

UNIVERSITY OF NEW ENGLAND



STUDENT HANDBOOK  
FOR THE 2018-2019 ACADEMIC YEAR

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

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

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

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

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

## Sexual Misconduct, Discrimination and Harassment/ Title IX

The University of New England's Sexual Misconduct, Anti- Harassment and Anti-Discrimination Policy reaffirms the University's community values of mutual respect and a learning and working environment free from bias and intimidation or coercion. The University of New England prohibits all forms of sexual or gender based harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence and stalking. The University will deal with all complaints of sexual misconduct, discrimination and harassment promptly and provide the parties with a fundamentally fair process.

If you have any concerns about sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, discrimination and/or harassment, please contact the **Title IX Coordinator**, Angela Shambarger, 207-602-2372 or [ashambarger@une.edu](mailto:ashambarger@une.edu). You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu), Ray Handy, Associate Dean of Students, Graduate and Professional Student Affairs at 207-221-4213 or [rhandy@une.edu](mailto:rhandy@une.edu), Heather Davis, Associate Director of Athletics for Compliance and Senior Women's Athletic Administrator at 207-602-2629 or [hdavis@une.edu](mailto:hdavis@une.edu), Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or [jmerritt2@une.edu](mailto:jmerritt2@une.edu), or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or [edoyle1@une.edu](mailto:edoyle1@une.edu).

**Student Counseling Services** may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus.

**In case of an emergency** dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911

## **The 2018-2019 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 2018-2019 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 UNE community studying on our Biddeford and Portland Campuses as well as our international sites in Morocco, Spain, and France.

The Handbook describes key University resources most commonly accessed by students when they need to seek answers to questions or 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 both the web as well as in the UNE “planner” version available to undergraduates and graduate students 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 will appear in the web-based version. In addition, changes may be published in handbook supplements.

As a small university, we pride ourselves on our personal approach to everything we do. Faculty, administration, staff, and students are available to help each other. Please ask questions and take the opportunity to learn about the many resources, events, and people that can make up your UNE experience. Many years’ experience and lots of research on the topic both demonstrate the more involved you are in your 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 by 129 Decary Hall (Biddeford Campus) and 02 Proctor Hall (Portland Campus) 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.



Jennifer DeBurro  
Dean of Students and Assistant Provost for Student Affairs

## **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. The 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 girl's 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<sup>2</sup>H<sup>2</sup>) 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 College of Pharmacy welcomes its inaugural class.
- 2009 Owen Pickus and Morgane Halls open. New University Logos and campus designations are unveiled.
- 2010 Sokokis Residence Hall and new Athletic turf field open for Fall 2010.
- 2012 The Harold Alfond Forum opens in Fall 2012.
- 2013 College of Dental Medicine welcomes its inaugural class.
- 2014 The University opens its campus in Tangiers, Morocco.
- 2018 The University open the Danielle N. Ripich Commons on the Biddeford Campus and Innovation Hall on the Portland Campus. The Harold Alfond Forum expansion is also completed.

## University Administration

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For more information about Senior Administration at the University of New England go to <http://www.une.edu/president/senior-administration>

## **The Division of Student Affairs**

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### *Biddeford Campus*

Dean of Students and Assistant Provost for Student Affairs

Office of Student Affairs

Decary 129 and Campus Center (207) 602-2372

Email: [Student-Affairs@une.edu](mailto:Student-Affairs@une.edu)

### *Portland Campus*

Associate Dean of Students, Graduate and Professional Student Affairs

Office of Graduate and Professional Student Affairs

02 Proctor Hall (207) 221-4212

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

## **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 areas and departments; each one has a focus on a particular area of the student's experience but each department collaborates with others within the Division and the University to provide a congruent and comprehensive service to students.

### **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 whose programs are based on the Portland Campus. In this area may be found Graduate and Professional Student Affairs, Community and Student Life, Finley Recreation Center, Intercultural Student Engagement and Student Conduct.

### **Biddeford Campus Student Affairs**

This area, based on the Biddeford Campus, consists of those departments or units whose missions primarily surround the community experience of undergraduate and Biddeford Campus students. Health and Wellness Education, Orientation Programs, Outdoor Recreation, Housing and Residential/Commuter Life, the First Year Experience, and Student Activities and Organizations, Intercultural Student Engagement and Student Conduct are all based out of this area.

## **DISCLAIMER**

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## **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)

## **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) 602-2847

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

Web: [une.edu/admissions](http://une.edu/admissions)

Social: [facebook.com/UNE.Admissions](https://www.facebook.com/UNE.Admissions)

[Instagram.com/uneadmissions](https://www.instagram.com/uneadmissions)

[twitter.com/UNEAdmissions](https://twitter.com/UNEAdmissions)

Snapchat: [uneadmissions](#)

Graduate: 108 Hersey, Portland, (207) 221-4225

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

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

UNECOM: 49 Decary, Biddeford (207) 602-2212

Email: [Gradadmissions2@une.edu](mailto:Gradadmissions2@une.edu)

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

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 or social media intern, should contact the appropriate office for more information.

## **ALUMNI**

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Alumni Advancement, 3<sup>rd</sup> Floor Ginn (PC), 746 Stevens Ave, (207) 221-4377, <http://www.une.edu/ia>

COM Office of Recruitment, Student, and Alumni

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

The Alumni Office coordinates events, communication, social media outreach and fundraising for UNE undergraduate and graduate alumni as well as the alumni of St. Francis College and Westbrook College. Alumni Office staff also oversees an undergraduate scholarship program and several events and services including Alumni Weekend in the fall, regional events, and connections with current students.

## **ATHLETICS**

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Harold Alford Forum, Biddeford Campus

Campus Center (Swimming), Biddeford Campus

Athletics, (207) 602-2499

Web: <http://athletics.une.edu>

### **Intercollegiate Athletics**

The University of New England Intercollegiate Athletics Program is administered and organized to offer highly skilled student-athletes fair and equitable 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.

The welfare and overall success of each student-athlete is a major focus of the Athletics Department. Student-athletes are required to maintain good academic standing. 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 create a sense of school spirit and pride that the student body and University Community will embrace. Intercollegiate teams for men include basketball, cross country, football, ice hockey, lacrosse, soccer, and golf. Women's teams include basketball, cross country, field hockey, ice hockey, lacrosse, rugby, soccer, softball, swimming and volleyball. In addition to NCAA membership, UNE also holds membership in the Commonwealth Coast Conference (CCC), Colonial Hockey Conference (CHC), National Intercollegiate Rugby Association (NIRA) and New England



Intercollegiate Swimming and Diving Association (NEISDA).

### **Athletic Training**

The staff of Certified Athletic Trainers provides health care for University athletes. Athletics health care includes daily athletics injury prevention and management during practices and games, as well as rehabilitation and coordinating appropriate referrals. It is the goal of the Athletic Training Staff to provide the finest quality care possible to University athletes. Athletic Training Staff members directly supervise and facilitate educational experiences for athletic training education students each semester.

### **Club Sports**

Club Sports Office, Forum 275, (207) 602-2831,  
Email: club-sports@une.edu

Web:  
[http://athletics.une.edu/sports/2007/7/16/club\\_sports.aspx](http://athletics.une.edu/sports/2007/7/16/club_sports.aspx)

The University of New England Club Sport program is a unique campus experience emphasizing recreational opportunities, student development and leadership activities. The success of Club Sports is dependent on student involvement, availability of facility or training space, coaches and advisors, educational opportunities and effective student leadership. Club Sport teams are funded by the Undergraduate Student Government and supplemented by fundraising activities. Club Sport teams generally practice a few times a week and compete on the weekends against other institutions' club level, junior varsity, or varsity level sports programs. Eligible participants must be presently enrolled students at the University.

The following 14 Club Sports are currently active: Baseball, Cheerleading, Dance Team, Equestrian, Field Hockey, Gymnastics, Ice Hockey (M), Ice Hockey (W), Rugby (M), Swimming (M), Tennis, Track and Field, Volleyball, Water Polo. Refer to the website for current club contact information.

### **Intramural Sports**

Intramural Sports Office, Forum 275, (207) 602-2831,  
intramurals@une.edu

Web:  
<http://athletics.une.edu/sports/2007/7/16/intramurals.aspx>

The mission of the Intramural Sports program is to provide fun and safe activities for the UNE community for the purpose of promoting growth and development, positive interpersonal relationships, and healthy lifestyles. The UNE Intramural Sports program offers all undergraduate and graduate students as well as faculty and staff an opportunity to engage in a wide variety of recreational activities. These activities are open to men and women, and include both team and individual sport activities. Participants can sign up as a team captain or as a free agent online at [www.imleagues.com/UNE](http://www.imleagues.com/UNE).

Over 25 leagues and tournaments are offered throughout the year in the following sports: Basketball (3v3 & 5v5), Beach Volleyball, Billiards, Broomball, Dodgeball, Flag Football, Floor Hockey, Handball, Ice Hockey, Indoor Soccer, Kickball, Nuke'Em, Mini Lacrosse, Outdoor Soccer (7v7 & 11v11), Pickleball, Shooting Competitions, Softball, Table Tennis, Tennis (singles & doubles), Ultimate Frisbee, Volleyball, Water Polo, and Wiffleball.

### **BICYCLE STORAGE/REMOVAL**

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Students living in the Residence Halls are encouraged to take their bicycles home during the Thanksgiving break. All bicycles must be removed from bike racks and outdoor storage by the last day of the fall semester and may not return until after Spring Break. Limited indoor storage space is available; see the Outdoor Recreation and Wellness Office for more information. All bicycles remaining on bike racks or around the outside of the Residence Halls after the last day of the fall and/or semester are removed by the university. Removal by the university incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the removal process.

