forum, Alford Forum, (207) 602-2179

Dining Office, (207) 602- 2369 or 2851

Production Manager, (207) 602- 2850

Food Service Manager, (207) 602- 2869

For more information visit us at www.unedining.com

Dining Services offers its students an expansive choice of food service options to meet their diverse dietary choices.

For those of you not familiar with our Dining Services, Sodexo operates four dining locations during the school year. Each dining location strives to create a flavor and atmosphere all its own. Assisting them with that task is the bakeshop. All of our breads, muffins, danish, cinnamon buns and desserts are prepared fresh daily by our own bakers. Also available is the Nor'easters Dollars program (funds that can be used at local eateries) and a Flex Board Plan for Commuter Students.

Decary Dining Hall's approach to dining includes our ever-popular grill items, together with a complementary mix of our students' favorite made-to-order foods. The Hang, located in the Campus Center, features a fun atmosphere where students can order what they'd like from our menu and relax amongst friends. Café A La Carte, offered at the Alford building, offers a delightful variety of wraps, salads, baked goods, bagels and coffee for the person who needs to get to class or work. This is a light and healthy choice to dine. The Windward Café, located off the library, which will feature Freshen's smoothies, Starbuck's Coffee and much more! New last year is the café in the Harold Alford Forum with southwestern cuisine and offering Tim Horton's Coffee.

Portland Campus

Dining Hall, Alexander Hall

Pavilion Café, Parker Pavilion

General Manager, x4261,

Chef de Cuisine, x4261,

For a complete list of locations, hours, menus and contact information, please go to

<http://unedining.com>

DISABILITY SERVICES

Student Support Services, Division of Student Affairs

Biddeford Campus

Stella Maris 128, (207) 602-2815

<http://www.une.edu/studentlife/biddeford/disability/index.cfm>

Portland Campus

Lower Level Ginn Hall, (207) 221-4418

<http://www.une.edu/studentlife/portland/disability/index.cfm>

Disability Services exists to provide the qualified student with a documented disability, equivalent access to, and equal opportunity in, the educational environment. A major goal of Disability Services is to assist the student to achieve maximum independence. The University will make a good faith effort to provide an effective accommodation to the student with a documented disability.

FACILITIES MANAGEMENT

Facilities Management Building, Pool Road, (207) 602-2368

Web: www.une.edu/campus/facilities.cfm

Facilities Management at the University of New England is committed to providing the highest possible service in its operations including mechanical services, grounds maintenance, housekeeping, planning and project management services. Staff also provide set-ups for events, and coordinate the University Motor Pool.

FINANCIAL AID

Please see the "BUSINESS SERVICES" section

FINLEY RECREATION CENTER (PC)

Portland Campus, Graduate and Professional Student Affairs

Finley Recreation Center, (207) 221-4349

Web:

<http://www.une.edu/studentlife/portland/finley/index.cfm>

The Beverly Burpee Finley Recreation Center includes 5,952 square feet of gymnasium (half court only), a 4,608 square foot fitness center, group exercise room, and complete locker facilities. A wide array of recreational, wellness, and fitness activities are held in the facility. Recreational activities include half court basketball, volleyball,

and indoor tennis..

The 4,608 square foot fitness center is located on the second floor of the facility, overlooking the gymnasium. The gymnasium and fitness center are divided with a gym divider curtain. The fitness center is equipped with a complete circuit of Cybex strength training equipment, elliptical trainers, treadmills, step mills, stationary bikes, spinning bikes, and a water rower. In addition, there are 1,760 pounds of dumbbells and 1,325 pounds of free weights. Professional services include personal training sessions, fitness assessments, equipment orientations, fitness prescriptions, as well as nutrition and stress management guidelines and programs (Note: fees may apply for some services).

The 1,500 square foot group exercise room is the site for wellness and special classes. Located on the second floor of the facility, classes include spinning, body sculpting, pilates, yoga, cardio kickboxing, CPR and first aid. Classes are offered during the academic year.

For facility hours or questions concerning programs/events, call the front desk at (207) 221-4349 or refer to the website.

FITNESS

For information on Fitness, see CAMPUS CENTER (BC) and FINLEY RECREATION CENTER (PC).

GAY, LESBIAN, BI-SEXUAL, TRANSGENDER, QUESTIONING, AND ALLIES, STUDENT AFFAIRS

Community Life, Division of Student Affairs

Biddeford Campus

52 Decary Hall, (207) 602-2461

Portland Campus

Student Affairs, Proctor 02, (207) 221-4212

Multicultural

Web:

<http://www.une.edu/studentlife/multicultural/index.cfm>

GLBTQ

Web:

<http://www.une.edu/studentlife/multicultural/glbtc/index.cfm>

GLBTQ Services

GLBTQ Services provides support to gay, lesbian, bisexual, transgender, and questioning (GLBTQ) individuals. The department also encourages and supports allies of the GLBTQ community. The goal of the department is to enhance UNE's philosophy of providing a safe, welcoming community for all students, regardless of sexual identity. You can also seek assistance from participants in the Safe Zone Program. Look for university employees who have posted a "Safe Person / Safe Zone" card on their

doors. These indicate their office is a place where GLBTQ individuals can feel supported, respected, and safe.

See also: *Multicultural Student Services*

GLOBAL EDUCATION

GLOBAL EDUCATION PROGRAM

126 Decary Hall, (207) 602-2051, (207) 602-5980 (fax)
<http://www.une.edu/global/ed/>

The Global Education Program develops and promotes global educational and research opportunities. It works closely with all colleges of the University by providing support services to students and faculty engaged in global explorations, as well as assisting international students, scholars, and visitors to UNE.

The mission of the Global Education Program is to foster global citizenship by providing the opportunity for all UNE students to study abroad for a semester.

For the same cost as a semester on campus in Maine, students can spend a semester or year at UNE's campus in Tangier, Morocco or in Seville, Spain.

Choose from a variety of courses in the sciences, humanities, social sciences, business, and the arts taught in English and study Arabic, Spanish or French. The course offerings include lab science courses needed by many UNE students. This combination of courses will allow UNE students to participate in a global curriculum without missing out on required courses for their specific major.

Health and Wellness Education

Community Life, Division of Student Affairs

Campus Center, (207) 602-2307

Web:

<http://www.une.edu/studentlife/biddeford/hwe/index.cfm>

The Department of Health and Wellness Education offers a variety of programs and services to meet the needs of UNE students, faculty, staff, and the surrounding community. The department houses three programs: The Student Wellness Program, which addresses student health and the campus climate; the UNE Employee Wellness Program, designed to foster a healthy work environment; and the BodyWISE Community Wellness Program, serving UNE alumni and the surrounding Biddeford community.

Some of our key student programs include:

Student Fitness Challenge

Fitness based inter-class competition offered fall and spring semesters. Each student who signs up is required to exercise a minimum of 120 minutes (2 hours) per week for the duration of the challenge.

Prizes are awarded to each class based on total accumulation of minutes (1st, 2nd, 3rd & 4th place). For more information please contact BC Fitness Center at (207) 602-2246 or (207) 602-2785.

Student Fitness Evaluations

Students can take advantage of free fitness evaluations, which may include assessments of body composition, muscular strength and endurance, cardiovascular endurance, and flexibility. Students will receive a personalized exercise prescription and equipment instruction. Appointments are necessary. Please contact the BC Fitness Center at (207) 602-2246 or (207) 602-2785.

Cardio Club

Cardio Club is a free student-led fitness program offering classes such as Kickboxing, Yoga, Pilates, Boot Camp, etc. Students can participate as class members or instructors if they have the desire and some experience. Please contact the Fitness Center at (207) 602-2246 or (207) 602-2785.

Peer Health Education

Peer Health educators are specially trained students who help other UNE students make better choices during college.

HEALTH CARE

The following medical sites are available to students for healthcare services:

BIDDEFORD CAMPUS

Sanford Petts Health Center—Student Health Care
11 Hills Beach Road
Biddeford, ME 04005

See website for up-to-date hours information

Appointments are recommended; walk ins are welcome and seen as appropriate.

Phone numbers are:

(207) 602-2358

(207) 602-2359

Fax: (207) 602-5904

Fax: (207) 284-6291

PORTLAND CAMPUS

Portland Student Health Center—Family Practice
716 Stevens Avenue
Portland, ME 04103
Phone: (207) 221-4242
Counseling extension (207) 221-4550
Fax: (207) 523-1913

Sanford Petts Health Center—Student Health Care

11 Hills Beach Road
Biddeford, ME 04005

Appointments are recommended; walk ins are welcome and seen as appropriate.

Phone numbers are:
(207) 602-2358, (207) 602-2359
Fax: 602-5904

For complete information about Student Health Care, fees and insurance or immunizations, go to their website at: <http://www.une.edu/studentlife/shc/>

The University of New England is proud to have high quality health services available to our students. For convenience and easy access, the Health Centers are located at the Biddeford and Portland campuses. We are staffed with highly qualified practitioners and support staff to provide complete services compatible with primary care offices.

We realize that most students will be displaced from their family practitioners, and we are prepared to continue to provide the health care they are accustomed to receiving. We realize that healthy students will be able to maximize their educational experiences.

If students need specialized care, they are referred to Mercy Hospital or Maine Medical Center in Portland and Southern Maine Medical Center in Biddeford.

IMMUNIZATIONS

For information on immunizations, see IMMUNIZATIONS.: <http://www.une.edu/studentlife/shc/upload/Immunization-Compliance-Policy.pdf>

HEALTH INSURANCE

Web: <http://www.une.edu/businessoffice/health.cfm>

STUDENT HEALTH INSURANCE

The University of New England provides group plans for the consideration of Undergraduate, Graduate, and Medical students through Consolidated Health Plan as a convenience.

All students enrolled in at least 7 credits or more are required by the University to have complete health insurance coverage, and will be billed automatically for health insurance with every fall billing. Included with the fall billing, students will receive literature that will explain the plan in greater detail and instructions on enrollment/waiver process.

Students may accept the University-suggested health insurance plan, may locate their own, comparable plan or if already covered by another equivalent plan, may opt out of the program by submitting a waiver. All UNE students are required to either enroll or waive the Health Insurance Plan by going to the Consolidated Health Plan (CHP) website https://consolidatedhealthplan.com/members/member_home_page. The insurance fee will be removed from the student bill only if proof of other insurance coverage and an online waiver are

completed by the due dates below:

For specific information please contact:
Donna Bisson at dbisson@une.edu.

STUDENT MALPRACTICE INSURANCE

Check with your individual program about requirements and procedures for student malpractice insurance coverage.

IDENTIFICATION CARDS

Community Life, Division of Student Affairs

Biddeford Campus

Safety & Security, Facilities Building (207) 602-2900
Email: Ted Francour, tfrancour@une.edu

Portland Campus

Student Affairs, Hersey Hall
Security, (207) 221-4346 or Student Affairs, (207) 221-4212

Questions or to order replacement:
Call ID office first, (207) 602-2900

Safety & Security, Facilities Building (207) 602-2900
Email: Ted Francour, tfrancour@une.edu

The UNECard is the official University identification card, needed for identification, security and access to University services and certain restricted offices and buildings including residence halls. All Students and UNE Employees must possess a current, valid, UNECard. While on campus, you should carry it with you at all times. As the card will permit access to Residence Halls and other secured areas, you may not leave your card unattended or permit anyone to "hold" your card at any time. You must produce your ID Card upon request to any university official. Lost, stolen, or damaged UNECards should be reported immediately to the ID Office at (207) 602-2900. For more information about IDENTIFICATION CARDS, see the UNIVERSITY POLICIES section.

IMMUNIZATIONS

Technical Questions should be directed to the Health Center (BC), (207) 602-2358 or 602-2359 or to the Immunization Office at (207) 221-4242. Forms and information can be found on the right side of the Student Health Care Website:

<http://www.une.edu/studentlife/shc/upload/Immunization-Compliance-Policy.pdf>

It is the policy of the University of New England that all students attending classes including online programs that require a clinical training environment, are in compliance with the State of Maine immunization requirements for post secondary schools.

It is the expectation that all students will arrive at The University of New England with all of their

immunization requirements met.

All students attending classes at the University of New England must have an up to date Tdap (Tetanus, diphtheria attenuated pertussis) vaccination within 10 years of first day of attendance and must have completed Two (2) MMR (measles(rubeola), mumps, and rubella) vaccines if born after 1957. Additionally, students matriculating to the University of New England for the first time are required to have a Meningococcal Immunization

Note:

Meeting immunization requirements is a professional responsibility of all Health Professions Students at UNE. The University of New England will not place students in clinical training environments necessary to complete the requirements for their degree without the required immunizations. Affiliated clinical venues exercise their right to protect their patients and their right to not assume any liability for the transmission or contraction of infectious diseases amenable to immunization.

The UNE Student Health Center will be able to provide guidance and assistance with completion of these requirements if necessary. Expenses related to completing these requirements through UNE Student Health will be the responsibility of the student or will be billed to the student's insurance.

Students who are not in compliance with Maine State Immunization Law and UNE policy will not be allowed to attend classes, be issued UNE ID cards or check into their on campus housing until they are in compliance. Students who are not in compliance with Maine State Immunization Law will not be allowed to attend classes, be issued UNE ID cards or check into their on campus housing until they are in compliance.

Up to date policies regarding immunizations and basic questions about receipt of forms and compliance with State immunization mandates may be directed to Student Health Care at PC, (207) 602-4242. Technical questions about immunizations, titers, or acceptability should be directed to Student Health Care at (207) 602-2358 (BC) <http://www.une.edu/studentlife/shc/upload/Immunization-Compliance-Policy.pdf>

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS Web: <http://its.une.edu/>

ITS is a service department of the University of New England with responsibility for academic and administrative computing. ITS endeavors to keep the UNE community aware of current computing technologies and provide the required infrastructure to support it. ITS is committed to technology integration in all aspects of the University's academic and institutional mission.

The University of New England Information Technology Service provides both resident and commuting students with a variety of technology tools to aid in the learning experience. These services include:

- High-speed Internet access available to each resident room.
- Student computer labs equipped with Microsoft Office and high speed printers.
- The ITS Helpdesks at extension 2200 (UC) and extension 4400 (PC) to assist in basic troubleshooting of computer and software issues.
- Office356 <http://outlook.com/une.edu> is used for faculty and student communications (e-mail, clubs, groups, classes, message boards, etc.).
- U-Online for registration and transcript information.
- [Learning.une.edu](http://learning.une.edu) for online instruction.

ITS Help Desk is the first line of contact for Computer, Phone or Media support. Contact <http://helpdesk.une.edu> (login required)

Teaching and Learning Center is available for all technology training. Contact <http://helpdesk.une.edu>

Phone/Internet/Cable Service assistance contact <http://helpdesk.une.edu>

COMPUTER LABS/CLASSROOMS

Biddeford Campus

PC/Mac Lab, Decary Lower Level, Room 51
Ketchum Library Computer Lab
Classroom, Decary 336

Portland Campus

Blewett 15, 8am-10:00 pm
Aplanalp Library, 24 hours with UNE ID
Proctor 103

Wireless Access

Internet access via wireless is available in all classrooms and in the public areas on campus.

LIBRARIES

Biddeford Campus

Circulation/Reserves, (207) 602-2361
Reference/Research, (207) 602-2363/2497/2315

Portland Campus

Circulation/Reserves, (207) 221-4330
Reference/Research, (207) 221-4323/4333/4363

Both campuses

Interlibrary Loan, ext 2386

Email: library@une.edu
Web: www.une.edu/library/

The UNE Libraries offer electronic and print resources, a wide range of user-friendly services, and comfortable spaces for research, group discussions and study.

The Jack S. Ketchum Library on the Biddeford Campus (BC) and the Josephine S. Abplanalp '45 Library on the Portland Campus (PC) provide all University of New England students, faculty and staff with these services: Web access databases; ebooks, ejournals, enewspapers, eforms; public access computers; data jacks and wireless access for individual laptops; remote access to databases and online catalog; over 150,000 volumes; over 22,000 print and electronic full text journal titles; DVDs, videos, compact discs, CD-ROMs, and audio cassettes; reference, research, and literature search assistance; individual and course-related library research instruction; circulation and reserves; interlibrary loan and intercampus loan; Maine InfoNet and WorldCat; GPACU libraries on-site borrowing; photocopiers and microfilm reader/printers; group and individual study space. A current UNE ID also serves as a UNE Libraries ID

CIRCULATION POLICIES

Circulation policies are located in the UNIVERSITY POLICIES section and in the libraries.

MAIL SERVICES

Biddeford Campus
Facilities Building, (207) 602- 2356
Email: Mail_Services@une.edu

Hours:
Monday-Friday, 8:00 a.m.- 4:30 p.m.

Portland Campus
Proctor Hall, Room 1, (207) 221-4540

Hours:
Monday-Friday, 8 a.m.-4:30 p.m.
Mail Services sells stamps, offers services for certified mail, overnight and priority mail, shipping and receiving. Students who are valid box-holders may receive their first class mail in their campus mailboxes.

INTER-CAMPUS MAIL

All mail to be delivered to the other campus should be put in a large, blue routing envelope (available in Mail Services) and dropped in the Inter-Campus Mail box located in Mail Services area. Inter-campus mail is delivered each weekday.

POLICIES

Mail Services policies are located in the

UNIVERSITY POLICIES section.

MEDIA SERVICES

For more information about Media Services see INFORMATIONAL TECHNOLOGY SERVICES (ITS)

MULTICULTURAL STUDENT AFFAIRS

Community Life, Division of Student Affairs

Biddeford Campus
52 Decary Hall, (207) 602-2461

Portland Campus
02 Proctor Hall (207) 221-4212

Multicultural Web:
<http://www.une.edu/studentlife/multicultural/index.cfm>
GLBTQ Web:
<http://www.une.edu/studentlife/multicultural/glbqt/index.cfm>

Multicultural & GLBTQ Services recognizes, celebrates and encourages the vast cultural experiences that each member of the community brings to the University of New England.

Multicultural Services

This department provides opportunities to explore significant issues around race, nationality, spirituality, gender, sexual identity, disability, and class. Through speakers, cultural celebrations, performing arts, workshops, lectures and trainings, Multicultural Services and its associated student organizations offer the UNE community occasion to discover new intellectual, social, cultural and political perspectives.

Multicultural Services is open to the entire UNE community and the public. Additionally, Multicultural Services has a unique role of providing support to international students and individuals from underrepresented communities and cultures.

LGBTQ Services

LGBTQ Services provides support to lesbian, gay, bisexual, transgender, and questioning (LGBTQ) individuals. The department also encourages and supports allies of the LGBTQ community. The goal of the department is to enhance UNE's philosophy of providing a safe, welcoming community for all students, regardless of sexual identity. You can also seek assistance from participants in the Safe Zone Program. Look for university employees who have posted a "Safe Person / Safe Zone" card on their doors. These indicate their office is a place where LGBTQ individuals can feel supported, respected, and safe.

- Supporting students who may have questions about sexual orientation and gender identity;
- Advocating for students experiencing discrimination or harassment based on real or perceived assumptions about sexual orientation;
- Increasing community awareness and coordinating programs on a variety of topics relevant to LGBTQ issues;
- Facilitating Safe Space Training (identifying safe people and safe spaces on campus for LGBTQ persons) and other workshops on combating homophobia and transphobia and developing LGBTQ allies on campus;
- Providing LGBTQ lending library in Cultural Exchange Lounge (Decary 44) on the UNE Biddeford Campus with DVDs and books available for check out;
- Sponsoring educational, academic, and social events during National Coming Out Week in October, UNE GAYpril Pride in April, and programming in the UNE Diversity Lecture Series.

See also: *GLBTQ Services*

PROCTOR CENTER (PC)

Portland Campus, Division of Student Affairs

Proctor Hall, (207) 221-4247

Web:

<http://www.une.edu/studentlife/portland/las/index.cfm>

Originally the home of the Portland Campus Library, the Proctor Center concept was designed and developed in 1992 as a class project to house academic advising and career programs. With its spacious and open floor plan, the Proctor Center provides a comfortable setting for students to meet with each other and University staff on a formal or informal basis. Students have the opportunity to study, utilize peer tutorial and writing assistance services, take placement testing and Learning Styles Inventories, go over the results with the Learning Styles Specialist, attend workshops and seminars, review career resource and periodical materials, access computerized information about career development and employment opportunities in their chosen fields. Students may also consult the Job Postings Bulletin Boards that are updated regularly. The annual Health Professions Career Fair is held in February in the Finley Center. It is open to all UNE students and alumni.

The Proctor Center currently offers a variety of programs and services meeting the needs and challenges of a diverse student population. Students may use the following academic and non-academic programs and resources to enhance their educational experience:

- Student Academic Support Center
- Commuter/Non-Traditional Student Programs and Information

REGISTRATION SERVICES

Biddeford Campus

114 Decary Hall, (207) 602-2473

Fax: 207-602-5927

Portland Campus

Student Registration & Financial Services

Hersey Hall, First Floor, ext. 4200

Fax: 207-878-4898

Both campuses

Email: UNERegistrar@une.edu

Web: www.une.edu/registrar

The mission of Registration and Student Records Services is to serve University of New England students as accurately, thoroughly, and quickly as possible on all aspects of course information, scheduling, registration, records maintenance, verification, and other services related to academic progress.

Registration Services offers a full service office on each campus where students may: Register for classes, make schedule changes (add/drop), request an official copy of their academic transcript, make an address and/or name change, obtain an enrollment verification, change major or declare a minor, get a degree audit or transfer credit evaluation, and petition to graduate.

Registration Services is pleased to also offer a self-service option through U-ONLINE, UNE's Online Information Service (<http://uonline.une.edu/>). U-Online is your official source for university information. Through U-Online, students may view their course schedule, financial aid award, grades, transcript, and account balances. Eligible students may also register and add/drop courses during pre-determined time periods.

U-Online is located at: uonline.une.edu or can be accessed through the UNE home page or myUNE. Log into U-Online using your Nor'easter Login ID and password. You may look this up by clicking on "Look Up Your Nor'easter Login" on the U-Online login page (<http://uonline.une.edu>). If you are a first-time U-Online user, you must login to myUNE first to create your own new Nor'easter password.

Registration Services is responsible for enforcing academic policy and regulations as defined in the Catalog (www.une.edu/registrar/catalog) and for managing all student records under the terms of the Family Educational Rights and Privacy Act (FERPA)

(<http://www.une.edu/registrar/records.cfm>). For more information, please visit our website (www.une.edu/registrar/).

RECYCLING PROGRAM

Facilities Management Building: (207) 602-2507
Web: www.une.edu/recycle.

Recycling is handled through Campus Services on each campus. A variety of materials are recycled on both campuses and there is a three-bin, color-coded system for waste: grey bins for trash, blue bins for returnable cans and bottles and green bins for single-sort recycling. Plastics #1-7, paper, metal and glass can be co-mingled in the green bins for recycling. Both campuses also recycle cardboard in centrally located dumpsters. Each campus also has scrap metal and construction recycling dumpsters that are emptied periodically. Many other items are also recycled at UNE such as motor oil, batteries, fluorescent light bulbs, cooking oil, computers and electronics, refrigerants, ink and toner cartridges, yard waste and pallets. Any funds raised through recycling and the return of bottles and cans are reinvested into the program and used to support further recycling efforts. All individuals are asked to deposit their recyclable materials into the appropriate container at recycling stations on each campus. For more details about the recycling program, please visit www.une.edu/recycle.

