

# UNIVERSITY OF NEW ENGLAND



# STUDENT HANDBOOK

FOR THE 2010-2011 ACADEMIC YEAR

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## **Mission Statement**

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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**

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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**

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The University of New England does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, ethnicity, national origin, gender, sexual orientation, religion, age, veteran status or disabling conditions in violation of federal or state civil rights laws or Section 504 of the Rehabilitation Act of 1973.

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

## **The 2010-2011 Student Handbook**

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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 2010-2011 Student Handbook

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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.

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

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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

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

# Images of the University

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## 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](http://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 ( $I^2H^2$ ) 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

# University Administration

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# The Division of Student Affairs

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## *Biddeford Campus*

Vice President for Student Affairs and Dean of Students and  
Associate Dean of Students for Community Life  
Decary 129, (207) 602-2372  
Email: [Student-Affairs@une.edu](mailto:Student-Affairs@une.edu)

## *Portland Campus*

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

## MISSION

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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

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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.

### **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.

### **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.

### **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.

### **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.

# University Student Services

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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

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### *Undergraduate:*

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

### *Graduate:*

111 Hersey, (207) 221-4225

Email: [admissions@une.edu](mailto:admissions@une.edu)

Web: [www.une.edu/admission](http://www.une.edu/admission)

### *College of Osteopathic Medicine:*

COM Office of Recruitment, Student and Alumni Services, 127 Stella Maris, (207) 602-2329

Email: [UNECOMadmissions@une.edu](mailto:UNECOMadmissions@une.edu)

Web: [www.une.edu/com/admission](http://www.une.edu/com/admission)

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

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*Portland Campus, Graduate and Professional Student Affairs*

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

The Alexander Hall Student Center facility hosts the campus dining hall, Wing Lounge, computer kiosk, student mailboxes, University Bookstore, Student Activities, meeting rooms and student club and organization offices. Wing Lounge offers an informal setting for students to relax, study, meet, and enjoy music, foosball, air hockey, pool or the large plasma television. The building is also host to a number of events and meetings such as coffeehouses, dances, special interest fairs and programs, and Student Government meetings.

## ALUMNI

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University Relations (BC), 588 Pool Road, (207) 602-4218

COM Office of Recruitment, Student, and Alumni Services, Stella Maris 127, (207) 602-2329

Alumni House (PC), 746 Stevens Ave, (207) 221-4218

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

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## *Division of Student Affairs*

Campus Center, 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, lacrosse, soccer, softball, swimming and volleyball. In addition to NCAA membership, UNE also holds membership in the Eastern Collegiate Athletic Conference (ECAC) and The Commonwealth Coast Conference. Information about Athletic program participation and financial support may be found at [www.une.edu/oira](http://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. Additional members of the Sports Medicine Staff including a Medical Director from the University of New England College of Osteopathic Medicine, Orthopedic Team Physicians, Podiatrist, Dentist and Ophthalmologist Practice ensure that athletes will receive every facet of care possible. The Athletic Training Room is a 950-square-foot facility located in the Campus Center adjacent to the gymnasium. In addition, the Athletic Training Room serves as a clinical rotation site for Athletic Training Students in the University of New England Athletic Training Education Program. Athletic Training Staff members directly supervise and facilitate educational experiences to an average of 10 to 12 Athletic Training Students per semester.

### CLUB SPORTS

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

The Recreational Sports Office 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. Teams include baseball, dance, equestrian, gymnastics, men's volleyball, men's swimming and ultimate disc. 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) 602-2555, Web: <http://athletics.une.edu/Sports/gen/2007/intramurals.asp>

UNE features a very active and comprehensive intramural sports program, featuring competitive leagues in such sports as flag football, basketball and indoor soccer. Many other activities and programs are held during the year.

Recreational Sports are active programs available to those on both the Biddeford Campus and the Portland Campus. The mission of the Recreational

Sports program is to provide fun and safe activities for the entire UNE community. They are both competitive and noncompetitive sports events, as well as recreational activities for everyone. It is the philosophy of the Recreational Sports office that programs are inclusive of all individuals, no matter what skill level or ability one possesses.

Recreation programs offer undergraduate, graduate, and medical students, faculty, staff, and administration an opportunity to engage in a wide variety of recreational activities. These activities are open to all men and women, and include both team and individual sporting events.

## **BOOKSTORE**

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Biddeford Campus  
Campus Center  
Texts: (207) 602-2219  
Main phone: 282-3025  
Fax: 282-3346

Portland Campus  
Alexander Hall, Lower Level, (207) 221-4255  
Email: [bookstore@une.edu](mailto:bookstore@une.edu)  
Web: [www.une.edu](http://www.une.edu), click on "Quicklinks"

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**

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*Biddeford Campus*  
Student Accounts, (207) 602-2357 or 2457  
107 Decary Hall  
Email: [Student\\_accounts@une.edu](mailto:Student_accounts@une.edu)

Payroll, (207) 602-2343  
588 Pool Road

*Portland Campus*  
Office of Student Financial Services, (207) 221-4200, One College St. 1<sup>st</sup> Floor

### **STUDENT ACCOUNTS (BC)**

Located in 107 Decary Hall, the Student Accounts office is designed to assist students to paying tuition bills, checking cashing, purchasing of postage stamps, distribution of work-study checks, payment of petty cash and conducting other business transactions.

### **OFFICE OF STUDENT FINANCIAL SERVICES (PC)**

Located on the first floor of One College Street Floor

on the Portland Campus, the Office of Student Financial Services serves as an extension of the University, Financial Aid Office, and Business Services. It provides a "single point of contact" for students to receive key administrative services and to obtain information about other campus and University resources. Services include; application for financial aid, loans and scholarships, work study information, pay student bills, purchase postage stamps, cash checks and provide change, vending refunds, and other services.

### **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, and College of Osteopathic Medicine or at: [www.une.edu/registrar](http://www.une.edu/registrar). In addition, tuition and related information is available in the Students Account Office on Biddeford Campus or Student Accounts on the Portland Campus.

### **STUDENT BANKING SERVICES**

#### Direct Deposit of Payroll or Work Study Checks

Students are recommended to have their work-study UNE payroll checks and student refunds deposited automatically into their bank accounts. Direct deposit forms may be obtained from the Work Study Office, the University Payroll Office or at [www.une.edu/hr/pdf/directdeposit.pdf](http://www.une.edu/hr/pdf/directdeposit.pdf).

#### Cashing Checks

The Student Accounts Office has funds available to cash checks for faculty, staff and students of the institution.

- Personal Checks can not exceed \$75.00
- Payroll Checks can not exceed \$100.00
- No second- or third-party checks will be accepted.
- Identification is required. Employee's ID, student's ID, or a drivers license is sufficient.
- The University will collect a \$25.00 service charge for any check returned by the bank for collection.
- Check-cashing privileges will be suspended for a period of 180 days if two checks are returned from the bank for collection.

#### Local Banking and ATM Services

TD Bank ATM machines are available at the entrance lobby of the Campus Center on the Biddeford Campus and in the breezeway between

Hersey and Proctor Hall on the Portland Campus. The University encourages all faculty, staff, and students to obtain a TD 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 TD Bank.

### **APPLYING MONEY TO YOUR UNE ID CARD**

The Bookstores and copy machines in the Library on each campus will accept your UNE ID card and debit from your prepaid account. To apply money to your card, see Student Accounts. Each purchase you make with your card will “debit” your card by the amount of the purchase.

### **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)**

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*Community Life, Division of Student Affairs*

Campus Center Manager: (207) 602-2548  
Campus Center Front Desk/Lobby: (207) 602-2546  
Web: [www.une.edu/studentlife/campuscenter/index.cfm](http://www.une.edu/studentlife/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. Whether you have a break between classes, are participating in a student organization event, or attending a NCAA Division III home game, 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 intercollegiate athletics.

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 offices of staff for the Campus Center, Health and Wellness Education, BodyWISE, Athletics, UNE Box Office, Orientation and Student Involvement, are located to the right of the lobby.

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/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 be 10am – 10pm.

## **CAMPUS SERVICES**

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

Web: [www.une.edu/campus](http://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, Conference Services, 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**

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*Student Support Services, Division of Student Affairs*

*Biddeford Campus*  
Decary 119, (207) (207) 602-2817  
Web: [www.une.edu/studentlife/career/](http://www.une.edu/studentlife/career/)

**Job Postings:** Contact Career Services for access to the online job board! This resources 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**

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*Biddeford Campus, Community Life, Division of Student Affairs*

Student Involvement/Activities  
Campus Center, (207) 602-2495  
Email: [SAIntern@une.edu](mailto:SAIntern@une.edu)

College of Osteopathic Medicine  
COM Office of Recruitment, Student and Alumni Services  
Stella Maris 127, ext 2329  
Email: [comsa@une.edu](mailto:comsa@une.edu)

*Portland Campus, Graduate and Professional Student Affairs*

Alexander Hall, ext. 4269, or contact the Office of Student Affairs, ext. 4212  
Email: [pcstudentlife@une.edu](mailto: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 Student Involvement (BC) and the Office of Community and Student Life (PC), and the COM Office of Recruitment, Student and Alumni 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: [www.une.edu/studentlife/activities/ucclubs.asp](http://www.une.edu/studentlife/activities/ucclubs.asp) or <http://my.une.edu> (login required)

For a list and descriptions of College of Osteopathic

Medicine clubs and organizations visit: [www.une.edu/com/rsas/organizations.asp](http://www.une.edu/com/rsas/organizations.asp)

For a list and descriptions of Portland Campus clubs and organizations visit: [www.une.edu/studentlife/activities/wccclubs.asp](http://www.une.edu/studentlife/activities/wccclubs.asp)

## **COM OFFICE OF RECRUITMENT, STUDENT AND ALUMNI SVS. (BC)**

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Stella Maris 127, (207) 602-2329 or 2430  
Email: [comsa@une.edu](mailto:comsa@une.edu)  
Web: [www.une.edu/com/rsas](http://www.une.edu/com/rsas)

The UNECOM Office of Recruitment, Student and Alumni Services (RSAS) 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 UNECOM 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 UNECOM community.

## **COMMUTER STUDENT SERVICES**

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### **BIDDEFORD CAMPUS**

#### **OFF-CAMPUS STUDENT SERVICES**

*Community Life, Division of Student Affairs*

#### **CARPOOLING**

A Ride Board is located on the Commuter Council Groups page on my.UNE. Undergraduate students are welcome to post carpool or ride requests on the Ride Board.