The university is not responsible for any damages that occur during the bicycle removal or storage process. If removed bicycles are not retrieved by the student by the end of the spring semester these bicycles will be donated to the UNE Outdoor Recreation Department or a local charity. Disassembled bikes (or parts) may be removed at any time during the year. Students may not leave bikes attached to bike racks beyond the end of the spring semester. Any bike left after the end of the spring semester will be confiscated by the university. The only exception to this policy is for students returning for summer classes. These students must arrange for their bike to be stored by the university until they return for the start of summer session.

### **BOOKSTORE**

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Biddeford Campus  
Campus Center  
Texts: (207) 602-2219  
Main phone: (207) 282-3025  
Email: [bookstore@une.edu](mailto:bookstore@une.edu)

Portland Campus  
Alexander Hall  
Main phone: (207) 221-4255  
Fax: (207) 878-2702  
Email: [wccbookstore@une.edu](mailto:wccbookstore@une.edu)

Web: <http://www.une.edu/bookstore> and choose the campus store

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, gifts, discount snacks; and health and beauty aids.

## **BUSINESS SERVICES**

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At UNE, over 98% of students receive some form of financial aid to help fund their undergraduate or graduate education. The Student Financial Services Department (SFS) interacts with 100% of students attending the University of New England, whether through receipt of financial aid and/or payment of bills. SFS is committed to excellent customer service and hands-on guidance in an effort to help students and their families explore the financial means to achieve their educational goals and pay their bills in a timely and responsible manner. SFS provides a central location to handle all aspects of Financial Aid and Student Accounts, offering counseling services to prospective and current students and their families regarding the following: options for financing higher education costs; applying for and obtaining funding; and budgeting expenses and paying bills. The SFS Office can provide information regarding applying for financial aid, completing verification requirements, meeting critical deadlines, accepting aid and locating funding alternatives. SFS staff can meet with students and answer questions regarding financial aid and student accounts in order to fulfill financial obligations to the University.

SFS provides assistance regarding financial aid eligibility and requirements, funding sources, tuition bills and charges, refunds and bookstore vouchers, third-party payment plan information, health insurance information and most other student financial matters. Regarding Financial Aid, SFS is responsible for compliance with federal financial aid policies, awarding and certifying funds to eligible students, (i.e. loans, Federal Work Study funds, grants and scholarships from public and private sources, etc.), and reconciling the use of federal and university funds. The Student Accounts unit of Student Financial Services is charged with producing bills for students, applying approved financial aid funding to student accounts, and collecting various types of payment for all costs. The Student Financial Services Office aims to provide accurate financial information as well as knowledgeable guidance and support to students and their families, and the staff is inviting and always ready to assist and answer questions.

The Student Financial Services Office maintains a web page that provides comprehensive details regarding available financial aid programs and the application procedures for students interested in financial aid as well as information on alternative funding sources, costs, billing and payments, and financial education. [Go to www.une.edu/sfs](http://www.une.edu/sfs) and choose the tab corresponding to type of student.

### **Student Financial Services (Financial Aid / Student Accounts)**

*Biddeford Campus:*  
107 Decary Hall  
11 Hills Beach Road  
Biddeford, ME 04005  
Phone: (207) 602-2342  
Fax: (207) 282-5968

*Portland Campus:*  
111 MacDougall Hall  
716 Stevens Avenue  
Portland, ME 04103  
Phone: (207) 602-2342  
Fax: (207) 221-4890

Email Contact Form: [www.une.edu/asksfs](http://www.une.edu/asksfs)  
Website : [www.une.edu/sfs](http://www.une.edu/sfs)

### **Tuition & Related Expenses**

Information regarding tuition and related expenses and fees can be found in the current catalog for each college: College of Arts & Sciences, Westbrook College of Health Professions, College of Pharmacy, College of Osteopathic Medicine, and the College of Dental Medicine or at [www.une.edu/registrar](http://www.une.edu/registrar). Also, tuition costs, fees and budgets may be found online at [www.une.edu/sfs](http://www.une.edu/sfs) under the “Costs” tab under each type of student (i.e. Undergraduate, Graduate and Professional, Online Students). Withdrawal and refund policies may be found online at [www.une.edu/sfs](http://www.une.edu/sfs) under the “Additional Information” tab under each type of student (i.e. Undergraduate, Graduate and Professional, Online Students).

### **Student Banking Services**

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

Students are encouraged to have their work-study UNE payroll checks and student refunds deposited automatically into their bank accounts. Direct deposit forms may be obtained from Student Financial Services, the University Payroll Office or at <http://www.une.edu/sfs/undergraduate/financing-your-education/federal-work-study-program> .

### **Local Banking and ATM Services**

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

### **Parking Decals**

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

## **CAMPUS CENTER (BC)**

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*Division of Student Affairs*

Office of Student Activities/Organizations: (207) 602-2447

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

Web: <http://www.une.edu/studentlife/biddeford/activities-organizations/wellness/campus-center>

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

In addition to the Bookstore and three (3) multi-purpose rooms, there are extensive fitness opportunities. The recreation center includes a 25-yard/6 lane handicapped-accessible swimming pool; an 8-person hydro spa; a fitness center which includes Cybex VR2 machines, treadmills, Concept II rowers, stationary cycles, Lifecycles, a free weight area; 12,100 square feet of gymnasium space with a twelfth of a mile balcony track for indoor walking or jogging. Men's and women's accommodations include showers, sauna, and locker facilities. We now offer all UNE students free fitness assessments, group fitness classes, and personal training. To schedule a fitness assessment or inquire about personal training and group fitness call the Fitness Center Manager at (207) 602 – 2282.

The recreation center 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 Student Activities/Organizations Office. Sports and outdoor equipment is available, ask for more information at the Front Desk. It is required to present a valid UNE ID to either check out equipment or enter the recreation center.

In addition to the outdoor recreation and fitness programs, several health and wellness programs are available free to students. Wellness and nutrition assessments are performed under the supervision of the Health and Wellness educator. For information, call the Wellness Educator at (207) 602 – 2246.

### **Campus Center Storm Hours**

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

## **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, 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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*Office of the Provost and Vice President of Academic Affairs*

Biddeford Campus: Career Advisors specializing in pre-health professions and arts and sciences career areas. Danielle Ripich Student Commons 225; (207) 602-2096  
Web: <http://www.une.edu/studentlife/biddeford/career>  
Email: [bccareerservices@une.edu](mailto:bccareerservices@une.edu)

Portland Campus: Director of Career Services 02 Proctor Hall; (207) 221-4237  
Web: <http://www.une.edu/studentlife/portland/portland-campus-career-services>  
Email: [pccareerservices@une.edu](mailto:pccareerservices@une.edu)

Career Services has resources for any student, in any major, at any academic standing or timeline, from creating that first resume to offering tips on salary negotiation. We are here to help on any direction of life after UNE - guiding students with career exploration and life planning or advising on a job search strategy.

Career Services provides assessment tools and other resources for those who need assistance with choosing or changing a major/career, learning about career options, identifying skills, interests and career goals. Our staff has expertise in assisting students with creating and refining application materials such as resumes, cover letters and LinkedIn profiles.

Career Services is instrumental in helping students select graduate schools and generating successful applications. We also conduct mock interviews. Our staff reaches students through a combination of in class presentations, workshops and one on one counseling sessions.

Visit Career Services to learn more about the exciting workshops and job search resources including recruitment and company information sessions as well as graduate school and gap year planning.

The office maintains postings for full-time, part-time, non-work study, and summer jobs. To access the postings, please visit the website listed above.

## **CLUBS AND ORGANIZATIONS**

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

The Student Activities/Organizations Office  
Campus Center, (207) 602-2447  
Email: [getinvolved@une.edu](mailto:getinvolved@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*

Office of Campus Life, 02 Proctor Hall, (207) 221- 4269, or (207) 221- 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 Student Activities/Organizations (BC) and the Office of Graduate and Professional Student Affairs (PC), and the COM Office of Recruitment, Student and Alumni Services (BC) 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 Biddeford Campus clubs and organizations visit:  
<https://getinvolved.une.edu/>

For a list and descriptions of College of Osteopathic Medicine clubs and organizations visit:  
<http://www.une.edu/com/rsas/student-organizations>

For a list and descriptions of Portland Campus clubs and organizations visit:  
<http://www.une.edu/studentlife/>

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

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

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

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

## **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 for using a 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. Students should encourage senders to include the student's name, campus box number or a telephone number where you can be reached if you don't have a campus box. The cost to send a fax outside the U.S., payable in cash, is \$2.00 per page.

### **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) 282-6379. Students should encourage senders to include the student's name, campus box number or a telephone number where you can be reached if you don't have a campus box. The cost to send a fax outside the U.S., payable in cash, is \$2.00 per page.

## **DANIELLE RIPICH COMMONS**

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Biddeford Campus

Hours:

Fall and Spring Semesters:

7:30 am to midnight, seven days per week.

Hours may vary when classes are not in session or during exam weeks.

The Danielle Ripich Commons, named after UNE President emeritus Danielle Ripich, was dedicated and opened in March 2018. The Ripich Commons, located in the center of the Biddeford campus, features beautiful landscaping and stunning views of the Saco River. The building includes a number of eco-friendly features, including "bird glass" facing the river to keep migratory birds from flying into the glass, a living green wall to enhance indoor air quality, and solar panels to augment heating.

Inside, the Ripich Commons has a wide range of services and spaces for our students. The first floor features a variety of soft seating for meeting and greeting, with a game room, lockers and kitchenette for commuters, and a pub with grill and Starbuck's coffees.

At the entry to the second floor is the Solutions Desk where students can get answers and/or direction for any number of questions related to being a student at UNE. The second floor also has offices for Career Services, Internships, Professional Advising, First Year Experience, and Global Education, as well as a large tutoring center as part of the UNE Student Academic Success Center. In the center of the second floor is a large space with a variety of seating options, tables, and white boards for group or individual study.

Finally, the third floor is the primary cafeteria of the Biddeford campus, which features a wide range of food options, including the very popular Mongolian Grill. See *DINING SERVICES* for more information on dining options.