RESIDENTIAL EDUCATION AND HOUSING

*Community Life, Division of Student Affairs
Biddeford Campus*

East Hall, first floor, (207) 602-2272

Email: Housing-Office@une.edu

Web:

<http://www.une.edu/studentlife/biddeford/residential/index.cfm>

For complete resource and policy information on Housing and Residence Life, refer to your "Residence Life Handbook" available in your UNE Planner and Resource Guide, or on the website.

The residence halls are a "home" to those students who choose to live on campus. A residence hall is a vital community--alive with people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment. They provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who:

- Are interdependent for the fulfillment of

certain needs,

- Live in close proximity and interact on a regular basis,
- Share in defining expectations for all members of the group and assume responsibility for meeting these expectations, and
- Are respectful and considerate of the individuality of other persons within the community.

The University believes that residence hall living is an important aspect of the entire University program. The Housing Office makes initial assignments for first-year students with changes allowed after the first two weeks. Graduate students, commuting undergraduate students, married students living with their spouses, local residents, and a limited number of upper class students are permitted to live off campus. In accordance with the Residence Requirement stated below, undergraduate students must be granted permission from the Housing Office to reside off campus.

The Residential Education and Housing Handbook is printed in your UNE Planner and Handbook and available online at <http://www.une.edu/studentlife/handbook/>

RESIDENCY REQUIREMENTS

The University believes that residence hall living is an important aspect of the entire University program. The Office of Residential Education and Housing makes initial assignments for first-year students with changes allowed after the first two (2) weeks of the semester.

UNE has a three (3) year residency requirement for full-time undergraduate students. Students who wish to explore an exception to this policy should visit the Office of Residential Education and Housing to acquire the necessary forms.

Part-Time Students: Should a student establish a full-time status, his/her off campus permission will be reviewed and may be denied.

HOUSING INFORMATION

1. The University may deny or cancel assignments in the interest of health, discipline and academic standards. Applications shall be canceled and room deposits refunded whenever all available residence hall space is committed to early applicants.
2. Authorized UNE personnel may enter and inspect residence hall rooms to insure compliance with safety and maintenance procedures.
3. The University respects the right of resident

student privacy. Proper written notice will be given in case of a routine, scheduled room inspection and every effort should be made to have the resident present if a search of a room by University personnel is necessary. Civil or criminal warrants do not require prior notification.

4. The University holds residence hall students financially responsible for all loss or damage to institutional property, whether in assigned rooms or throughout the residence hall, except for those resulting from normal age and wear.
5. A \$200.00 reservation deposit is required to guarantee room reservations for the following semester and is refunded upon completion of the contract terms or is carried over to the next academic year if residency is maintained.
6. The University requires completion of a Residence Hall and Dining Services Application and Contract by all resident students prior to assuming residency. The contract conveys the obligations of the University as well as the responsibilities of students in housing accommodations. The contract is for a full academic year, unless prior arrangements have been made. Note: Residence halls are closed during specified holiday periods.
7. The University reserves the right to change room assignments at its sole discretion.

OFF-CAMPUS HOUSING (BC)

Some students choose to live in the Biddeford-Saco area rather than on campus. The Housing Office maintains a listing of available rentals in the Biddeford, Saco, Kennebunk/Kennebunkport, and Old Orchard Beach areas. Listings may be viewed on the web at: www.une.edu/studentlife/housing/offcampus.asp. Students who rent seasonal housing are advised to be specific with the rental agent regarding lease dates.

SAFETY AND SECURITY

Community Life, Division of Student Affairs

Emergencies

Dial 911 for Biddeford or Portland Police/Fire/Ambulance

Biddeford Campus

3 Hills Beach Road

Emergency: ext. 366

Non-Emergency: ext. 2298

Priority from off-campus phone: (207) 283-0176

Email: Security@une.edu

Portland Campus

One College St. 2nd Floor

Emergency: ext. 366

Non-emergency: ext. 2298

Email: WCCsecurity@une.edu

Both campuses

Web: www.une.edu/studentlife/security

The Department of Safety and Security is the unit responsible for safety, security, and coordination of emergency services at both campuses of the University of New England, and can be reached 24 hours a day at the phone numbers above. The Biddeford Campus office is located at 3 Hills Beach Road, at the entrance to the campus. On the Portland Campus, the Security Office is found in One College St., second floor.

Calls made to Security at either campus during regular business hours will be answered by a University Switchboard Operator who will relay your request to a Security Officer. After hours calls are answered either by a UNE Public Safety Dispatcher or a commercial answering service. Officers are ready to respond to calls for service 24 hours a day, every day including holidays.

Full-time and part-time University employees provide security staffing. Regular Security Officers are certified in CPR and trained in First Aid. Security Officers make routine vehicle and foot patrols of the campus grounds, academic buildings, and residence halls, particularly during hours of darkness.

The Biddeford, Saco, and Portland Police and Fire Departments are the primary providers of law enforcement, fire protection, and ambulance services. To report a crime or emergency at any UNE campus or facility dial 911. There is no need to dial "8" before dialing 911 from any campus extension including residence halls.

The Department of Safety and Security investigates minor crimes against property such as petty theft, vandalism, etc. Crimes against the person, such as assault, rape, criminal threatening, etc. and the more serious property crimes are referred to the appropriate law enforcement agencies.

IMPORTANT/HELPFUL PHONE NUMBERS

Biddeford

Police: 282-5127 (non-emergency and information)

Fire: 282-6632 (information and fire permits)

Biddeford Fire Prevention Office: 282-6332

Biddeford Police Administrative Office: 282-5127

Biddeford/Saco Chamber of Commerce: 282-1567

Biddeford/Saco Shuttle Bus: 282-5408

Portland

Police: 874-8300 (non-emergency and information)

Fire: 874-8400 (information and fire permits)

Portland Fire Prevention Office (fire permits): 874-8400
Portland Police Administrative Office: 874-8300
Portland Shuttle Service (Metro): 774-0351
Portland Ride Share Program: 775-7433

Saco

Police: 283-1845 (non-emergency and information)
Fire: 283-3244 (non-emergency and information)

South Portland

Police: 799-5511 (non-emergency and information)
Fire: 799-3314 (non-emergency and information)

State Wide Services

AAA Emergency Road Service (members only)
1-800-482-7497

Maine Ride Share Program: 1-800-280-7433

EMERGENCY PROTOCOLS

For information on University Emergency Protocols, see SUMMARY OF EMERGENCY PROTOCOLS at the end of this handbook.

FIRE DRILLS

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Participation in and compliance with university officials during a fire drill is mandatory.

FIRE EQUIPMENT

Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment including evacuation signage is provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in an assessment of one hundred dollars (\$100.00), per incident, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

SMOKING

Smoking materials continue to be the number one cause of accidental fires. Smoking is not allowed in the residence halls or in any University building. Beginning July 1, 2014, both University Campuses will be completely tobacco free.

CRIME STATISTICS

More complete information regarding safety and security at UNE may be found in the Department of Safety and Security's annual "Crime Awareness and Campus Security Act of 1990" report (also known as the Jeanne Clery Act) which is available on the

Department of Safety and Security website. A copy of the UNE crime report is available at no charge upon request. www.une.edu/studentlife/security

LOST AND FOUND

Lost and found items usually are deposited at the Safety and Security Office at 3 Hills Beach Road or the front desk of the Campus Center, or at One College Street on the Portland Campus.

HITCHHIKING AND JOGGING

When hitchhiking or jogging alone, students may be easy prey for being intimidated, harassed, or assaulted. It is advisable that you jog during the day, or if at night, bring a friend, wear light colored clothing, and face traffic. Wear reflective tape as much as possible. Do not hitchhike. Not only is it against the law, it is dangerous. Report any suspicious incidents of harassment to the Security Department.

MOTORCYCLE/BICYCLE STORAGE

See UNIVERSITY POLICIES section.

ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. Students with prior approval from an authorized person and legitimate reasons for entering a locked area after hours should call the non-emergency Security number and request access.

The exterior doors to student residence halls are locked 24-hours-a-day, seven-days-a-week. Only students, Security and appropriate staff members have keys that open the exterior doors. Guests and visitors to student residence halls may gain admittance by calling a student living in the residence hall and then may be escorted by that individual. Special telephones are installed at an entrance to each residence hall.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Lighting

The University is committed to maintaining a safe level of exterior lighting. The University regularly maintains campus lighting including parking lots, pedestrian walk ways and building exteriors. Security Officers routinely survey lighting and, as required, recommend maintenance and repositioning of existing lights and additional illumination. Members of the campus community are encouraged to report any lighting deficiencies to the Department of Safety and Security.

KEYS/UNE ID CARDS

It is important that all lost or stolen keys or UNE ID cards be reported promptly to the Department of Safety and Security. If living in a residence hall,

students must immediately report lost or stolen residence hall room keys/ID cards to their Resident Advisor or Community Coordinator who will make the necessary notification to Security and/or Facilities Management. Exterior doors on campus buildings are locked and secured each evening. Security Officers patrol and check these buildings and residence halls frequently throughout the night.

CAMPUS ESCORT AND SAFETY SERVICE

The Department of Safety and Security provides both pedestrian and vehicular escort services on the Biddeford Campus. Pedestrian escorts are available at the Portland Campus. Yellow call boxes are located throughout both campuses. Security can be contacted 24-hours-per-day at ext. 2298. In an emergency, dial 366 from either campus.

To report a fire, medical emergency or a crime in progress dial 911 from either campus. You will be immediately connected to a 911 operator who will dispatch the appropriate emergency response service. If time allows after calling 911, dial 366 for Campus Security.

UNE PARKING POLICIES

See UNIVERSITY POLICIES section.

UNE MOTOR VEHICLE POLICY

See UNIVERSITY POLICIES section.

SPIRITUAL LIFE

Community Life, Division of Student Affairs

Biddeford Campus

52 Decary Hall, (207) 602-2461

Portland Campus

02 Proctor Hall (207) 221-4212

Multicultural

Web:

<http://www.une.edu/studentlife/multicultural/index.cfm>

GLBTQ

Web:

<http://www.une.edu/studentlife/multicultural/glbtc/index.cfm>

The University of New England understands that for many members of its community spirituality is very important. UNE is committed to creating an environment responsive to expression and exploration of spiritual needs in the campus community.

There are two spaces on campus that are available for use for prayer and meditation: the Peace Grove, which is located on the knoll near the Kiosk on the banks of the Saco River, and the St. Francis Heritage Plaza which is located adjacent to the lower level of the Library. Each space is open for all

members of the community to use.

Each year there are a variety of student clubs and organizations that focus on spiritual traditions. The Community Life Office, Multicultural Student Services as well as the Office of Student Involvement, Campus and Student Life (PC), and the COM Office of Recruitment, Student and Alumni Services will have a current list of active clubs.

STUDENT ACADEMIC SUCCESS CENTER (SASC)

Student Support Services, Division of Student Affairs

Biddeford Campus

LAS Building (across from Alford), (207) 602-2443

<http://www.une.edu/studentlife/biddeford/las/index.cfm>

Portland Campus

Proctor Center, Proctor Hall, (207) 221-4247

<http://www.une.edu/studentlife/portland/las/index.cfm>

The Student Academic Success Center provides a comprehensive array of academic support including placement testing, courses, workshops, tutoring and individual consultations. The mission of the Student Academic Success Center is to assist matriculated students to become independent learners, so that they are able to meet the University's academic standards and attain their personal educational goals. Services include placement in writing and mathematics, developmental coursework in writing and mathematics, as well as writing support and undergraduate content area tutoring by peer and professional tutors. A Learning Specialist is available to meet by appointment with students to discuss note-taking skills, active reading skills, time-management skills and test-taking skills. The Learning Specialist administers and interprets Learning Style Inventories, identifies study skills in accordance with each student's learning style and his/her specific course demands and helps the student develop a personal learning plan. In addition, LAS professionals offer a variety of workshops and classroom presentations, including discipline specific study strategies and preparation for national exams such as the PRAXIS, CCNA, NCLEX, NBDH, NBCOT and COMLEX. LAS also maintains a library of exam preparation guides (MCAT, GRE), handouts on preparing bibliographies, as well as other references for student use.

On the Portland Campus, SASC is located in the Proctor Center. (207) 221-4247.

STUDENT INVOLVEMENT/ACTIVITIES

Student Involvement

Community Life, Division of Student Affairs

Biddeford Campus

Office of Campus Center and Student Involvement
Campus Center, (207) 602-2595, 2447, 2346 or
2495

Email: getinvolved@une.edu

Activities Programming Board, (207) 602-2185

Email: APBoard@une.edu

Community and Student Life

*Portland Campus, Division of Student Affairs
Student Activities (PC)*

02 Proctor Hall, (207) 221-4269

Email: pcstudentlife@une.edu

The Student Involvement (BC) and Community and Student Life (PC) Staffs are ready to assist students in planning and promoting programs, developing and supporting student organizations, and fostering leadership skills.

Student input is essential to a successful Student Involvement program, and students of all degree levels are encouraged to be involved, whether by serving in a leadership role in a student organization or simply participating in planned activities. What each student sees and learns through activities can be of significant value to a student's educational and personal development. Individual involvement by students determines the success of the programs as well as the value to each student.

For the latest information, please visit the department's website where students will also find a complete listing of Clubs and Organizations.

BIDDEFORD CAMPUS

Scheduling or Planning All-Campus Events

In an effort to coordinate the scheduling of events and activities, all campus programs should be registered at least twenty-one (21) calendar days in advance with the Student Involvement Office. The Student Involvement Staff will work with various clubs, organizations, departments, etc. to assist in the promotion of registered events.

The Hang

The Hang is open seven days a week. A pool table and large screen TV are all available for use. Special events are scheduled in The Hang on a regular basis. Contact the Student Involvement Office for details. Meals and snacks are served in The Hang.

Bulletin Boards

Designated bulletin boards are provided for announcements of coming events, activities, and other informative materials. Posting is allowed only on these designated bulletin boards, not on walls and doors. Contact Student Involvement for

scheduling use of bulletin boards.

Traditional Events

Student Involvement events have included: New Student Orientation, Welcome Back Week, Family & Friends Weekend, Fall Leadership Retreat, Variety Show, Spring Concert, movie nights, dances, comedy shows, trips to athletic events, plays, concerts, and much more.

Special Facilities

Several special facilities are available on the campus including the Kiosk (outdoor facility along the Saco River), St. Francis Heritage Plaza, and Peace Grove.

PORTLAND CAMPUS

Scheduling or Planning Campus Events

In an effort to coordinate the scheduling of events and activities, all campus programs should be registered at least fourteen (14) calendar days in advance with the Coordinator of Campus Life/Activities. Student Activities will work with various clubs, organizations, departments, etc. to assist in the promotion of registered events. In addition, calendars will be distributed regularly to the community highlighting upcoming events and programs. If you would like to have an event listed, please call ext. 4269.

Bulletin Boards

Designated bulletin boards are provided for announcements of coming events, activities, and other informative materials. Posting is allowed only on these designated bulletin boards. Contact Student Activities for scheduling use of bulletin boards or to have your material approved for general posting.

Traditional Events

Student Activities events have included: new student orientation, concerts, leadership retreats, annual Candlelighting Ceremony, Charter Day, movies, dances, coffee houses, Kids & Sibs Weekend, and much more. In addition, Student Activities also coordinates with other administrative units and/or faculty in coordinating the Family & Friends Weekend, Pinning Ceremonies, Westbrook Arts Series, Spring Awards Celebration, Student Leader Retreat, and other programming.

Special Facilities

Several special facilities are available on the campus including the Art Gallery, College History Room, Eleanor DeWolf Ludcke Auditorium, and Maine Women Writers Collection.

STUDENT AFFAIRS

Biddeford Campus

Vice President for Student Affairs ,

Dean of Students
Decary 129, ext. 2372
Email: Student-Affairs@une.edu

Portland Campus
Vice President for Student Affairs ,
Assistant Dean of Students PC
Hersey Hall 119, ext. 4212

See complete introduction to Student Affairs on page 8.

Medical students should refer to COM OFFICE OF RECRUITMENT, STUDENT, AND ALUMNI SERVICES.

STUDENT GOVERNANCE

Undergraduate Student Government (BC)
Decary Lower Level, (207) 602-2377
Email: sgovernment@une.edu

Student Government Association (PC)
Alexander Hall, (207) 221-4269

Graduate Student Government (BC and PC)
Graduate and Professional Student Affairs, (207) 221-4212

COM Student Government Association (BC)
COM Office of Recruitment, Student and Alumni Services, (207) 602-2329

Student Government at the University of New England is an important resource for all students. Whether a graduate, medical, or undergraduate student, all are encouraged to become involved in student government and take an active part in building the University community.

STUDENT TRUSTEE AND STUDENT TRUSTEE-ELECT POSITIONS

The Student Trustee position is the means by which students play an integral part in the decision-making process at the University of New England. Two Student Trustees (one (1) from the Portland Campus and one (1) from the Biddeford Campus) are selected annually for a term of one (1) year. The students holding this position play a dual role, serving as (1) representatives of the entire student body and (2) Trustees for the University of New England. It is the intention of this position to foster the continued link between administration and students.

In addition, the Student Trustee-Elects will become familiar with the roles and responsibilities of the Student Trustee in preparation for assuming that position at the appropriate term.

THE REPRESENTATIVE COMMITTEE

The Representative Committee is a collaborative group that bridges all student levels (undergraduate,

graduate, and medical) and Student Government units within the University of New England. It is made up of representatives from all units of Student Government and is advised by the Dean of Students. The Student Trustee chairs this committee.

UNDERGRADUATE STUDENT GOVERNMENT (BC)

The Undergraduate Student Government acts as a voice for the undergraduate student body's needs, opinions, and rights. USG seeks to promote the intellectual, social, career, and leadership interests of the undergraduate student body. USG provides for the general welfare of the student body by participating in the formation of policies and practices regarding the undergraduate students of the Biddeford Campus. USG is the official organization for the allocation of funds to organizations, clubs, and activities obtained through the Student Activity Fee. Membership is open, through an election or appointment process, to any full time undergraduate attending the Biddeford Campus.

STUDENT GOVERNMENT ASSOCIATION (PC)

The students of the Portland Campus, in order to develop character and individual responsibility; to promote greater understanding between the faculty and students; to strengthen loyalty to the college; and to carry out such regulations as may come under the jurisdiction of the Student Government, established the Portland Student Government Association. Its purpose shall be to accept those responsibilities granted it by the Trustees and Faculty of the College for the successful fulfillment of the stated purposes of the College, particularly, though not limited to, those concerning the non-academic life of the students.

It shall have the power to conduct all general student elections.

It shall have the power to amend its Constitution and By-Laws provided such amendments do not extend its powers.

It shall have powers of recommendation to the President of the College, the Deans of CAS and CHP, or to the Dean of Students.

All full-time matriculated students are voting members of the Association.

GRADUATE STUDENT GOVERNMENT (GSG)

The Graduate Student Government is the University's official representative voice of the graduate student population. The organization's objectives are:

1. To provide a forum for discussion of issues that concern graduate students that are internal and/or external to the University Community;

2. To represent the graduate student interests to the UNE faculty and administration;
3. To foster a sense of community among students in graduate programs;
4. To gather and disseminate information of interest to students in graduate programs;
5. To conduct activities that promote the general welfare of graduate students;
6. To represent the views of graduate students to the University Community and the community at large;
7. To provide support and assistance to graduate student organizations.

Three representatives from each academic program serve on the GSG, but all currently enrolled graduate students are encouraged to attend the monthly meetings.

COLLEGE OF OSTEOPATHIC MEDICINE STUDENT GOVERNMENT ASSOCIATION

The COM Student Government Association is the official voice of the COM student body. The SGA represents the student body in matters affecting students, clubs and organizations to the UNECOM and UNE administration, Board of Trustees, alumni, and state and osteopathic professional organizations. Through the work of its various committees, the SGA represents student interests in ethics, curriculum and legislative affairs, as well as coordinating special events, administering budgets and producing Synapse, the UNECOM yearbook.

TELECOMMUNICATIONS/ SERVICES

TELEPHONE

For more information on Telephone services see INFORMATION TECHNOLOGY SERVICES (ITS)

U-ONLINE

For information on U-Online, see REGISTRATION SERVICES.

WASTE WATER TREATMENT PLANT (BC)

The Biddeford Campus has its own private wastewater treatment facility. As a result, we as a community are responsible for how well it operates. The quality of treatment is directly related to what we put into it.

Please remember the following:

1. Immediately report any water wasting activities such as stuck toilets or faucets.
2. Immediately report any accidental or unknown chemical spills.
3. Limit use of all detergents high in Phosphorous.
4. Don't use bleach or dye (tie dye) clothing at any time.
5. No harsh cleaning agents should be used.
6. Don't discard trash (i.e. plastics, wrappers, tampons, sanitary pads, or other throw-aways) into sinks or toilets.

University Policies

The Code of Conduct and University Policies are established to promote and protect the mission of the University; to advance the scholarly and civic development of the University's students in a safe and secure learning environment; and to protect the people, properties and processes that support the University and its mission. Respect, openness to new situations and people, personal and intellectual curiosity, and commitment to fulfilling personal obligations are expected of students at UNE. Each student has rights and responsibilities to themselves and the University community. It is hoped that a mutual commitment will enable all in the University to succeed, to learn from one another, and to be honest in all relations. If a student thinks that their rights have been violated, he/she should address the problem through the appropriate individual(s) as identified in the following University Conduct Code and Policies.

UNIVERSITY CONDUCT CODE

The University of New England is an academic institution seeking to promote intellectual, personal, social, and emotional growth. The University is committed to protect these educational purposes through the setting of standards of conduct and scholarship. It is expected that all members of the University Community will respect the rights of others and of the University. All members are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty.

These standards of conduct apply to University of New England students whenever on property owned or operated by the University or affiliated sites, at University related events off campus, while participating in online academic programs, and in any kind of university-related interaction. All University students are also expected to abide by applicable federal, state, and local laws. Individuals in violation of those laws are subject to prosecution by appropriate federal, state, or local authorities regardless of whether the activity occurs on or off campus. In addition, students in violation may be subject to disciplinary action by the University for off-campus activity. University employees should refer to the University of New England Employee Handbook for information regarding employee standards of conduct.

ARTICLE I: DEFINITIONS

1. The term "University" means "University of New England".
2. The term "student" includes all persons taking courses at the University, both full-time and part-time, in undergraduate, graduate, or professional studies programs and those who attend post-secondary educational institutions other than University of New England and who reside in University residence halls. Persons engaged in a faculty-led, third-party provider, or any other University approved study abroad experience and persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the University are considered "students".
3. The term "faculty member" means any person hired by the University to conduct classroom activities.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed or contracted by the University. The Vice President for Student Affairs, hereafter referred to as VPSA, shall determine a person's status in a particular situation.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition.
8. The term "hearing officer" means a University official by the VPSA to impose discipline upon students found to have violated the University Conduct Code. Nothing shall prevent the VPSA from authorizing the same hearing officer to impose sanctions in all cases.
9. The term "University Student Conduct Board" means any persons authorized by the VPSA to determine whether an undergraduate student has violated the University Conduct Code and to recommend imposition of discipline.
10. The term "College Review Board" means any persons authorized by the VPSA to determine whether a graduate or student in professional program phase has violated the University Conduct Code and to recommend imposition of discipline.
11. The term "Appeal Officer" means any person or persons authorized by the VPSA or his or her designee to consider an appeal from a board's determination that a student has violated the University Conduct Code or from the sanctions imposed by hearing officer.