#### **COMMUTER COUNCIL (BC)**

This organization works to promote services and represent the needs of off campus services on the Biddeford Campus. They also sponsor many educational and social programs. Meetings are held weekly. Off Campus Student Services resources are located in the campus Center Lobby and on the Commuter Council my.UNE groups page or go to the web page at [www.une.edu/studentlife/activities/commuter](http://www.une.edu/studentlife/activities/commuter).

#### **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

Limited lockers are available primarily for undergraduate commuter student use, and are located near the lecture halls in the lower level of Decary Hall. In addition, limited lockers are available on the first floor of the East Wing of the Alford Center for Health Science. Lockers may be reserved on a first-come-first-served basis by calling the Undergraduate Student Government office at ext. 2377.

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 [www.une.edu/studentlife/housing/](http://www.une.edu/studentlife/housing/).

### 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](http://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](http://www.carelinkrdc.com). They can be reached at (207) 324-0735.

#### *Commuter Lockers*

Limited lockers are available for commuter student use, and are located near the lecture halls in the 2nd level of Blewett Hall. Students must provide their own lock.

#### *Commuter Lounge/Gathering Sites*

Several areas are available on the Portland Campus for students to gather and relax, study or converse between classes and daily activities. In general most classrooms and conference rooms are available for student use when not reserved for class or meeting purposes.

- Wing Lounge is a large area located on the main level of Alexander Hall providing comfortable seating, stereo, television, study tables, pool table, foosball table, air hockey, piano and information kiosk.
- Blewett Hall, ground and lower level lobby areas provide comfortable furnishings, study tables and booths, telephone, information kiosk, vending, refrigerator and microwave oven for student use.
- Proctor Center, Proctor Hall, 1<sup>st</sup> floor, is another gathering area for students. Conveniently located, this welcoming environment provides students with study and conversation areas, card access copier, microwave, toaster oven and refrigerator.
- The 24-Hour Study/Computer Room in the Library provides students with an area to complete work, surf the web, make copies and relax.
- Cahners Lounge located on the first floor hallway between the Hersey Center and Goddard Hall offers comfortable seating in a quiet and relaxed atmosphere.

## **COPY CENTER AND FAX SERVICES**

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## **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. 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.

## **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**

*Student Support Services, Division of Student Affairs*

### *Biddeford Campus*

Petts Health Center, (207) 602-2549

### *Portland Campus*

Ginn Hall Lower Level, (207) 221-4550

### *Both campuses*

Web: [www.une.edu/studentlife/counsel/index.cfm](http://www.une.edu/studentlife/counsel/index.cfm)

Counseling Services provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student populations. Individual, group, or couple 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

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**

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### ***Biddeford Campus***

Decary Dining Hall, lower level Decary, ext. 2469  
Café a la Cart, first floor Alford, ext. 2360  
The Hang, Campus Center, ext. 2293  
Dining Office, ext. 2369 or 2851  
Production Manager, ext. 2850  
Food Service Manager, ext. 2869

[sodexho@une.edu](mailto:sodexho@une.edu)

For more information visit us at [www.unedining.com](http://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, Sodexho operates three 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.

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 Seattle's Best Coffee for the person who needs to get to class or work. This is a light and healthy choice to dine. New this Fall, we will be opening The Windward Café, located off the library, which will feature Freshen's smoothies, Starbuck's Coffee and much more!

### ***Portland Campus***

Dining Hall, Alexander Hall  
Pavilion Café, Parker Pavilion  
General Manager, x4261,  
Chef de Cuisine, x4261,

### **HOURS AND LOCATIONS**

Resident Meal Plan may ONLY be used during posted meal times. For residents who wish to make purchases during non-meal times, their purchases will be deducted from their flex dollars.

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

<http://unedining.com>

## **DISABILITY SERVICES**

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*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**

Proctor 318, (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**

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

Web: [www.une.edu/campus/facilities.cfm](http://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**

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### ***Biddeford Campus***

107 Decary Hall, (207) 602-2342

### ***Portland Campus***

Student Registration and Financial Services, Hersey Center, ext. 4200

Fax: (207) 282-6379

Email : [finaid@une.edu](mailto:finaid@une.edu)

Web : [www.une.edu/financialaid](http://www.une.edu/financialaid)

The Financial Aid Office is committed to assisting students and their families in finding the financial means necessary to achieve their educational goals. At UNE, over 90% of the students receive some form of financial aid.

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 are encouraged to review the information on the web page and to contact the Financial Aid Office if they have questions.

### **Work Study Program**

The Federal Work Study Program provides opportunities for on-campus employment to eligible undergraduate students. It is a program of financial assistance that also provides students with gainful employment experience. The Federal Work Study program is not a grant program; students are paid for hours worked.

## **FINLEY RECREATION CENTER (PC)**

*Portland Campus, Graduate and Professional Student Affairs*

Finley Recreation Center, (207) 221-4349

Web: [www.une.edu/studentlife/finley](http://www.une.edu/studentlife/finley)

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**

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

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

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*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/glbtq/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*

## **Health and Wellness Education**

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*Community Life, Division of Student Affairs*

Campus Center, (207) 602-2307

Web: <http://www.une.edu/studentlife/bodywise>

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 602-2246 or 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 602-2246 or 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 602-2246 or 602-2785.

### **Peer Health Education**

Peer Health educators are specially trained students who help other UNE students make better choices during college. For more information on becoming a UNE Peer Health Educator, contact Amy Quinn at 602-2556 or [aquinn@une.edu](mailto:aquinn@une.edu).

## **HEALTH CARE**

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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

8AM - 4:30PM Monday through Thursday

8AM - 4:00PM Friday

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

Phone numbers are:

602-2358

602-2359

Fax: 602-5904

*Saco Health Center—Off-Campus site offers Family Practice, OMM, Gastroenterology and Counseling*  
655 Main Street

Saco, ME 04072

Phone: 283-1407

Fax: 284-6291

### **PORTLAND CAMPUS**

*Portland Student Health Center—Family Practice*

716 Stevens Avenue

Portland, ME 04103

Phone: (207) 221-4242

Counseling extension 4439

Fax: (207) 523-1913

For complete information about UHC, go to their website at:

<http://www.une.edu/uhc/>

University Health Care (UHC) is a community service of the University of New England (UNE). Students at UNE receive the same excellent health care service as community members. UHC advocates exemplary health care service, medical education and teaching in a premier academic setting for the patients and students it serves. A unique benefit for patients and students of UHC is the medical system's relationship with New England's only osteopathic medical school.

Under the direction of an Osteopathic physician, the centers feature three Residency Programs and operate as model ambulatory-care facilities providing an integrated approach to the following services: Family Practice, Internal Medicine, Pediatrics, Geriatrics, Gynecology, Individual Counseling, Sports Medicine, Osteopathic Manipulative Medicine, BodyWISE Center for Health and Fitness, as well laboratory and X-ray services.

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

### **INSURANCE DISCOUNT POLICY FOR STUDENTS**

There are certain services that are billed to your insurance:

1. Students will be charged for all titers (payment due at time of service). Students will also receive a bill from the lab.
2. Students will be charged for immunizations and injections and lab draws. This payment is due at the time of service.

NOTE: For more information about health care services, please visit the UHC website at:

<http://www.une.edu/uhc/student/index.cfm>

### **IMMUNIZATIONS**

For information on immunizations, see IMMUNIZATIONS.

## HEALTH INSURANCE

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

### STUDENT HEALTH INSURANCE

All students enrolled with seven (7) or more credits are required to subscribe to the University Student Health Insurance program unless proof of comparable coverage can be demonstrated. This plan reimburses up to the specified limits described in the brochure for illnesses and injuries requiring surgical treatment or hospitalization. Individual, Family, and Domestic Partnership plans are available. Domestic partnership forms are available in Student Affairs on either campus; COM Recruitment, Student and Alumni Services (Stella Maris); Student Registration and Financial Services (PC); and Student Accounts. Insurance claim forms may be obtained from any of the University Health Care sites, and those claims will be processed through University Health Care.

By combining the University Health Care services with the insurance plan, we are able to provide basic health, medical, and hospital care for our students at a comparatively low cost. Brochures describing the Student Health Insurance program are available from the Student Accounts Office on the Biddeford Campus or the Student Administrative Services Center on the Portland Campus.

Insurance is offered through Aetna.

[http://www.aetnastudenthealth.com/stu\\_conn/student\\_connection.aspx?groupID=812810](http://www.aetnastudenthealth.com/stu_conn/student_connection.aspx?groupID=812810)

For specific information please contact:

Donna Bisson at [dbisson@une.edu](mailto:dbisson@une.edu)

### STUDENT MALPRACTICE INSURANCE

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

## IDENTIFICATION CARDS

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*Community Life, Division of Student Affairs*

### *Biddeford Campus*

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

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 UNE Card. 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 give permission for anyone "holding" your card at any time. You must produce your ID card upon request to any university official.

### LOST, STOLEN AND DAMAGED CARDS

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. Cards on which the vending stripe is defective will be re-formatted. 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. Only the latest card version is valid.

Immediate notification of a lost or stolen card will help protect the on-line accounts and campus access privileges. The computer codes that control the account and access stripe will be changed when the card is reported lost, to help prevent someone from using 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. Replacement of the card under these circumstances will be at the holder's expense. 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.

## IMMUNIZATIONS

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Health Center, Ginn Hall (PC), (207) 221-4242

Biddeford Campus Petts Health Center, (207) 602-2358

Forms are located as links from the Student Health Center site:

<http://www.une.edu/uhc/student/index.cfm>

All incoming (new) matriculating students and returning student entering certain health-related programs are required by Maine State Law and University mandate to show proof of immunization. Admissions and academic program departments distribute specific information and forms regarding required immunizations. All students (undergraduate, graduate, and medical on either campus) must submit their immunization documentation to the Student Health Center on the Portland Campus. Basic questions about receipt of forms and compliance with State immunization mandates may be directed to University Health Care at PC, (207) 602-4242. Technical questions about immunizations, titers, or acceptability should be directed to University Health Care at (207) 221-4242 (PC) or (207) 602-2358 (BC). If your academic program requires immunizations or physical examination, please contact your academic program office. If State-mandated immunizations are not completed within five (5) business days after the beginning of classes, students may be unenrolled from courses at UNE.