## **DENTAL HYGIENE CLINIC (COLEMAN BUILDING-PC)**

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FMI: <http://www.une.edu/wchp/dental/patient-info>

To schedule an appointment, call 207-221-4900

The dental hygiene clinic on our Portland Campus offers services to the public, functioning as both a community and teaching resource. Our students gain practical experience working in the 20-chair clinic, while the public enjoys a variety of dental hygiene services at a greatly reduced fee.

We operate the clinic during the academic year and accept patients by appointment. There are no income restrictions and we welcome patients of all ages. UNE students are eligible for a discounted price beyond our already-reduced fees. Because we are a not-for-profit teaching clinic, appointments may require more time than a typical visit.

### **Services Include:**

- Oral Hygiene Inspections
- Cleanings
- Non-Surgical periodontal treatment
- Counseling for Oral Care
- X-rays
- Fluoride treatments
- Sealant application

## **DINING SERVICES**

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Dining services understands the importance of a well-balanced diet and the direct link to a student's well-being. It is also an essential factor in academic achievement. At Sodexo, we strive to enhance the quality of a student's campus life by offering on-site dining services that satisfy everyone's appetite and dietary needs.

Dining services wants our students to refuel with a good meal and UNE's Biddeford campus offers five dining venues each with its own unique ambiance. Whether you're meeting some friends for pub-style food at The Commons Pub, or enjoying the river views at the Danielle N. Ripich Commons Dining Hall, you'll be sure to find a place to eat on campus that suits your taste buds.

We recommend visiting the UNE Dining Website: [www.une.sodexomyway.com](http://www.une.sodexomyway.com).

This site will have accurate and up to date information regarding all the campus venues and our offerings. We encourage students with any dietary needs or concerns to reach out to our Executive Chef. To schedule a meeting you can email a request, or stop by the chefs office located on the 3rd floor of the Danielle N. Ripich Commons building.

Kerriane Donnelly, General Manager, 207-602-2851  
[kerriane.donnelly@sodexo.com](mailto:kerriane.donnelly@sodexo.com)

Timothy Langlois, Executive Chef, 207-602-2637  
[timothy.langlois@sodexo.com](mailto:timothy.langlois@sodexo.com)

## **FACILITIES MANAGEMENT**

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Facilities Management Building, 605 Pool Road, (207) 602-2368

<http://www.une.edu/campus/facilities-management>

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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Please see the "BUSINESS SERVICES" section

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

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Portland Campus, Graduate and Professional Student Affairs

Department of Health & Wellness Education  
(207) 221-4349  
[www.une.edu/studentlife/portland/involvement-and-activities/finley-center](http://www.une.edu/studentlife/portland/involvement-and-activities/finley-center)

The Beverly Burpee Finley Recreation Center includes 5,952 feet of gymnasium (half court only), a 4,608-foot fitness center, group exercise room, and complete locker facilities. A variety of recreational, wellness, and fitness events are held in the facilities, as well as intramural sports for students. Intramurals include half-court basketball, volleyball, ultimate Frisbee, floor hockey and soccer.

The fitness center is located on the first floor of the facility, adjacent to the gymnasium. The fitness center is equipped with step mills, treadmills, ellipticals, stationary bikes, and rowers. The strength and conditioning area has free weights, power lifting platform, weight machines, benches, cable machines and an entire functional training area with stability balls, bands, medicine balls, etc.

Professional services include personal training sessions, fitness assessments, equipment orientations, fitness training programs, as well as nutrition and stress management programs (a small fee may be applied for certain services).

The 1,500 sq. ft. group exercise room located on the second floor of Finley Recreation Center is the site for wellness and group exercise classes. Group exercise classes include spinning, Zumba, cardio kickboxing, yoga, core conditioning, kettlebell and spinning classes. Classes are offered throughout the year, however frequency of class and times may change.

Other programs offered by the Department of Health & Wellness Education include Outdoor Adventure Club, Student Health Advisory Council, Lunch N Learns, Dine and Discovers, Workshops and Stress Relief Series. Trips include white water rafting, hiking, ice climbing and skiing/snowboarding, etc. Trips range from beginner to advance.

For facility hours or questions concerning programs/events, call the front desk at (207) 221-4349 or visit the website listed above, Facebook, Instagram, or Twitter.

## **FITNESS**

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

## **GLOBAL EDUCATION**

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126 Decary Hall or Ripich Commons 2<sup>nd</sup> floor, (207) 602-2585, (207) 602-5980 (fax)  
[global@une.edu](mailto:global@une.edu)  
<http://www.une.edu/global/ed/>

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

The mission of the Global Education Program is to foster global citizenship by providing the opportunity for all UNE undergraduate students to study abroad for a semester or on a short-term faculty-led travel course and by developing opportunities abroad for graduate students.

For the same cost as a semester on campus in Maine, students may spend a semester or year at UNE's campus in Tangier, Morocco, or with partner universities in Seville, Spain; Paris, France; and Akureyri, Iceland.

Students may choose from a variety of courses in the sciences, humanities, social sciences, business, and the arts, taught in English, with the opportunity to study Arabic, Spanish, French, or Icelandic. The course offerings at the UNE Tangier Campus and in Seville, Spain, include lab science courses required for many UNE majors. This allows UNE students opportunities to participate in a global curriculum while staying on track with their major.

## **HEALTH AND WELLNESS EDUCATION**

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Division of Student Affairs

Campus Center Front Desk, (207) 602-2447  
Web: <http://www.une.edu/studentlife/biddeford/activities-organizations/wellness>

Health and Wellness Educator, Eryn Neptune (207) 602-2246  
Fitness Center Manager, Zach Ruedy (207) 602-2282

The Health and Wellness programs through The Office of Student Activities and Organizations offers a variety of activities and services to meet the needs of UNE students, faculty, staff, alumni and the surrounding community. Programming and activities focus on increasing self-management and self-care strategies, including but not limited to: physical, emotional, spiritual, mental, and social wellness. Some of the key programs include:

## **intUNE**

A comprehensive wellness program that allows participants to evaluate themselves on a multi-dimensional level to help them reach their full potential. Each student has different needs when it comes to self-management and self-care, and “intUNE” highlights all of the programs that are offered regarding health and wellness, starting with an assessment called the “Waves of Wellness.” The “Waves of Wellness” assessment is a starting point to guide students toward the specific programs/aspect of wellness they might need to help their overall well-being.

## **Fitness Assessments**

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 Fitness Center at (207) 602-2282.

## **“Floating” Personal Training Program**

Students have access to free personal training during pre-determined hours. The “floating” personal trainers are there to help students exercise safely and effectively, stay motivated, and reach their fitness goals. The first step to working with a personal trainer is scheduling a fitness assessment. Call (207) 602-2282.

## **Nutrition/Wellness Assessments**

Students can sign up for a free nutrition/wellness consultation, which touches on food choices, portion sizes, lifestyle, emotional wellness, stress management techniques, and much more. After the initial meeting, students pick a short and long term goal, and are encouraged to schedule follow-up meetings so that their progress can be tracked for better success with habit and lifestyle changes.

## **You & Eats**

A non-academic cooking class series that focuses on simple, budget-friendly, whole-foods meals that allows students to develop culinary skills and also expand their knowledge of nutrition topics.

## **UNEFit**

UNEFit is a free student-led fitness program offering classes such as Yoga, PiYo, Boot Camp, Zumba, Indoor Cycling, Metabolic Blast, etc. Students can participate as class members or instructors if they have the desire and some experience. Please contact the Fitness Center at (207) 602-2282.

## **Mind+Full: Information for Innovation**

In this “Lunch and Learn” format series, participants enjoy food while also fueling their minds on various health and wellness promotion topics.

## **Peer Health Education**

The Peer Health Educators are a select group of students from the Health, Wellness, and Occupational

Studies major who are trained and certified through the BACCHUS initiatives through the Student Affairs Professionals in Higher Education (NASPA). The Peer Health Educators assess the needs and interests of the UNE student community in order to develop and implement both active and passive programming that increase awareness of every aspect of wellness.

## **Happy Hour Events**

Join the Peer Health Educators on select Thursday nights for an interactive DIY experience related to various wellness topics.

## **Stall Street Journal**

A monthly publication displayed across campus bathroom stalls highlighting relevant topics and events related to health and wellness.

## **HEALTH CARE**

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Sanford Petts Health Center— Student Health Center  
11 Hills Beach Road  
Biddeford, ME 04005  
Phone numbers are:  
(207) 602-2358, (207) 602-2359  
Fax: 602-5904

Lower Level Ginn Hall – Student Health Center  
716 Stevens Ave  
Portland, ME 04102  
Phone numbers are:  
207-221-4242  
Fax: 207-523-1913

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

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

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

If students need specialized care, they are referred to the most appropriate specialist or facility.

## **HEALTH INSURANCE**

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Web: <http://www.une.edu/sfs/undergraduate/student-health-insurance>

## **Student Health Insurance**

The University of New England provides group plans for

the consideration of Undergraduate, Graduate, and Medical students through United Health Care Student Resources as a convenience. The Student Health Center bills for services, students are responsible for charges not covered by your health insurance.

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

Students may accept the University-suggested health insurance plan, may locate their own, comparable plan **or if already covered by another equivalent plan**, may opt out of the program by submitting an online waiver. All UNE fulltime students are required to either enroll or waive the Health Insurance Plan by going to the United Health Care Student Resources (UHCSR) website: <https://partnercenter.uhcsr.com/>. The insurance fee will be removed from the student's bill only if an online waiver showing proof of coverage is completed by the due dates.

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.

## **HOUSING AND RESIDENTIAL/COMMUTER 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>

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

The residence halls are a "home" to those students who 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 Residency Requirements stated below, undergraduate students must be granted permission from the Housing Office to reside off campus.

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

### **RESIDENCY REQUIREMENTS**

The University believes that residence hall living is an important aspect of the entire University program. The Office of Housing and Residential/Commuter Life 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 Housing and Residential/Commuter Life to acquire the necessary forms.