12. The term “shall” is used in the imperative sense.
13. The term “may” is used in the permissive sense.
14. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the University Conduct Code, Residential Education and Housing section of this handbook, and graduate/undergraduate catalogs.
15. The term “complainant” means any person who submits a charge alleging that a student violated this Code. When student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.
16. The term “Charged Student” means any student accused of violating this Code.
17. The term “complaint review” means an investigation and administrative hearing by the VPSA, hearing officer, or conduct board appointed by the VPSA to review alleged violations and impose sanctions if necessary.
18. The term “Advisor” refers to a University staff or faculty member who serves as a support person who guides the student through the judicial process. The advisor may not be an attorney or family/parent(s)/ guardian(s). Advisors are not permitted to speak or to participate directly in any review before a judicial body.
19. Decisions regarding the outcome of a complaint review shall be made on the basis of whether or not there is a preponderance of the evidence to support the finding of a violation, indicating that it is more likely than not that the student committed the violation
20. The term “academic misconduct” refers to violations of the University’s Academic Integrity Statement.

ARTICLE II: JUDICIAL AUTHORITY

1. The Vice President for Student Affairs, (VPSA) is that person designated by the University President to be responsible for the administration of the University Conduct Code. The VPSA may refer disciplinary cases to an appropriate hearing officer or conduct board as outlined below. Depending upon the nature of the disciplinary case and the circumstances presented, the presence of the VPSA on campus, and/or the VPSA's prior association with a case, he/she may appoint an appropriate designee. Throughout the Judicial Process, the VPSA will be cited as the University representative, but other designees may, in fact, be the appropriate responding judicial officer.
2. The VPSA shall determine the composition College Review Boards or University Student Conduct Board and determine which board, hearing officer, or appeal officer, shall be authorized to review each case.
3. The VPSA shall develop policies for the administration of the judicial process and procedural rules for the conduct of reviews that are not inconsistent with provisions in the University Code of Conduct.
4. Decisions made by a board and/or hearing officer shall be final, pending the normal appeal process.
5. A hearing officer may be designated as mediator of disputes within the student community in cases which may or may not involve a violation of the University Conduct Code, to exclude cases of alleged sexual misconduct, (see Sexual Misconduct Policy.) All parties must agree to mediation, and to be bound by the decision with no right of appeal.

ARTICLE III: PROSCRIBED CONDUCT

- A. **Jurisdiction of the University**
Generally, University of New England jurisdiction to take disciplinary action shall be limited to conduct which occurs on University premises, at off-campus University sponsored, supervised or related activities, on Study Abroad Programs , which creates a potentially hostile learning environment, or which adversely affects the University community and/or pursuit of its objectives even if the conduct occurs off-campus.
- B. **Conduct—Rules and Regulations**
The violations listed below are described in context of the student's responsibility as a member of the academic community. Other actions that may be considered as violations may be defined by other University documents; for example, the residence hall contract. The following violations indicate categories of prohibited conduct. Conduct codes have been written in such a way as to warn students that such conduct is prohibited. Any student found to have committed violations of the following conduct standards is subject to the disciplinary sanctions outlined in **Article V Section 5**.
 1. **Academic Dishonesty** : Academic dishonesty includes, but is not limited to the following:
 - A. Cheating, copying, or the offering or receiving of unauthorized assistance or information including but not limited to
 - 1) use of any unauthorized assistance in taking quizzes, tests, or examinations;

- 2) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments, including but not limited to calculators, handheld computers, smart phones, or any other electronic devices; or
 - 3) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff.
- B. Fabrication or falsification of data, results, or sources for papers, reports, or examinations, either oral or written.
 - C. Actions that destroy or alter the work of another student.
 - D. Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor.
 - E. Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own including but not limited to:
 - 1) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
 - 2) the unacknowledged use of materials prepared by another person, company, online purveyor, or agency engaged in the selling of term papers or any other academic materials.

(See Complete Academic Integrity Policy in Article VII: Academic Policies, Misconduct Procedures and Appeals)

2. Abuse of the Judicial System and Retaliation, including but not limited to: a) failure to obey the summons of a judicial body or University official, b) falsification, distortion, or misrepresentation of information before a judicial body or University official, c) disruption or interference with the orderly conduct of a judicial proceeding, d) initiation of a judicial proceeding knowingly without cause, e) attempting to discourage an individual's proper participation in, or use of, the judicial system, f) attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding, g) retaliation, harassment (verbal or physical), and/or intimidation of a member of a judicial body or another student involved in the review process prior to, during, and/or after a judicial proceeding, h) failure to comply with the sanction(s) imposed under the judicial process, and i) influencing or attempting to influence another person to commit an abuse of the judicial system.

3. Alcohol and Other Drugs: The University of New England does not permit, or condone the illicit or unauthorized possession (including empty alcohol containers), use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University-owned or controlled property or as part of any University sponsored activity. Students are personally responsible for conforming their behavior to federal, state and local laws and the University's Alcohol and Drug Policy. See Alcohol and Drug Policy section for more information.

4. Electronically Facilitated Misconduct, including but not limited to: 1) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose 2) unauthorized transfer of a file including University-owned software or applications copied to/from diskettes or other electronic storage device, 3) unauthorized use of another individual's identification and password, 4) use of computing facilities or any electronic device to interfere with the work of another student, faculty member or University official, 5) use of computing facilities or any electronic device to send obscene, abusive, harassing or stalking messages, 6) use of computing facilities to interfere with normal operation of the University computing system, 7) any violation of the University's Acceptable Use Policy (<http://www.une.edu/its/policy/students.cfm>).

5. Discrimination and Harassment:

A) Consistent with state and federal law, the University of New England does not, under any circumstances, tolerate or condone discrimination, including but not limited to the harassment of its employees or students on the basis of race, color, sex, disability, religion, age, ancestry, national origin, or sexual orientation. In keeping with efforts to promote and maintain an environment in which the dignity and worth of all people is respected, the University of New England considers discrimination against students and employees unacceptable and cause for disciplinary action, up to and including dismissal from the University. Note: The University of New England is fully committed to procedures that will protect the rights and dignity of all concerned parties, in both the prevention and investigation of allegations of discrimination and harassment.

(For complete UNIVERSITY policy, see section: TITLE IX NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY)

6. Dishonest Conduct: Any conduct which is not guided by honesty and respect for others.

7. Disorderly Conduct: Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

8. Disruption and Obstruction: Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions. Participation in any behavior which disrupts the normal operations of the University and infringes on the rights of other members of the University community; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or behavior which disrupts or inhibits an event.

9. Endangerment: Conduct which threatens or endangers the health or safety of any individual or group.

10. Ethics: Violation of a published and/or clearly defined professional code of ethics in a field of study in which a student is preparing.

11. Failure to evacuate: Failure to evacuate a building or area at the request of University staff, for safety and/or security reasons, including evacuation during a fire alarm.

12. Fire Safety: Tampering in any way with fire emergency equipment; creation of a fire hazard or other dangerous condition. This includes burning candles, incense, potpourri burners and other flammable materials; unauthorized use or possession of explosive components or chemicals such as fireworks, explosives, gas, or compressed air.

13. False Information: Supplying false or misleading information to University officials or on official University records

14. Falsifying Records: Altering, tampering with or falsifying official records.

15. Gambling: Gambling for money or other things of value except as allowed by law. Prohibited gambling includes, but is not limited to, betting on, wagering on, or selling pools on any University athletic event; possessing any card, book, or other device for registering bets; bookmaking in connection with betting; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or any electronic communications related to illegal gambling; or offering, soliciting or accepting a bribe to influence the outcome of an athletic event.

16. Guests: Students are responsible for their guests and are accountable for their guests' conduct on campus, including property damage.

17. Hazing: Hazing, on or off University property or at University affiliates, are expressly prohibited. See complete definitions and policy on HAZING in the section on UNIVERSITY ADMINISTRATIVE & CONDUCT RELATED POLICIES.

18. Identity: Refusal to properly identify oneself, by presentation of a University I.D, to a University official in pursuit of his/her official duties. Guests of students are also expected to carry appropriate picture identification at all times and produce identification when requested.

19. Impersonation: Unauthorized impersonation of a University official.

20. Indecent Behavior: Indecent behavior that violates community standards with respect to sexuality including but not limited to exposure of the genitalia, open sex acts, and calling attention to any part of the body in a sexually explicit manner.

21. Interference: Interference with or retaliation against a faculty or staff member of the University in the performance of his/her official duties.

22. Intimidation, stalking, or written/verbal abuse—any behavior that causes emotional harm and/or places a person or persons in reasonable fear of imminent physical harm.

23. Keys and ID Cards: Unauthorized possession, duplication or use of keys or UNE ID/Access card to any University premises.

24. Motor vehicles: 15 miles per hour is the maximum speed limit on campus. Students violating the campus speed limit or operating their vehicle in an unsafe manner are subject to the judicial process and the loss of campus parking privileges. Complete parking policies may be found on the Safety and Security webpage,

<http://www.une.edu/studentlife/security/parking.cfm> .

25. Non-compliance: Failure to comply with a reasonable request or directive of a University employee in pursuit of his/her official duties. (Includes but is not limited to, Security, Student Affairs, Faculty, student employees, and Housing staff)

26. Pets: Pets (dogs, cats, etc.) are not permitted in university buildings, including residence halls, with the following exceptions: service animals in the company of their owners; pets of live-on professional staff; and, small fish, fresh water turtles, or aquatic frogs contained in aquariums. Dogs, cats and other animals are permitted on campus grounds only when leashed or in a carrier held by and under the direct control of the owner. The owner is responsible for properly disposing of any waste created by the animal. Note: There are further limitations and restrictions on pets for students living on campus. Please refer to the Residential Education and Housing Handbook for more information.

27. Physical Assault: A person commits a physical assault when he or she, without being privileged to do so, intentionally or recklessly causes harmful or offensive contact with another person.

28. Residence Hall Policies: Significant interference with the stated rights of residential students as described in the Residential Education and Housing Handbook, violation of Residence Hall/Dining Service application and contract, excessive noise, as determined by the residence hall staff, and/or violation of Residence Hall Policies, and/or Expectations as found in the Housing and Residence Life Handbook.

29. Residence Hall Room Responsibility Students living in the residence halls are responsible for their rooms and any University property assigned to that room, and for controlling activities in their rooms. If a University Conduct Code is violated, the student(s) assigned to that room will be responsible for the actions/items in the room, regardless of whether they had knowledge of the circumstances. Students are urged to monitor their rooms so they have full knowledge of its contents and of the behavior occurring in the room.

30. Sexual Misconduct: The University of New England will not tolerate and prohibits all forms of sexual misconduct including rape, acquaintance rape and sexual assault in any form. These acts are against Maine State Law and a violation of the University Conduct Code. If there is reason to believe that the University of New England policies prohibiting sexual misconduct of any kind have been violated, the administration will pursue disciplinary action through the appropriate University procedure.

(This type of complaint is handled under the University of New England TITLE IX NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY (<http://www.une.edu/studentlife/handbook/index.cfm>) See UNIVERSITY policy and reporting procedures in their entirety in section; UNIVERSITY ADMINISTRATIVE & CONDUCT RELATED POLICIES.)

31. Theft: unauthorized acquisition, removal or use of property and/or service

32. Tobacco: Smoking—the burning of any type of pipe, cigar, cigarette, or similar product—is prohibited in all facilities, partially enclosed areas such as breezeways and covered walkways; and vehicles owned, leased, or rented by the University. Smoking is also prohibited within 50 feet, approximately 20 paces, of any structure owned and/or operated by the University of New England, including residence halls.

33. Trespassing: Trespassing, unauthorized entry or unauthorized presence on any University premises.

34. Vandalism: Misuse, destruction, or defacement of property owned, leased, or controlled by the university, or that of other people.

35. Violation of Law: Violating federal, state, or local law, committed on or off campus, if such action has negative impact on the University community.

36. Weapons: No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security present a danger to the community. Examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, any device that propels an object including but not limited to pellet guns, “soft pellet guns”, bb guns and the like as well as bows, arrows, hunting knives and any firearm. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocket knives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that

resemble an actual firearm or weapon.

ARTICLE IV: VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

- 1) University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- 2) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed.
- 3) When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the University Conduct Code, however, the University may advise off-campus authorities of the existence of the University Conduct Code and how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities or not as agents or representatives of the University, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE V: JUDICIAL PROCESS

JUDICIAL PROCESS FOR VIOLATION OF THE STUDENT CONDUCT CODE: UNDERGRADUATES

OVERVIEW

The University has established the following judicial procedures in order to insure the due process right of fundamental fairness for all of its undergraduate students. Some reports of alleged violations of the University Student Code of Conduct under this Judicial Process Policy may be made by University personnel such as campus security, University administrators, faculty members or residential life staff who are carrying out their duty to uphold the regulations, policies and mission of the University. Other reports may be made by students who allege that they are victims of an action taken by another student against them such as harassment, sexual misconduct or prohibited discrimination. These students making such a report are referred to in this judicial process as the complainant. The student against whom the report is made, whether by University personnel or another student, is referred to as the charged party or charged student.

REPORTING PROCESS

Reports of alleged violations of the Student Conduct Code or a violation of any other regulations of the University by undergraduate students should be made to the Dean of Students or the Judicial Coordinator or designee. Any other personnel receiving a complaint involving an undergraduate should forward it as soon as possible to the Dean of Students or the Judicial Coordinator. **The Dean of Students also acts in the capacity of a Deputy Title IX Coordinator.** For more information on the Title IX Coordinator and Deputy Coordinators, please see the University policy on Sexual Misconduct, Harassment and Discrimination which can be accessed at: <http://www.une.edu/hr/upload/Title-IX-Anti-Discrimination-Policy.pdf>

Retaliation against any member of the University community who reports a possible violation of the Student Conduct Code, including but not limited to incidents of possible sexual misconduct, harassment or discrimination, or any other regulations of the University is also a violation of University policy and the Student Conduct Code, and the individual responsible for the retaliation will be subject to disciplinary action by the University.

STANDARDS FOR DECISIONS

All written decisions issued under this Judicial Process Policy will be drafted in compliance with the requirements of the Family Educational Rights and Privacy Act ("FERPA").

RESPONDING TO ACADEMIC MISCONDUCT

Academic Misconduct. The University recognizes that some instances of academic misconduct may present

the opportunity for an appropriate educational response and not necessarily a disciplinary response. Therefore, the University expects that charges of academic misconduct will be evaluated in the first instance by the faculty member and/or the Department or Program Chair where the alleged misconduct took place. All instances of alleged academic misconduct will also be reported to the Dean of the College where the incident allegedly took place as well as to the Judicial Coordinator for filing purposes.

If the faculty member and/or the Department or Program Chair and the academic Dean decide, in their discretion, that disciplinary action may be warranted, they shall refer the matter to the Dean of Students or the Judicial Coordinator. When a referral to the disciplinary process is made, it may be accompanied by a recommendation for discipline in the matter which the Dean of Students or Judicial Coordinator will take into consideration when assessing the case.

In all cases where a student's act of academic misconduct is a second offense, the Dean of Students and the Dean must refer the complaint to the judicial process.

COMPLAINT PROCEDURE

1. Receipt of the Complaint by the Dean of Students or the Judicial Coordinator

RIGHTS OF PARTIES IN THE COMPLAINT REVIEW PROCESS

If either party thinks there is a conflict of interest in filing a report with or having a report reviewed by the Dean of Students or Judicial Coordinator or designee, ("the Hearing Officer"), either party can inform the Hearing Officer of their specific concern and request the Hearing Officer to excuse herself or himself from their case. If the Hearing Officer agrees there is a conflict, the Vice President of Student Affairs or designee will appoint someone to act in the place of the Hearing Officer. If the Hearing Officer does not agree there is a conflict, and either party continues to think there is a conflict, either party can appeal the conflict of interest decision to the Vice President of Student Affairs who will make a final determination. If either party thinks there is a conflict of interest in appealing to the Vice President of Student Affairs, they may appeal that issue to the Provost whose resolution of the conflict issue will be final.

COMPLAINT REVIEW PROCESS

After the Hearing Officer receives the complaint, the Hearing Officer or designee will interview the complainant and request that the complaint be submitted in writing. The Hearing Officer will review the complaint and if the Hearing Officer determines there is any basis in fact for the complaint, the Hearing Officer will meet with the charged party and request the charged party to make a written response to the charge. If the charged party does make a written response, the charged party will then be permitted to see a copy of the written complaint from the complainant. If the charged party does not make a written statement, the charged party is not entitled to see any written statement made by the complainant. The charged student will be informed by the Hearing Office of the identity of the complainant and what the alleged violations are. The complainant will be given a copy of the charged party's written statement in accordance with federal privacy laws, if the complainant has provided a written statement. If the report of misconduct is from University personnel, the Hearing Officer will get a written report of the incident and provide the charged party with a summary copy of the written incident report in accordance with federal privacy laws. The Hearing Officer will discuss and explain the anti-retaliation and confidentiality policies with all parties to the complaint.

At any time after the receipt of the complaint the Hearing Officer or designee, in consultation with senior administrators, when appropriate, may take interim actions necessary to protect the safety of the parties or the community during the pendency of the investigation, including but not limited to changing class and/or work schedules, issuing an interim suspension, or issuing no-contact orders. The decision by the Hearing Officer and/or a senior administrator to take such an action creates no presumption that the charged party has engaged in the alleged violation of the Student Conduct Code.

If the charged party is an undergraduate student in a program that requires the student's adherence to a Professional Code of Conduct, the Hearing Officer shall consult with the Director of the student's Program and the student's Dean before deciding on a disciplinary sanction.

If the Hearing Officer determines after speaking with and/or receiving written statements from both parties that the facts are clear and a violation of the Student Conduct Code has taken place, the Hearing Officer may decide on

the appropriate disciplinary sanction as set forth in the Student Conduct Code without any further action unless the sanction being considered is a suspension of greater than two weeks or dismissal from the University. If either of these sanctions is being considered by the Hearing Officer, the Hearing Officer must refer the matter to the University Student Conduct Board. If neither of these sanctions is involved, the Hearing Officer shall inform the parties in writing of the decision to impose a specific disciplinary sanction within seven (7) business days of completing the review of the facts in the case.

If the Hearing Officer determines there is no basis to the complaint and declines to take any action against the charged party, the Hearing Officer will provide both parties with a written decision to that effect within seven (7) business days of completing the review of the facts of the case. The complainant may appeal that determination to the Vice President of Student Affairs. The appeal must be in writing and must be made to the Vice President for Student Affairs within seven (7) business days of the receipt by the Complainant of the Hearing Officer's written decision not to act on the original complaint. The appeal must be based on new evidence that was not and could not have been provided to the Hearing Officer during the review of the Complaint. The Vice President for Student Affairs shall issue a written decision on the appeal within seven (7) business days of receipt of the appeal. The Vice President for Student Affairs may uphold the decision of the Hearing Officer or send the matter back to the Hearing Officer for reconsideration based on new evidence presented in the appeal. The Hearing Officer shall issue a written decision on the request for reconsideration within seven (7) business days of the receipt of the request and the Hearing Officer's decision shall be final.

If the Hearing Officer cannot make a decision based on the facts in the written statements or the charged student denies the allegations, the Hearing Officer or his or her designee may conduct whatever other interviews or review of documents, including but not limited to electronic records, the Hearing Officer deems necessary in order to understand the facts of the matter. In all cases, the Hearing Officer will attempt to complete the evaluation of the complaint within fifteen (15) business days of the receipt of the complaint. If a complaint cannot be fully and properly evaluated in this time frame, the Hearing Officer will inform both parties in writing and set a new deadline for completion.

2. Possible Actions by the Hearing Officer

After completing the full investigation, the Hearing Officer may take the following actions:

a. Informal Resolution

When the Hearing Officer thinks it appropriate and after consultation with both parties, the Hearing Officer may suggest Informal Resolution to resolve the complaint. **PLEASE NOTE: Informal Resolution is never an option available to the Hearing Officer when the complaint involves allegations of sexual assault or sexual coercion even if both parties would agree to the process.** During the Informal Resolution process the Hearing Officer or designee will meet with both parties and may or may not meet with them together. A face-to-face meeting of the parties is not required. Either party may end the informal process at any time and request that the complaint be handled through the formal process. After the meetings, if the Hearing Officer thinks it is appropriate, the Hearing Officer will propose a possible resolution to both parties. If both parties agree to the resolution proposed by the Hearing Officer, it will be put in writing and signed by both parties. If the parties do not agree to the resolution, or the Hearing Officer otherwise decides it is appropriate to terminate the Informal Resolution process, the Hearing Officer may then (1) impose discipline, (2) convene the University Student Conduct Board or (3) dismiss the complaint.

b. Imposition of Discipline

If after meeting with both parties and conducting whatever additional interviews or document review determined by the Hearing Officer to be necessary, the Hearing Officer determines that the charged party has violated the Student Conduct Code and also determines that the Informal Resolution process is not appropriate or that the Informal Resolution Process has been attempted and has failed, the Hearing Officer may impose discipline for the violation of the policy. The Hearing Officer may impose any of the sanctions set forth in Student Handbook except for suspension for a period of more than two weeks or dismissal from the University, without convening the University Student Conduct Board. The Hearing Officer shall provide both parties with a copy of his or her written decision to impose a disciplinary sanction within seven (7) business days of completing the investigation.

If either party disagrees with the Hearing Officer's written decision to impose discipline, either party may appeal the Hearing Officer's decision to the Vice President for Student Affairs or designee. The appealing party must give his or her appeal to the Vice President for Student Affairs or designee ("the Appeal Officer") within seven (7) business days of the receipt of the Hearing Officer's written decision. The appeal must be in writing and must clearly set forth the reason for the appeal. The appeal (1) must be based on new evidence which was not and could not have been presented to the Hearing Officer or (2) must allege a material procedural irregularity by the Hearing Officer that had a substantial impact on or otherwise prejudiced the determination made by the Hearing Officer. The Appeal Officer shall issue a written decision within ten (10) business days of the receipt of the written appeal. The Appeal Officer may (1) uphold the decision of the Hearing Office or (2) send the decision back to the Hearing Officer for further consideration based on new evidence or a material procedural error. A written reconsideration decision by the Hearing Officer shall be completed within seven (7) business days of receipt of the request for reconsideration and shall be considered final. Finally, the Appeal Officer may (3) decide to request the Hearing Officer to convene the University Student Conduct Board.

c. University Student Conduct Board

If the Hearing Officer determines that the appropriate discipline for a charged party may be either a period of suspension for longer than two weeks or dismissal from the University or in any case involving allegations of sexual coercion or sexual assault, the Hearing Officer will so inform the parties in person and in writing and ask the Vice President for Student Affairs or designee to convene the University Student Conduct Board. The Hearing Officer will review the University Student Conduct Board procedures with each of the parties.

At the start of each academic year, the Dean of each college shall appoint five faculty members to be trained and available to serve on a University Student Conduct Board panel for both graduate and undergraduate students. The Undergraduate Student Government shall recommend to the Vice President for Student Affairs for an interview and final selection: five (5) students: three (3): a Junior and two Seniors from the College of Arts and Sciences; and two (2): a Junior and a Senior from the Westbrook College of Health Professions to be trained and to be available to serve on a University Student Conduct Board panel. Note: All selected students must maintain good academic and conduct standing with the University to remain active on the University Student Conduct Board.