## INFORMATION TECHNOLOGY SERVICES (ITS)

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

**ITS Purchasing Center** is available for purchasing specialized class-mandated technology by contacting <http://helpdesk.une.edu>

**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>

### BIDDEFORD CAMPUS USER SUPPORT SERVICES:

ITS Help Desk & Main Office, 401 Decary Hall  
**Help Desk** and office, ext. 2200 or 602-2200

**Work Order Ticket System:**  
<http://helpdesk.une.edu>  
Email: [Helpdesk@une.edu](mailto:Helpdesk@une.edu)

**Apple Systems:**  
<http://www.une.edu/its/store/apple.cfm>

**Dell Systems:** <http://www.une.edu/its/store/dell.cfm>

### COMPUTER LABS/CLASSROOMS

*Biddeford Campus*  
PC/Mac Lab, Decary Lower Level, Room 51  
Ketchum Library Computer Lab  
Classroom, Decary 207

### Wireless Access

Internet access via wireless is available in most classrooms and public areas.

### TEACHING AND LEARNING CENTER (TLC) (Media Services and Training)

Decary Hall 3<sup>rd</sup> Wing (right off elevator)

**Phone:** Help Desk (207) 602-2200

**Work order ticket system** <http://helpdesk.une.edu>

### PHONE/INTERNET/CABLE SERVICES

User Support Services Manager

409 Decary Hall (207) 602-2667

Email: [dmlaverriere@une.edu](mailto:dmlaverriere@une.edu)

User Support Services Assistant

407 Decary Hall (207) 602-2669

Email: [slavigne@une.edu](mailto:slavigne@une.edu)

Telecommunications Technical Administrator

407 Decary Hall

Email: [craley@une.edu](mailto:craley@une.edu)

### PORTLAND CAMPUS USER SUPPORT SERVICES:

ITS Help Desk Proctor Hall Room 10

**Phone:** (207) 221-4400

**Work order ticket system** <http://helpdesk.une.edu>

**Email:** [helpdesk@une.edu](mailto:helpdesk@une.edu)

### TEACHING AND LEARNING CENTER (TLC) (Media Services and Training)

Proctor Hall Room 8

**Phone:** (207) 221-4400

**Work order ticket system** <http://helpdesk.une.edu>

### COMPUTER LABS/CLASSROOMS

*Portland Campus*

#### Wireless Access

Internet access via wireless is available in most classrooms and in the public areas in:

- Abplanalp Library (all 3 levels)
- Alexander Hall (Wing Lounge and Cafeteria)
- Blewett Hall
- CHP Lecture Hall
- Coleman Hall
- Finley Recreational Center
- Hersey Hall
- Ludke Auditorium
- Parker Pavilion Lobby
- The Proctor Center

For more information on ITS and the services provided go to <http://www.une.edu/its/policy/index.cfm>

## LEARNING ASSISTANCE SERVICES (LAS)

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*Student Support Services, Division of Student Affairs*

### *Biddeford Campus*

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

Web: [www.une.edu/cas/lac/](http://www.une.edu/cas/lac/)

### *Portland Campus*

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

Learning Assistance Services (LAS) provides a broad array of programming to assist students in meeting the University's academic standards and in attaining 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.

## LIBRARIES

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### *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](mailto:library@une.edu)

Web: [www.une.edu/library/](http://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

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### *Biddeford Campus*

Facilities Building, (207) 602- 2356

Email: [Mail\\_Services@une.edu](mailto: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

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

## MEETING ROOMS/Scheduling Coordinator

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### BIDDEFORD CAMPUS

Student Involvement Office, Campus Center, (207)  
602-2447 or [SAIntern@une.edu](mailto:SAIntern@une.edu)

Arrangements for use of all Decary, Marcil, Stella Maris and most Alford Center classrooms, as well as Sutton Lounge, Novellon Lounge, Ross Conference Room, St. Francis Room, Cafeteria Function rooms, multipurpose rooms of the Campus Center, Kiosk, or other on campus location must be reserved in advance of any meeting, lecture, or event. Student sponsored events and club meetings must first be approved and registered through the Student Involvement Office at the Campus Center. Once the event is approved and registered with an Event Registration Form, someone from Student Involvement Office will make the reservation.

### PORTLAND CAMPUS

Student And Community Life, 02 Proctor Hall (207)  
221-4267

All arrangements for use of all Coleman, Blewett, Proctor, Parker and Alumni Hall classrooms, as well as Ludcke Auditorium, must be reserved in advance of any meeting, lecture, or cultural event. Reservations must be made by contacting [PCStudentlife@une.edu](mailto:PCStudentlife@une.edu).

## MULTICULTURAL STUDENT AFFAIRS

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*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.

### Cultural Exchange Lounge

Multicultural Student Affairs also supports the Cultural Exchange Lounge at 44 Decary Hall. This lounge is open for all students. It has extended hours for students to come in, hang out, meet, study, access the Multicultural Resource Library or have programs.

### 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: *GLBTQ Services*

## PROCTOR CENTER (PC)

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*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:

- Learning Assistance Services
- Commuter/Non-Traditional Student Programs and Information

## REGISTRATION SERVICES

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### *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](mailto:UNERegistrar@une.edu)  
Web: [www.une.edu/registrar](http://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](http://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](http://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/](http://www.une.edu/registrar/)).

## Residential Education and Housing

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### *Community Life, Division of Student Affairs Biddeford Campus*

East Hall, first floor, (207) 602-2272  
Email: [Housing-Office@une.edu](mailto:Housing-Office@une.edu)

Web:

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

### *Portland Campus, Division of Student Affairs Portland Campus*

McDougal Hall, Lower Level, ext. 4267

Web:

<http://www.une.edu/studentlife/portland/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 Residence Life Handbook is printed in your UNE Planner and 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](http://www.une.edu/studentlife/housing/offcampus.asp). Students who rent seasonal housing are advised to be specific with the rental agent regarding lease dates.

### **COURTESY PHONES**

Courtesy phones are available on each floor of each residence hall. A list of extensions is available on the directory located at each campus phone, and in your UNE Planner and Resource Guide.

### **RESIDENCE HALL NORMS, RIGHTS AND RESPONSIBILITIES**

Residence Hall Norms are established to protect the basic living rights of the residents of UNE residence halls. These rights are:

#### **A. The Right to Live in a Quiet Environment.**

1. Excessive noise (as determined by the residence hall staff) at any time will not be permitted.
2. Broadcasting music to the campus beyond the residence hall is an intrusion upon the work and study of others and will not be allowed, except for special events and by permission of the Housing Office.
3. It is important that students take into account that spontaneous parties can be bothersome to others on the floor or in the Residence Hall. Notice should be given to

Resident Advisors so that floor members not wishing to be involved can either voice their dissent, or make arrangements to be elsewhere during the event. What is acceptable in one Residence Hall or on one floor may not be somewhere else.

4. Radios, stereos, or musical instruments may be enjoyed by individuals for their own listening, but no one has the right to compel others to listen beyond one's own room.

### **B. The Right to Privacy and Safety**

1. Tampering in any way with fire emergency equipment will not be permitted. (See also, ROOM DECORATIONS)
2. Any infringement on the privacy, physical safety, or emotional safety of another student will not be permitted.
3. Students are not permitted to have firearms or explosives in any form on campus. Possession or use of fireworks will be dealt with as a very serious offense. No excuse or explanation for possession of firearms or fireworks will be accepted.
4. Explosive components or chemicals such as explosives, gas, or compressed air will not be used or stored in the residence halls, or other University property, except under supervision of a faculty member.
5. If it is reasonably suspected or determined that behavior in a room is in violation of University policy and occupants of that room fail to respond to a request to enter in a timely manner, a University official may enter a room upon identification.
6. Hall sports may not be played within the residence halls due to the high risk of personal injury and/or property damage. (See also HALL SPORTS)

### **C. The Right to Protection of Personal and University Property**

1. The destruction of personal or University property is forbidden. All damages inflicted intentionally or because of negligence will be paid for by the individual(s) responsible; the individual(s) will also be subject to the penalties listed below.
2. Whenever damage occurs by accident, the student(s) involved should report it promptly to the Housing Staff.
3. Movement of University-owned lounge furniture or other University property into private rooms will not be permitted.
4. The University respects the right to privacy. No student's private behavior will be intruded upon without good cause.

**PLEASE NOTE WELL:** Resident Students are responsible for any behavior of their guests that is in violation of these norms or University Policies.

## **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](mailto:Security@une.edu)

### *Portland Campus*

One College St. 2<sup>nd</sup> Floor  
Emergency: ext. 366  
Non-emergency: ext. 2298  
Email: [WCCsecurity@une.edu](mailto:WCCsecurity@une.edu)

### *Both campuses*

Web: [www.une.edu/studentlife/security](http://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. Ash buckets placed outside buildings should always be used. Never use a wastebasket for an ashtray.

#### **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](http://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**

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*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>

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 INVOLVEMENT/ACTIVITIES**

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### *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: [SAIntern@une.edu](mailto:SAIntern@une.edu)

Activities Programming Board, (207) 602-2185

Email: [APBoard@une.edu](mailto: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](mailto: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**

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### *Biddeford Campus*

Vice President for Student Affairs and Dean of Students,  
Associate Dean of Students for Community Life  
Decary 129, ext. 2372  
Email: [Student-Affairs@une.edu](mailto:Student-Affairs@une.edu)

### *Portland Campus*

Vice President for Student Affairs and Dean of Students,  
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**

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### *Undergraduate Student Government (BC)*

Decary Lower Level, (207) 602-2377  
Email: [sgovernment@une.edu](mailto: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/ TELEPHONE SERVICES**

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

## **U-ONLINE**

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For information on U-Online, see REGISTRATION SERVICES.

## **WASTE WATER TREATMENT PLANT (BC)**

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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**

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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**

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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 and Dean of Students, 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 "judicial body" means any person or persons authorized by the VPSA to determine whether a student has violated the University Conduct Code and to recommend imposition of sanctions.
9. The term "judicial officer" means a University official authorized on a case-by-case basis by the VPSA to impose sanctions upon students found to have violated the University Conduct Code. The VPSA may authorize a judicial officer to serve simultaneously as the judicial officer and the sole member or

one of the members of a judicial body. Nothing shall prevent the VPSA from authorizing the same judicial officer to impose sanctions in all cases.