Part Time Students: Should a student establish a full time status, his/her off-campus permission may be reviewed and may be denied. Further, the residential standing of full-time students who drop to part-time status may be reviewed and may result in the student being asked to vacate their residence hall room.

### **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 and access to the buildings is prohibited.
7. The University reserves the right to change room assignments at its sole discretion.

### **OFF-CAMPUS HOUSING (BC)**

After three years of living on campus, 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: <http://www.une.edu/studentlife/biddeford/residential/res-ed-office/off-campus/listings> Students who rent seasonal housing are advised to be specific with the rental agent regarding lease dates.

### **IDENTIFICATION CARDS**

*Department of Safety and Security*

#### *Biddeford Campus*

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

#### *Portland Campus*

Student Affairs, 02 Proctor Hall  
Security, (207) 221-4346 or Student Affairs, (207) 221-4212

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

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

The UNECard is the official University identification card, needed for identification, security and access to University services and certain restricted offices and buildings including residence halls. All students and

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

### **IMMUNIZATIONS**

*(JUNE 2018: POLICY APPROVALS PENDING. Refer to <http://www.une.edu/studentlife/handbook> for most current and accurate information.)*

Technical Questions should be directed to Student Health Center (BC) (207) 602-2358 or 602-2359 or to Student Health Center (PC) (207) 221-4242.

Forms and information can be found on the Student Health Center Website:  
<http://www.une.edu/studentlife/shc>

Immunizations offer safe and effective protection from vaccine-preventable diseases. The University of New England (UNE) strongly supports the use of vaccines to protect the health of our individual students and our campus communities.

In recognition of the vital role that vaccine coverage plays in community (herd) immunity, UNE does not allow the use of non-medical exemptions to required vaccines except for sincere religious beliefs with adequate written documentation of the basis for this exemption. Medical exemptions are allowed, but will require appropriate documentation and be limited to those allowed in the references below (State of Maine, US CDC, ACHA). In the case of an actual or threatened outbreak, unvaccinated students may be required to stay off campus.

It is the protocol of UNE that all students physically located on a UNE campus are in compliance with the State of Maine Immunization Requirements for Post Secondary Schools. It is the expectation that all students will arrive at UNE with all of their immunization requirements met. UNE's Office of Safety and Security in conjunction with Student Health Center and/or with the Vice President for Clinical Affairs and others will enforce these requirements. All students attending classes on any UNE campus must be up to date on immunization with a type of DPT (diphtheria, pertussis, tetanus) vaccination, such as DTaP, Tdap and Td, within 10 years of the first day of attendance, and must have completed two MMR (measles/rubeola, mumps, and rubella) vaccines if born after 1956. Additionally, residential students (living in dormitories) matriculating at UNE are required to have a meningococcal immunization.

**Students who are not in compliance with Maine State Immunization Requirements (for students on UNE's Maine campuses) and UNE policy will not be allowed to attend classes, attend clinical experiences, be issued UNE ID cards, or check in to their campus housing until they are in compliance.**

Health professions students or online students with required clinical training must meet the appropriate immunization requirements for health care workers of the state and/or clinical site where they will train. For instance, some places now require annual influenza vaccine of all health care workers.

See section on Tuberculosis Testing, since these requirements apply to some non-health professions students as well as all health professions students.

### **References**

State of Maine Immunization Requirements for College Students and Healthcare Workers:

<http://www.maine.gov/dhhs/mecdc/infectious-disease/immunization/family/rules.html>

American College Health Association

### **Recommendations**

[http://www.acha.org/documents/resources/guidelines/AC\\_HA\\_RIPI\\_April\\_2014.pdf](http://www.acha.org/documents/resources/guidelines/AC_HA_RIPI_April_2014.pdf)

<http://www.acha.org/ACHA/Resources/Topics/Vaccine.a.spx>

US CDC Recommended Vaccines for Healthcare Workers:

<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

## **REQUIREMENTS FOR ALL STUDENTS AT UNE**

### **Diphtheria/Pertussis/Tetanus**

The administration of a vaccination protecting against diphtheria, pertussis, and tetanus must be documented as having been administered by an appropriate health care provider within ten years of matriculation. Students for whom the ten years will elapse during their anticipated matriculation are expected to obtain a booster update at the appropriate time. Examples of appropriate DPT vaccines include DTaP and Tdap and Td.

### **Measles, Mumps and Rubella**

For all students born after 1956 without lab evidence of disease, the administration of the vaccine or combination of vaccines on two separate occasions after the student's first birthday, with at least 28 days between doses must be documented by an appropriate health care provider. Evidence of immunity in the form of a laboratory titer must be provided if there is no documentation or history of vaccination. If the titer proves negative, then two administrations of the vaccine are required and no further testing is then required.

## **REQUIRED FOR ALL INCOMING UNE STUDENTS LIVING IN RESIDENTIAL HOUSING**

### **Meningococcal**

Meningococcal immunization is a requirement of matriculation for all students living in residential housing or other UNE approved congregate living situations on any UNE campus, including Portland, Biddeford, and Morocco. Please contact Student Health Center on the Biddeford or Portland Campus for information on how to become immunized against meningococcal meningitis/sepsis.

### **HEALTH PROFESSIONS STUDENTS**

In addition to meeting the immunization requirements for all students, matriculating students in colleges or programs with a health clinical training component (e.g., internships, clerkships, field work placements, service learning, or job shadowing in clinical settings), will be required to complete the immunizations and/or titers related to Hepatitis B, Varicella, and Tuberculosis, as detailed below, within five days after entering any portion of their academic curriculum.

Health professions students or online students with required clinical training components must meet any additional immunization requirements for health care workers of the state (other than Maine) and/or clinical site where they will train. For instance, some clinical settings now require annual influenza vaccine of all health care workers. The UNE Student Health Center will provide guidance and assistance with completion of these requirements if necessary.

Expenses related to completing these requirements through UNE Student Health will be the responsibility of the student or will be billed to the student's insurance.

### **Hepatitis B**

The administration of a Hepatitis B vaccine on three separate occasions must be documented by an appropriate health care provider. Minimum dosing intervals are: four weeks between the first and second dose; eight weeks between the second and third dose; and sixteen weeks between the first and third dose. UNE health professions students must also provide laboratory evidence of a positive protective titer for Hepatitis B (taken at least 6 weeks after the last dose). Testing should use a quantitative method that allows detection of the protective concentration of anti-HBs (> 10mIU/ml) (e.g., enzyme-linked immunosorbent assay, ELISA). If the titer proves negative or equivocal, then a repeat Hepatitis B vaccine series of three vaccines is required. Additional titer is then obtained at least six weeks after this series is completed.

Hepatitis B Non-responders: Vaccinated health professions students whose anti-HBs remains <10mIU/ml after revaccination (total of 6 doses) will be tested for HBsAg and anti-HBc to determine infection status. Those determined not to be HBV infected (vaccine non-responders) should be considered susceptible to HBV infection. No specific work or clinical rotation restrictions are recommended for vaccine non-responders, though they should inform themselves of

ways to prevent infection from CDC and other sources such as:  
[http://www.immunize.org/askexperts/experts\\_hepb.asp#hcw](http://www.immunize.org/askexperts/experts_hepb.asp#hcw). If a health care professions student is found to be HBsAg positive he/she should be counseled and medically evaluated, and refer to UNE's Blood-borne Pathogen Protocol.

Recommended Vaccines for Healthcare workers:  
<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>  
Ask the Experts, Q&A on Hepatitis B Vaccine  
[http://www.immunize.org/askexperts/experts\\_hepb.asp#hcw](http://www.immunize.org/askexperts/experts_hepb.asp#hcw)

### **Varicella**

The administration of live varicella vaccine on two separate occasions after the student's first birthday with a minimum of four weeks separating the doses is required. If there is no evidence of such vaccinations or a student has a history of infection with chickenpox, that student must provide evidence of immunity with laboratory titer, and the positive titer must be documented by an appropriate health care provider. If the titer proves negative, then two administrations of live varicella vaccine separated by at least four weeks are required. No further testing is then required.

### **TUBERCULOSIS TESTING**

#### **Tuberculin Skin Testing (TST)**

TB testing is an important step in disease prevention and health promotion. All UNE health professions students are required to obtain a two-step TST, or if indicated, an IGRA (blood test for TB). Two-step TST is defined as a TST on two separate occasions separated by at least two weeks, and within one year. Annual TST is required thereafter. Proof of administration and results must be documented by an appropriate health care provider within the year in which the student begins matriculation at UNE as well as between January 1st and May 1st in the year that clinical rotations begin.

If there are contraindications to performing a TST (e.g., having received a BCG vaccine within the previous five years or having had a positive TST in the past with no symptoms), he/she will need an IGRA (TB blood test). The student will then be required to have an annual symptom review and exam by an appropriate health care provider or IGRA, with appropriate treatment if indicated. If a student has received or is in the process of treatment for TB, Student Health Center must have documentation of such treatment.

Tuberculosis testing will also be required of any UNE students, including those who are not in health professions programs, but who meet criteria such as based on travel and found in the resources below. For instance, testing is conducted of some incoming foreign students as well as some pre- and post- travel students as per national guidance.

Tuberculosis Testing Resources:  
TB Testing related to college/university students:

<http://www.acha.org/ACHA/Resources/Topics/TB.aspx>  
TB Testing for Travelers:  
<http://wwwnc.cdc.gov/travel/yellowbook/2016/infectious-diseases-related-to-travel/tuberculosis>  
Reviewed and updated 05/2017

### **INTERCULTURAL STUDENT ENGAGEMENT**

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Division of Student Affairs

Campus Center 100A and 100B, Biddeford Campus  
(207) 602-2826

Proctor Hall 02A, Portland Campus, (207) 221-4495

The Office of Intercultural Student Engagement recognizes, advocates and encourages the cultural identities each member of the community brings to the University of New England.