When the Hearing Officer requests the Vice President for Student Affairs or designee to convene the University Student Conduct Board, the Vice President for Student Affairs or designee will select four faculty members and two student members from among the appointed representatives to sit on that panel. At least two of the faculty members and one of the students must be from the charged student's College.

The University Student Conduct Board will meet within ten (10) business days of the date when the Vice President for Student Affairs or designee receives the request from the Hearing Officer to convene the University Student Conduct Board. The Vice President for Student Affairs or designee (hereafter "Chair") will Chair the University Student Conduct Board and is a voting member.

The Hearing Officer or the Hearing Officer's designee will present the case to the University Student Conduct Board and is not a voting member of the Board. If the University Student Conduct Board should determine that further investigation is warranted or that additional information is needed, it will be conducted or provided by the Hearing Officer or the Hearing Officer's designee. The Hearing Officer, in consultation with the Chair, may present documentary evidence to the University Student Conduct Board. In addition, if the charged party is a student in a Program with a Professional Code of Conduct to which the student must adhere and the Hearing Officer has, therefore, consulted with the Director of the Student's Program and/or the student's Dean, this information must also be presented to the University Student Conduct Board by the Hearing Officer. All evidence presented shall be in a form that complies with the applicable provisions of the Federal Educational Rights and Privacy Act ("FERPA").

The members of the University Student Conduct Board may also request to see additional documentary evidence or to hear testimony from witnesses in addition to the parties. These requests should be made to the Chair who, in consultation with panel members, shall determine which witnesses shall be called or which additional documents presented to the panel.

After the complainant and the charged party receive the written notice from the Hearing Officer that the University

Student Conduct Board shall be convened, they may provide the Chair with copies of any documents they would like presented to the University Student Conduct Board and provide a written explanation of why they should be presented. The Hearing Officer and the Chair shall have the discretion to determine what, if any, documentary evidence shall be presented to the University Student Conduct Board. The complainant and charged party may each also submit names of witnesses they would request to appear before the University Student Conduct Board. These names should be submitted to the Chair in writing along with the basis of their proposed testimony. The Chair in consultation with the Hearing Officer shall decide which, if any, of these witnesses shall be called.

If witnesses other than the complainant and charged party do appear before the University Student Conduct Board, the complainant and charged party may question those witnesses within the discretion of and only indirectly through the Chair. The complainant and charged party may question each other only indirectly through the Chair. If more than one witness is called before the University Student Conduct Board, all witnesses will be sequestered and will not be permitted to hear other witnesses testify. Once they have provided information in the hearing, the witnesses will be excused from the University Student Conduct Board hearing room. If the complaint involves a charge of sexual assault or coercion, the complainant and the charged party are not required to appear in the University Student Conduct Board hearing room together at the same time.

The University Student Conduct Board meetings are not open to the public. Both the complainant and the charged party may have a judicial advisor present with him or her at the hearing. The judicial advisor must be an individual from the University community, including an academic advisor, or a member of the University of New England faculty or staff, excluding members of the faculty or staff who are also attorneys. Parents or other relatives may not act as judicial advisors at the hearing. Judicial advisors may not participate orally by presenting information or questions to the University Student Conduct Board. Attorneys other than University General Counsel are not permitted to participate in or to attend the meetings of the University Student Conduct Board, and the Rules of Evidence as used by the state and federal courts do not apply. The hearings are not to be recorded in any fashion.

The University Student Conduct Board shall make its decision based only on the evidence presented to it during the hearing itself, and the standard for making a determination as to whether the violation has occurred and that discipline should or should not be imposed shall be by a preponderance of the evidence. This standard means the University Student Conduct Board shall decide if it is more likely than not that the violation took place. The University Student Conduct Board may dismiss the complaint or impose discipline of suspension of greater than two weeks or dismissal from the University. It can also recommend a lesser sanction than a suspension of longer than two weeks or dismissal from the University by sending the matter back to the Hearing Officer to impose a lesser sanction or to dismiss the complaint based on the written findings of the University Student Conduct Board. All members of the University Student Conduct Board shall vote and decisions are determined by a vote of the majority. The Chair will issue a written decision which shall include written Findings of Fact to the parties within seven (7) business days of the close of the University Student Conduct Board's meetings on the complaint.

The decision of the University Student Conduct Board to dismiss the Complaint or to impose discipline of a suspension for longer than two weeks or dismissal from the University may be appealed to the President of the University or designee by either party. The President or designee may consider the Appeal or act through a designee (hereafter "Appeal Officer"). The appeal must be in writing and it must be filed in the President's Office within seven (7) business days of the date upon which the parties received the University Student Conduct Board's written decision. The appeal (1) must be based on new information or evidence which was not and could not have been considered by the University Student Conduct Board and/or (2) must allege some significant procedural errors or conflict of interest by the University Student Conduct Board or one or more of its members that significantly impacted the outcome of the Hearing. The Appeal Officer shall not conduct a full rehearing of the case during the appeal and may meet with either party to the original complaint but is not required to do so. The Appeal Officer may consult with the Chair of the University Student Conduct Board as well as any members of the Administration not involved in the original decision of the University Student Conduct Board in making a final determination on the appeal. The Appeal Officer will issue a written decision to both parties within seven (7) business days of the receipt of the appeal in the President's Office. The Appeal Officer may uphold the decision of the University Student Conduct Board and that decision by the Appeal Officer is final. The Appeal Officer may also send the matter back to the University Student Conduct Board for reconsideration based on findings made by the Appeal Officer during the appeal. The decision of the University Student Conduct Board on reconsideration of the matter is final.

PLEASE NOTE: All written decisions issued under this policy and involving students shall comply with the Federal Educational Rights and Privacy Act (“FERPA”).

JUDICIAL PROCESS FOR VIOLATION OF THE STUDENT CONDUCT CODE: GRADUATE/ PROFESSIONAL STUDENTS

OVERVIEW

The University has established the following judicial procedures in order to insure the due process right of fundamental fairness for all of its graduate and professional students. Some reports of alleged violations of the University Student Conduct Code (“Student Conduct Code”) and/or one of the Codes of Professional Conduct which apply in COM, COP, WCHP or COD may be made by University personnel such as University security, University administrators, faculty members or Student Affairs Staff who are carrying out their duty to uphold the regulations, policies and mission of the University. Other reports may be made by students who allege that they are witness to or victims of a policy violation of one of the Codes of Professional Conduct or a violation of the Student Conduct Code such as harassment, sexual misconduct or prohibited discrimination. These students making such a report are referred to in this judicial process as the complainant. The student against whom the report is made, whether by University personnel or another student, is referred to as the charged party or charged student.

REPORTING PROCESS

Reports of alleged violations of the Student Conduct Code or violation of any other regulations or standards, including but not limited to Codes of Professional Conduct of the University by graduate/ professional students should be made to the Assistant Dean of Students for Graduate and Professional Student Affairs (“Assistant Dean of Students”) or the Judicial Coordinator or designee who shall also confer with the Dean of the College and the Academic Program Director of the charged student. Any other personnel receiving a complaint involving graduate or professional student should forward it as soon as possible to the Assistant Dean of Students for Graduate and Professional Student Affairs or the Judicial Coordinator or designee. **The Assistant Dean of Students for Graduate and Professional Student Affairs also acts in the capacity of a Deputy Title IX Coordinator.** For more information on the Title IX Coordinator and Deputy Coordinators, please see the University policy on Sexual Misconduct, Harassment and Discrimination which can be accessed at <http://www.une.edu/hr/upload/Title-IX-Anti-Discrimination-Policy.pdf>.

Retaliation against any member of the University community who reports a possible violation of the Student Conduct Code or other regulations or standards of the University, including but not limited to incidents of possible sexual misconduct, harassment or discrimination, is also a violation of University policy and the Student Conduct Code and the individual responsible for the retaliation will be subject to disciplinary action by the University.

STANDARDS FOR DECISIONS

All written decisions issued under this Judicial Process Policy will be drafted in compliance with the requirements of the Family Educational Rights and Privacy Act (“FERPA”).

RESPONDING TO ACADEMIC MISCONDUCT

Academic Misconduct. The University recognizes that some instances of academic misconduct may present the opportunity for an educational response and not necessarily a disciplinary response. Therefore, the University expects that charges of academic misconduct will be evaluated in the first instance by the faculty member and/or the Department or program where the alleged misconduct took place. If disciplinary action is not appropriate, the matter will be resolved in as confidential a manner as possible. All instances of alleged academic misconduct will be reported to the Dean of the College where the incident allegedly took place, the Dean of the College in which the student is enrolled, if they are different persons, as well as the Judicial Coordinator for record keeping purposes only.

If the faculty member, Department Chair or Program Director and/or the Dean decide, in their discretion, that a disciplinary sanction may be warranted, they shall refer the matter to the Assistant Dean of Students for Graduate and Professional Student Affairs or the Judicial Coordinator or designee. When a referral to the disciplinary process is made, it may be accompanied by a recommendation for discipline in the matter which the Assistant Dean of Students for Graduate and Professional Student Affairs or Judicial Coordinator will take into

consideration when assessing the case.

In all cases where a student's act of academic misconduct is a second offense, the Assistant Dean of Students for Graduate and Professional Student Affairs and the Dean must refer the complaint to the judicial process.

COMPLAINT PROCEDURE

1. Receipt of the Complaint by the Assistant Dean of Students for Graduate and Professional Student Affairs or the Judicial Coordinator

RIGHTS OF PARTIES IN THE COMPLAINT REVIEW PROCESS

If either party thinks there is a conflict of interest in filing a report with or having a report reviewed by the Assistant Dean of Students for Graduate and Professional Student Affairs or the Judicial Coordinator or designee ("the Hearing Officer"), either party can inform the Hearing Officer of their specific concern and request the Hearing Officer to excuse herself or himself from their case. If the Hearing Officer agrees there is a conflict, the Vice President for Student Affairs or designee will appoint someone to act in the place of the Hearing Officer. If the Hearing Officer does not agree there is a conflict, and either party continues to think there is a conflict, either party can appeal the conflict of interest decision to the Vice President for Student Affairs or designee who will make a final determination. If either party thinks there is a conflict of interest in appealing to the Vice President for Student Affairs or designee, they may appeal that issue to the Provost and or designee whose resolution of the conflict issue will be final.

COMPLAINT REVIEW PROCESS

After the Hearing Officer receives the complaint, the Hearing Officer or his or her designee will interview the complainant and request that the complaint be reduced to writing. The Hearing Officer will review the complaint and if the Hearing Officer determines there is any basis in fact for the complaint, the Hearing Officer will meet with the charged party and request the charged party to make a written response to the charge. The charged student will be informed by the Hearing Office of the identity of the complainant and what the alleged violations are. If the charged party does make a written response, the charged party will then be permitted to see a copy of the written complaint from the complainant. If the charged party does not make a written statement, the charged party is not entitled to see any written statement made by the complainant. The complainant will be given a copy of the charged party's written statement in accordance with federal privacy laws, if the complainant has provided a written statement. If the report of misconduct is from University personnel, the Hearing Officer will get a written report of the incident and provide the charged party with a summary copy of the written incident report in accordance with federal privacy laws. The Hearing Officer will discuss and explain the anti-retaliation and confidentiality policies with all parties to the complaint.

At any time after the receipt of the complaint the Hearing Officer, in consultation with senior administrators, when appropriate, and the student's Dean and/or Program Director, may take interim actions necessary to protect the safety of the parties or the community during the pendency of the investigation, including but not limited to changing class and/or work schedules, interim suspension, or issuing no-contact orders. The decision by the Hearing Officer and/or a senior administrator to take such an action creates no presumption that the charged party has engaged in the alleged violation of the Student Conduct Code.

2. Professional Codes of Conduct and College Review Board

As part of the investigation of the complaint, the Hearing Officer shall confer with the student's Program Director and/or the Dean of the charged party's College in order to determine if the alleged violation of the University Student Conduct Code may also possibly involve a violation of a Professional Code of Conduct to which the student is required to adhere.

If the Dean and/ or the Program Director determines that if the violation of the University Student Code of Conduct took place, it would also constitute a possible violation of the applicable Professional Code of Conduct, the Dean and/or the Program Director may meet with the charged party after having been fully briefed by the Assistant

Dean of Students for Graduate and Professional Student Affairs or designee. The Dean and/or the Program Director may then (1) decide that no violation of the Professional Code of Conduct is involved even if the violation of the University Student Code of Conduct took place; (2) issue a Warning to the student in writing that will become part of the student's record for a specific period of time, in which case appropriate members of the student's Program will be notified; or (3) convene a meeting of the College Review Board to review whether or not a possible violation of the Professional Code of Conduct would arise, if the violation of the University Student Code of Conduct is found to have taken place. The College Review Board should convene within seven (7) business days of the decision by the Dean and/or Program Director that the College Review Board should be utilized.

The Dean and/or the Program Director shall request four (4) faculty members to serve on the College Review Board. Two (2) faculty members will be appointed from the charged student's College and at least one (1) of those two shall be from the charged student's specific Program, if applicable. The other faculty member(s) will be from another College. The Dean or the Program Director shall Chair the College Review Board and be a voting member.

If the charged student thinks there is a conflict of interest or extreme prejudice to the charged student based on one or more of the faculty members asked to sit on the College Review Board, the charged student may inform the Dean or the Program Director of his or her specific concerns and ask that the faculty member be excused and another appointed in his or her place. If the Dean or Program Director agrees there is a conflict or extreme prejudice to the charged student, the Dean or the Program Director will appoint someone to act in the place of the faculty member. If the Dean or the Program Director does not agree there is a conflict, and the charged student continues to think there is a conflict or prejudice, the charged student can appeal the conflict of interest/prejudice decision to the Vice President for Student Affairs or designee who will make a final determination. If either party thinks there is a conflict of interest in appealing to the Vice President for Student Affairs or designee, they may appeal that issue to the Provost or designee whose resolution of the conflict issue will be final.

The Assistant Dean of Students for Graduate and Professional Student Affairs or designee shall present the facts of the case to the College Review Board. The complainant and the charged student may appear before the College Review Board to answer questions and to speak on his or her own behalf. No other witnesses will appear before the College Review Board. The charged student may have an advocate attend the hearing with him or her. The advocate must be an individual from the University community, including an advisor, or a member of the University of New England faculty, excluding any faculty member who is also an attorney. The advocate may not participate orally in the hearing by presenting information or questions to the Board. Parents or other relatives may not act as advocates at the hearing. Attorneys other than University General Counsel may not attend or otherwise participate in the College Review Board hearing.

The College Review Board shall evaluate the case based on the facts presented by the Hearing Officer and determine if the facts, as presented, are true or if still in doubt, proven to be true, would the incident of alleged misconduct also constitute a violation of the applicable Professional Code of Conduct. The College Review Board shall issue a written decision to the charged student within seven (7) business days of the end of the hearing of the matter. Copies of the written decision shall be given to the charged student and the Assistant Dean of Students for Graduate and Professional Student Affairs. The Assistant Dean of Students for Graduate and Professional Student Affairs shall take the decision of the College Review Board into consideration in making any decision on the disciplinary disposition of the matter.

The charged student may appeal the decision of the College Review Board to the Provost or designee within seven (7) business days of the charged student's receipt of the written decision of the College Review Board. The appeal must be in writing and must be based on new evidence that was not and could not have been presented to the College Review Board. The Provost may consult with the Dean and/or the Program Director and the Assistant Dean of Students for Graduate and Professional Student Affairs. The Provost will issue a written decision on the appeal within seven (7) business days of the receipt of the written appeal. The Provost may uphold the decision of the College Review Board and that decision of the Provost shall be final. The Provost may also refer the decision back to the College Review Board for reconsideration based on material additional information received by the Provost in the appeal. The College Review Board shall reconsider the matter and their decision on reconsideration shall be final. The College Review Board shall issue a written reconsideration decision within seven (7) business days of the receipt of the request for reconsideration from the Provost.

3. Actions After Initial Review of the Complaint

If the Hearing Officer determines after speaking with and/or receiving written statements from both parties and, conferring with the student's Dean and/or Program Director about a possible violation of a Code of Professional Conduct that the facts are clear and a violation of the University Student Conduct Code has taken place, the Hearing Officer after a final consultation with the student's Dean and/or Program Director, may decide on the appropriate disciplinary sanction without any further action unless the sanction being considered is a suspension of greater than two weeks or dismissal from the University. If either of these sanctions is being considered by the Hearing Officer, he or she must refer the matter to the University Student Conduct Board. If neither of these sanctions is involved, the Hearing Officer may impose any of the other appropriate sanctions set forth in the University Student Conduct Code and shall inform the parties in writing of the decision to impose a specific disciplinary sanction within seven (7) business days of completing the review of the facts in the case.

If after reviewing the written statements and talking with the parties the Hearing Officer determines there is no basis to the complaint and declines to take any action against the charged party, the Hearing Officer will provide the parties with a written decision to that effect within seven (7) business days of the conclusion of the Hearing Officer's investigation. The complainant may appeal that determination to the Vice President for Student Affairs or designee. The appeal must be in writing and must be made to the Vice President for Student Affairs or designee ("Appeal Officer") within seven (7) business days of the receipt by the Complainant of the Hearing Officer's written decision not to act on the original complaint. The appeal must be based on new evidence that was not and could not have been provided to the Hearing Officer during the review of the Complaint. The Appeal Officer shall issue a written decision on the appeal within seven (7) business days of receipt of the appeal. The Appeal Officer may uphold the decision of the Hearing Officer or send the matter back to the Hearing Officer for reconsideration based on new evidence presented in the appeal. The Hearing Officer shall issue a written decision on the request for reconsideration within seven (7) business days of the receipt of the request and the Hearing Officer's decision shall be final.

If the Hearing Officer cannot make a decision based on the facts in the written statements and the interviews with the parties or the charged student denies the allegations, the Hearing Officer or his or her designee may conduct whatever other interviews or review of documents, including but not limited to electronic records, the Hearing Officer deems necessary in order to understand the facts of the matter. In all cases, the Hearing Officer will attempt to complete the evaluation of the complaint within fifteen (15) business days of the receipt of the complaint. If a complaint cannot be fully and properly evaluated in this time frame, the Hearing Officer will inform both parties in writing and set a new deadline for completion.

4. Possible Actions by the Hearing Officer

a. Informal Resolution

When the Hearing Officer thinks it appropriate and after consultation with both parties, the Hearing Officer may suggest Informal Resolution to resolve the complaint. **PLEASE NOTE: Informal Resolution is never an option available to the Hearing Officer when the complaint involves allegations of sexual assault or sexual coercion even if both parties would agree to the process.** During the Informal Resolution process the Hearing Officer or the Hearing Officer's designee will meet with both parties and may or may not meet with them together. A face-to-face meeting of the parties is not required. Either party may end the informal process at any time and request that the complaint be handled through the formal process. After the meetings, if the Hearing Officer thinks it is appropriate, the Hearing Officer will propose a possible resolution to both parties. If both parties agree to the resolution proposed by the Hearing Officer, it will be put in writing and signed by both parties. If the parties do not agree to the resolution, or the Hearing Officer otherwise decides it is appropriate to terminate the Informal Resolution process, the Hearing Officer may then (1) impose discipline, (2) convene the University Student Conduct Board or (3) dismiss the complaint.

b. Imposition of Discipline

If after meeting with both parties and conducting whatever additional interviews or document review determined by the Hearing Officer to be necessary, the Hearing Officer determines that the charged party has violated the

University Student Conduct Code and also determines that the Informal Resolution process is not appropriate or that the Informal Resolution Process has been attempted and has failed, the Hearing Officer may impose discipline for the violation of the policy. The Hearing Officer may impose any of the sanctions set forth in Student Handbook except for suspension for a period of more than two weeks or dismissal from the University, without convening the University Student Conduct Board. The Hearing Officer shall carefully consider any discussion with the charged student's Dean and/or Program Director or any decision of the College Review Board with respect to a violation of any applicable Code of Professional Conduct before making this decision. The Hearing Officer shall provide both parties with a copy of the written decision to impose a disciplinary sanction within seven (7) business days of completing the investigation.

If the either party disagrees with the Hearing Officer's written decision to impose discipline, either party may appeal the Hearing Officer's decision to the Vice President for Student Affairs or designee. The appeal must be given to the Vice President for Student Affairs or designee ("Appeal Officer") within seven (7) business days of the receipt of the Hearing Officer's written decision. The appeal must be in writing and must clearly set forth the reason for the appeal. The appeal (1) must be based on new evidence which was not and could not have been presented to the Hearing Officer or (2) must allege a material procedural irregularity by the Hearing Officer that had a substantial impact on or otherwise prejudiced the determination made by the Hearing Officer. The Appeal Officer shall issue a written decision within fifteen (15) business days of the receipt of the written appeal. The Appeal Officer may (1) uphold the decision of the Hearing Office or (2) send the decision back to the Hearing Officer for further consideration based on new evidence or a procedural error. A written reconsideration decision by the Hearing Officer shall be completed within seven (7) business days of receipt of the request for reconsideration and shall be considered final. Finally, the Appeal Officer may (3) request the Hearing Officer to convene the University Student Conduct Board.

c. University Student Conduct Board

If the Hearing Officer determines that the appropriate discipline for a charged party may be either a period of suspension for longer than two weeks or dismissal from the University or in any case involving allegations of sexual coercion or sexual assault, the Hearing Officer will so inform the parties in person and in writing and ask the Vice President for Student Affairs or designee to convene the University Student Conduct Board. The Hearing Officer will review the University Student Conduct Board procedures with each of the parties.

At the start of each academic year, the Dean of each college shall appoint five faculty members to be trained and available to serve on a University Student Conduct Board panel for both graduate and undergraduate students. The College of Osteopathic (COM) Student Government and the Graduate and Professional Student Association (GAPSA) shall recommend to the Vice President for Student Affairs for an interview and final selection: five (5) graduate/professional students: the COM Student Government will recommend one (1) student from the College of Osteopathic Medicine; and GAPSA will recommend four (4) students: one (1) student from the College of Pharmacy; one (1) student from the College of Graduate Studies; one (1) from the College of Dental Medicine; one (1) from the Westbrook College of Health Professions to be trained and to be available to serve on a University Student Conduct Board panel. Note: All selected students must maintain good academic and conduct standing with the University to remain active on the University Student Conduct Board.

When the Hearing Officer requests the Vice President for Student Affairs or designee to convene the University Student Conduct Board, the Vice President for Student Affairs or designee will select four (4) faculty members and two student members from among the appointed representatives to sit on that panel. At least two of the faculty members and one of the students must be from the charged student's College.

The University Student Conduct Board will meet within ten (10) business days of the date when the Vice President for Student Affairs or designee receives the request from the Hearing Officer to convene the University Student Conduct Board. The Vice President for Student Affairs or designee ("Chair") will Chair the University Student Conduct Board and is a voting member.

The Hearing Officer or the Hearing Officer's designee will present the case to the University Student Conduct Board and is not a voting member of the Board. If the University Student Conduct Board should determine that further investigation is warranted or that additional information is needed, it will be conducted or provided by the Hearing Officer or the Hearing Officer's designee. The Hearing Officer, in consultation with the Chair, may present documentary evidence to the University Student Conduct Board. In addition, the Hearing Officer will present any evidence gathered from a discussion with the charged student's Dean or any decision by the College Review

Board regarding a possible violation of any applicable Code of Professional Conduct to the University Student Conduct Board. All evidence presented shall be in a form that complies with the applicable provisions of the Federal Educational Rights and Privacy Act ("FERPA").