10. The term “judicial committee” means any persons authorized by the VPSA to determine whether a student has violated the University Conduct Code and to recommend imposition of sanctions.
11. The term “Appeals Committee” means any person or persons authorized by the VPSA or by the appropriate academic dean to consider an appeal from a judicial body’s determination that a student has violated the University Conduct Code or from the sanctions imposed by the judicial 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.

## **ARTICLE II: JUDICIAL AUTHORITY**

1. The 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 judicial body 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 System, the VPSA will be cited as the University representative, but a range of designees may, in fact, be the appropriate responding judicial officer.
2. The VPSA shall determine the composition of judicial bodies and Appeals Committee and determine which judicial body, judicial officer(s) and Appeals Committee shall be authorized to review each case.
3. The VPSA shall develop policies for the administration of the judicial program 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 judicial body and/or judicial officer shall be final, pending the normal appeal process.
5. A judicial body 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. 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 and discipline shall be limited to conduct which occurs on University premises, at off-campus University sponsored, supervised or related activities, on Study Abroad Programs or which adversely affects the University community and/or pursuit of its objectives.
- 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 the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

### Academic Dishonesty

Charges of academic dishonesty will be handled through the Dean of the appropriate College or designate.

- 1) Cheating, copying, or the offering or receiving of unauthorized assistance or information including but not limited to:
  - a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - b) 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, or other electronic devices; or
  - c) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff.
- 2) Fabrication or falsification of data, results, or sources for papers or reports.
- 3) Action that destroys or alters the work of another student.
- 4) Multiple submission 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 including but not limited to:
  - a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
  - b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### Community Responsibility

- 6) Supplying false or misleading information to University officials or on official University records.
- 7) Altering, tampering with or falsifying official records.
- 8) Electronically facilitated misconduct, including but not limited to:
  - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b) Unauthorized transfer of a file including University-owned software or applications copied to/from diskettes or other electronic storage device.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - e) Use of computing facilities or telephone to send obscene, abusive, harassing or stalking messages.
  - f) Use of computing facilities to interfere with normal operation of the University computing system.
  - g) Any violation of the University's Acceptable Use Policy (<http://www.une.edu/its/policy/students.cfm> ).
- 9) Unauthorized impersonation of a University officer or employee.
- 10) Refusal to properly identify oneself, by presentation of a University I.D, to a representative of the University 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.
- 11) 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)
- 12) Interference with or retaliation toward a faculty or staff member of the University in the performance of his/her official duties.
- 13) 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.
- 14) 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.

- 15) Violation of a published and/or clearly defined professional code of ethics in a field of study in which a student is preparing.
- 16) 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 or parcel related to illegal gambling; or offering, soliciting or accepting a bribe to influence the outcome of an athletic event.
- 17) Any conduct which is not guided by honesty and respect for others.
- 18) Violating federal, state, or local law if such action has negative impact on the University community.

### Safety and Environmental Health

- 19) 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.
- 20) Violation of University Sexual Misconduct Policy
- 21) 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.
- 22) Violation of University Discrimination and Harassment Policy.
- 23) Conduct which threatens or endangers the health or safety of any individual or group.
- 24) Tampering in any way with fire emergency equipment.
- 25) 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.
- 26) To give, or cause to be given, false reports of fire or other dangerous conditions.
- 27) Creation of a fire hazard or other dangerous condition. This includes burning candles, incense, potpourri burners and other flammable materials.
- 28) Unauthorized use or possession of explosive components or chemicals such as fireworks, explosives, gas, or compressed air.
- 29) Possession or use of fireworks or weapons, including firearms, knives, slingshots or other similar items, as set forth in the Weapons and Fireworks section of this Handbook.
- 30) Violation of University Hazing Policy.
- 31) Violation of motor vehicle policies established for the campus.
- 32) Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- 33) 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.
- 34) Violation of University Alcohol and Drug Policy
- 35) Violation of the University Guest Policy.
- 36) Violation of University Pet Policy.
- 37) Violation of University Smoking Policy.

### Care of Property

- 38) Theft; unauthorized acquisition, removal or use of property and/or service.
- 39) Misuse, destruction, or defacement of University property, or that of other people while located on University property.
- 40) Trespassing, unauthorized entry or unauthorized presence on any University premises.
- 41) Unauthorized possession, duplication or use of keys or UNE ID/Access card to any University premises.

### Residence and Related Facilities

- 42) Significant interference with the stated rights of residential students as described in the Residential

Education and Housing Handbook.

- 43) Violation of Residence Hall/Dining Service application and contract.
- 44) Excessive noise, as determined by the residence hall staff.
- 45) Violation of Residence Hall Policies, and/or Expectations as found in the Housing and Residence Life Handbook.

#### Abuse of the Judicial System

- 46) Failure to obey the summons of a judicial body or University official.
- 47) Falsification, distortion, or misrepresentation of information before a judicial body or University official.
- 48) Disruption or interference with the orderly conduct of a judicial proceeding.
- 49) Initiation of a judicial proceeding knowingly without cause.
- 50) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- 51) Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
- 52) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
- 53) Failure to comply with the sanction(s) imposed under the judicial process.
- 54) Influencing or attempting to influence another person to commit an abuse of the judicial system.

#### C. 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, remain free to interact with governmental representatives as they deem appropriate.

#### 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.

#### Guests

Students are responsible for their guests and are accountable for their guests' conduct on campus, including property damage. Guests are expected to abide by the University Conduct Codes, Policies and guidelines. Failure to do so may result in removal from campus and restriction from future visits to the campus. If guests are staying on campus overnight, the Resident Advisor must be notified and a Guest Pass must be obtained. Residential Students are limited to two (2) overnight guests at any one time. Guests may stay no longer than two (2) consecutive nights and passes will not be reissued consecutively if requests become excessive. Guests under the age of 18 must provide a parental consent form available from the Office of Residential Education and Housing. Guests are welcome contingent upon mutual agreement of roommates. Unresolved conflict may result in restriction of guests. All guests must

obtain a parking permit from the Office of Safety and Security. Students are responsible for their guests at all times and may be held accountable for their guest's behavior or asked to leave an event because of a guest's behavior. The number of guests students may bring to a University event may be limited on an individual event basis.

#### **ARTICLE IV: JUDICIAL PROCESS**

Upon receipt of a report by a member of the University Community, the University Judicial System will be activated. Under most circumstances, the University will proceed with a disciplinary situation at the lowest level appropriate to the conduct. However, the University reserves the right to determine the disposition of a disciplinary matter based upon the presenting information.

Depending upon the nature of the alleged misconduct and/or student's academic program, a case generally will be reviewed by:

- 1) One or more judicial officers (i.e., the Residential Education and Housing Professional Staff, Judicial Coordinator, Assistant/Associate Dean of Students, or VPSA);
- 2) A Judicial Committee; or
- 3) If the infraction is determined by the VPSA as primarily academic, the VPSA will defer to the appropriate Academic Dean.
- 4) Disciplinary matters in violation of professional or ethical standards or codes of conduct by students in the University of New England College of Osteopathic Medicine (UNECOM) or the College of Pharmacy (COP) may be administered under UNECOM and COP program procedures and not under the University Judicial System described in this section.

##### **A. Complaints and Judicial Reviews**

- 1) Any University employee or student may file a misconduct complaint against a University student if there is a reasonable, good faith belief that a violation has occurred. The complaint shall be filed in writing to any judicial officer. Any complaint should be submitted as soon as possible after the event takes place or its discovery. Pending action on the complaint, the status of a student will not be altered, or the rights to be present on campus and to attend classes suspended, except for reasons related to his/her physical or emotional safety, the well-being of others, and/or to safeguard University property (See "Emergency Suspension" or "Mandatory Medical Leave of Absence").
- 2) The judicial officer may initiate a preliminary investigation for the purpose of ascertaining whether a complaint may be disposed of administratively without initiation of disciplinary proceedings. The student against whom the complaint(s) have been brought may at his/her request have the assistance of any Advisor from the faculty and/or staff of the University; not legal counsel or family, at the time of such preliminary investigation.
- 3) After preliminary examination, the judicial officer will determine the appropriate review location for the case: a judicial officer or the Judicial Committee.
- 4) The student will be informed, in writing, of the reported violation(s) of the University Conduct Code, the date(s) of the occurrence(s), and the date, place, and time of the review. The review will begin in a timely manner, not to exceed ten (10) working days from the day on which complaints were presented to the student, unless extended by a judicial body after consultation with the accused student.
- 5) Reviews shall be conducted by a judicial body according to the following guidelines:
  - a) All Judicial Reviews shall be conducted in private.
  - b) Admission of any person to the review shall be at the discretion of the judicial body and/or its judicial officer.
  - c) In reviews involving more than one accused student, separate reviews will be scheduled. However, the chairperson of the judicial body or judicial officer, in his or her discretion, may permit the reviews concerning each student to be conducted together.

- d) The complainant and the accused have the right to be assisted by any advisor they choose from within the University Community. 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.
  - e) The complainant and accused are responsible for presenting their respective cases.
  - f) The complainant, the accused, and the judicial body shall have the privilege of presenting persons providing information, subject to the right of questioning by the judicial body.
  - g) Pertinent records, exhibits and written statements may be accepted as information for consideration by a judicial body at the discretion of the chairperson.
  - h) All procedural questions are subject to the final decision of the chairperson of the judicial body.
  - i) After the review, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the University Conduct Code which the student is alleged to have violated.
  - j) The judicial body's determination shall be made on the basis of the totality of the information presented and whether it is more likely than not that the accused student violated the University Conduct Code.
- 6) Except in the case of a student accused of failing to obey the summons of a judicial body or University official, no student may be found to have violated the University Conduct Code solely because the student failed to appear before a judicial body. In all cases, the information in support of the complaint shall be presented and considered.

#### Initiation of Proceedings for Registered Student Club or Organizations

- 1) Registered student organizations may be held responsible for violations of the University Conduct Code.
- 2) A judicial review for a registered student organization shall be conducted in a manner similar to the judicial procedures used in cases involving individual students. A review shall be conducted with one spokesperson from the organization (usually the organization's president).
- 3) Sanctions shall be imposed upon a registered student organization for a violation of the University Conduct Code. Sanctions are cumulative and may be enhanced based on a past disciplinary record, the severity of behavior and the impact on the University community.