Website: <http://www.une.edu/ise>

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

Events sponsored by the Office of Intercultural Student Engagement are open to the entire UNE community and the public. Additionally, ISE has a unique role of providing support to international students and individuals from underrepresented communities and cultures.

### **Cultural Exchange Lounge**

Campus Center 119D, Biddeford Campus  
Students on the Biddeford Campus are invited to visit the Cultural Exchange Lounge (CXL) in the Campus Center, which includes a comfortable atmosphere for students to meet, socialize, and study. The Lounge is staffed by a team of work-study students and houses a film and book library with resources available to view or check out. The CXL frequently hosts presentations, events, and workshops.

### **LIBRARIES**

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<http://www.une.edu/library>  
[library@une.edu](mailto:library@une.edu)  
@UNELibraries  
#UNELibraries  
fb University of New England Libraries

Biddeford Campus  
Circulation/Reserves, (207) 602-2361  
Reference/Research, (207) 602-2363

Portland Campus  
Circulation/Reserves, (207) 221-4330

Reference/Research, (207) 221-4323

Both UNE Libraries offer electronic and print resources, user-friendly services, and comfortable group and individual study space. Both Libraries are open 24 hours per day, five days per week during the Fall and Spring semesters, and 24/7 during Finals.

Jack S. Ketchum Library, Biddeford Campus, and Josephine S. Abplanalp '45 Library, Portland Campus, provide for all University of New England students, faculty, and staff: public access computers; wireless access; remote access; printers, scanner, fax; 200 databases covering all curricular subject areas; 135,000 volumes; 125,000 print and electronic full text journal titles; 660,000 electronic books; 11,500 DVDs and streaming videos; special collections; individual and course-related research instruction; reference, circulation and reserves; interlibrary and intercampus loan; DUNE: DigitalUNE; MaineCAT; WorldCat. A current UNE ID card also serves as a UNE Library card.

## **MAIL SERVICES**

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### **Biddeford Campus**

Facilities Building, (207) 602- 2356

Email: Mail\_Services@une.edu

Hours:

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

### **Portland Campus**

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

Hours:

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

Mail Services sells stamps, offers services for certified mail, overnight and priority mail, shipping and receiving. Students who are valid box-holders may receive their first class mail in their campus mailboxes.

## **INTER-CAMPUS MAIL**

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

## **POLICIES**

Mail Services policies are located in the UNIVERSITY POLICIES section

## **MEDIA SERVICES**

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

## **OFF-CAMPUS STUDENT SERVICES**

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### **BIDDEFORD CAMPUS**

Housing and Residential/Commuter Life

*Division of Student Affairs*

### **Commuter Lockers**

The College of Osteopathic Medicine 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 and Residential/Commuter Life Office, East Hall. Stop in or call ext. 2272 for information. The complete listing is also available on the Residence Life and Housing website at <http://www.une.edu/studentlife/biddeford/residential/res-ed-office/off-campus/listings>.

## **PORTLAND CAMPUS**

*Portland Campus, Graduate and Professional Student Affairs*

102 Proctor Hall, (207) 221-4247

### **Commuter Lockers**

Graduate and Professional Student Affairs offers lockers and locks for student use.

### **Off Campus Housing**

The Graduate and Professional Student Affairs Office is here to help connect you with resources for locating an apartment and/or finding a roommate. An on-line listing of houses, apartments, and rooms to rent can be found at <http://www.une.edu/studentlife/portland/ocss>.

For more information on Graduate and Professional Students see *STUDENT AFFAIRS*

## **Oral Health Clinic (PC)**

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New patients, call (207) 221-4747 today to schedule an appointment.

FMI: <http://www.une.edu/ohc>

Receive Quality Dental Care and Support Maine Dental School Students

The Oral Health Center is the clinical educational center for UNE's College of Dental Medicine. At our state-of-the-art dental clinic in Portland, Maine, UNE dental students will address all of your oral health care needs under the supervision of our licensed faculty dentists. We maintain all current clinic compliance policies required to ensure a healthy, safe environment for our patients.

At the Oral Health Center, we offer comprehensive oral health care, which encompasses all major dental services. Our services include:

- Cleanings
- Check ups
- Fillings
- Root Canals
- Crowns
- Veneers

- Extractions
- X-Rays
- Partial Dentures
- Dentures
- Bridges
- Implants

## **REGISTRATION SERVICES**

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### *Biddeford Campus*

University Registrar's Office  
114 Decary Hall, (207) 602-2473  
Fax: 207-602-5927

### *Portland Campus*

University Registrar's Office  
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 University Registrar's Office is to serve University of New England students accurately and thoroughly in all aspects of course information, scheduling, registration, records maintenance, verification, and other services related to academic progress.

The Registrar's Office offers services on both the Portland and Biddeford (only we don't have an office in Morocco) campuses 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.

The Registrar's Office 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 schedules, financial aid awards, account balances, grades, unofficial transcripts and ski passes. Students may also order official transcripts, and obtain enrollment verifications. 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.

The Registrar's Office 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/)).

## **RECYCLING PROGRAM**

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

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

## **SAFETY AND SECURITY**

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### *Emergencies*

Dial 911 for Biddeford or Portland Police/Fire/Ambulance

### *Biddeford Campus*

605 Pool Road  
Emergency (from Campus Phone): ext. 366 or 207-283-0176  
Non-Emergency: ext. 2298  
Priority from off-campus phone: (207) 283-0176  
Email: [Security@une.edu](mailto:Security@une.edu)

### *Portland Campus*

79 College St.  
Emergency: ext. 366  
Non-emergency: ext. 2298  
Email: [Security@une.edu](mailto:Security@une.edu)

### *Both campuses*

Web: <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 605 Pool Road in the Facilities

Management building. On the Portland Campus, the Security Office is at 79 College St.

Calls to the UNE Department of Campus Safety and Security are answered by the UNE Safety and Security Dispatch Center on the Biddeford Campus who have radio contact with Security Officers on both the Portland and Biddeford campuses. 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. 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 UNE Department of Safety and Security is not a law enforcement agency and responds to calls for service on campus only. The department provides safety and security services to the UNE community including coordinating responses to campus by city police, fire and medical agencies. Any member of the community may call the UNE Safety and Security Department at any time of the day or night, any time of the year for any emergency or anytime police/fire or medical assistance is needed. The phone number for UNE Safety and Security is (207)-283-0176 from either campus. Trained Safety and Security Officers will be pleased to assist by contacting city police/fire or medical assistance when needed. Community members may also call city police/fire or medical services directly by dialing 911 from any campus phone or by cell phone.

### **Important/Helpful Phone Numbers**

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

Fire: 282-6632 (information and fire permits)

Biddeford Fire Prevention Office: 207-282-6332

Biddeford Police Administrative Office: 207-282-5127

Biddeford/Saco Shuttle Bus: 207-282-5408

#### *Portland*

Police: 207-874-8300 (non-emergency and information)

Fire: 207-874-8400 (information and fire permits)

Portland Fire Prevention Office (fire permits): 207-874-8400

Portland Police Administrative Office: 207-874-8300

Portland Shuttle Service (Metro): 207-774-0351

Portland Ride Share Program: 207-775-7433

#### *Saco*

Police: 207-283-1845 (non-emergency and information)

Fire: 207-283-3244 (non-emergency and information)

#### *South Portland*

Police: 207-799-5511 (non-emergency and information)

Fire: 207-799-3314 (non-emergency and information)

#### *State Wide Services*

AAA Emergency Road Service (members only)

1-800-482-7497

### **Emergency Protocols**

For information on University Emergency Protocols, go to <http://www.une.edu/emergency>

### **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).

### **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 605 Pool Road, Biddeford ME. Or 79 College St. Portland ME.

### **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 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 Area 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 Safe Ride**

The Department of Safety and Security operates the "Safe Ride" shuttle daily from 6:00 PM-2:00 AM. The shuttle makes stops at convenient locations throughout the Biddeford Campus. The shuttle does not provide individual rides to the rider's exact destination. After 2:00 AM Safety and Security Officer will provide individual escorts to anyone upon request. 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 or 207-283-0176.

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 or 207-283-0176 for Campus Security.

### **UNE Parking Policies**

[http://www.une.edu/sites/default/files/parking\\_policies\\_1.pdf](http://www.une.edu/sites/default/files/parking_policies_1.pdf)

## **SPIRITUAL AFFAIRS**

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Division of Student Affairs

Biddeford Campus  
Campus Center, (207) 602-2826

Portland Campus  
02 Proctor Hall (207) 221-4495

Intercultural Student Engagement  
<http://www.une.edu/ise/events/exploring-religion-and-spirituality>

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

On the Biddeford Campus there are three 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 and the new Reflection Room in 209 Ripich Commons.

On the Portland Campus, the Interfaith Prayer and Reflection Room is located in the Wing Student Lounge on the first floor of Alexander Hall.

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 Intercultural Student Engagement, the Office of Student Activities/Student Organizations as well as the Office of Student Involvement, Community and Student Life (PC), and the COM Office of Recruitment, Student and Alumni Services will have a current list of active clubs.

## **STUDENT ACADEMIC SUCCESS CENTER (SASC)**

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*Division of Student Support*

**Biddeford Campus:** SASC Tutoring Center, Ripich Commons 206. (207) 602-2443, [sasc@une.edu](mailto:sasc@une.edu).  
SASC Staff Offices, SASC/Student Access Building (across from Alford Center for Health Sciences)  
**Portland Campus and Online:** Proctor Hall 102, (207) 221-4247

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

View available tutoring at <http://une.tutortrac.com>

The Student Academic Success Center provides a comprehensive array of academic support including placement testing, courses, workshops, tutoring and individual consultations. The Student Academic Success Center is dedicated to supporting all students in their pursuit of being independent, effective, and successful learners. SASC staff place all incoming undergraduates in writing and mathematics, coordinate opportunities to review and advance placement, and teach developmental coursework in writing, mathematics, chemistry, and study skills. Content tutoring and writing support to all students is provided by peer and professional tutors on both campuses as well as online.