The members of the University Student Conduct Board may also request to see additional documentary evidence or to hear testimony from witnesses in addition to the parties. These requests should be made to the Chair who, in consultation with the University Student Conduct Board members, shall determine which witnesses shall be called or which additional documents presented to the University Student Conduct Board.

After the complainant and the charged party receive the written notice from the Hearing Officer that the University Student Conduct Board shall be convened, they may provide the Chair with copies of any documents they would like presented to the University Student Conduct Board and provide a written explanation of why they should be presented. The Hearing Officer and the Chair shall have the discretion to determine what, if any, documentary evidence shall be presented to the University Student Conduct Board. The complainant and charged party may each also submit names of witnesses they would request to appear before the University Student Conduct Board. These names should be submitted to the Chair in writing along with the basis of their proposed testimony. The Chair in consultation with the Hearing Officer shall decide which, if any, of these witnesses shall be called.

If witnesses other than the complainant and charged party do appear before the University Student Conduct Board, the complainant and charged party may question those witnesses within the discretion of and only indirectly through the Chair. The complainant and charged party may question each other only indirectly through the Chair. If more than one witness is called before the University Student Conduct Board, all witnesses will be sequestered and will not be permitted to hear other witnesses testify. Once they have testified, the witnesses will be excused from the University Student Conduct Board hearing room. If the complaint involves a charge of sexual assault or coercion, the complainant and the charged party are not required to appear in the University Student Conduct Board hearing room together at the same time.

The University Student Conduct Board meetings are not open to the public. The hearings are not to be recorded in any fashion. Either the complainant or the charged party may have an advocate present with him or her at the hearing. The advocate must be an individual from the University community, including an advisor, or a member of the University of New England faculty or staff, excluding members of the faculty or staff who are also attorneys. Parents or other relatives may not act as advocates at the hearing. Advocates may not participate orally by presenting information or questions to the University Student Conduct Board. Attorneys other than University General Counsel are not permitted to participate in or to attend the meetings of the University Student Conduct Board, and the Rules of Evidence as used by the state and federal courts do not apply. The hearings are not recorded in any fashion.

The University Student Conduct Board shall make its decision based only on the evidence presented to it during the hearing itself, and the standard for making a determination as to whether the violation has occurred and that discipline should or should not be imposed shall be by a preponderance of the evidence. This standard means the University Student Conduct Board shall decide if it is more likely than not that the violation took place. The University Student Conduct Board may dismiss the complaint; impose discipline of suspension of greater than two weeks or dismissal from the University. It can also recommend a lesser sanction than a suspension of longer than two weeks or dismissal from the University by sending the matter back to the Hearing Officer to impose a lesser sanction based on the findings of the University Student Conduct Board. A written reconsideration decision shall be issued by the Hearing Officer within seven (7) business days of the receipt of the request for reconsideration by the Hearing Officer and this decision shall be final. The Chair will issue a written decision which shall include written Findings of Fact to the parties within seven (7) business days of the close of the Student Conduct Board's meetings on the complaint.

The decision of the University Student Conduct Board to dismiss the Complaint or to impose discipline of a suspension for longer than two weeks or dismissal from the University may be appealed to the President of the University or designee by either party. The President or designee may consider the Appeal or act through a designee (hereafter "Appeal Officer"). The appeal must be in writing and it must be filed in the President's Office within seven (7) business days of the date upon which the parties received the University Student Conduct Board's written decision. The appeal (1) must be based on new information or evidence which was not and could not have been considered by the University Student Conduct Board and/or (2) must allege some significant procedural errors or conflict of interest by the University Student Conduct Board or one or more of its members

that significantly impacted the outcome of the Hearing. The Appeal Officer shall not conduct a full rehearing of the case during the appeal and may meet with either party to the original complaint but is not required to do so. The Appeal Officer may consult with the Chair of the University Student Conduct Board as well as any members of the Administration not involved in the original decision of the University Student Conduct Board in making a final determination on the appeal. The Appeal Officer will issue a written decision to both parties within seven (7) business days of the receipt of the appeal in the President's Office. The Appeal Officer may uphold the decision of the University Student Conduct Board and that decision by the Appeal Officer is final. The Appeal Officer may also send the matter back to the University Student Conduct Board for reconsideration based on findings made by the Appeal Officer during the appeal. The decision of the University Student Conduct Board on reconsideration of the matter is final.

PLEASE NOTE: All written decisions issued under this policy and involving students shall comply with the Federal Educational Rights and Privacy Act ("FERPA").

5. Sanctions

In accordance with the procedures for the University Judicial System, the following sanctions may be imposed:

- a. University Dismissal - permanent separation of the student from the University.
- b. University Suspension - separation for a stated period of time, which could include:
 - i. Suspension from classes;
 - ii. Suspension from the University - exclusion from classes, University functions and University housing for stated period of time. Conditions for readmission may be specified;
- c. Jeopardy - a student shall be suspended for a specific period of time and have that suspension stayed with the understanding that any verified violations occurring within the period of jeopardy will mean result in a suspension or dismissal level hearing. Specific restrictions also include, but are not limited to:
 - i. Ineligibility to hold an office in a campus organization,
 - ii. Ineligibility to represent the University in any on or off campus event, and/or
 - iii. Ineligibility to participate in varsity athletics.
- d. Denial of Privilege - the student is allowed to finish the current academic term under probation. The student's records are encumbered and the individual is prevented from re-enrolling until certain conditions have been met.
- e. Residence Hall Dismissal - permanent separation of the student from the residence halls. In matters where a student is subject to the University's Residency Requirement residence hall dismissal may result in suspension from the University.
- f. Residence Hall Suspension - separation of the student from the residence halls for a stated period of time, after which the student is eligible to return. Conditions for readmission may be specified. In matters where a student is subject to the University's Residency Requirement residence hall suspension may result in suspension from the University.
- g. Housing Reassignment - mandatory change of housing assignment within the Housing system for inappropriate behavior in the current living situation.
- h. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period. Specific restrictions also include, but are not limited to:
 - i. Ineligibility to hold an office in a campus organization,
 - ii. Ineligibility to represent the University in any on or off campus event,
 - iii. Ineligibility to participate in varsity athletics, and/or
 - iv. Ineligibility to participate in a University-approved Study Abroad experience.
- i. Referral - referral to the VPSA, or some other appropriate University official.
- j. Loss of Privileges - denial of specified privileges for a designated period of time.
- k. Discretionary Sanctions – work assignments, service to the University (Community Restitution), educational programs/assignments, or other related discretionary assignments.
- l. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- m. Fines - a charge levied against an individual or group.
- n. Warning - written notice to the student that the student is violating or has violated institutional conduct codes. Future violations of the same policies may result in more significant University-response and/or sanctions.

- o. Letter to Parent(s) or Guardian – primarily used when student is in violation of Alcohol and Drug Policy.
- p. Other sanctions as defined by a judicial body
- B. More than one of the above listed sanctions may be imposed for any single violation.
- C. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section 1, e - p.
 - b. Deactivation - loss of all privileges, including University recognition, either permanently or for a specified period of time.
- D. In each case in which a judicial body determines that a student has violated the University Conduct Code, the VPSA has the final approval of the recommended sanction(s). The VPSA or academic dean is not limited to sanctions recommended by members of the judicial body. Following a review, the judicial body and the judicial officer shall advise the accused student in writing of its determination and of the sanction(s) imposed, if any.

These standards do not preclude removal from the University in accordance with provisions of the residence hall occupancy agreement, or other University rules or regulations found in the University Student Handbook.

ARTICLE VI: STUDENT CONDUCT RECORDS

Student Conduct Records and related files are maintained by the VPSA in the Student Affairs offices and/or Department of Residential Education and Housing on each campus. Student conduct records/files are maintained under the Family Educational Rights and Privacy Act (FERPA).

ARTICLE VII: HOLDOVER PROCESS

- A. If an incident under review occurred during the semester but could not be resolved prior to the end of the semester of enrollment, the judicial officer shall review the complaint and determine potential violations of the University Conduct Code. A preliminary decision will then be mailed to the student's permanent address indicating the charges and sanction(s). The accused student shall have the option to accept the administrative decision, or to request a meeting with the judicial officer to review the case. The accused student must notify the judicial officer in writing of her/his intent within 15 calendar days of the date noted on the decision letter. If the student does not respond, the decision will be considered final, and not subject to appeal. Exceptions to this deadline and to the right of appeal may be granted by the VPSA, if a student was not able to receive notification based on extenuating conditions, such as foreign travel, military service, etc.
- B. In the event where the judicial officer believes that disciplinary suspension or disciplinary dismissal could be an outcome, the VPSA may either (1) schedule a judicial review to occur at the earliest reasonable opportunity (which may include the beginning of the next semester) or (2) decide the case independently, after providing the complainant and the involved student with an opportunity to be heard.

ARTICLE VIII: INTERPRETATION

Any question of interpretation regarding the University Conduct Code shall be referred to the VPSA for final determination.

ARTICLE IX: ACADEMIC POLICIES, MISCONDUCT PROCEDURES AND PROGRESSION APPEALS

A. Academic Integrity Policy Statement

Adopted by University Council September 30, 2010

The University of New England values academic integrity in all aspects of the educational experience. Academic dishonesty in any form undermines this standard and devalues the original contributions of others. It is the responsibility of all members of the university community to actively uphold the integrity of the academy; failure to act, for any reason, is not acceptable.

Charges of academic dishonesty will be reviewed by the dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England.

Academic dishonesty includes, but is not limited to the following:

1. Cheating, copying, or the offering or receiving of unauthorized assistance or information.
2. Fabrication or falsification of data, results, or sources for papers or reports.
3. Actions that destroy or alter the work of another student.
4. Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor.
5. Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own.

B. Academic Misconduct

Violations of academic misconduct shall be referred to the appropriate academic dean for investigation and sanction in accordance with the University Student Conduct Code.

C. Academic Progression Appeals

- 1) Appeals regarding decisions on Academic Progression will be submitted to the student's Academic Dean or designee and may require the submission of an Academic Petition <http://www.une.edu/registrar/upload/petitions.pdf>.
- 2) A decision regarding academic progression reached by the individual faculty member, department chair or other designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the accused student(s) or complainant(s) to the appropriate academic Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Dean and must be based on; 1) new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or 2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the Academic Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
- 3) The appropriate Dean will make a determination whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The appropriate Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
- 4) If it is deemed by the appropriate Dean that an appeal is warranted, the following procedures will be followed:
 - a) When possible, appeals will be heard by the appropriate Dean. This will generally be true for decisions made on an academic departmental level. The Dean will request from appropriate parties any information which will assist in the review. The student will be afforded the opportunity to meet with the Dean if s/he requests, in writing, a personal meeting. The Dean will inform the student of the decision within fifteen (15) working days of the final date of the review process. The decision of the Dean is final.
 - b) If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.
 - c) If the Dean or Provost deems that the appeal would be better addressed by a committee, an appropriate appeal committee will be convened and a review will be conducted. Composition of the Appeal Review Committee will be as follows:
- 5) An Academic Appeal Review Committee will adhere to the following protocols and procedures:
 - a) Four (4) faculty members from the student's college
 - b) A faculty member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation
 - c) Member of the Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no member of the Student Affairs staff is available.
 - d) Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
 - e) A person may not serve as a member of the Appeal Review Committee if s/he is the complainant, is to be a person providing information for or against the accused student, or has been involved in any capacity in

events leading to the appeal. Should a conflict of interest be perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.

- 6) Appeal Review Protocols will include the following:
- a) In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
 - b) The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
 - c) The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
 - d) Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of the reviews, evidence presented, and recommendations of the Committee.
 - e) The Dean will make a decision and report it to all parties involved within ten (10) working days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
 - f) If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re-opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
 - g) In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

UNIVERSITY ADMINISTRATIVE and CONDUCT RELATED POLICIES

Academic Catalogs

Academic policies and procedures are generally specific to the college in which a student is enrolled. Complete information regarding academic policies can be found online at <http://www.une.edu/registrar/catalog/>

ADMINISTRATIVE MANDATORY MEDICAL LEAVE OF ABSENCE POLICY

In certain circumstances where it is determined that a student's physical or mental condition presents a direct threat of substantial harm to himself or herself or others, the Vice President for Student Affairs and Dean of Students or designee, in consultation with appropriate health professionals, may impose a Mandatory Medical Leave of Absence. The terms of the Leave of Absence and the policy in its entirety will be provided to the student at the time any Leave of Absence is imposed. Students may obtain a copy of the policy from the Office of the Vice President for Student Affairs or online at <http://www.une.edu/studentlife/handbook/>.

ALCOHOL AND OTHER DRUG POLICY

The University of New England has adopted a public health philosophy regarding alcohol and other drugs. Policies, guidelines, judicial responses and systems of assistance have been framed to support that philosophy. UNE seeks to create a campus environment that promotes healthy, responsible living; affirms civility; and is consistent with federal and state law and institutional regulations governing behavior. The University provides clear statements of expectations to members of the community. The University is also committed to assisting those individuals exhibiting behaviors reflecting misuse or abuse of alcohol and other drugs through the availability of assessment and referral mechanisms. At the same time, it should be understood that being under the influence of drugs or alcohol will not be accepted as an excuse for violations of the University Conduct Code or Policies. For purposes of this policy, a student who is 21 years of age or older is considered "of age" and students under the age of 21 years is considered "under age."

The University of New England does not permit, or condone the illicit or unauthorized possession (including empty alcohol containers), use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University-owned or controlled property or as part of any University sponsored activity. Students are personally responsible for conforming their behavior to federal, state and local laws and the University's Alcohol and Drug Policy. The University respects students' privacy and autonomy and assumes that they will behave legally and responsibly. In keeping with the University's commitment to public health as related to alcohol and other drug use/abuse, when violations of law and/or policy come to the attention of University officials, appropriate disciplinary action will be taken, up to and including suspension or dismissal, and may include notification of parent or guardian. Such disciplinary action may include any of the sanctions defined under "Sanctions." In addition these persons may be referred to proper law enforcement authorities for prosecution. All controlled substances and paraphernalia found or taken by University officials in their official capacity are turned over to the police department of jurisdiction. University Safety and Security Reports describing how the University came into possession of the materials are also provided to the police department of jurisdiction. These reports can be the basis of a summons to court or arrest of the student.

Any faculty, staff member or student employee engaged in activities supported by a federal grant or contract must report any criminal conviction related to possession or use of a controlled substance in the workplace, to the Office of Human Resources of the University of New England within five (5) calendar days of conviction. The term "conviction" means a finding of guilt (including a plea of nolo contendere) and/or imposition of a sentence by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within ten (10) days of receipt of notice of an employee's conviction.

A. University Alcohol Policy

All campus alcohol regulations are applicable to all University Students and their visitors.

- 1) Intoxication will not be accepted as a defense or an excuse for not abiding by federal, state or local laws and University regulations or guidelines.
- 2) Intoxication which interferes with or disrupts the campus life of others, or necessitates staff intervention or medical attention (as determined by a University official) is prohibited.
- 3) Alcohol will not be served at events deemed high risk for injury or liability.
- 4) Common source containers of alcohol such as kegs, "beer balls", or punch bowls, are only permitted at approved events and on licensed premises. Alcohol-filled fruit, beer-funnels, or other devices designed to promote binge consumption are not permitted at any time.
- 5) Drinking games, involving the presence or consumption of alcoholic beverages, are prohibited. Drinking games are considered to be those activities which although perhaps designed for another purpose, are frequently used in the consumption of alcohol and will be referred through the judicial process.
- 6) Social events at which alcohol is served or available, whether occurring on University property or sponsored by recognized University groups or organizations, must adhere to the following:
 - a) All events must be registered at least twenty-one (21) calendar days in advance with the Assistant Dean for Community Life (Biddeford Campus-BC) or the Director of Community and Student Life (Portland Campus-PC) (See Section D for further information.)
 - b) No student events in the residence halls may have alcohol available.
 - c) Alcoholic beverages may not be a focus of a registered event.
 - d) Public advertising of any event, on or off campus, may not imply that a focus of the event is the consumption of alcohol.
 - e) All advertising must be approved by the Assistant Dean of Community Life (BC) or the Director of Community and Student Life (PC). Advertising will not portray drinking as contributing to personal, academic, or social success of students. Alcohol advertising will not associate beverage alcohol with increased sexual prowess, athletic ability, or with the performance of tasks requiring skill or skilled reactions such as the operation of a motor vehicle.
 - f) Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served or available.
 - g) Serving alcoholic beverages to an obviously inebriated person is prohibited and unlawful.
 - h) Sponsors of events are responsible for compliance with University policies, for cleanup, and damages.
 - i) Signs and promotional items (such as t-shirts, mugs, etc.) which advertise products containing alcohol are not permitted.
 - j) Visibly intoxicated students/guests will not be permitted to enter an event and/or will be removed from an event once identified.

- 7) Alcohol served at registered campus events may not be taken from the premises, as defined by the lawfully posted and controlling Maine State liquor license, where it is served.
- 8) Alcoholic beverages may not be consumed on campus outdoors, unless served at an event sanctioned by the University and licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages. The consumption of alcohol or the possession of an open alcohol container is prohibited in all public places.
- 9) Alcohol may not be given as a prize or promotion for contests, raffles, games, scavenger hunts, or other such activities.
- 10) Consumption of alcoholic beverages is prohibited during University sponsored activities requiring coordination and good judgment for safety, such as water related activities, hiking trips, etc.
- 11) Alcohol may not be consumed or possessed by groups or individuals in University vehicles or any University public area, including but not limited to: classrooms, laboratories, restrooms, offices, library, cafeteria, Health Centers, Campus Center, lobbies and reception areas, or at a University sponsored event off campus unless an event is registered and approved for that location and complies with all University rules and regulations.
- 12) Underage students and/or guests may not consume, be in possession of, or be in the presence of alcoholic beverages on University property or at University-sponsored events. Underage students may be in the presence of alcoholic beverages only if an event is located in an officially licensed space on campus.
- 13) Providing alcohol to students or guests under the age of twenty-one (21) is expressly prohibited.
- 14) Students shall not force or deceive another to consume alcohol or drugs, or conspire to force or deceive another to consume alcohol or drugs, or knowing of such deception or force, fail to take direct action to stop the incident.
- 15) Students shall not serve or provide alcohol or drugs to another who is visibly intoxicated or under the influence of alcohol or drugs.
- 16) Alcoholic beverages may not be discounted in price at any University-sponsored event.

Specific to Residence Halls:

General Policies

- 17) Open alcohol containers are not permitted in common areas including but not limited too hallways, lounges, bathrooms, stairwells or any other common areas.
- 18) Displays that contain content regarding alcohol may not be placed in areas of public view, such as room/suite windows facing out and room/suite door exteriors. This includes but is not limited to neon signs and posters. All decisions about public view compliance rest with the Residence Education and Housing Professional Staff or designee.
- 19) Alcohol containers, full or empty, may not be used for decorative or display purposes nor be stored in the rooms or suites of underage residents..
- 20) Alcohol may be possessed or consumed by students who are “of age” (or older) in an “of age” student’s room/suite only. There can be one (1) open container per “of age” person in the room.
- 21) “Of age” students may not possess in his/her room/suite more than twelve 12oz coolers, malt beverages, or beers; **or** two 750 ml. bottles of wine; **or** one liter of hard alcohol (up to 80 proof or 40% alcohol by volume (ABV)) per “of age” individual.
- 22) Students, or their guests, under the age of twenty-one (21) may not be in the presence of alcohol in a residence hall room/suite or other common area.
- 23) If “of age” student(s) are living with “under age” roommate(s), the “under age” roommate(s) may be present where there are open containers, but no other “under age” students may be present. Of age students may not be present where underage students are consuming or in possession of alcohol.
- 24) “Under age” students may not consume alcohol or be in possession of alcohol.
- 25) If “of age” student(s) are living with “under age” roommates, they may store a reasonable amount of alcohol (defined above in #21) in his/her personal bedroom refrigerator.

B. UNE Illegal Drug Policy

- 1) Students shall not possess, make, grow, furnish, sell, trade or conduct any other form of transaction of any illegal drug or possess, use, sell, manufacture or advertise drug paraphernalia. Paraphernalia is defined as all items created for the express purpose of using illegal drugs or as items, which although designed for another purpose, are frequently used in the consumption of illegal drugs.
- 2) Being under the influence of any illegal drug will not be accepted as a defense or an excuse for not abiding by federal, state or local laws and the University Conduct Code, Policies, or guidelines.
- 3) The presence of smoke or other types of residue, including but not limited to seeds, stems, strong odor as determined by a University official, from illegal drugs provides justifiable grounds for disciplinary action.
- 4) Displays that contain content regarding drugs may not be placed in areas of public view, such as room windows facing out and room door exteriors. This includes but is not limited to neon signs, posters, and empty

container displays. All decisions about public view compliance rest with the Residential Education and Housing Professional Staff or designee.

C. Controlled Substance Policy

- 1) No person under eighteen (18) years of age shall purchase, possess, or use any tobacco product, including chewing tobacco and its residue, on University property or at any University-sponsored event.
- 2) Any person who is not a licensed pharmacist in a registered pharmacy is prohibited to manufacture, compound, dispense, sell, offer for sale, or have in possession any prescription drug provided that this shall not prevent persons from possessing prescription drugs dispensed to them pursuant to a lawful prescription(s).
- 3) Students may not possess on campus any substance, such as bath salts, Salvia, or K-Spice, which although not designed or sold for human consumption is often misused in this manner.

All drugs are subject to side effects, some of which may be immediately life threatening. Many prescription drugs, when combined with alcohol or other substances, may lead to harmful or fatal effects. Prescription drugs are dispensed within stringent guidelines for treatment, prevention, and monitoring of an individual's specific condition. Attention to possible side effects is part of the educational and healing process. Prescription drugs are not to be shared even with those known to be on a similar prescription. Ramifications can be detrimental, as they may alter conditions leading to improper testing and/or treatment and could therefore be life-threatening.

D. Event and Campus Center Alcohol Policies

- 1) Alcohol is available as a regular service at the snack bar. Alcohol should not be included in advertising for events.
- 2) No common source containers, kegs, "beer balls", punch bowls, alcohol filled fruit, etc., will be available during any event, except as controlled by liquor license holder.
- 3) Each person of lawful age may purchase only one alcoholic beverage at a time.
- 4) Only persons who are of legal drinking age and provide appropriate forms of ID may purchase and/or consume alcohol. Appropriate forms of ID include Maine State ID and Maine State Drivers License. The liquor license holder MAY accept an out-of-state license if presented with a valid University ID. If there is any question about the authenticity of the license/ID, the liquor license holder may refuse a sale.
- 5) For major events, all persons interested in consuming alcohol must present proper ID, at each sale, and may be required to wear an identifying wristband (wristbands are nontransferable), or other device, during the event.
- 6) Only alcohol purchased or distributed by licensed persons may be consumed or possessed in the snack bar or sanctioned service area at an approved event. State Law prohibits individuals from bringing their own alcoholic beverages into this area.
- 7) Alcoholic beverages purchased at the snack bar may not be taken out of doors or into other Campus Center rooms, unless such areas are licensed for consumption.