#### Judicial Review Bodies

Student disciplinary cases are referred by the VPSA or designate in the following manner:

- 1) Cases against undergraduate or graduate students that are not likely to result in suspension or dismissal shall be referred to a judicial officer.
- 2) Undergraduate or graduate students who are in jeopardy of suspension or dismissal from the University shall be referred to the VPSA or designate.

Once the determination has been made as to which judicial body will be used, the student(s) will be referred to that judicial officer or body. If it is then determined that there has been a violation of the University Conduct Codes, sanctions will be imposed and the student will be informed in writing. If, after the judicial review, it has been determined that the student has not been engaged in an incident of misconduct and no University code or policy has been violated, the student will be so informed and the matter will be closed with notation of no finding made in the student's disciplinary record.

#### Procedures for a Judicial Review Officer

Depending upon the level of the misconduct complaint, the appropriate judicial officer will gather information necessary to make a determination as to whether the University Conduct Code has been violated. Students are informed in writing of the complaint and afforded the opportunity to meet with a judicial officer. The student may choose to take responsibility for the complaint by signing the notification letter during the review meeting. If the student accepts responsibility, the judicial officer will then discuss the misconduct and determine an appropriate sanction. The student may also choose not to accept responsibility. If the student does not accept responsibility, the judicial officer will then proceed to determine the most appropriate course of action. The judicial officer will decide, based upon the severity of the incident and likelihood for suspension or dismissal, to tape record the review. If the review is not

recorded, the judicial officer will provide a more detailed summary of findings and conclusions. Once a determination has been made as to whether the student(s) are responsible for violating the University Conduct Code, the student will be informed in writing of that decision and the sanctions imposed.

If a student wishes to appeal the decision of the Judicial Review Officer, the student must follow the Appeals Process as found in the ACADEMIC AND DISCIPLINARY APPEALS POLICY.

#### Guidelines and Procedures for a Judicial Committee

The purpose of a Judicial Committee is to provide the student, upon referral by the VPSA, with an impartial review in cases of substantive disciplinary matters resulting from violations of the University Conduct Code.

A Judicial Committee exists to provide an alternative to disposition of a matter by the VPSA. It is not intended, however, that a Judicial Committee determine every minor disciplinary matter, but rather it is intended that a committee review those more serious disciplinary matters where, at the discretion of the VPSA, impartiality would be better accomplished by committee review. A Judicial Committee is comprised of three faculty or administrators, two students, and designate of the VPSA who is an ex officio member and serves as chair.

- 1) The student will be informed, in writing, of the reported violation(s) of the University Conduct Code, the date(s) of the occurrence(s), and the date, place, and time of the review. The review will begin in a timely manner, not to exceed ten (10) working days from the day on which complaints were presented to the student, unless extended by the VPSA after consultation with the accused student.
- 2) No one shall be authorized to serve as a member of a Judicial Committee if he/she is a party to the complaint; is to provide information on behalf of the complainant or the accused student; is to serve as an advisor for the complainant or the accused student; or he/she has been involved in any capacity in incidents leading up to the review or in any other judicial proceedings dealing with the same incident.
- 3) The complainant and the accused student may each select an Advisor of his/her choice to assist before the Judicial Committee in all proceedings. This Advisor must be a faculty/staff member from the University community and not legal counsel or family/parent(s)/guardian(s). An Advisor may not speak for or on behalf of the advisee.
- 4) All reviews will be closed.
- 5) Each person bringing a complaint or the accused student will have the opportunity to present information and other persons providing information. The chairperson may, at his/her discretion, limit the number of persons providing information. All matters upon which the decision may be based must be introduced at the proceedings before the Committee. Written statements of other persons providing information, either directly or through others, will only be accepted in rare instances, and only on authority of the VPSA.
- 6) There shall be a single verbatim record, such as a tape recording, of all reviews before a Judicial Committee.
  - a) The record shall be the property of the University. The complainant and the accused student shall not be allowed to make a separate recording of any type. Only the review, and not Judicial Committee deliberations, will be recorded.
  - b) In the event the student appealing a decision or a sanction wishes to review the verbatim record, s/he may make application to the VPSA to do so. The verbatim record will remain in the possession of the University during the appeal. Under no circumstances will a copy of the recording be released. A student may request a typed transcription of the recording. The transcription should normally be provided subject to the student paying the costs for production of the transcript. Personally identifiable information will be deleted according to law.
  - c) In the event a mechanical failure occurs that prevents a verbatim recording, the absence of the verbatim record shall not, in itself, be cause for appeal. In such cases the VPSA will contact the chairperson. The chairperson will reconvene the committee and issue a record, which will include the finding of the committee, what information the committee considered, and the basis for the finding. This record shall be considered sufficient for review by an appeal authority.

- 7) Formal rules of evidence do not apply. The committee may consider whatever reasonable persons would accept as having some relevance to the issues. Irrelevant and unduly repetitive matter may be excluded.
- 8) The judicial body's determination shall be made on the basis of the totality of the information presented and whether it is more likely than not that the accused student violated the University Conduct Code.
- 9) The accused student has the option of being present throughout the proceedings. The student may not be present when the committee conducts its deliberations.
- 10) The committee will dispose of a case in the manner it believes is just when:
  - a) The student waives, in writing, his/her right to appear for the review;
  - b) If the student does not waive a review, in writing, but still fails without good cause to appear personally.
- 11) The recommendation of the committee is forwarded to the VPSA for final decision, subject only to appeal as outlined in the Appeals Policy. Individual votes by Judicial Committee members will not be reported or disclosed to the VPSA or accused student.

#### Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students (VPSA) reserves the right to hear all cases. The VPSA will make a determination after consultation with involved parties.

#### Responsibilities and Rights of an Accused Student

##### Responsibilities

- 1) The accused student will be provided a written request to participate including the initial date, place, and time of the Review. The judicial officer reserves the right to make a verbal request to participate in cases where prompt information is deemed important.
- 2) The accused student will be requested to provide information, either written or as part of a judicial review, to a judicial body.
- 3) The accused student is expected to appear before the appropriate judicial body at the time designated.
- 4) If the accused student wishes not to dispute the complaint that has been filed, he/she may do so in writing to the VPSA or designate prior to the review date. The review will be used to determine sanctions and the student need not be present.
- 5) The accused student is expected to be truthful and is subject to further disciplinary action if he/she willfully presents false information at any time, in any form, during the judicial process.
- 6) The accused student will not be present during the deliberations of the judicial body.

##### Rights

- 1) The student will be provided with a written summary of the complaint(s), and the University Conduct Code and policies violated, the date(s) of the occurrence(s), and the initial date, place, and time of the review in which the student is requested to participate. The judicial officer reserves the right to make a verbal request to participate in cases where prompt information is deemed important.
- 2) The student may have an Advisor present at all review sessions. This Advisor must be a faculty/staff member from the University community and not legal counsel or family/parent(s)/guardian(s). The VPSA or designate can assist a student in finding an appropriate Advisor.
- 3) The student may be present throughout the proceedings. The student may not be present when the judicial body conducts its deliberations.
- 4) The student may present information on his/her behalf either directly or through others. The student will also be allowed to question any person whose statements may be considered by the judicial body in its deliberations unless deemed inappropriate due to the nature of the violation. All questions by the student will be directed through the judicial body and may be limited at the judicial body's discretion.
- 5) The student may challenge the inclusion of any Judicial Committee member when there is a perceived conflict of interest. The VPSA shall make the final decision about inclusion of Committee members.
- 6) The student will receive a written decision of the VPSA or designate.

- 7) The student may request an appeal of the decision as outlined in the Appeals Policy.

#### Responsibilities and Rights of a Complainant

- 1) The complainant will be provided a written request to participate including the initial date, place, and time of the Review. The judicial officer reserves the right to make a verbal request to participate in cases where prompt information is deemed important.
- 2) The complainant will be requested to provide information, either written or as part of a judicial review, to a judicial body.
- 3) The complainant is required to participate in the judicial process.
- 4) It is the responsibility of the complainant to be present and to present the case.
- 5) The complainant is expected to be truthful and is subject to disciplinary action if he/she willfully presents false information at any time, in any form, during the judicial process.
- 6) The complainant will be allowed to question any person whose statements may be considered by the judicial body in its deliberations unless deemed inappropriate due to the nature of the violation. All questions by the complainant will be directed through the judicial body and may be limited at the judicial body's discretion.
- 7) The complainant may have an Advisor present at all review sessions. This Advisor must be from within the faculty/staff of the University community and not legal counsel or family/parent(s)/guardian(s). The VPSA or designate can assist a student in finding an appropriate Advisor.
- 8) The complainant will not be present during the deliberations of the judicial body.
- 9) The complainant will receive written notice of the result of the judicial process if permitted by state and federal law.

#### Responsibilities and Rights of Persons Providing Information to an Incident

- 1) Persons providing information are expected to be truthful and will be subject to disciplinary action if he/she willfully presents false information at any time, in any form, during the judicial process.
- 2) Persons providing information are expected, but not required, to participate in the judicial process.
- 3) The complainant and accused student may question the person(s) providing information through the judicial body.
- 4) Persons providing information may have an Advisor present at all review sessions. This Advisor must be from within the University community and not legal counsel or parent(s)/guardian(s).
- 5) Persons providing information may not be present when the judicial body interviews the accused student or other persons providing information, or when it conducts deliberations.
- 6) Persons providing information will not receive a written decision of the VPSA.

#### A. Sanctions

- 1) 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 the immediate activation of the suspension. If the suspension is activated, there is no appeal of this activation available to the student. 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 (or academic dean in the case of violation of an academic regulation).
- 2) More than one of the above listed sanctions may be imposed for any single violation.
- 3) The following sanctions may be imposed upon groups or organizations:
- a) Those sanctions listed above in Section 1, e - o.
  - b) Deactivation - loss of all privileges, including University recognition, either permanently or for a specified period of time.
- 4) 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.

## B. Emergency Suspension

In certain circumstances, the VPSA or designate may impose a University or residence-hall suspension prior to the review before a judicial body.