Learning Specialists are available to meet by appointment with students to discuss learning preferences, study behaviors, and strategies that align study practice with course material. In addition, SASC professionals offer a variety of workshops and classroom presentations, including discipline specific study strategies and preparation for exams.

SASC also maintains a clearinghouse of articles, handouts, videos, practice exams, and texts that students are encouraged to use.

## **STUDENT ACCESS CENTER**

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*Division of Student Support*  
Biddeford Campus

Student Academic Success Center building, 207-602-2815

Portland Campus  
Lower Level Ginn Hall, 207-221-4438

Online: <http://www.une.edu/student-access-center>, 207-221-4438

The Student Access Center provides equal access and opportunities to all full and part-time students with documented disabilities through an equitable learning environment. Student Access supports students with disabilities in developing effective self-advocacy skills in order to access their education. The University provides reasonable accommodations for qualified students with all types of disabilities.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

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*Division of Student Affairs*

*Biddeford Campus*  
Office of Student Activities/Organization  
Campus Center, (207) 602-2447  
Email: [getinvolved@une.edu](mailto:getinvolved@une.edu)

Activities Programming Board  
Email: [APBoard@une.edu](mailto:APBoard@une.edu)

*Division of Student Affairs*  
*Portland Campus*  
Student Activities (PC)  
02 Proctor Hall, (207) 221-4267  
Email: [pcstudentlife@une.edu](mailto:pcstudentlife@une.edu)

Student Activities/Organizations (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 Activities/Organizations Office. The Student Activities/Organizations staff will work with various clubs, organizations, departments, etc. to assist in the promotion of registered events.

#### 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 Activities/Organizations for scheduling use of bulletin boards.

#### Traditional Events

Student Activities and Organizations events ~~have~~ included: New Student Orientation, Welcome Week Events, Family & Friends Weekend, Lucens et Ardents Leadership Retreat, the Dirigo Leadership Conference, Doc Samuel's Variety Show, Spring Concert, dances, comedy shows, hiking and climbing trips, sailing and kayaking, athletic events, plays, and much more.

### **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 (207) 221- 4267.

#### 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 Candle lighting 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, 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*

Office of Student Affairs  
Dean of Students and Assistant Provost for Student Affairs, Assistant Dean of Students, Director of Student Conduct

Decary 129, 207-602- 2372  
Email: [Student-Affairs@une.edu](mailto:Student-Affairs@une.edu)

#### *Portland Campus*

Associate Dean of Graduate and Professional Student Affairs

Office of Graduate and Professional Student Affairs  
Proctor 02, 207-221-4212

#### **Mission**

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

#### **Division Organization**

In order to best serve students, the Division of Student Affairs is organized into a series of units, each with a focus on a particular area of the student's experience. Each unit collaborates with others within the Division and the University to provide a comprehensive approach to student engagement at UNE.

#### **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 efforts are focused predominantly on the needs of students enrolled in programs found on the Portland Campus. In this area may be found Graduate and Professional Student Affairs, Community and Student Life, and Finley Recreation Center.

#### **Biddeford Campus Student Affairs**

This area, based on the Biddeford Campus, consists of those departments or units whose efforts are focused predominantly on the community experience of undergraduate students. Health and Wellness Education, Orientation Programs, Outdoor Recreation, Housing and Residential/Commuter Life, Student

Activities and Organizations are all based out of this area.

With responsibilities that span both campuses of the University are the Offices of Intercultural Student Engagement and the Office of Student Conduct. Medical students should refer to COM OFFICE OF RECRUITMENT, STUDENT AND ALUMNI SERVICES.

### **STUDENT COUNSELING SERVICES**

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Division of Student Support

Biddeford Campus  
Petts Health Center, (207) 602-2549  
<http://www.une.edu/studentlife/counseling>

Portland Campus  
Ginn Hall Lower Level, (207) 221-4550  
<http://www.une.edu/studentlife/counseling>

Toll Free: 1-866-743-2230

Crisis Response Services/24 Hours a day: 1-888-568-1112 (off campus resource)  
[www.ULifeline.org](http://www.ULifeline.org)

The Student Counseling Center provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student populations. 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

### **STUDENT GOVERNANCE**

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Undergraduate Student Government (BC)  
Campus Center, (207) 602-2377  
Email: [sgovernment@une.edu](mailto:sgovernment@une.edu)

Graduate and Professional Student Association (PC)  
Proctor 02, (207) 221-4267  
<http://www.une.edu/studentlife/portland/involvement-and-activities/clubs/gpsa>

COM Student Government Association (BC)  
COM Office of Recruitment, Student and Alumni

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 Council**

The Representative Council 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 and Assistant Provost for Student Affairs or designee. 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.

### **Graduate and Professional Student 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 Graduate and Professional Student 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.

1. It shall have the power to conduct all general student elections.
2. It shall have the power to amend its Constitution and By-Laws provided such amendments do not extend its powers.
3. It shall have powers of recommendation to the President of the College, the Deans of CAS, COP, CDM, and CHP, or to the Dean of Students and Assistant Provost for Student Affairs

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

### **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 University Student Conduct Code 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 Student Conduct Code and Policies.

***(JULY 2018: POLICY APPROVALS PENDING. Refer to <http://www.une.edu/studentlife/handbook> for most current and accurate information.)***

### UNIVERSITY STUDENT 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, including clinical 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 when the alleged off campus activity results in substantial disruption on campus. 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 "The University of New England".
2. The term "student" includes all persons taking

courses at, through, or in affiliation with the University, both full-time and part-time, in undergraduate, graduate, clinical programs, 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 instructional activities, either in-person or on-line. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
4. 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 with by the University. The, Dean of Students and Assistant Provost of Student Affairs or designee shall determine a person's status in a particular situation.
5. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University, including adjacent streets and sidewalks, in Portland, Biddeford, and the campus in Morocco.
6. The term "organization" means any number of persons who have complied with the formal requirements for University student club or organization recognition.
7. The term "hearing officer" means the Director of Student Conduct or designee pursuant to the Process set forth in this Handbook in Article XI.
8. The term "University Student Conduct Board" means persons appointed by the Dean of Students and Assistant Provost of Student Affairs from a pool of trained faculty to serve on a panel of the University Student Conduct Board to determine whether in the case of a violation of the Title IX policy what sanction should be applied when a violation of Title IX has been established in an investigation.
9. The term "Appeal Officer" means the Dean of Students and Assistant Provost of Student Affairs, or the Provost, or their designees who consider an appeal of a determination of disciplinary responsibility and/or sanctions by the University Student Conduct Board.
10. The term "shall" is used in the imperative sense.
11. The term "may" is used in the permissive sense.
12. The term "policy" is defined as the written regulations of the University as found in, but not limited to, the University Student Conduct Code, Housing and Residential/Commuter Life handbook, and graduate, undergraduate, and professional program catalogs.
13. The term "Complainant" means any person who

submits a charge alleging that a student violated the University Student Conduct Code.

14. The term “Charged Student” or “Respondent” means any student accused of violating the University Student Conduct Code.
15. The term “complaint review” means an investigation by the Hearing Officer of any alleged violation of the University Student Conduct Code.
16. The term “Advisor” refers to a University staff or faculty member who serves as a support person who guides the student through the student conduct review process. Advisors are not permitted to speak or to participate directly in any review before the University Student Conduct Board. Only in a case involving a charge of Sexual Misconduct, including sexual assault, dating violence, domestic violence, stalking, or any other charge involving violence or the use of a weapon of any kind, the advisor may also be an attorney or family/parent/guardian.
17. “Standard of Proof.” Decisions regarding the outcome of a complaint review or formal internal investigation shall be made on the basis of whether or not there is a preponderance of the evidence to support the finding of a violation, indicating that it is more likely than not (50% and a feather) that the student committed the violation

## ARTICLE II: STUDENT CONDUCT AUTHORITY

1. The Assistant Dean of Students and Assistant Provost of Student Affairs is that person designated by the University President to be responsible for the administration of the University Student Conduct Code. The Dean of Students and Assistant Provost of Student Affairs shall refer complaints of a violation of the University Student Conduct Code to the Director of Student Conduct or Hearing Officer as outlined in Article XI.
2. The Dean of Students and Assistant Provost of Student Affairs shall determine the specific membership of each panel of the University Student Conduct Board.
3. Decisions made by the University Student Conduct Board and/or a Hearing Officer shall be final, subject to the appeal process.
4. A Hearing Officer may be designated to mediate a dispute between students in cases which may or may not involve a violation of the University Student Conduct Code, with the exception of allegations of sexual misconduct which may never be the subject of mediation even if the parties agree to mediation, (see Sexual Misconduct, Non-Discrimination and Anti-Harassment Policy in Article VI.) In all other cases, all parties must agree to the mediation, and agree to be bound by the decision of the Hearing Officer with no right of appeal.

## ARTICLE III: PROSCRIBED CONDUCT

### A. Jurisdiction of the University

Generally, the jurisdiction of the University of New

England to take disciplinary action shall be limited to conduct which occurs on University premises, at off-campus University sponsored, supervised, or related activities, at affiliated and clinical sites, on the UNE international campuses, or on Study Abroad Programs, and which violates the University Student Conduct Code and/or creates a potentially hostile learning environment. In addition, any conduct off campus which directly and adversely disrupts the educational environment and/or the mission or objectives of the University on any campus may be acted upon by the University.

### B. Conduct Violations by Non-UNE students

When the University Student Conduct Code is violated by students on the campuses of UNE or at UNE sponsored events or programs on or off campus who are not enrolled at UNE, the University does not have jurisdiction over those individuals. However, the University will make every effort to identify the student alleged to have violated the University Student Conduct Code and to inform the college or university where they are enrolled about their alleged acts of misconduct.

### C. 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 or professional codes of conduct. The following violations indicate categories of prohibited conduct. Conduct codes have been written in such a way as to warn students that such conduct is prohibited. Any student found to have committed violations of the following conduct standards is subject to the disciplinary sanctions outlined in Article XI.