E. Scheduling and Approval Procedures for Events with Alcohol

There are many reasons why events with alcohol that occur on campus must be scheduled. It is important for the planners of the event to insure that they are well versed in University policy regarding the service of alcohol, including providing non-alcoholic alternatives and food, and insuring necessary security for the event. Events submitted for approval are evaluated individually, based on the nature of each event. A "closed event" may be evaluated using a different standard than a University-wide event. The major reason for this scheduling procedure is to confirm that the responsibility for the event is that of the sponsor and not that of the University. By having the sponsor sign the UNE Events Requesting Alcohol Registration Form, he/she is accepting the conditions as stated on Event Registration Form. All events must be registered at least twenty-one (21) calendar days in advance with the Assistant Dean for Community Life (BC) or the Director of Community and Student Life (PC) (See Section D for further information.)

F. University's Relationship to Students

In regard to alcohol and other drug use, the University realizes that students are adults who are ultimately responsible for their own behavior. Failure to comply with the University Alcohol and Drug Policy will result in appropriate actions and/or disciplinary sanctions, including reporting to appropriate law enforcement authorities.

HAZING

The University of New England supports Maine State Law and does not condone or tolerate any acts of hazing. Any such acts, on or off University property or at University affiliates, are expressly prohibited. In accordance with the Maine Prohibition of Hazing Law, UNE will impose severe sanctions to those individuals found responsible for being in violation of the Hazing Policy. Individuals should understand that disciplinary action by the University does not offer protection from civil or criminal action or penalties.

A. Definition

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act when:

- 1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or emotional injury to any person; hazing also includes any act designed to or the result of which is to produce mental or physical discomfort, embarrassment, harassment, or ridicule; or
- 2) Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.
- 3) The definition(s) will be applied to the activities of all student organizations and organizations comprised of students.
- 4) Hazing applies to activities and behaviors, regardless of whether the initiators are prospective or active members, and regardless of whether the victims are prospective or active members.
- 5) Hazing applies to activities and behaviors, regardless of whether participation was voluntary or required.

B. Responsibilities

- 1) A person is responsible for violating the University's Hazing Policy if such person:
 - a. Knowingly participates as an actor in any student hazing; or
 - b. Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to the VPSA or designee(s).
- 2) A group or organization is responsible of violating the Hazing Policy if it:
 - a. Knowingly permits or condones student hazing; or
 - b. Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
 - c. Fails to report to the VPSA, or designee(s), any hazing reported to it by others or of which it otherwise has knowledge.

C. Consent

The implied or express consent of any person toward whom an act of hazing is directed will not be a defense in any action brought under this section.

D. Penalties

Violation of the Hazing Policy may result in suspension, expulsion, or other disciplinary action or, in the case of an organization or group, revocation of permission to operate on campus or the denial of other benefits.

SEXUAL AND DISCRIMINATORY HARASSMENT

TITLE IX NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY OFFICIAL POLICY STATEMENTS

The University of New England ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, and University policy, the University prohibits any member of the faculty, staff, administration, Trustees, student body, vendors, volunteers or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), sexual orientation, gender identity and expression, ethnicity or national origin, religion, age, creed, color genetic information, physical or mental disability, HIV status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University.

This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. Seq. Inquiries regarding compliance with these

statutes may be directed to the Executive Director of Human Resources, 11 Hills Beach Road, Biddeford, ME 04005, 207-602-2339 or to the Director, Office of Civil Rights, Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111 or the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, (207) 624-6290.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England restates its commitment to the concepts of equal opportunity.

Neither employment nor study, nor institutional services, programs, and activities should be hindered by such prohibited bias factors as race, sex, sexual orientation, gender identity and expression, ethnicity or national origin, religion, age, creed, color genetic information, physical or mental disability, HIV status, or status as a disabled veteran or veteran of the Vietnam era. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities. The University of New England will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias factors in institutional processes.

Every member of this university community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UNE policies in implementation of federal and state law as a term of employment. Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment. No person will be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited bias.

Within any limits imposed by concurrent jurisdiction of the University of New England and other agencies of the state of Maine, no internal procedure or process for resolution of such concerns will be used for the purpose of abridging the access of any member of this institutional community to the courts or to compliance agencies.

DEFINITIONS

Sexual Misconduct/Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual misconduct and sexual harassment" is defined as:

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

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- c. Such conduct has the purpose or effect:
 - o of interfering with the individual's work or educational performance;
 - o of creating an intimidating, hostile, or offensive working and/or learning environment; or
 - o of interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

Examples of sexual misconduct and sexual harassment may include, but are not limited to the following:

- d. Physical assault, and/or physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability. This includes rape, sexual assault, sexual battery and sexual coercion.
- e. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- f. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.

- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or that humiliates another.
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

Sexual misconduct or sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

DISCRIMINATORY HARASSMENT

At the University of New England, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, sex, sexual orientation, gender identity and expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a disabled veteran or veteran of the Vietnam era, when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
- Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

TITLE IX COORDINATOR

The Executive Director of Human Resources serves as the University's Title IX Coordinator. The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination and harassment to the University community and for receiving and investigating reports and complaints of discrimination and harassment in accordance with this policy. The Title IX Coordinator is Sharen Beaulieu, the Executive Director of Human Resources and can be reached at the Human Resources Office at (207) 602-2339, sbeaulieu@une.edu and 11 Hills Beach Road, Biddeford, ME 04005. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate discrimination and harassment complaints and reports as deemed appropriate.

All complaints of discrimination and/or harassment under this policy should be made to the Title IX Coordinator, at the office number and address listed above. This includes complaints concerning administrators, supervisors, employees, staff, faculty, vendors, volunteers, students, athletes, and visitors.

SCOPE

APPLICABILITY

The University's Non-Discrimination and Anti-Harassment Policy applies to all faculty, Trustees, staff, administration, supervisors, employees, the student body, athletes, vendors, volunteers and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University of New England. This Policy prohibits sexual harassment and discrimination in any University education program or activity, which means all academic, educational, extracurricular, athletic and other programs.

Off-campus programs and activities are covered by this policy and include, but are not limited to, study abroad programs, internships, student teaching, and applied learning, such as but not limited to, on-line course experiences. Faculty, staff, administration, supervisors, employees, volunteers and students who feel that they have experienced discrimination and/or harassment while participating in off-campus programs and activities should immediately report such incidents to the program director, Student Affairs, or the Title IX Officer. Non-University visitors, guests, patrons, independent contractors or clients who fail to address discrimination and/or harassment of which they know or should have known (by their personnel on premises under their control) of administrators, faculty, staff, supervisors, volunteers, students or employees may be subjected to whatever sanctions the relationship with the organization permits.

This policy is not meant to address differences in opinion regarding validity of employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, job classification decisions, transfers or reassignments, termination or layoff because of lack of work or elimination of a position, and normal supervisory counseling. Furthermore, this policy does not intend to address behaviors that do not constitute discriminatory harassment. Offensive workplace behavior that does not violate this policy should

be addressed to the appropriate supervisor or office.

ACADEMIC FREEDOM AND FREEDOM OF EXPRESSION

The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's Non-Discrimination and Anti-Harassment Policy.

SUPERVISORY/AUTHORITY RELATIONSHIPS

No individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against or harass others by virtue of his or her role. The University does not in any way, expressly or impliedly; condone discrimination or harassment by any employee or person in a position of authority, an administrator, or a supervisor. Furthermore, a supervisor, administrator, or person in a position of authority who does not appropriately handle reports or incidents of discrimination and/or harassment, or who does not report incidents about which he/she becomes aware to the Title IX Coordinator may be subject to disciplinary action. All members of the University community including students, contract vendors, trustees, employees and others should report any discrimination and/or harassment that they experience and/or observe to the Title IX Coordinator. No UNE community member should assume that an official of the University of New England knows about a particular situation.

CONSENSUAL RELATIONSHIPS IN REGARD TO SEXUAL MISCONDUCT/SEXUAL HARASSMENT

When one party has a professional relationship toward the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. For the personal protection of all members of the UNE community, the University strongly discourages all relationships where such a power differential exists. Consensual romantic or sexual relationships in which one party maintains a direct supervisory and/or evaluative role over the other party constitute a conflict of interest both intrinsic to the relationship and may be perceived by others as preferential. Therefore, the University requires that persons with direct supervisory and/or evaluative responsibilities who are involved in such romantic or sexual relationships act immediately to remove themselves from any decision making regarding the individual in the lesser power position including but not limited to grading, evaluating, supervising, or in any way influencing any of the terms or conditions of that individual's education and/or position of employment, and bring the existence of the relationship to the attention of their senior administrator in a timely fashion. The notification will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or to shift the individual out of being supervised or evaluated by the person with whom the individual is in the consenting relationship. Failure to self-report such relationships can result in disciplinary action.

PROCESSING OF DISCRIMINATION AND HARASSMENT REPORTS AND COMPLAINTS

REPORTING

The Title IX Coordinator for the University of New England is Sharen Beaulieu, the Executive Director of Human Resources: 207-602-2339, sbeaulieu@une.edu, 11 Hills Beach Road, Biddeford, ME 04005.

The Deputy Title IX Coordinators are (1) Mark Nahorney, the Dean of Students: 207-602-2372, (2) Ray Handy, the Assistant Dean of Students, Graduate and Professional Student Affairs: 207-221-4213 and (3) Joan Howard, Assistant Director of Athletics for Compliance and Senior Women's Athletic Administrator: 207-602-2629.

Student Counseling Services for the University of New England: Biddeford Campus: (207) 602-2549/toll free: 1-866-743-2230, or on the Portland Campus: (207) 221- 4550 or toll free: 1-866-798-9201. 11 Hills Beach Road, Biddeford, ME 04005, <http://www.une.edu/studentlife/biddeford/counsel/faq.cfm>.

In case of emergency, University Safety and Security for both the Portland and Biddeford campuses may be

reached by **dialing 366** from any campus phone and by dialing (207) 283 -0176 from any non-campus phone. In all emergencies, 911 can be dialed from any on-campus phone to reach local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

In non-emergency situations, University Safety and Security may be reached at: 207-602-2298.

TIMELINE FOR REPORTING AND CONFIDENTIALITY

Complaints and reports of discrimination, sexual misconduct and/or sexual harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. All reports and complaints of discrimination, misconduct, or harassment will be promptly investigated and appropriate action will be taken as expeditiously as possible. The University will make reasonable efforts to protect the rights of both the complainant and the respondent. The University will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

The University reserves the right to investigate and resolve a complaint or report of discrimination, sexual misconduct and/or harassment regardless of whether the complainant ultimately desires the University to pursue the complaint. In such cases, the parties shall be informed of the status of the investigation at reasonable times until the University's final disposition of the investigation.

Either party may end the informal process at any time and request that the complaint be handled through the formal process. During the Informal Resolution process the Title IX Coordinator or Deputy Coordinator will meet with both parties and may or may not meet with them together. After the meetings if the Title IX Coordinator thinks it is appropriate, the Title IX Coordinator will propose a possible resolution to both parties. If the parties agree to the resolution proposed it will be put in writing and signed by both parties. If the parties do not agree to the resolution the Title IX Coordinator has the option to elevate the issue into the Formal Resolution process or conclude with the proposed resolution.

RESPONSIBILITY OF STUDENTS AND EMPLOYEES

All students and employees should report any discrimination, sexual misconduct and/or sexual harassment that they experience and/or observe to the Title IX Coordinator. No student or employee should assume that an official of the University of New England knows about a particular situation. The University encourages any person who feels he or she has been discriminated against or harassed to promptly report the incident to the Title IX Coordinator. Any student, faculty member, or employee who knows of, or receives a complaint of discrimination, sexual misconduct, or sexual harassment can report the information or complaint to a supervisor, the Executive Director of Human Resources, and/or the Vice President of Student Affairs. However, the Title IX Coordinator must be informed of the incident.

RESPONSIBILITY OF SUPERVISORS, ADMINISTRATORS, AND THOSE IN POSITIONS OF AUTHORITY

Any administrator, supervisor, or person in a position of authority who knows of, or receives a complaint of discrimination, sexual misconduct, or harassment must report the information or complaint to the Title IX Coordinator.

PROCEDURES- INFORMAL REPORTING

An informal complaint may be investigated without identifying the complainant, if in the judgment of the Title IX Coordinator this would increase the likelihood of satisfactory resolution of the complaint. While confidentiality cannot be guaranteed, care will be taken to keep investigation discussions sufficiently broad to protect the complainant's identity when requested.

- In some cases sexual misconduct or sexual harassment can often be resolved by the complainant addressing the matter directly with the alleged harasser. However, this is not required.
- When such resolution is not feasible, any faculty, staff, student, or volunteer may bring an allegation against any member of the University community or any customer, vendor, or contractor of the University to the Title IX coordinator or one of the Deputy Title IX coordinators.

- When deemed appropriate, the Title IX Coordinator will work with the supervisor to facilitate a resolution of discrimination, sexual misconduct, and /or harassment complaints.

PROCEDURES- FORMAL REPORTING

The Title IX Officer must be contacted in order to initiate a complaint. The complaint should be brought as soon as possible after the most recent incident. The Title IX Coordinator or designee will:

- determine whether the complaint is one which should be processed through another University dispute resolution procedure, such as mediation or grievance hearing, available to the complainant; and if appropriate, the Title IX Coordinator shall refer the complainant to that procedure(s) as soon as possible;
- inform the individual of the provisions of the discrimination/harassment complaint procedures and provide a copy of the complaint procedure;
- inform the person against whom the complaint is brought, of its existence;
- obtain information and evidence, including the identity of any witnesses, from the complainant and the respondent;
- attempt to obtain information from the identified witnesses;
- maintain appropriate documentation; and
- disclose appropriate information to others only on a need-to-know basis consistent with state and federal law.
- Follow appropriate University dispute resolution procedures

INVESTIGATIVE DATA

During the investigation, the Title IX Coordinator will keep private the information gathered during the investigation to the extent permitted by state and federal law. The Title IX Coordinator shall exercise due care in sharing identifiable information about students, staff or faculty.

UNIVERSITY ACTION

The amount of time needed to conduct an investigation will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the number and/or availability of witnesses involved). Within 60 calendar days of receipt of the complaint, the Title IX Coordinator or his/her designee will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation. Upon conclusion, the Title IX Coordinator or his/her designee will notify the complainant and respondent, in writing, of the results of the investigation. In the event the investigation reveals that sexual harassment, discrimination or other inappropriate or unprofessional conduct (even if not unlawful) has occurred, disciplinary action may be taken by the University in accordance with its judicial process or personnel policies. Written notice to parties relating to discipline, informal resolutions, and/or final dispositions is deemed to be official correspondence from the University. The University will take the appropriate remedial action based on results of the investigation and will follow up as appropriate to ensure that the remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct that were found to violate the policy. Any appeals made to the decision of the Title IX Coordinator can be made by following the University's judicial process or personnel policies.

VIOLATIONS OF THIS POLICY

The University will not tolerate discrimination or harassment of its faculty, staff, administrators, supervisors, students, visitors, employees and/or volunteers and will investigate all allegations. Where either discrimination and/or harassment is found, steps will be taken to end it immediately. In those instances where it is determined that an individual has discriminated against another or harassed another, that individual will be subject to appropriate discipline. The level of discipline will depend on the severity of the discrimination, sexual misconduct, or harassment and may include, but is not limited to, probation, suspension, expulsion or termination.

FALSE CLAIMS

To make deliberate false accusations of discrimination, sexual misconduct or harassment violates this policy. In such instances, the complainant will be subject to disciplinary action. The level of discipline will depend on the severity of the false claim and may include, but is not limited to, probation, suspension, expulsion or termination. Failure to prove a claim of discrimination, sexual misconduct, or harassment does not constitute proof of a false and/or malicious accusation.

RETALIATION

UNE adheres to a strict no retaliation policy. Retaliation will not be tolerated. All students, administrators, faculty or staff who ask questions about any of these policies or who report a possible violation of one of these policies are protected against retaliation. If you have raised a question or reported a violation and think that you are a victim of retaliation for having done so, please contact the Title IX Coordinator or one of the Deputy Title IX Coordinators as soon as possible.

A. Resources for Help in Responding to Sexual Misconduct

If you or a friend experience sexual misconduct, on or off campus, are confused and need clarification, have questions or need help, contact:

The Title IX Coordinator for the University of New England is Sharen Beaulieu, the Executive Director of Human Resources: 207-602-2339, sbeaulieu@une.edu, 11 Hills Beach Road, Biddeford, ME 04005.

The Deputy Title IX Coordinators are (1) Mark Nahorney, the Dean of Students: 207-602-2372, (2) Ray Handy, the Assistant Dean of Students, Graduate and Professional Student Affairs: 207-221-4213 and (3) Joan Howard, Assistant Director of Athletics for Compliance and Senior Women's Athletic Administrator: 207-602-2629.

The Coordinator and Deputy Coordinators are trained and authorized to investigate all reports of Sexual Harassment or Misconduct and address as appropriate.

Student Counseling Services for the University of New England: Biddeford Campus: (207) 602-2549/toll free: 1-866-743-2230, or on the Portland Campus: (207) 221- 4550 or toll free: 1-866-798-9201. 11 Hills Beach Road, Biddeford, ME 04005, <http://www.une.edu/studentlife/biddeford/counsel/faq.cfm>.

In case of emergency, University Safety and Security for both the Portland and Biddeford campuses may be reached by **dialing 366** from any campus phone and by dialing (207) 283 -0176 from any non-campus phone. In all emergencies, 911 can be dialed from any on-campus phone to reach local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

In non-emergency situations, University Safety and Security may be reached at: 207-602-2298.

Police Department (911) or Department of Safety and Security (ext. 366)

Any victim of sexual misconduct should contact the Police Department or Department of Safety and Security for assistance in obtaining medical attention and to initiate investigation of the crime. Those Departments can summon medical resources and criminal investigators, act as a liaison with local law enforcement, County Attorney, and Victim/Witness Advocate, and provide referral and advice regarding university and community resources. The University will make reasonable efforts to protect and secure the victim's rights and the victim will have input into the course of the investigation.

Hospital Emergency Department

Southern Maine Medical Center at (207) 283-7100 or Maine Medical Center at (207) 662-2381

These health care units can provide immediate medical care, STD (sexually transmitted disease) testing and pregnancy testing and prevention. The successful prosecution of sexual assault/rape cases often depends on physical evidence collected soon after the assault. Each hospital has health care providers trained to treat sexual assault/rape victims with attention to collecting physical evidence. To assure the best chance of successful prosecution, the victim should be advised not to wash or change clothes prior to seeking immediate medical treatment.

University Health Care

(207) 602-2358 (BC) or (207) 221-4242(PC)

During routine Health Center hours, staff can provide immediate emergency and ongoing medical care, STD (sexually transmitted disease) testing, and pregnancy testing and prevention. With the victim's consent, they will make arrangements with local hospitals, municipal Police Departments and Campus Security for transportation and medical protocol used to provide evidence for prosecution. They will also provide referral and advice regarding campus and community resources.

Residential Education and Housing Staff (Resident Advisor or Professional Staff)

Individual R.A. extension or (207) 602-2272 (BC) for Housing or (207) 221-4267 (PC) for Housing.

They can provide immediate support and response, make arrangements as necessary for emergency services, provide advice regarding university and community resources, and provide intervention to assure safety.

Counseling Services

(207) 602-2549 (BC) or (207) 221-4233 (PC)

Counseling Services provides individual counseling or referrals to victims or perpetrators who are University students.

The Vice President for Student Affairs (VPSA), Dean of Students, and/or Assistant Dean(s) of Students

(207) 602-2372 (BC) or (207) 221-4212 (PC)

The VPSA as well as the Assistant Dean of Students can provide information, advice, referrals, and informal intervention to sexual misconduct victims. Alternative responses will be shared with the victim who may not want to press criminal charges or pursue formal judicial action against the perpetrator. The VPSA monitors University response to sexual misconduct and provides adjudication of violations of the University Conduct Code either through formal administrative action or a Judicial Review Committee.

Pastoral Support

The Student Affairs Office (207) 602-2372 (BC) or (207) 221-4212 (PC) serves as a resource to help with referrals to campus/community resources.

Planned Parenthood of Maine

(207) 282-6620 or 1-800-230-7526

Can provide information about emergency contraception and information about sexually transmitted diseases.

Sexual Assault Response Services of Southern Maine

24 Hours: 1-800-313-9900 or 774-3613

Provides confidential hotline counseling and referral for victims of sexual misconduct. They may accompany you to a medical facility and stay with you during an examination if you wish.

Court-Affiliated Resources

York County Victims/Witness Coordinator, (207) 324-8001

Victim Advocate, Cumberland County, (207) 871-8384

Victim Advocate, Biddeford District Court, (207) 282-3006

Provides information and support for victims of sexual misconduct as the case is prosecuted through the court system.

Additional Resources

There are additional resources to the ones noted above. In the event that a student experiences sexual misconduct they should treat it seriously and tell someone. There are long-term effects, even if the immediate effects may not appear obvious. Help is important. Which service one starts with is not important. Each service is designed to address the specific concerns of a situation. These resources are not isolated, but cooperate to provide a web of support for the student who has experienced sexual misconduct. After the first contact, there is help for deciding who else might be of assistance.

SMOKING/TOBACCO USE ON CAMPUS

The University of New England is an institution committed to the health and well being of our staff, faculty, students, guests and community. Research has shown that smoking and breathing second-hand smoke presents health risks and is even debilitating to some individuals. In keeping with this value, the University strives to create a policy that protects the well being of the campus community, yet considers the needs of individuals who smoke.

- 1) Smoking—the burning of any type of pipe, cigar, cigarette, or similar product—is prohibited in all facilities, partially enclosed areas such as breezeways and covered walkways; and vehicles owned, leased, or rented by the University. Smoking is also prohibited within 50 feet, approximately 20 paces, of any structure owned and/or operated by the University of New England, including residence halls.
- 2) Organizers and attendees at public events using UNE facilities, such as conferences, meetings, public lectures, athletic events, social and cultural events will be required to abide by the University Tobacco Policy. Organizers of such events are responsible for communicating and enforcing this policy.
- 3) Distribution and advertisements of tobacco products are prohibited.

- 4) In an effort to support those who wish to quit smoking, the University will support a variety of tobacco cessation information programs and other efforts as deemed appropriate and supported by budgets. Such initiatives shall include informational efforts to promote and support a smoke-free lifestyle, University sponsored smoking cessation programs (to the extent that interest warrants and resources permit), access to available services through our health insurance program and the Maine smoke-free "quit line", and other events that may be sponsored by the various departments of the University.
- 5) Receptacles will be placed at various locations throughout the campus for disposal of smoking items. Signs will be placed on buildings to inform guests, faculty, staff and students of our non-smoking perimeter.

Compliance with this policy is a community effort. In our small community, it is important to remember that we are friends, co-workers, acquaintances, hosts and guests and be mindful of the need to treat each other with respect. Staff, faculty and students may approach an individual who is not adhering to the policy to inform them of the specifics of the policy as well as provide assistance and information if appropriate. Many individuals may wish to quit smoking and it can be a difficult, although not impossible, task for a current smoker to become a non-smoker. Respect and support are particularly useful in assisting individuals through this process.

Disregard of this policy may result in progressive discipline under the appropriate student, staff and faculty handbooks.

Please contact Human Resources, Student Affairs or the Health Center for questions regarding this policy.

Please be aware that the University of New England will be a TOBACCO FREE CAMPUS beginning in Fall 2014.