- 1) Emergency suspension may be imposed:
  - a) to ensure the safety and well-being of members of the University community or preservation of University property;

- b) to ensure the student's own physical or emotional safety and well-being; or
  - c) if the student poses a threat of disruption of or interference with the normal operations of the University.
- 2) During the emergency suspension, students shall be denied access to the residence halls and/or to campus and/or all University activities or privileges for which the student might otherwise be eligible, as the VPSA or judicial officer may determine to be appropriate.
  - 3) A judicial review will be convened as soon as possible.

#### D. Academic Appeals

- 1) Academic Appeals will be submitted to the student's Academic Dean or designate.
- 2) A decision reached by the individual faculty member, department chair or other designated academic administrator, hereafter referred to as the academic review officer, or a sanction imposed by the academic review officer may be appealed by the accused students or complainants to the appropriate Dean within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Dean and should include a description of the grounds for appeal sufficiently detailed for the appropriate Dean to decide whether a review would appropriately serve the student and the University. Students or a student organization's representative may also appeal a decision denying readmission to the University or re-registration of a student organization. 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 as described below, 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 ten (10) working days of the receipt of the appeal.
- 4) Grounds for Appeal:
  - a) *A reasonable claim of substantive miscarriage of justice*
    - i) Whether the decision reached was based on substantial information, that is, whether the facts in the case were sufficient to establish that a violation of the University Conduct Code occurred or the academic grade, probation or other academic action was applied without prejudice.
  - b) *Relevant new evidence*
    - i) To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original review, because the person appealing did not know such information and/or facts at the time of the original review. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original review.
  - c) *Material procedural irregularities*
    - i) Whether the original review was conducted fairly in light of the information presented, and in conformity with prescribed procedures, providing the faculty member, or the complaining party, a reasonable opportunity to prepare and present information that the University Conduct Code was violated or that academic action was warranted, and giving the involved student a reasonable opportunity to prepare and to present a rebuttal.
  - d) *Imposition of an improper or excessive penalty*
    - i) Whether the sanction(s) imposed or academic action taken was/were appropriate given such factors as the student's prior record or the usual sanction for the violation.
- 5) 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 ten (10) working days of the final date of the review process. The

decision of the Dean is final.

- b) If the Dean 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:
  - i) Academic Appeal Review Committee
    - (1) Four (4) faculty members from the student's college
    - (2) 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
    - (3) 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.
  - ii) Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
  - iii) 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 Protocol
  - 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) working 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.
- 7) If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer 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.
- 8) In cases involving appeals by students accused of violating the University Conduct Code, review of the sanctions by the Appeal Review Committee may not result in a more severe sanction(s) for the accused student. Instead, following an appeal, the Dean may, upon review of the case, reduce, but not increase, the sanctions imposed by the academic review officer.
- 9) 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.

#### E. Disciplinary Appeals

- 1) Disciplinary appeals will be submitted to the VPSA or designate, except that in cases in which the accused student is enrolled at UNECOM or COP where appeal processes will be followed as set forth in established program procedures.
- 2) A decision reached by the judicial body or a sanction imposed by the judicial officer may be appealed by the accused students or complainants to the VPSA or designate within five (5) working days of the decision. Such appeals shall be in writing and shall be delivered to the VPSA or designate and should include a description of the grounds for appeal sufficiently detailed for the VPSA or designate to decide whether a review would appropriately serve the student and the University. Students or a student organization's representative may also appeal a decision denying readmission to the University or re-registration of a student organization. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive.
- 3) The VPSA or designate 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 as described below, 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 VPSA or designate will inform the student in writing of the decision within ten (10) working days of the receipt of the appeal.
- 4) Grounds for Appeal:
  - a) *A reasonable claim of substantive miscarriage of justice*
    - i) Whether the decision reached was based on substantial information, that is, whether the facts in the case were sufficient to establish that a violation of the University Conduct Code occurred or the sanction was applied without prejudice.
  - b) *Relevant new evidence*
    - i) To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original review, because the person appealing did not know such information and/or facts at the time of the original review. Information is not considered new evidence if the student did not attend the original hearing or voluntarily withheld information during the original review.
  - c) *Material procedural irregularities*
    - i) Whether the original review was conducted fairly in light of the information presented, and in conformity with prescribed procedures, providing the complaining party, a reasonable opportunity to prepare and present information that the University Conduct Code was violated, and giving the involved student a reasonable opportunity to prepare and to present a rebuttal.
  - d) *Imposition of an improper or excessive penalty*
    - i) Whether the sanction(s) imposed was/were appropriate given such factors as the student's prior record or the usual sanction for the violation.
- 1) If it is deemed by the VPSA or designate that an appeal is warranted, the following procedures will be followed:
  - a) When possible, appeals will be heard by the VPSA or designate. This will generally be true for cases handled by judicial officers. The VPSA or designate will request from appropriate parties any information which will assist in the review. The student will be afforded the opportunity to meet with the VPSA or designate if s/he requests, in writing, a personal meeting. The VPSA or designate will inform the student of the decision within ten (10) working days of the final date of the review process. The decision of the VPSA or designate.
  - e) If the VPSA or designate 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:
    - i) Disciplinary Appeal Review Committee
      - (1) Three (3) faculty or administrators
      - (2) Two (2) students from the accused student's college
      - (3) Designate of the VPSA [ex officio member] who serves as chair
    - ii) Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
    - iii) 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 VPSA or designate will appoint a new member at the recommendation of the Committee.

10) Appeal Review Protocol

- a) In advance of the review, the VPSA or designate 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 VPSA or designate will also forward copies to the student.
  - b) The VPSA or 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 VPSA or designate to produce University, student, or other records as permitted by law.
  - d) Unless deadlines have been extended by the VPSA or designate, the final findings and recommendations of the Committee will be forwarded to the VPSA or designate no later than thirty (30) working 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 VPSA or designate 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 VPSA or designate will be final.
- 11) If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original judicial body for re-opening of the review and reconsideration of the original finding and/or sanction(s). A new judicial body may be assigned as determined appropriate by the VPSA or designate.
- 12) In cases involving appeals by students accused of violating the University Conduct Code, review of the sanctions by the Appeal Review Committee may not result in a more severe sanction(s) for the accused student. Instead, following an appeal, the VPSA or designate may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body.
- 13) In cases involving appeals by persons other than students accused of violating the University Conduct Code, the VPSA or designate may, upon review of the case, reduce or increase the sanctions imposed by the judicial body or remand the case to the original judicial body.

C. 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 V: 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 VI: INTERPRETATION**

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

## **UNIVERSITY CONDUCT RELATED POLICIES**

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### **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 designate, 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 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.

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 University staff) 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 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 hallways, lounges, bathrooms, stairwells or any other common areas.
- 18) Displays that contain content regarding alcohol or drugs 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 designate.

#### *"Under Age" Resident Policies*

- 19) Students, or their guests, under the age of twenty-one (21) may not possess and/or consume alcohol in a residence hall room/suite.
- 20) Students, or their guests, under the age of twenty-one (21) may not be present in a residence hall room/suite in which alcohol is open and/or being consumed.
- 21) The possession of alcoholic beverage containers in "under age" student rooms/suites, unless the roommate is "of age", either full or empty, will be taken as a presumption of use and possession, and as such are not permitted, even for decorative or display purposes. "Underage students" may not permit "of age" guests to possess or consume alcohol in their room/suite.

#### *"Of Age" Resident Policies*

- 22) Alcohol may be consumed by students who are twenty-one (21) years 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 and no underage students may be in possession of alcohol or present while it is being consumed.
- 23) "Of age" students may not possess in his/her room/suite more alcohol than would be reasonably consumed in a 24-hour period by one individual.
- 24) Empty alcohol containers may be present in an "of age" student's room/suite as long as they are not used for decorative or display purposes.

#### *"Mixed Age" Resident Policies*

- 25) 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. The "under age" student(s) may not consume alcohol.
- 26) "Under age" students may not permit "of age" students or guests to consume alcohol or be in possession of alcohol in their room/suite.
- 27) If "of age" student(s) are living with "under age" roommates, they may store a reasonable amount of alcohol, defined above, 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, such as Hookahs, 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 University staff, from illegal drugs provides justifiable grounds for disciplinary action.
- 4) Displays that contain content regarding alcohol or 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 designate.

### **C. Controlled Substance Policy**

- 1) No person under eighteen (18) years of age shall purchase, possess, or use any tobacco product 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).

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.

### **ADDITIONAL EXPLANATION FOR UNIVERSITY POLICIES**

**Fake I.D. Law:** This law makes it illegal for a person to present false identification in order to obtain alcohol. It is not only illegal to serve an underage person, but it is also illegal for an underage person to use a false ID to obtain alcohol. Persons falsifying Maine State driver's licenses or liquor identification cards may be charged with falsification, or forgery.

**Underage Serving Law:** It is illegal for persons or organizations to provide alcohol to an underage person or to provide a place for underage persons to consume alcohol.

**Maine Liquor Liability Act:** This law makes the person serving alcohol personally liable in certain circumstances if an intoxicated person is injured, or injures another, as a result of the alcohol consumed.

**Drunk and Disorderly:** The University will not tolerate disruptive or disorderly behavior. The use of alcohol is never an acceptable defense or excuse for disruptive or destructive behavior.

**Federal Drug Free-School and Campuses Regulations:** These regulations require the University to implement programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, and to provide notice of such programs and policies to students and employees.

### **ALCOHOL AND DRUG EDUCATION AND ASSISTANCE**

The University is committed to raising awareness about alcohol and other drug-related issues. Educational programming will be scheduled throughout the year. The University encourages participation of community members.

University Counseling Services are available to all students and can provide confidential assessment and referral for students who are experiencing alcohol or drug dependency problems, or to discuss any concerns students may have about their own or someone else's alcohol or other drug dependency. The University, through the Human Resources Department and the Employee Assistance Program, will assist any employee in referral for assessment or treatment of any drug dependency.

#### 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 in the event that a student or guest may have ingested too much alcohol.

#### University Health Care

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

They may provide referral and advice regarding campus and community resources.

#### Counseling Services

*(207) 602-2549 (BC) or (207) 221-4550 (PC)*

Counseling Services provides individual counseling or referrals to University students who may be struggling with their own or a friend's use of alcohol or drugs.

#### 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, and provide advice regarding university and community resources.