1. **Academic Dishonesty:** Academic dishonesty includes, but is not limited to:
  - A. Cheating, copying, or the offering or receiving of unauthorized assistance or information including but not limited to:
    - 1) Use of any unauthorized assistance in taking quizzes, tests, or examinations;
    - 2) Dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments, including but not limited to calculators, handheld computers, smart phones, or any other electronic devices or applications of any kind whatsoever; and/or
    - 3) The acquisition, with or without permission, of tests or other academic materials belonging to a member of the University faculty or staff.
  - B. Fabrication or falsification of data, results, or sources for papers, reports, or examinations, either oral or

written.

- C. Actions that destroy or alter the work of another student.
- D. Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor.
- E. Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own including but not limited to:
  - 1) The use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; and/or
  - 2) The unacknowledged use of materials prepared by another person, company, online purveyor, or agency engaged in the selling of term papers or any other academic materials.

(See complete Academic Integrity Policy in Article XII: Academic Policies, Misconduct Procedures, and Appeals)

**2. Abuse of the Student Conduct Review System and Retaliation;** including but not limited to:

- A. Failure to obey the summons of a student conduct review body or hearing officer;
- B. Falsification, distortion, or misrepresentation of information before a student conduct review body or University official;
- C. Disruption or interference with the orderly conduct of a student conduct review proceeding;
- D. Initiation of a student conduct review proceeding knowingly without cause;
- E. Attempting to discourage an individual's participation in, or use of, the student conduct review system;
- F. Attempting to influence the impartiality of a member of a student conduct review body prior to and/or during the course of the student conduct review proceeding;
- G. Retaliation, harassment (verbal or physical), and/or intimidation of a member of a student conduct review body or another student involved in the review process prior to, during, and/or after a student conduct review proceeding;
- H. Failure to comply with the sanction(s) imposed under the student conduct review process; and/or
- I. Influencing or attempting to influence another person to commit an abuse of the student conduct review system.

**3. Alcohol and Other Drugs:** The University of New England does not permit, or condone the illicit or unauthorized possession (including empty alcohol containers), use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University-premises 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. (Please see Alcohol and Drug Policy in Article IV for more information.)

**4. 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 or any electronic device to interfere with the work of another student, faculty member or University official;
- E. Use of computing facilities or any electronic device to send obscene, abusive, harassing, or stalking messages;
- F. Use of computing facilities to interfere with normal operation of the University computing system;
- G. Use of computing facilities or any electronic device or application to violate the privacy of any member of the University community; and/or
- H. Any violation of the University's Acceptable Use Policy (<http://www.une.edu/its>).

**5. Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of a "romantic or intimate relationship" shall be based on the Complainant's characterization, the length and type of the relationship, and the frequency of the interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of "dating" to describe the relationship shall not be determinative. Dating Violence does not include acts of Domestic Violence.

**6. Discrimination and Harassment:**

A) Consistent with state and federal law, the University of New England does not, under any circumstances, tolerate or condone discrimination, including but not limited to the harassment of its employees or students on the basis of race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity, gender expression, ethnicity, genetic information, HIV status, or status as a veteran. In keeping with efforts to promote and maintain an environment in which the dignity and worth of all people is respected, the University of New England considers discrimination against students and employees unacceptable and cause for disciplinary action, up to and including dismissal from the University.

Note: The University of New England is fully committed to procedures that will protect the rights and dignity of all concerned parties, in both the prevention and investigation of allegations of discrimination and harassment.

B) The University prohibits all forms of sexual or gender-based harassment or sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking.

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

**(For complete UNIVERSITY policy, see Article VI: SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY)**

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

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

**9. Disruption and Obstruction:** The following actions are prohibited:

- A. Intentional or unintentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- B. Participation in any behavior which disrupts the normal operations of the University and infringes on the rights of other members of the University community.

**10. Domestic Violence:** Includes alleged violent misdemeanor or felony offenses committed by the victim's current or former spouse, current or former cohabitant or person similarly situated under domestic or family violence laws, or anyone else protected under family or domestic violence law.

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

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

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

**14. Fire Safety:** Tampering in any way with fire

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

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

**16. Falsifying Records:** Altering, tampering with or falsifying official records, University forms, emails, or other communications.

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

**18. Guests:** Students are responsible for their guests and are accountable for their guests' conduct on campus, including property damage. (Please see the Housing Handbook for guests in the Residence Halls.)

**19. Harassment:** Any unwelcome verbal or physical conduct that, because of its severity and/or persistence, interferes significantly with an individual's work or education, or adversely affects an individual's living conditions. (Also See **Article VI: SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY**)

**20. Hazing:** Any activity expected of someone joining or participating in any group including, but not limited to: any athletic team or club sport that humiliates, degrades, abuses, or endangers them, regardless of a person's willingness to participate. **(For complete UNIVERSITY policy, see ARTICLE V: HAZING)**

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

**22. Impersonation:** Unauthorized impersonation of a University faculty, staff member, student, or any other member of the UNE Community.

**23. Indecent Behavior:** Indecent behavior that violates community standards with respect to sexuality including but not limited to exposure of the genitalia, open sex

acts, and calling attention to any part of the body in a sexually explicit manner.

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

**25. Intimidation:** Any behavior that causes emotional harm and/or places a person or persons in reasonable fear of imminent physical and/or emotional harm, including but not limited to stalking or written/verbal abuse.

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

**27. Motor vehicles:** 15 miles per hour is the maximum speed limit on campus. Students violating the campus speed limit or operating their vehicle in an unsafe manner are subject to the student conduct review 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>.

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

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

**30. Physical Assault:** A person commits a physical assault when that person intentionally or recklessly causes harmful or offensive contact with another person without the consent of that person.

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

**32. 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 Student 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.

**33. Sexual Misconduct:** The University of New England will not tolerate and prohibits all forms of sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking. These acts are against federal and state law and a violation of the University Student 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.

If you have any concerns about sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, please contact the **Title IX Coordinator**, Angela Shambarger, 207-221-4554 or [ashambarger@une.edu](mailto:ashambarger@une.edu).

You may also contact one of the **Deputy Title IX Coordinators:** Jennifer DeBurro, Dean of Students and Assistant Provost of Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu), Ray Handy, Assistant Dean of Student Affairs at 207-221-4213 or [rhandy@une.edu](mailto:rhandy@une.edu), Heather Davis, Associate Director of Athletics for Compliance and Senior Women's Athletic Administrator at 207-602-2629 or [hdavis@une.edu](mailto:hdavis@une.edu), Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or [jmerritt2@une.edu](mailto:jmerritt2@une.edu), or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or [edoyle1@une.edu](mailto:edoyle1@une.edu).

**Student Counseling Services** may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus.

**In case of an emergency** dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911.

(See Article VI: **University of New England SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY** which is compliant with Title IX. (<http://www.une.edu/hr/upload/TitleIXAnti-DiscriminationPolicy.pdf>)

**34. Stalking:** A course of conduct such as following and/or harassment of any kind, directed at a specific person that would cause a reasonable person to fear for his, her or another's safety, or to suffer substantial emotional distress.

**35. Theft:** Unauthorized acquisition, removal, or use of

property and/or service.

**36. Tobacco:** The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes, juuling, or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway, or ventilation system. Please note only FDA approved nicotine replacement therapy products will be permitted.

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

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

**39. Violation of Law:** A Violation of federal, state, or local law, committed on-campus, or a violation of federal, state, or local law, committed off-campus, if such action has substantial negative impact on the University community.

**40. Weapons:** No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security, presents 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, and any firearm. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocket knives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

#### **ARTICLE IV: ALCOHOL AND OTHER DRUG POLICY**

The University of New England has adopted a public health philosophy regarding alcohol and other drugs. Policies, guidelines, student conduct review 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 Student Conduct Code or Policies. For purposes of this policy, a student who is 21 years of age or older is considered "of age" and students under the age of 21 years is considered "under age."

The University of New England does not permit, or condone the illicit or unauthorized possession (including empty alcohol containers), use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University-owned or controlled property or as part of any University sponsored activity. Students are personally responsible for conforming their behavior to federal, state and local laws and the University's Alcohol and Drug Policy. The University respects students' privacy and autonomy and assumes that they will behave legally and responsibly. In keeping with the University's commitment to public health as related to alcohol and other drug use/abuse, when violations of law and/or policy come to the attention of University officials, appropriate disciplinary action will be taken, up to and including suspension or dismissal, and may include notification of parent or guardian. Such disciplinary action may include any of the sanctions defined under "Sanctions." In addition these persons may become involved with law enforcement authorities. 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 student conduct review 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 University alcohol regulations are applicable to all University Students and their visitors.

- 1) Intoxication will not be accepted as a defense or an excuse for not abiding by federal, state, or local laws and University regulations or guidelines.
- 2) Intoxication which interferes with or disrupts the campus life of others, or necessitates staff



- intervention or medical attention (as determined by a University official) is prohibited.
- 3) Intoxication of underage students is prohibited.
  - 4) Alcohol will not be served at events deemed high risk for injury or liability.
  - 5) 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.
  - 6) Drinking games, involving the presence or consumption of alcoholic beverages, are prohibited. Drinking games are considered to be those activities which although perhaps designed for another purpose, are frequently used in the consumption of alcohol and will be referred through the student conduct review process.
  - 7) Social events at which alcohol is served or made available to students who are of age, whether occurring on University property, off-campus, or at events 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 Director of Student Engagement (Biddeford Campus-BC) or the Coordinator of Student Life or the Assistant Dean of Students (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. Advertising of any event, on or off campus, may not imply that a focus of the event is the consumption of alcohol. All advertising must be approved by the Director of Student Engagement (BC) or the Assistant Dean of Students or the Coordinator of Campus 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.
    - d) Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served or available.
    - e) 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 Driver's license. The liquor license holder MAY accept an out-of-state identification 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. Individuals may be required to wear an identifying wristband (wristbands are non-transferrable), or other device during the event.
  - f) Only alcohol purchased or distributed by licensed persons may be consumed or possessed in sanctioned service area at an approved event. State law prohibits individuals from bringing their own alcoholic beverages into this area.
  - g) Serving alcoholic beverages to an obviously inebriated person is prohibited and unlawful. Each of age person may only purchase one alcoholic beverage at a time.
  - 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.
  - k) Student organization funds may not be used for the purchase of alcohol.
  - l) 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.
  - 13) Providing alcohol to students or guests under the age of twenty-one (21) or a place for these individuals to consume alcohol is expressly prohibited.
  - 14) Students shall not force or deceive another to consume alcohol or drugs, or conspire to force or deceive another to consume alcohol or drugs, or knowing of such deception or force, fail to take direct

action to stop the incident.