STUDY ABROAD

Students on University of New England faculty-led programs are considered to be University of New England Students, just as if they were taking courses on campus and are subject to the University of New England Student Conduct Code. Students will also be subject to the Code(s) of Conduct for any third party provider or host university. Students are expected to participate fully and be engaged in the academic experience. Any behavior that is a violation of University policy or results in the individual student not being able to participate fully in the program could result in removal from the program. Any behavior on the part of an individual student or group of students that impairs the ability of others in the program to participate fully could also result in removal from the program. Students will receive information about the behavior expectations and possible ramifications of conduct violations in the pre-departure orientation sessions conducted by the faculty member and International Programs Staff.

Student conduct issues will be addressed in-country by the faculty member and/or the third party provider or host institution to ensure that behavior concerns do not affect the success of the program. Information regarding these issues will then be sent to the Vice President for Student Affairs (VPSA) for potential judicial review. For very serious infractions, the UNE Faculty member and/or the third party provider or host institution may dismiss a student for inappropriate conduct, disruption of the program, or posing a threat to him/herself or other students. In such cases, the student will incur the expenses related to dismissal (see *Study Abroad Handbook and Resource Guide* for more information.)

A student is expected to contact Student Affairs at the University of New England to determine the appropriate judicial process if any. All inappropriate behavior, even that not resulting in program removal, will be referred to the University of New England Student Affairs Office for potential Judicial Review.

In certain circumstances where it is determined that a student's physical or mental condition presents a direct threat of substantial harm to him or herself or others, the Director of International Programs and the VPSA or designee, in consultation with appropriate health professionals, may impose an immediate removal from the program and/or impose an Administrative Mandatory Medical Leave of Absence. The terms of the Leave of Absence and the policy in its entirety will be provided to the student at the time any Leave of Absence is imposed. Students may also request a copy of the policy from the Office of the Vice President of Student Affairs or online at <http://www.une.edu/studentlife/handbook/>.

Discipline Issues AND Provider Programs

While on provider programs, students must abide by the Code of Conduct outlined by the program provider and are subject to the program's conduct process and may be resolved in country by the resident staff at the study abroad site. Most student conduct issues are reported by the in-country provider to the US-based provider office, and a representative from the US-based provider office will contact the University of New England Center of International Education. In the event that UNE's Center of International Education is contacted by the study abroad company, the Director of International Programs will consult with appropriate campus entities (including

the VPSA) to evaluate the incident and determine appropriate university response (if any) beyond that of the program provider. Reports of discrimination, harassment, and/or sexual misconduct will be addressed in accordance with the University Discrimination and Harassment Policy and the University Sexual Misconduct Policy.

General Statements that Apply to All Models of Study Abroad

it should be understood that a student is subject to the laws of the host country and the rules of the host institution.

WEAPONS AND FIREWORKS

Firearms, Firearms Storage, Fireworks, Prohibited Items

No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security present a danger to the community. Examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, any device that propels an object including but not limited to pellet guns, "soft pellet guns", bb guns and the like as well as bows, arrows, hunting knives and any firearm. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocket knives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

Recognizing that any object could be a potential weapon the Director of Safety and Security shall evaluate any questionable object and determine if the device shall be prohibited under the terms of this policy. This policy shall in no way be used to prohibit the possession of kitchen type knives used for food preparation so long as they remain in the owners "kitchen" area. Weapons are not allowed on any University-owned or leased property, including parking lots and roadways and are not permitted at any University sponsored event on or off University property. Individuals should contact the Department of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item.

Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any Residence Hall space, will be confiscated. The violation will be addressed expeditiously through the judicial process with related sanctions including the potential of suspension or removal of the individual(s) from all campus properties. Violations of this policy by employees/vendors of the university shall be handled in accordance with the UNE Employee Handbook and may result in disciplinary action up to and including termination from employment.

ADDITIONAL ADMINISTRATIVE POLICIES OR PROCEDURES

CANCELLATION/ DELAY POLICY

Announcements will be made by 6:30 a.m. based on conditions at the University and the immediate surrounding area after consulting with the weather service. The University's decision to cancel classes and/or activities later in the day, evening, or weekends due to inclement weather will be made at least two hours prior to the class or event. Please do not call the UNE switchboard to verify opening status. Unless UNE announces a closing via the media, we are open.

University cancellations or delays in opening are announced on the following media for each campus:

Telephone Bulletin Board

Call (207) 602-2211 (touch tone only) to access UNE's voice mail on storm days. A short message will inform you if we're open, closed, or delayed. Please do not call the switchboard or answering service because you cannot access the appropriate message since they are set up to handle emergency calls only.

Television/Internet

WCSH-TV, Channel 6, www.wcsh6.com;
WMTW-TV, Channel 8, www.wmtw.com; and
WGME-TV, Channel 13, www.wgme.com.

Campus designations will be: Biddeford Campus (BC) and Portland Campus (PC).

myUNE.edu

Closings and delays will be announced on <http://my.une.edu/> communication portal. If the University Servers are

also without power, this portal may still be reached by going to <http://my.une.edu/> .

Essential Personnel

During work cancellations/delays, only essential personnel are required to report to work at their normal starting times or times arranged by their supervisor, including facilities management staff, food service personnel and security and safety personnel.

Delays/Mid-Day Cancellations

It is understood that a decision to either delay school opening or to close down the school early impacts classes as follows:

1. One-hour delay - 8:00 a.m. classes are canceled. Attend 9:00 a.m. class if applicable.
2. Two-hour delay - 8:00 a.m. and 9:00 a.m. classes are canceled. Attend 10:00 a.m. classes or remaining portion of a scheduled class not ended by 10:00 a.m.
3. School closing at 3:00 p.m. Students will be excused at 3:00 p.m. and all remaining classes will be canceled.
4. Use these examples as a guide to delays or cancellations that may take place any time other than those designated above.
5. Academic deans will coordinate the rescheduling of finals, if applicable, that may be affected by cancellations or delays.

Student interns who have clinical responsibilities outside of the University or in University clinics should follow the protocol established by the clinical site.

Faculty/Staff

Consistent with the University's mission, faculty and staff are expected to be available to meet student needs when the University is open.

In extreme circumstances where faculty elect, for their own reasons, not to attend work on storm days when the University is open, they should follow college protocol for notifying students by placing an appropriate announcement on their voice mail at UNE, and/or for those that have Internet access on a home computer, sending a message to their class group on the my.UNE.edu web portal system.

Faculty are reminded that some students leave their homes very early to attend classes, so messages should be timely. Similarly, staff should notify their immediate supervisor. Employees working on any shift other than the day shift will be notified of a delayed starting time or cancellation of their shift by the Department or Division Director. Employees who elect, for whatever reason, not to attend work when the University opens late, or leave early when the University does not close, will have time charged against the appropriate leave category.

Generally University Health Care will only be closed in rare occasions when public safety alerts are issued. The VP for Health Services is required to consult with the President before making a decision to close. Media or personal announcements to patients will be made by UHC staff.

CHANGE OF ADDRESS OR NAME PROCEDURE

The University must retain accurate address information on students for purposes of distributing important information, billing, grade mailing, or emergency contact. When a student name or any address information changes, please complete a "Change of Name or Address" form available in the Registrar's Office, Student Affairs, Student Accounts and several other offices. Certain programs or departments require that their students also notify them immediately of changes in name or address information. Note that name changes must be reported to the Registrar's Office, and copies of legal documentation must be provided. A change of address or phone number may also be made by using the UOnline portal, <http://uonline.une.edu/> .

CHANGE OF ENROLLMENT STATUS

Matriculating students, in all programs, who wish to change their enrollment status, whether by requesting a Leave of Absence or Withdrawal, must complete necessary forms. These processes serve to notify essential departments at the University and will avoid potential problems for the student including: transcript, billing, financial aid, or loan problems.

To Request a Leave of Absence

UNE Policy Regarding Leave of Absence:

A Leave of Absence for a specified period of time, not to exceed one (1) academic year, may be granted to a

matriculated student with the authorization of the Academic Dean, Program/School Director or designate and upon completion of the required "Request for Leave of Absence" form available from Program/School Directors or Department Chairs, Academic Dean's Offices, Student Affairs, Student Administrative Services Center (PC), or the Office of the Registrar (BC). Application for readmission is not necessary if the student returns as planned; however, the student who does not return at the specified time will be administratively withdrawn and will be subject to readmission procedures. The University's policy on Leave of Absence Tuition Credit is found in the UNE <http://www.une.edu/registrar/catalog/index.cfm> relevant to the student's program. NOTE: It is the responsibility of the student to contact the office of the appropriate Dean (COM) or Program/School Director (Graduate) or Registrar (Undergraduate) to indicate change of plans.

To Process a Withdrawal from UNE

UNE Policy Regarding Withdrawal Notification:

All matriculated students who wish to withdraw from the University of New England must complete notification documentation available from respective Program/School Director or Department Chair, Academic Dean's Office, Student Affairs, Student Administrative Services Center (PC), or the Office of the Registrar (BC). Documentation must be signed by designated academic and administrative authorities. **Student responsibilities include: a) knowledge of the University's policies regarding refund of tuition and/or fees as stated in your respective catalog; b) return of University identification (ID) card to the Office of Student Affairs; c) return of any University keys in his/her possession to the appropriate departments.** The University reserves the right to withhold the issuance of refunds and transcripts until the process has been completed. Following withdrawal, any student wishing to re-enroll at the University of New England must apply through the Office of Admissions.

Forms for both processes may be found online at <http://www.une.edu/registrar/forms.cfm> .

CHILDREN ON CAMPUS POLICY

The University of New England is a diverse environment of classrooms, offices, laboratories, recreational and other common areas. Visitors to campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. The University of New England values its students and employees and strives to support them in an environment where we balance work and family.

Safety is always a primary concern when considering the presence of children (and other visitors) on campus. A number of our facilities are not designed for unsupervised public access and therefore maintain the same appropriate limited access to children /visitors as at other academic institutions. We want each employee and student to understand their responsibility for supervision of their child. To this end, the University has instituted the following guidelines to ensure the safety and welfare of our employee or students' children (or visitors).

Student Guidelines

- 1) A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- 2) Line of sight supervision by the parent or guardian is required at all times;
- 3) Children are not allowed in the high-risk areas:
 - a) Laboratories, shops, studios, mechanical rooms, power plants, garages, docks, food preparation areas, and fitness centers.
 - b) Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
 - c) UNE vehicles, boats, or other motorized equipment; excepting incidental travel in a University car, truck or van, consistent with the UNE Travel Policy.
 - d) Any other high-risk areas (no playing in stairwells, elevators or doorways, no access to rooftops, construction zones, etc.).
- 4) Children are not allowed in classrooms while classrooms are in session unless the faculty member grants permission. Should a child become disruptive, the student and child may be asked to leave.

Visitor Guidelines

- 1) Line of sight supervision by the parent or legal guardian is required at all times;
- 2) Parent or guardian must assure that children are not disruptive;
- 3) Parent or guardian must not leave children unattended at athletic or other University activities;
- 4) Children are not allowed in the high risk areas defined above.

Exceptions

These guidelines do not apply to sports camps and other University of New England sponsored programs for children.

CIRCULATION POLICIES (UNE Libraries)

Students with a valid UNE ID may borrow materials at either library. Books circulate for a period of 4 weeks and may be renewed once unless requested by another patron or overdue.

- 1) Journals, special collections and reference materials DO NOT circulate.
- 2) Overdue notices are sent as a courtesy. The first notice is sent when the item becomes overdue. All library-borrowing privileges will be suspended until the borrower's record has been cleared. The second notice is sent after one week. The third and final notice, sent after two weeks, is a bill for replacement costs. A replacement fee and a nonrefundable \$15.00 late charge per item will be billed to the borrower. Patrons who have reached the billing stage 3 times will no longer be permitted to borrow from the UNE Libraries.

NOTE: Food is not permitted in the libraries. However, covered beverage containers (commuter mugs or sport bottles) are permitted in the study areas.

CLASS ATTENDANCE

Intercollegiate Athletic Competition

When an athlete misses class for a scheduled varsity intercollegiate competition, it is an excused absence. The student athlete should not suffer any academic penalty because of this absence. (Exception: this policy does not apply to students on clinical rotations.)

When such absences occur, the student athlete is responsible for initiating collaboration with faculty and making arrangements to obtain all information and/or training contained in each missed class. The athlete must make arrangements to take exams scheduled for a day of absence early or late, at the instructor's preference. All assignments must be handed in on time.

Faculty are not required to remediate student athletes as a result of these absences.

Religious Observances

When a student misses class for any religious observances, it is an excused absence. The student should not suffer any academic penalty because of this absence. Before the absence, the student is responsible for initiating collaboration with faculty to arrange to obtain all information contained in each missed class. The student must plan, at the discretion of the faculty member to take any missed exam either prior to or following the scheduled exam time. All assignments must be handed in on time.

Undergraduate Students

All students are expected to attend all classes for which they have registered. Attendance policies regarding unexcused absences are established and announced by the individual instructor for his/her classes. If a student is absent to the extent that his/her work is adversely affected, the instructor will report the student's absence to the Department Chair with comments on the status of the student in the course.

Whenever a student is specifically reported in writing by an instructor to the Department Chair as being excessively absent from class, the instructor, with the approval of the Department Chair, may drop the student from that course with an appropriate grade.

Graduate and COM Students

Please consult individual academic program handbooks for specific policies on class attendance and absences.

COMMERCIAL ACTIVITY, SOLICITATION

The University reserves all rights to commercial activity, the sale of merchandise or services, or the solicitation of charitable contributions on its property, or on premises leased to or from others. This is done in order to protect the interests of the University, and all members of the UNE Community. This restriction applies equally to students of all UNE member colleges, to related student associations, and affiliate organization chapters at UNE.

- 1) Groups or individuals wishing to sell items or services on campus, in connection with UNE programs or to UNE constituencies, must obtain the approval of the Office of Student Affairs, and may be required to obtain additional approvals as appropriate.
- 2) Groups or individuals wishing to solicit contributions or patronage benefiting recognized public charities must seek approval from the Office of Student Affairs, and may be required to coordinate their activities with the Office of University Relations.
- 3) Groups wishing to solicit support in any form for the University of New England or its member colleges must

seek the approval of the Office of Student Affairs, and specific authorization from the Office of University Relations, which regulates all charitable solicitation for University benefit, and is available to assist in such matters.

- 4) Whether or not the result of solicitation, all members of the UNE Community or affiliated groups are required to report to the Office of Student Affairs and the Office of University Relations all contributions received from sources external to the University, including gifts-in-kind.
- 5) Approval to solicit for commercial or charitable purposes notwithstanding, persons engaging in solicitation must respect fully the rights of other students; entrance to the residence of another student requires the student's approval, and it is within the student's rights to require the solicitor's departure. This must occur promptly when requested.
- 6) Approval to solicit is conditional, and may be revoked at any time by the Office of Student Affairs.
- 7) The rights of all members of the University community to decline any solicitation is hereby affirmed; moreover their right to request proof of authorization for such activity, and to report unauthorized solicitation is also affirmed.

COMMUNICABLE DISEASE POLICY

(Updates pending)

The University of New England (UNE) is committed to providing a safe working, living, and learning environment for its faculty, staff members, and students. Accordingly, the University has developed the following procedures to address concerns about communicable diseases.

Employees and students who have communicable diseases (including tuberculosis, Hepatitis B, or HIV infection) will not be barred from working, teaching, residing, or participating in University-sponsored activities or attending classes at UNE unless the individual poses a substantial threat to himself/ herself or others.

This policy will further address the diseases that pose a potential threat to the University community due to rapid transmission of infection to, and/or among employees and students. Examples of such infectious diseases include, but are not limited to acute meningitis, acute respiratory illnesses (especially influenza or respiratory illness associated with international travel), possible or known tuberculosis, vaccine preventable viral illnesses (i.e., measles, mumps, rubella, whooping-cough or pertussis), viral conjunctivitis (pinkeye), community-acquired methicillin-resistant staphylococcus aureus (MRSA) skin infections, and others.

Administration of this policy

The person responsible for ensuring that this policy is followed on a day-to-day basis is the University Health Care (UHC) infection control physician. When this person is not available, the UHC "physician on call" will be temporarily in charge so that a senior physician is always available to assist with the implementation of this policy.

UHC Infection Control Physician (207) 772-5437
(Dr. Chris Pezzullo)

When more than one student/faculty is involved with a communicable disease raising concerns about a possible local epidemic, the Dean of College of Osteopathic Medicine (COM) and /or the Maine Center for Disease Control (CDC) will be consulted.

Procedural Guidelines

All employees and students are encouraged to seek medical assistance or guidance from the University Health Center (or another health care provider) in the event they have concerns about communicable diseases. Any students and/or employees with symptoms suggesting an acute infectious disease (fever, fever and rash, fever and cough, severe headache and fever, flu-like symptoms, fever and shaking chills, pinkeye, sputum with blood, etc) should be evaluated by either his/her personal provider or the staff at the UHC. When such evaluation is made by a personal provider and a communicable disease is diagnosed or suspected, the UHC physician in charge of infection control should be notified by the patient and his/her physician so that any potentially exposed university personnel can be protected as per the University of New England (UNE) infection control protocols.

If the UHC Infection Control Physician is of the opinion that someone in the University community may have an infectious disease that poses a significant risk for an epidemic, the situation will be reported to the Dean of the College of Osteopathic Medicine (COM.). The Dean of COM will be notified for selective communicable diseases only, ones that are very serious or high risk for public relations concerns (i.e. acute bacterial meningitis), or those

that may denote the possible start of an epidemic. For example, “regular influenza” would usually not be reported to the Dean of COM –unless it were the index case, but a novel respiratory virus isolate, acute meningitis case, or clusters of cases would be reported. These patients will have their medical condition monitored by UHC in coordination with the patient’s primary care provider with consultation from the Maine CDC, if appropriate.

UNE will refer to the guidelines provided by federal or state CDC when dealing with specific communicable illnesses.

Laboratories used in teaching context are to be environmentally safe with respect to communicable diseases. UNE Safety Manual guidelines (Chapter 8: Blood Borne Pathogens Exposure Control Plan) will be followed for decontamination of environmental surfaces and for the handling of equipment and objects that could come into contact with human blood or bodily fluids. In cases which require or which are likely to involve contact with blood, and /or bodily fluids, UNE guidelines for equipment and surface decontamination will be strictly enforced.

No information concerning any individual’s medical condition will be released to the general public, although general information with the goal of protecting the health of others on campus and/or educating and informing the community, if indicated on consultation with the Maine CDC, may be released.

In the event that it is determined that an individual medical condition and/or activities represents a public health hazard and/or warrants limitation of activities, only essential persons will be informed on a need to know basis of an individual medical condition. The Maine CDC will be consulted if there is a possible or known epidemic. The effected person will be apprised of the names of those persons who have been so informed. No information will be disclosed concerning the medical condition of any person diagnosed with HIV infection except as authorized by law.

Medical Leave of Absence Policy

The terms of the Leave of Absence and the policy in its entirety will be provided to the student at the time any Leave of Absence is imposed. Students may obtain a copy of the policy from the Office of the Vice President for Student Affairs or online at <http://www.une.edu/studentlife/handbook/> .

Please refer to the University’s web site for continual updates on the infectious disease policy and procedures. (www.une.edu)

COMPUTER USE AND EMAIL POLICIES

Student Acceptable Use Policy For Internet And Network

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment for students at the University of New England. These rules are in place to protect the students and networks of the University of New England. Inappropriate use exposes University of New England to risks including virus attacks, spyware infection, compromise of network systems and services, and legal issues.

Policy

Computer equipment on the University of New England (UNE) network (RESNet) must be used only for authorized purposes: to support the research, education, clinical, administrative, and other functions of UNE. UNE requires students to maintain up-to-date anti-virus software, anti-spyware software, and operating system (OS) security patches on their PCs, Macintosh computers, and workstations to protect and limit the exposure of UNE to risks associated with virus attacks and spyware infections that may compromise the PC and the network or both. It is the responsibility of all students to know these guidelines, and to conduct their activities accordingly. This policy applies to students and anyone using computer equipment belonging to students at UNE. This policy applies to all equipment that is operated within the networks of UNE.

For the complete policy go to <http://www.une.edu/its/policy/students.cfm> .

CONTRIBUTIONS TO OTHER GROUPS OR NON-PROFITS

When an outside group or non-profit asks UNE for a contribution, whether as cash or through goods and services, general policy is to decline the request.

There can be exceptions to this recommended policy. These include:

- 1) A group or non-profit with which UNE is a co- or partial beneficiary of external support.

- 2) A group or non-profit which is clearly a partner with UNE on a project or program.
- 3) A continuous history of the University's involvement with a specific non-profit, which operates as a type of "Grandfather Clause," such as with a regularly scheduled annual event hosted by UNE.
- 4) There can be established a clear and quantifiable quid-pro-quo between UNE and the particular non-profit which equals the value of the contribution UNE is making. This exception should be applied with great care and must be supported by strong justification.

For more information on this policy, please contact Student Affairs.

COPYRIGHT POLICY (TEXT & SOFTWARE)

Excerpted from the UNIVERSITY OF NEW ENGLAND, COPYRIGHT POLICY. Full policy is available at <http://www.une.edu/legal/copyright.cfm> .

"It is the intent of the University of New England that all members of the University community adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code)."

All community members should be aware that a full copy of this policy is available for review at each campus Library, as well as at the University Campus Copy Center and other locations. Those "policy statements and guidelines constitute a handbook for University community members who wish to reproduce, alter, or perform works protected by copyright, including printed materials, audio and video recordings, visual artworks. Computer software, electronic information, and others."

The policy provides useful information about:

- What is protected by copyright
- What is not protected by copyright
- Fair use
- Infringement
- Classifications of Software and the corresponding restrictions and limitations
- Photocopying of a variety of materials

EQUAL OPPORTUNITY POLICY

The University of New England operates in accordance with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, as amended, the Maine Human Rights Act, the Americans with Disabilities Act, and all other appropriate civil rights laws and regulations. The University of New England does not discriminate on the basis of race, religion, color, gender, age, marital status, ancestry, national or ethnic origin, physical or mental handicap, sexual orientation, or veteran status in the administration of its employment practices or in the educational programs or activities that it operates.

Inquiries or concerns may be addressed to Richard Roesler, Director of Affirmative Action, Department of Human Resources.

GAMBLING - NCAA POLICY

The following sections are taken directly from the manual of the National Collegiate Athletic Association (NCAA), of which the University is a Division III member and therefore bound by certain guidelines. It is useful for students, especially student-athletes, and staff to be informed.

Gambling Activities

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b) Solicit a bet on any intercollegiate team;
- c) Accept a bet on any team representing the institution;
- d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt or dinner) that has tangible value; or
- e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

Disciplinary Action

Prospective or enrolled student-athletes found in violation of the provisions of the regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Subcommittee for restoration of eligibility. Institutional staff members found in violation of the provisions of the regulation shall be subject to disciplinary or corrective action as set forth in 19.6.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

HEALTH INSURANCE PORTABILITY and ACCOUNTIBILITY (HIPAA)

The Full HIPAA Policy and Manual may be found online at <http://www.une.edu/its/policy/upload/hipaamanual.pdf>.

It shall be the policy of the University of New England to protect and safeguard Protected Health Information (PHI) created, acquired, maintained or inspected by units classified as covered entities and for clinical training programs at UHC, the Community OT Clinic, Division of Aging or Dental Hygiene Clinic or at other affiliated covered entities, in accordance with the HIPAA Privacy Regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 and applicable state laws.