#### Pastoral Support

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

## **DISCRIMINATION AND HARASSMENT POLICY**

### **I. Policy**

#### **A. University Policy on Harassment**

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.

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.

#### **B. Definitions**

- 1) Sexual harassment may involve the behavior of a person of either sex that affects a person of the opposite or same sex, and is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:
  - a) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic status; or
  - b) Submission to or rejection of such conduct is used as the basis for decisions affecting that individual's academic standing or employment; or
  - c) Such conduct has the purpose or effect of interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive employment, educational, or living environment.
- 2) Harassment on the basis of race, color, disabling conditions, religion, age, sex, citizenship, ancestry, national origin, or sexual orientation occurs when the conduct of a person or persons has the purpose or effect of interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive employment, educational, or living environment.
- 3) Discrimination means to make an illegal distinction in treatment of or to adversely affect one's status as an employee or student based upon race, color, sex, marital status, veteran status, citizenship, disability, religion, age, ancestry, national origin, or sexual orientation.

## **II. Procedures**

### **A. Informal Resolution**

The VPSA and the Affirmative Action Officer/Assistant Vice President of Human Resources have considerable training and expertise in discussing concerns about discrimination and harassment, and can serve as resources for people seeking to informally resolve concerns. They can help to identify alternative ways of resolving the problem, and may also help the complainant to draft a formal statement of grievance.

### **B. Formal Complaint**

A formal complaint should be filed with one of the University's complaint officers, who are the Affirmative Action Officer/Assistant Vice President of Human Resources and the VPSA. Normally, the Affirmative Action Officer/Assistant Vice President of Human Resources is expected to investigate complaints involving employees, and the VPSA is expected to investigate complaints involving students.

The complaint officer shall immediately begin an investigation. The purpose of the investigation is to determine whether a violation of this policy has occurred. The complaint officer has an obligation to conduct a thorough and objective investigation in a timely fashion, assuring appropriate confidentiality and assuring that the accused has a full opportunity to respond to allegations.

At the conclusion of the investigation involving complaints against an employee, the active complaint officer will, in consultation with the other complaint officer, submit a written report of findings and recommendations to the appropriate Senior Administrator. That Senior Administrator shall act on the report and take corrective action as appropriate. The Senior Administrator shall consult with the President before any decision on action is made. Upon completion of the proceedings, the parties will be promptly informed of the results of the investigation and the outcome of the proceedings to the extent permitted by law. In complaints against a student, the judicial procedures as outlined in Article IV of the Student Conduct Code will apply.

### **C. Appeals Process**

The right to appeal the Senior Administrator's decision is available to the complainant or the respondent, as follows:

- 1) Students may appeal through the established appeals process described in the Student Handbook;
- 2) Employees may appeal by use of the grievance procedure described in the Faculty or Personnel Handbooks, as appropriate.

## **III. Confidentiality**

### **A. Protection of Complainant**

Except when necessary to comply with the University's obligations under state and federal law, investigations of complaints will be initiated only with the complainant's consent. The complainant will be informed of steps taken during the investigation. All reasonable action will be taken to assure that the complainant, and those speaking on behalf of the complainant or supporting the complainant in other ways, will suffer no retaliation as the result of their activities with regard to the process.

### **B. Protection of the Accused**

The accused will be informed of the investigation in a timely manner and will be given an opportunity to respond.

A complainant found to have been intentionally dishonest or malicious in making the allegations may be subject to disciplinary action.

### **C. Protecting Both Parties**

To the extent possible, the proceedings will be conducted in a manner to protect the confidentiality of both parties.

D. **Maine Human Rights Act**

There is a legal complaint procedure available under the Maine Human Rights Act. A complaint must be filed with the Maine Human Rights Commission within six months after the event giving rise to the complaint. The Maine Human Rights Commission may be contacted at the following address and telephone number:

Maine Human Rights Commission  
State House Station 51  
Augusta, ME 04333  
207-624-6050

**IV. Clinical, Field Placement or Third Party Study Abroad Sites**

A. **Definition**

The University of New England will not tolerate or condone harassment (as defined above) of or by its students or employees in Clinical Field Placement sites, or in any location affiliated with the University academic program of a student.

Harassment of any student or employee of the University of New England shall not be tolerated from any field or clinical instructor, employee, UNE student, recipient of services, or representative of the clinical/field affiliated site. Nor, will the University of New England tolerate any harassment by a University of New England student or employee involving an employee, UNE student, or recipient of services at an affiliated site.

B. **Procedures**

When a student or employee believes he/she has been the object of harassment in the clinical or field setting, the student or employee should notify the clinical/field supervisor and the VPSA or the Affirmative Action Officer/Assistant Vice President of Human Resources. The student or employee may pursue an Informal Resolution or file a Formal Complaint (see Part II, Procedures, above). In the case of a Formal Complaint, the University has no authority to compel participation by individuals not students at or employees of the University, but the complaint officer will seek the cooperation of those individuals as part of the investigation. The complaint officer, in consultation with the student or employee, will notify the clinical site or field setting of the complaint so that action may be taken under that site's or setting's harassment policy, and may defer the University's investigation, in consultation with the complaining student or employee, pending the results of the clinical site or field setting investigation.

When a complaint is received regarding the behavior of a University of New England student or employee, the person receiving the complaint will notify the clinical/field supervisor and the VPSA or the Affirmative Action Officer/Assistant Vice President of Human Resources. The University will conduct its own investigation independent of any investigation conducted by the clinical site or field setting. In conducting the investigation, the complaint officer will seek to speak directly with the complainant, but where circumstances warrant may rely upon information received in writing or from supervisory personnel at the clinical site or field setting.

**V. SANCTION/RESOLUTION STATEMENT**

- A. Any student or employee found responsible of sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.\*

- B. In some instances, the affiliated site and the complaint officers will determine that the involved student or employee should be placed in an alternate affiliated site or removed from any affiliated site.

\* The complaint officers reserve the right to broaden or lessen any range of sanctions or recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the complaint officers nor any appeals body or judicial officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

In all cases of harassment or discrimination, the decision involving a student/employee in a clinical or field placement site is considered an academic, personnel, or disciplinary decision. If the student disagrees with the decision with sufficient reason (as defined in appeals procedures), the student may use the Academic or Disciplinary Appeals Policy and Process as described in the Student Handbook. An employee may use grievance procedures as described in the Personnel Handbook.

## **HAZING POLICY**

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 designate.
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 designate, 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.

## **MOTOR VEHICLE POLICY, SPEED LIMIT AND PARKING POLICIES**

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> .

## **SEXUAL MISCONDUCT POLICY**

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.

### **A. Definitions**

**Sexual Misconduct offenses include, but are not limited to:**

1. Non-Consensual Sexual Intercourse (or attempts to commit same)
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Sexual Exploitation
4. Sexual Harassment

#### **Non-Consensual Sexual Intercourse:**

Non-Consensual Sexual Intercourse is

- any sexual intercourse (anal, oral, or vaginal),
- however slight,
- by a man or woman upon a man or a woman,
- without effective consent.

#### **Non-Consensual Sexual Contact:**

Non-Consensual Sexual Contact is

- any intentional sexual touching (including disrobing or exposure),
- however slight,
- by a man or a woman upon a man or a woman,
- without effective consent.

#### **Sexual Exploitation:**

Sexual exploitation happens

- when a student takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit,
- or to benefit or advantage anyone other than the one being exploited,
- and that behavior does not otherwise constitute one of the other three sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to, prostituting another student, nonconsensual video or recording of sexual activity, going beyond the boundaries of consent (such as letting your friends surreptitiously watch you having consensual sex), engaging in peeping, and knowingly transmitting an STD or HIV to another student.

#### **Sexual Harassment:**

- Not defined here. See Discrimination and Harassment Policy for definitions of sexual harassment that fulfill the requirements of Title VII and Title IX. This type of complaint is processed under the University of New England Discrimination and Harassment Policy.

## **Definition of Terms:**

### **Intercourse**

Intercourse is not synonymous with penetration. If it were, non-consensual French kissing could meet the definition of oral rape; intercourse is more limited. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

### **Sexual Touching**

Sexual touching is any contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making a student touch another, or themselves, with or on any of these body parts.

### **Consent**

Consent is informed, freely and actively given, mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. There is no consent if it results from the use of physical force, threats, intimidation, coercion, or the person giving consent is incapacitated. Consent, once freely and actively given, may be withdrawn at any time.

### **Incapacitated Sex**

Being under the influence of alcohol and/or drug(s) is never an excuse for violation of this policy. To have sex with someone who is known to be, or should be known to be incapable of making a rational, reasonable decision about a sexual situation is a violation of policy. This includes someone whose incapacity results from the use of alcohol and/or other drug(s) or the taking of a so-called "daterape drug." Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is an offense of the most serious nature.

## **SANCTION STATEMENT**

- Any student found responsible of Non-Consensual Sexual Intercourse will face a recommended sanction of suspension or expulsion.\*
- Any student found responsible of Non-Consensual Sexual Contact (where no intercourse has occurred) will receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.\*
- Any student found responsible of sexual exploitation or sexual harassment will receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.\*
- 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.

\*The judicial body reserves the right to broaden or lessen any range of sanctions or recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the judicial body nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

## **B. General Guidelines**

1. The University will, upon request, provide information to its students regarding the following:
  - a. The University of New England Sexual Misconduct Policy.
  - b. Data on the prevalence of these crimes and their frequency on campus and surrounding communities. See the annual "Crime Awareness and Campus Security Act of 1990" report, also known as the Jeanne Cleary Act, available on the Safety and Security website).
  - c. Information about the circumstances in which campus rapes have occurred.
  - d. The range of administrative, civil and criminal penalties that can be invoked against

assailants.

2. The University will institute campus-wide educational programs on sexual misconduct in order to educate all members of the University community.
3. Because a college or university is a community where sexual misconduct can be a particular concern, the University has established response protocols for staff that assist victims of sexual misconduct. Resources include but are not limited to:
  - a. Written protocols describing exactly how University staff should respond;
  - b. Access to immediate medical treatment;
  - c. Access to immediate counseling support at no additional cost;
  - d. The services of campus-sponsored advocates who are located in the Office of the VPSA, Security Office, the Office of Human Resources, and the Counseling Services.
  - e. Information for victims about sexual misconduct and available options for dealing with an assault including reporting as a crime, invoking the University Conduct Code and/or pursuing a sexual harassment claim through the VPSA or Human Resources Office.
  - f. Training for University personnel who might interact with sexual misconduct victims.
  - g. Coordination with campus and municipal police officials in responding to assaults.
  - h. Informational residence hall programs.
  - i. Activities and informational materials that develop a sense of mutual responsibility among University students, encouraging them to watch out for one another at parties and other social events.
4. The University has adopted procedures that will encourage victims to report sexual misconduct to University staff and facilitate the gathering of information about these violations.