The Policies contained in this manual are intended to provide guidance to UNE personnel and students in regard to the protection and enhancement of the privacy rights of eligible participants by

- (a) establishing rules related to the internal and external use and disclosure of Protected Health Information;
- (b) affording eligible participants access and information regarding the use and disclosure of their protected health information; and
- (c) implementing administrative procedures intended to assist eligible participants and UNE personnel to effectuate these Policies.

These Policies will apply to all Protected Health Information collected by UNE covered entities and affiliates after April 14, 2003, regardless of the form in which it is created or maintained (i.e., whether oral, written or electronic) for both living and deceased eligible participants. The policies apply to all eligible UNE workforce including employees, students, trainees, and volunteers. UNE covered entities may create separate Policies and Procedures relating to the use and disclosure of PHI to the extent that they do not conflict with HIPAA requirements or State law whichever is greater. UNE can add to or supplement the Policies and Procedures or the forms attached hereto, but may not delete or change HIPAA Policies without the approval of the University privacy officer and the Audit Committee of the Board of Trustees.

IDENTIFICATION CARD POLICY

Lost, stolen, or damaged UNECards

Lost, stolen, or damaged UNECards on either campus should be reported immediately to the ID Office at (207) 602-2900. A student on a meal plan may have to sign and pay for meals until the card is replaced. A new permanent replacement UNECard must be obtained from the ID Office on the next business day. There is no charge for a card replacement due to a name change. Stolen cards will be replaced at no charge with a police report. Lost cards and cards deliberately damaged through negligence will be replaced at a fee of \$20.00. Temporary cards not returned at the time designated will be electronically deleted and the holder assessed a \$20.00 fee. Only the latest card version is valid.

Immediate notification of a lost or stolen card will protect the on-line accounts and campus access privileges. The computer codes that control the account (other than vending money applied through cash machine) and access stripe will be changed as soon as the card is reported lost, ensuring that no one will be able to use the account or access privileges. The UNECard should be protected the same way a credit or bankcard would be protected. The UNECard should be treated with care. Holes, stickers, creases, cracks, etc. will render the card inoperable.

Additional

Access to University facilities and services may be denied if the University Business Office flags your account or if your card's magnetic stripe is damaged and will not scan.

The UNECard is non-transferable. Use of the UNECard, your official ID Card, is governed by University policies, rules and regulations. Misuse of the ID Card may be referred to the Student Judicial System.

IMMUNIZATION POLICY

To see full policy go to <http://www.une.edu/studentlife/shc/upload/Immunization-Compliance-Policy.pdf>

MAIL SERVICES POLICIES

First Class Mail

- All resident students are automatically assigned a full service box to receive their first class mail on campus. Mailboxes for resident students living in East, South, and West Halls on the University Campus are located off of East Hall lobby. Box numbers in East and West Halls will be preceded by "R" to differentiate them from mailboxes in Avila Hall. There is no charge for the box for resident students. Please note that, in some cases, two students may share a single box.
- All mailboxes on the Portland Campus are located in Alexander Hall.
- Commuters who would like to receive their first class mail on campus are welcome to reserve a full service campus mailbox (based on availability) at \$25.00 per year.
- Only resident students and full service box holders will be entitled to receive first class mail on campus. Students must notify correspondents of their current box number.
- If you lose your key, or if the key is not returned when you no longer need the box, the lock will be changed and a \$25 lock-change-charge will be billed to the box holder.
- U.S. mail received must be addressed as follows:

J. DOE
UNIVERSITY OF NEW ENGLAND - #000 (#R000 if East/South/West Hall)
11 HILLS BEACH ROAD
BIDDEFORD, ME 04005-9599

OR

J. DOE
UNIVERSITY OF NEW ENGLAND
716 STEVENS AVENUE - # 000
PORTLAND, ME 04103-7261

Hint: do not use the word "box" in your address, as mail sometimes is diverted to boxes at the city Post Office.

- Students must promptly remove their mail from their boxes consistent with United States Postal Service regulations. Mail that is not picked up within 30 days, and for which a forwarding card has not been filled out, will be returned to sender.
- Mail Services must be notified if first class mail is to be forwarded, whether the forwarding order will be temporary, for the summer, or permanent.
- Students remaining in the area during the summer should notify Mail Services to receive first class mail at the University during the summer.
- Students are responsible for vandalism to their mailboxes.
- Students must pick up their mail by utilizing their assigned key. Federal law does not permit the dispensing of mail at the service window when locked boxes are available.
- Students will receive a Package Pick-Up Notice in their mailbox for any oversized mail/parcel. This notice must be signed and presented at the Service Window in order to retrieve the item.

MOTORCYCLE/BICYCLE STORAGE

Life Safety Code regulations prohibit bicycles from being stored or parked in residence halls or in stairwells, corridors of academic buildings, or in any place that blocks a building exit.

Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic laws. No motorized vehicle may be stored in any University building or near exits.

The owner shall be responsible for any fee required to remove a motorized vehicle from a University building.

NEPOTISM

The University has restrictions on hiring and transferring close relatives of employees for a number of policy reasons:

- 1) The University has publicly committed to open, competitive search processes that do not require that someone be related to an employee in order to access employment
- 2) Employees working under the supervision of, in the same offices with, and working closely with close relatives are sometimes seen as getting preferential treatment by virtue of their status as family members, and may in

fact get preferential treatment by virtue of their status as family members.

- 3) People who are supervisors who directly or indirectly supervise a close relative, or who work in the same office or department as a close relative are sometimes seen as being in a conflict of interest.

For purposes of this policy a close relative is defined as a parent, stepparent, sibling, child, stepchild, spouse, partner, grandparent, grandchild and in-law. Employee is defined as any person receiving a paycheck from the University, including work-study employees.

For safety, security, supervision and ethical reasons, except in extreme cases these relatives will not normally be hired or transferred into positions when they directly or indirectly supervise or are supervised by another close family member. Nor shall they work in the same office as their close relative, whether or not there is a supervisory relationship.

Hires of close relatives of UNE employees within a department will be permitted when two or more of the following circumstances apply:

- 1) The Department is large enough so that the employee and the relative work in different buildings or campuses
- 2) The hiring supervisor does not work for the employee whose relative is being hired.
- 3) The prospective employee would be expected by the nature of the job to have minimal contact with the relative in the day-to-day course of their respective workdays.

The approval of both the Senior Administrator of the area, and the Assistant Vice President of Human Resources is required.

In the rare instance in which there is such a hire or transfer, precaution should be taken to minimize the problems which prompt the policy.

NONSEXIST LANGUAGE POLICY

The University of New England, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It therefore discourages the use of sexist language. Language that reinforces sexism can arise from imprecise word choices that may be interpreted as biased, discriminatory, or demeaning even if they are not intended to be.

Each member of the University community is urged to be sensitive to the impact of language and to make a personal commitment to eliminate sexist language. Supervisory personnel have a particular responsibility to discuss this policy with faculty and staff and to make available to them guidelines on nonsexist language. Guidelines have been developed by a University-wide committee. Guidance will be provided by the Human Resources Office. Complaints about the use of sexist language should be directed to the appropriate Dean, Senior Administrative Officer, or to the Human Resources Director.

PETS

Pets (dogs, cats, etc.) are not permitted in university buildings, including residence halls, with the following exceptions: service animals in the company of their owners; pets of live-on professional staff; and small fish, fresh water turtles, or aquatic frogs contained in aquariums. Dogs, cats and other animals are permitted on campus grounds only when leashed or in a carrier held by and under the direct control of the owner. The owner is responsible for properly disposing of any waste created by the animal.

There are further limitations and restrictions on pets for students living on campus. Please refer to the Residential Education and Housing Handbook for more information.

PHOTOGRAPHIC POLICY

The University of New England reserves the right to grant or deny permission to photograph, film or videotape any aspect of its Biddeford and Portland campuses by any individual, group or organization. Requests to photograph, film or videotape must be made to the director of the University's Communications Office.

Students who are photographed for use in University publications and/or advertising are asked to sign a photo release form which is kept on file in the Communications Office.

A special rule applies to cadavers in the Gross Anatomy Lab. No photographs, film or videotape of a body or any of its parts may be taken without the express written consent of the Director of the Body Donation Program. The Director of the Body Donation Program retains the right to edit, with respect to propriety, all photographs, film or

videotape utilizing gross anatomical human material intended for publication, and must be notified of intention to publish such material.

POLITICAL CANDIDATE/CAMPAIGNS/PACS

Unless the University of New England's interests are directly affected by votes in elections such as Bond Issues or Special Referendums, the University cannot, in any way, endorse or make a contribution to a political candidate or campaign, or contribute to any Political Action Committee (PAC).

For more information on this policy, please contact Student Affairs at (207) 602-2372 (BC) or (207) 221-4213 (PC).

USE OF HUMAN SUBJECTS IN RESEARCH

All research activities conducted by University of New England faculty, staff, or students proposing to involve human subjects must be reviewed and receive unconditional approval from the Institutional Review Board (IRB) for the Protection of Human Subjects before commencing. This applies to all research regardless of whether or not the activities are funded. This research must be conducted in accordance with federal, state, and local laws and regulations that are applicable to the use of human subjects in research. These regulations include, but are not limited to, Federal Policy for the Protection of Human Subjects, Title 45 Code of Federal Regulations Part 46; Food and Drug Administration Regulations for Human Subjects Protections, Title 21 Code of Federal Regulations Parts 50 and 56; Health Insurance Portability and Accountability Act of 1996 (HIPAA); the principles set forth in the Belmont Report; and applicable UNE policy.

Definitions

Human Subject: an individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or obtains identifiable private information.

Institutional Review Board (IRB) for the Protection of Human Subjects: the committee appointed by the UNE President to oversee the use of human subjects in research conducted under the auspices of UNE.

Research: a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

The Belmont Report: The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research titled *Ethical Principles and Guidelines for the Protection of Human Subjects of Research*.

SAFETY, FIRE

Fire Drills

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately.

Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Evacuation is mandatory.

Fire Equipment

Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of one hundred dollars (\$100.00), per incident, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

SIGN POSTING

General

Students, student organizations, faculty, staff, and employees commonly post signs and flyers on University buildings and inside buildings as a means of informing the University community of events they are sponsoring or expressing their opinions. The University allows this practice within regulations designed to reasonably govern the time, place, and manner for the protection of the students, University property, and appearance of the campus. Official University of New England signage—building designators, regulatory and traffic control, etc.—are not governed by this policy.

Approval Process

All signs/flyers must be approved and stamped with an approval symbol and end date by any of the following individuals:

Biddeford Campus Sign Managers

- Assistant Dean of Community Life Campus Center and Orientation
- Coordinator of Campus Activities
- Coordinator of Medical Student Affairs

Portland Campus Sign Managers

- The Coordinator of Campus Life/Activities
- Student Affairs Office

General Guidelines

All bulletin boards will be labeled as open or restricted. Departments or Offices are responsible for monitoring the content of their restricted board space. Signs/flyers that are posted on any restricted spaces without approval will be removed.

Signs/flyers may not be displayed without appropriate University approval. Signs/flyers found posted by internal or external groups or individuals without University consent will be removed.

The name of the sponsor/sponsoring organization must appear prominently on all signs/flyers.

Signs/flyers announcing events should be removed within 48 hours of the end of the event. It is the responsibility of the sponsor/sponsoring organization to remove their signs/flyers within the appropriate time period. Failure to remove may result in a removal fee.

Tattered or torn signs/flyers that have become worn to the extent that they are no longer legible will be removed.

The right to distribute or post signs/flyers shall not extend to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of University regulations.

Signs/flyers will not portray the consumption of alcohol as the focus of an event. Signs/flyers advertising products containing alcohol are not permitted.

Indoor Signs/Flyers

Approved signs/flyers may be hung on any designated open bulletin board space with appropriate thumbtacks or on any approved flat wall surfaces using only sticky tack or Scotch removable mounting squares. The use of walls should be limited if open bulletin board space is unavailable.

Signs/flyers may be posted using sticky tack on doors providing they:

- Are not obstructing handles
- Are not placed on the inside of doorways to stairwells.
- Do not impair visibility

Use of non-approved materials (tape of any kind, tacks on surfaces other than a bulletin board, etc.) to hang signs/flyers on wall surfaces is prohibited and will be removed. Any damage repairs to the surface may be charged to the sponsor/sponsoring organization.

Approved signs/flyers and table tents may be placed on Cafeteria and other public access areas/lounges tables.

Outdoor Signs/Flyers

All exterior signs/flyers must conform to University sign standards. (Copies of the University sign standards are available in the Student Activities Offices on both campuses.)

All outside posting locations must be approved for each specific sign.

Signs/flyers may not be placed on directional signposts, building identification signs, or building windows.

Water-soluble chalk may be used on sidewalks only.

The sponsor/sponsoring organization is responsible for any clean-up associated with the distribution of printed materials placed on automobile windshields. Failure to remove waste may result in a removal fee.

Administration and Enforcement of Policy

When there is question whether a sign/flyer shall be removed for content or safety, or if erroneously removed, contact a Sign Manager for clarification.

STUDENT RECORDS POLICY and FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The University of New England accords its students all rights under The Family Educational Rights and Privacy Act of 1974. The University will not disclose information from students' education records without the written consent of students except as permitted by FERPA. Examples of permitted disclosures include disclosure to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons.

The University may provide student records to parents or legal guardians in cases where knowledge of the information is necessary to protect the health or safety of the student or other individuals. FERPA also permits disclosure to parents of dependent students.

Within the University, only those persons acting in the students' educational interest are allowed access to student education records. These include, but are not limited to, personnel in the offices of the Vice President for Student Affairs and Dean of Students, Office of the Registrar, the Student Administrative Services Center, Admissions, the Financial Aid Office, and the Career Services Office, and to faculty members with a need to know.

At its discretion, the University may disclose directory information in accordance with the provisions of the act. Directory information includes a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major and minor fields of study, grade level, enrollment status (e.g. full-time or part-time), weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational agency or institution attended.

As a student at the University, your directory information may be included in publicity about the University. In addition, press releases containing accomplishments and other directory information (e.g. dean's list, graduation, other honors or activities) may be sent to local or hometown newspapers and other media unless a student requests that the student's directory information not be included in University publicity and/or that press releases not be sent.

Active students who wish to have directory information withheld from release must do so in writing on a "per academic year" basis. Request forms are available in the Office of the Registrar (Biddeford Campus), Student Administrative Services Center (Portland Campus) or Student Affairs Offices at either campus. Requests must be submitted prior to September 30th (if first time enrollment for academic year is fall semester) or January 30th (if first time enrollment for academic year is spring semester) to affect a "withhold" status. However, federal law known as the "Solomon Amendment" requires the University to release directory information to military recruiters upon request.

Please remember: active students must renew a request for non disclosure each year to keep such requests in effect. The University may disclose directory information about former students without meeting notification requirements; however, at the last opportunity as a student (just prior to departure from the University), written requests for non disclosure will remain in effect until a written request to change non disclosure status is made by the student.

Student academic (and related) records are kept in the Registrar's Office at the Biddeford Campus and at the Student Administrative Services Center at the Portland Campus. Student Conduct Records and related files are maintained by the Vice President and Dean of Students in the Student Affairs offices on each campus.

Students may inspect their education records as permitted by FERPA. Students wishing to examine their education records must make written requests to the appropriate office listing the item or items of interest. Only

records covered by the act will be made available within 45 days of the requests. Students may have copies made of their records, except for an academic record for which a financial “hold” exists. Copies will be made at the students’ expense at prevailing rates.

Educational records do not include the records of instructional, administrative, and educational personnel or Department of Security records, student health records, employment records, or alumni records. Physicians of the student’s choosing, however, may review health records.

Students may not inspect the following as outlined by the act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement, or honors to which they have waived their rights of inspection; or education records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

Students who believe that their education records contain information that is inaccurate or misleading may discuss the matter with the chief administrator of the office involved. If that person is in agreement with the students’ requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended and will be informed of their right to a formal hearing. Judicial Records may not be amended outside the regular judicial process (see Section D: Academic and Disciplinary Appeals).

Requests for a formal hearing must be made in writing to the Vice President for Student Affairs and Dean of Students (VPSA), who, within a reasonable period, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of their choice, including attorneys, at the students’ expense. The VPSA will preside over the hearing, or will appoint as a presiding officer a person who does not have a direct interest in the outcome of the hearing.

The hearing officer’s decision will be based solely on the evidence presented at the hearing, will consist of a written statement summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing officer, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panels. The statements will be released whenever the records in question are disclosed.

Students who believe that their rights have been abridged have the right to file a complaint with the U.S. Department of Education concerning alleged failure(s) by the University of New England 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
600 Independence Avenue, SW
Washington, DC 20202 4605

UNIVERSITY RELATIONS WITH MEDIA, PUBLIC, AND ALUMNI

The Office of University Relations is responsible for fundraising, alumni relations, community/government relations and communications (media relations, public relations, publications, advertising/marketing and web site) for the University.

Media Relations

All University-related communications with the media should be coordinated through the Communications Office (part of University Relations). Students are encouraged to contact the Communications Office with items that might be of interest. The Office publicizes University events and suggests feature stories to off-campus news media, both locally and in hometown areas. Students who have received notable recognition or are engaged in a campus project of unusual interest are encouraged to contact the office.

Publications

Any publication that is intended to be distributed off-campus should be reviewed, in advance, with the Communications Office in order to assure consistency of content and quality. The names UNIVERSITY OF NEW ENGLAND, UNIVERSITY OF NEW ENGLAND COLLEGE OF OSTEOPATHIC MEDICINE, UNE, WESTBROOK COLLEGE and the University seal and logo are the private property of the University to be used for official purposes only. Permission to use these by any student or student organization must be requested, in writing, and responded to, in writing, by the Communications Office. The above named are not to be used in any manner that may imply endorsement or sponsorship without specific written authorization from the Communications Office.

Nexus magazine is published once a year with feature articles and news of the University. *The Insider* (St. Francis College and UNE Alumni), *Inside UNECOM* (College of Osteopathic Medicine), and *The Brook* (Westbrook College Alumni), are annual alumni newsletters containing class notes. An electronic newsletter, UNE Online, is sent via email quarterly. In addition, the UNE website is a useful way to keep up with news of your University. All alumni are encouraged to keep the Alumni Office apprised of address, marital, and job updates, and to contribute as generously and as often as they can. Contributing alumni receive certain on-campus privileges.

WHEELED VEHICLES IN BUILDINGS

Use of any wheeled recreational vehicles/equipment including but not limited to in-line skates, skateboards, scooters, and bicycles inside University buildings is prohibited. Violators may be billed for any damage caused by prohibited use.

Summary of Emergency Protocol

The University of New England does have a Crisis and Emergency response protocol in place in case of an on-campus emergency or to initiate in response to an external situation. There are many mechanisms for communicating with UNE community members and their emergency contacts however, it is the responsibility of the individual community members to keep their personal and emergency contact information up to date with the University. They may be prompted periodically to make these updates but can do it any time on the UOnline account (<http://uonline.une.edu/>). Please contact Student Affairs (BC) (207) 602-2372, the Office of Recruitment, Student, and Alumni Services (UNECOM) (207) 602-2430, or Graduate and Professional Student Affairs (PC) (207) 221-4212 with any questions.

UNIVERSITY OF NEW ENGLAND, SHELTER-IN-PLACE PLAN

Most of our community members are familiar with the “lockdown” concept practiced throughout the nation’s K-12 schools whenever there is a potential for violence on school property. That practice works well in the strictly controlled environment that operates on a universal, common schedule and has clearly defined physical boundaries. The” lockdown” concept is impractical for most of the country’s college campuses for that same reason. Most colleges and universities are open to visitors and seldom feature gates, fences or checkpoints. The University of New England offers the following practical suggestions to our community members that adapt the principle of “Shelter in Place” rather than “lockdown”. For the complete University plan go to: <http://www.une.edu/emergency/> .

Additional information for students living off campus can be found at [:http://www.une.edu/studentlife/security/emergency.cfm](http://www.une.edu/studentlife/security/emergency.cfm) .

UNIVERSITY-WIDE PROTOCOL IN CASES OF MEDICAL EMERGENCY

The following procedure is the University-wide protocol in cases of medical emergency:

- a. The first person at the scene of a medical emergency has a vital role in the overall pre-hospital care of the victim. Above all remain calm and call for help by dialing 911 from any campus phone. Before approaching the victim take a quick look around you to make sure the scene is safe. Electrical wires, broken glass or chemicals can also injure you making the matter worse.
- b. Provide first aid to the victim only to the extent you are trained.
- c. To activate the Emergency Medical Care System...

Call

- d. 911 for an ambulance

Give

- e. Your name
- f. Your location (including the closest door for ambulance)

- g. Example: I am at the UNE Campus Center Bookstore. Send ambulance to the Campus Center front doors.
- h. Victim's name
- i. Victim's condition (conscious, breathing etc.)
- j. Call-back number of closest phone

Wait

- k. Answer any questions the dispatcher may have
- l. Hang up phone when done with dispatcher

Call

- m. 366 (Biddeford Campus) or "0" (Portland Campus) for Security

Give

- n. Your name and phone number or extension
- o. Victim's location
- p. Victim's name and condition
- q. State that you have called the ambulance and which door you requested it arrive at
- r. Hang up phone when done with Security

Keep the phone line free.

- s. Just in case the dispatcher needs to call you back for additional information.
- t. Assign a responsible person to direct emergency (ambulance) personnel to the victim, if a person is available.
- u. In the event of a spinal injury, the victim should be directed to lie still until emergency help arrives. **DO NOT MOVE THE VICTIM** unless CPR becomes necessary. Exception: In the Campus Center pool, all lifeguards are trained in back boarding procedures.

UNIVERSITY-WIDE PROTOCOL FIRE EMERGENCY

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building
2. Dial 911 from a safe location
3. State that you are calling from UNE
4. Provide the proper name of the building, floor and room numbers
5. Specify fire type (chemical, paper, wood, electrical, etc.)
6. Direct fire/emergency personnel to location
7. Notify safety/security department at extension 366
8. Proceed to your designated muster location (see card posted in offices throughout both campuses).
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated "areas of refuge."

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

UNIVERSITY-WIDE EMERGENCY PROTOCOLS

Procedure	Emergency Number		Non-Emergency Number	
	BC	PC	BC	PC
MEDICAL EMERGENCY				
1. Attend to victim				
2. Determine consent if victim is conscious				
3. Call ambulance	911	911	(207) 282-5127	(207) 874-8300
4. Call campus security	366	366	(207) 602-2298	4346 or 0
5. Write accident report				

FIRE EMERGENCY				
1. Evacuate building				
2. Call fire department	911	911	(207) 282-6632	874-8400
3. Call campus security	366	366	(207) 602-2298	4346 or 0
4. Write incident report				
POLICE				
1. Call police	911	911	(207) 282-5127	874-8300
2. Call campus security	366	366	(207) 602-2298	4346 or 0
3. Write incident report				
BLOODBORNE PATHOGENS/ BODILY SECRETIONS				
Procedure	Emergency Number		Non-Emergency Number	
	BC	PC	BC	PC
1. Close off immediate area				
2. Find housekeeper	(207) 602-2368	(207) 221-4368	(207) 602-2368	(207) 221-4368
3. Call: Facilities Management OR	(207) 602-2368	(207) 221-4368	(207) 602-2368	(207) 221-4368
Security OR	(207) 602-2298	(207) 221-4346	(207) 602-2298	(207) 221-4346
Environmental Health and Safety Office	(207) 602-2488			
1. Write incident report				