### **C. Maine State Law and the University Conduct Code**

Maine State Law considers rape, gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment, probation, a criminal record, and a monetary fine. The maximum term of imprisonment for gross sexual assault (including rape and acquaintance rape) is a definite period of imprisonment not to exceed 30 years.

The University Conduct Code specifically prohibits sexual misconduct. This type of unlawful conduct (rape or other sexual assault) may result in reports to law enforcement officials and/or serious sanctions under the Conduct Code, including suspension or dismissal from the University.

### **D. Incidence and Prevalence of Sexual Misconduct**

National statistics indicate that reported sexual assaults represent only some of the number that actually occur. Victimization surveys estimate that actual occurrences may be several times that number. The incidence of sexual misconduct by/between acquaintances far exceeds that of stranger rape and is more common among persons 18-23 of age.

### **E. Vulnerability of College and University Students**

College and university students may be more vulnerable to sexual misconduct than many other groups. Nationally, the majority of reported victims and offenders are of college and university age, with the rate of victimization highest among the 16 to 19 year olds. Women between 20 and 24 years of age experience the second highest victimization rate. The offender population shows a similar age distribution.

### **F. Ways to Avoid Circumstances Which Might Lead to Sexual Misconduct**

- 1) Accept your partner's decision—"no" means "no". Don't assume that there are other meanings. Don't continue after your partner says "no".
- 2) Trust your intuition. If you feel you are being pressured into unwanted sexual relations, don't hesitate to express your unwillingness, even if it might appear rude.
- 3) Don't accept a drink from a stranger or leave your drink unattended.
- 4) Avoid illegal drugs or excessive use of alcohol. Alcohol and drugs interfere with clear thinking and effective communication. An extremely high percentage of sexual misconduct involves the excessive use of alcohol or drugs, often by both the victim and the offender.

### **G. 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:

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 and Dean of Students (VPSA), Associate or Assistant Dean 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.

## **H. Importance of Reporting Sexual Misconduct and Other Sexual Assaults**

Students who have experienced sexual misconduct in any way have been victimized. The assailants are at fault and their behavior is not acceptable. In order to stop this type of activity, we encourage students to report what has happened to them. This reporting will ensure help for the victim and will permit the University to proceed against the perpetrator. Mindful of the different needs of victims, there is a range of ways to report the accused student's behavior. A complainant may pursue any or all of these options:

- 1) If the victim desires criminal prosecution through the courts, the matter should be reported to the police. The County Prosecutor's Office provides a victim/witness advocate whose role is to help and inform victims of sexual violence while moving through the prosecution process. The University's Department of Safety and Security can be helpful in exploring this option.
- 2) If the offender is a University of New England student, and the victim does not want to take action through the courts, but wants the University to take formal action against the offender, the matter should be reported to the VPSA. To ensure equitable and thorough review with sensitivity and respect for the rights of the victim, as well as the accused, the following conditions will prevail at all reviews before the VPSA (or designate) and at all University disciplinary reviews:
  - a) The victim and the accused are each parties to the proceedings and have the right to remain present during the entire disciplinary review, except for deliberations.
  - b) The victim and the accused each have the right to be accompanied by an Advisor from the campus community (not an attorney or parent(s)/guardian(s)) at the review.
  - c) The victim and the accused each have the right to make written statements that shall remain a part of the official record.
  - d) The victim has the right to be informed, concurrent with notice to the accused, of the decision that results from the review, and to be informed of any sanction(s) imposed.

If residing in University residency, the victim has the right to request that he/she be temporarily relocated, when the victim and the accused live in the same residence hall or when the accused lives in close proximity to the victim.

## **Statement of the Rights of the Complainant**

A complainant has the right:

- 1) To investigation of all credible complaints of sexual misconduct made in good faith to University

administrators.

- 2) To be treated with respect by University officials;
- 3) Of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- 4) Not to be discouraged by University officials from reporting sexual misconduct to both on-campus and off-campus authorities;
- 5) To be informed of the outcome and sanction of any judicial review involving sexual misconduct at the end of the judicial review;
- 6) To be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- 7) To be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- 8) To notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available).
  - a) Accommodations may include:
  - b) Change of an on-campus student's housing to a different on-campus location;
  - c) Assistance from University support staff in completing the relocation;
  - d) Arranging to dissolve a housing contract and pro-rating a refund;
  - e) Exam (paper, assignment) rescheduling;
  - f) Taking an incomplete in a class;
  - g) Transferring class sections;
  - h) Temporary withdrawal;
  - i) Alternative course completion options.
- 9) Not to have irrelevant prior sexual history admitted as evidence in a judicial review;
- 10) Not to have any complaint of sexual misconduct mediated (as opposed to adjudicated);
- 11) To make a victim-impact statement at the campus judicial review and to have that statement considered by the judicial body in determining its sanction;
- 12) To campus restrictions against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- 13) To have complaints of sexual misconduct responded to quickly and with sensitivity by campus security officials.
- 14) To appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the University;
- 15) To review all documentary information available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law;
- 16) To be informed of the names of all persons providing information who will be called at the disciplinary hearing.
- 17) To preservation of confidentiality, to the extent possible and allowed by law;
- 18) To a judicial review closed to the public.
- 19) To petition that any member of the judicial body be removed on the basis of demonstrated bias;
- 20) To have an advisor to accompany and assist in the judicial review process. This advisor must be faculty/staff from the University community and cannot be an attorney or family/parent(s)/guardian. The advisor may not take part by directly speaking in the review itself, though they may communicate with the student as necessary;
- 21) To give information in a judicial review by means other than being in the same room with the accused student.
- 22) To submit relevant persons providing information to the judicial body which may, at its/his/her discretion, limit the number heard;
- 23) To be informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- 24) To have the University request the presence of student, faculty and staff providing information, and

the right to indirectly ask questions, of persons providing information (including the accused), and the right to challenge documentary information.

- 25) To be present for all information given and information presented before the judicial body;
- 26) To be informed in advance of any public release of information regarding the complaint;

### **Statement of the Rights of the Accused Student**

The accused student has the right:

- 1) To investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators against the accused student;
- 2) To be treated with respect by University officials;
- 3) Of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- 4) To be informed of and have access to campus resources for medical, counseling, and advisory services;
- 5) To be informed of the nature, rules and procedures of the campus judicial process and to timely written notice of all alleged violations within the complaint, including the nature of the violation;
- 6) To a review of the complaint, including timely notice of the hearing date, and adequate time for preparation;
- 7) To have complaints of sexual misconduct responded to quickly and with sensitivity by campus officials;
- 8) Not to have irrelevant prior sexual history admitted as information in a judicial review;
- 9) To make an impact statement at the campus judicial proceeding and to have that statement considered by the judicial body in determining its sanction;
- 10) To appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the University;
- 11) To review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law;
- 12) To be informed of the names of all persons providing information who will be called to give information, except in cases where a person providing information's identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- 13) To preservation of confidentiality, to the extent possible and allowed by law;
- 14) To a judicial review closed to the public;
- 15) To petition that any member of the judicial body be removed on the basis of demonstrated bias;
- 16) To submit relevant persons providing information to the judicial body which may, at its/his/her discretion, limit the number heard;
- 17) To be present for all information given and information presented before the judicial body;
- 18) To have the University request the presence of student, faculty and staff, persons providing information, and the right to indirectly ask questions of persons providing information, and the right to challenge documentary information.
- 19) To have an advisor to accompany and assist in the judicial review process. This advisor must be from the University community and cannot be an attorney or parent/guardian. The advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- 20) To a judicial outcome based solely on information presented during the judicial review;
- 21) To written notice of the outcome and sanction of the review;
- 22) To be informed in advance of any public release of information regarding the complaint.

### **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.

## **STUDY ABROAD**

Students on 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.

Most 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 and Dean of Students (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 designate, 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 Dean of Students or online at <http://www.une.edu/studentlife/handbook/>.

### **Discipline Issues & 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. The Department of Safety and Security will secure and store legitimate hunting devices, target shooting devices and equipment, a reasonable amount of ammunition, paint-ball guns or legitimate martial arts weapons for any member of the community that may be picked up upon exiting campus. Individuals should contact the Department of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item. The officers will work with a community member to make sure the item is stored appropriately.

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](http://www.wcsh6.com);  
WMTW-TV, Channel 8, [www.wmtw.com](http://www.wmtw.com); and  
WGME-TV, Channel 13, [www.wgme.com](http://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 Catalog 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**

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](http://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> .

## **CONSENTING RELATIONSHIPS**

The University's Conflict of Interest Policy strongly discourages consenting romantic or sexual relationships between members of the University community when one person has power or authority over the other. The trust and respect that students have for faculty and other staff can make it difficult for them to freely reject sexual advances or romantic interest; students may even feel flattered by the attention. But faculty and staff have the power to give or withhold rewards such as praise, grades and recommendations, which can mean that their romantic or sexual relationship with a student may not be truly consensual.

Romantic or sexual relationships that should be avoided include, for example, those between a faculty member and a student, a coach and student athlete, a residential life staff member and resident of a resident hall, or a faculty or staff member with a subordinate student or employee.

## **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 ACCOUNTABILITY (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.

## **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 (except for the Ginn/McDougall, South, or East Hall Bike storage areas), 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**

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**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
<b>MEDICAL EMERGENCY</b>				
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				
<b>FIRE EMERGENCY</b>				
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				
<b>POLICE</b>				
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				
<b>BLOODBORNE PATHOGENS/ BODILY SECRETIONS</b>				
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 <b>OR</b>	(207) 602-2368	(207) 221-4368	(207) 602-2368	(207) 221-4368
Security <b>OR</b>	(207) 602-2298	(207) 221-4346	(207) 602-2298	(207) 221-4346

Environmental Health and Safety Office	(207) 602-2488			
1. Write incident report				