- 15) Students shall not serve or provide alcohol or drugs to another who is visibly intoxicated or under the influence of alcohol or drugs.
- 16) Alcoholic beverages may not be discounted in price at any University-sponsored event.

### **Specific to Residence Halls:**

#### *General Policies*

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

### **B. UNE Illegal Drug Policy**

- 1) Students shall not possess, make, grow, furnish, sell, trade, or conduct any other form of transaction of any illegal drug or possess, use, sell, manufacture, or advertise drug paraphernalia. Paraphernalia is defined as all items created for the express purpose of using illegal drugs or as items, which although designed for another purpose, are frequently used in the consumption of illegal drugs.
- 2) Being under the influence of any illegal drug will not be accepted as a defense or an excuse for not abiding by federal, state, or local laws and the University Student Conduct Code, Policies, or guidelines.

- 3) The presence of smoke or other types of residue, including but not limited to seeds, stems, strong odor as determined by a University official, from illegal drugs provides justifiable grounds for disciplinary action.
- 4) Displays that contain content regarding drugs may not be placed in areas of public view, such as room windows facing out and room door exteriors. This includes but is not limited to neon signs, posters, and empty container displays. All decisions about public view compliance rest with the Housing and Residence/Commuter Life Professional Staff or designee.

### **C. University Statement on Marijuana**

Even though the recreational use and possession of up to 2.5 ounces of marijuana is legal in the State of Maine, students must be aware that the use and possession of marijuana is still prohibited by University of New England policy and federal law.

UNE, like all institutions of higher education, is subject to the Drug-Free Schools and Community Act and the Drug-Free Workplace Act. These laws state that in order to receive any federal funding (work-study, financial aid, and federal research grants), the university must prohibit all illegal drugs, and marijuana is still illegal under federal law.

Another consideration for many students is that clinical health care sites also receive federal funding and thus have policies that also prohibit the use of marijuana by providers. These policies will also apply to students during their clinical experiences at these sites.

### **D. Controlled Substance Policy**

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

All drugs are subject to side effects, some of which may be immediately life threatening. Many prescription drugs, when combined with alcohol or other substances, may

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

## **E. 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.

Consumption of alcohol or other controlled substances can create circumstances where an individual may need medical or other assistance. Whenever possible, the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol by a student in need of emergency assistance or a student seeking assistance for a peer.

## **F. RESPONSIBLE ACTION CLAUSE**

The primary concern of the University of New England with respect to alcohol and other drugs is to ensure the safety and well-being of our students. The University is committed to providing guidance to students who choose to consume alcohol or other drugs so that students can learn to develop a responsible approach to their alcohol or other drugs use. This includes how to do so in moderation and how to comply with local, state, and federal laws governing alcohol and other drug consumption. UNE expects students to abide by laws and University policies regarding alcohol and other drug possession and consumption.

For those students who choose to consume alcohol or other drugs, UNE expects that they do so in moderation and thereby minimize the incidence of alcohol or other drug related injuries, alcohol poisoning, or drug overdose. The University, however, acknowledges there may be times when students may face medical emergencies involving excessive drinking or drug use. In these situations, students are expected to call for assistance (e.g., resident assistant, Campus Safety, 911) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for any emergencies where alcohol or any other drugs are involved, the University has instituted a "Responsible Action Clause" to the Alcohol and Other Drug Policy. UNE's Responsible Action Clause is applicable to the student requesting medical assistance for oneself, the student seeking medical assistance for another person,

and the student for whom medical assistance was sought.

The University values and promotes responsible decision making. Upon receipt of a report that a student was acting responsibly to seek medical attention for themselves or another person, the Director of Student Conduct or the Office of Residential/Commuter Life will reach out to the students involved, which may include the student(s) who sought medical assistance to process the incident. Students contacted are expected to cooperate with any instructions provided in the student conduct process. When the Responsible Action Clause is applied to an incident, there will not be a formal hearing, however students may be part of the university's investigation of the incident. Students involved in the incident may be required to participate in educational programs designed to help prevent future risks regarding their alcohol or drug use. When processing an incident where the Responsible Action Clause may be used, the Director of Student Conduct or the Office of Residential/Commuter Life will not assign disciplinary fines or sanctions and will not report the incident or any follow up to a student's parents or guardians. To the extent permitted by law and University policy, the University may inform a student's emergency contact of a student's transport to a hospital or medical facility for the reported misuse of alcohol or other drugs. The University's response to these incidents is independent of any action taken by local law enforcement.

A record of the incident and use of the Responsible Action Clause will remain on file. Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Alcohol and Other Drug Policy. If the Responsible Action Clause has been applied to a student for a prior incident, the availability of the Responsible Action Clause for a subsequent incident is at the discretion of the Director of Student Conduct or a designee. The Responsible Action Clause for alcohol or drug violations, however, will not be given to students whose conduct placed the health or safety of any other person at risk.

## **Students who Report Sexual Misconduct**

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting an incident of sexual misconduct ("an incident"). The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other

educational remedies regarding alcohol or other drugs. Alcohol and/or drug use may affect the memory of involved parties and may affect the outcome of the complaint. (Also See **Article VI: SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY**)

## **ARTICLE V: HAZING**

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

### **A. Definition**

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

- 1) Such act is likely or would be perceived by a reasonable person as likely to cause physical or emotional injury to any person; hazing also includes any act designed to or the result of which is to produce mental or physical discomfort, embarrassment, harassment, or ridicule; and/or
- 2) Such act is a condition of initiation into, admission into, continued membership in, or association with any organization, including but not limited to athletics teams.
- 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 Dean of Students and Assistant Provost of Student Affairs or designee(s).
- 2) A group or organization is responsible of violating the Hazing Policy if it:
  - a. Knowingly permits or condones student hazing; and/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 Dean of Students and Assistant Provost of Student Affairs, or designee(s), any hazing reported to it by others or of which it otherwise has knowledge.

### **C. Consent**

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

### **D. Penalties**

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

## **ARTICLE VI: SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT**

### **TITLE IX SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY**

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

### **TITLE IX COORDINATOR/ DEPUTY TITLE IX COORDINATORS**

The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking to the University community and for receiving and investigating reports and complaints of discrimination, harassment and sexual misconduct in accordance with this policy. The **Title IX Coordinator** is Angela Shambarger, 207-221-4554 or

[ashambarger@une.edu](mailto:ashambarger@une.edu). You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); Ray Handy, Assistant Dean of Student Affairs at 207-221-4213 or [rhandy@une.edu](mailto:rhandy@une.edu); Heather Davis, Associate Director of Athletics for Compliance and Senior Women's Athletic Administrator at 207-602-2629 or [hdavis@une.edu](mailto:hdavis@une.edu); Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or [edoyle1@une.edu](mailto:edoyle1@une.edu). In addition, **Student Counseling Services** may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus. **In case of an emergency** dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911.

All complaints of sexual misconduct, discrimination, and/or harassment under this policy should be made to the Title IX Coordinator or a Deputy Title IX Coordinator. This includes complaints concerning administrators, trustees, supervisors, employees, staff, faculty, vendors, volunteers, students, athletes, and visitors.

The Title IX Coordinator/ Deputy Title IX Coordinators will: (1) provide oversight of any investigation of claims of sexual misconduct, harassment, or discrimination in violation of this policy; (2) be available to assist any individual to access the resources of the University or the community in the event of any complaint under this policy; (3) assist anyone who wishes to report a crime to local law enforcement; (4) be responsible for all training and education programs and monitoring the campus climate with regard to sexual misconduct, harassment, and discrimination; and (5) complete required annual reports to government agencies.

## **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits and will not tolerate discrimination in employment, the provision of academic services, or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities.

This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through

the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. Seq. Inquiries regarding compliance with these statutes may be directed to the Executive Director of Human Resources, UNE, 11 Hills Beach Road, Biddeford, ME 04005, 207-602-2383 or to the Director, Office of Civil Rights, Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111 or the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6290.

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

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

In addition, this policy specifically prohibits any and all forms of sexual or gender based harassment, and all forms of sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking.

## **DEFINITIONS**

### **DISCRIMINATORY HARASSMENT**

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

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

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

### **SEXUAL HARASSMENT**

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

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

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

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

- a. Physical assault, and/or physical sexual acts perpetrated against a person's will or where the actor knew or should have known the person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability and where the respondent should have known the person to be incapacitated. This includes rape, sexual assault, sexual battery, and any form of sexual coercion.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- c. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
- d. A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
- e. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

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

## **SEXUAL MISCONDUCT**

### A. Sexual Assault or Sexual Violence

Sexual Assault is having or attempting to have sexual intercourse with another individual, including: (1) by use of force or threat; (2) without effective consent; or (3) where the actor knew or should have known the individual is incapacitated by drug and/or alcohol or was physically or mentally unable to make informed or reasonable judgments or provide consent. For purposes of these regulations, Sexual Assault includes rape, fondling, incest, or statutory rape as those crimes are defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Program. This definition conforms to the FBI's Uniform Crime Report and Clery Act definition and also conforms to the definition of rape under Maine law.

### B. Non-Consensual Sexual Contact (includes "Fondling")

Non-Consensual Sexual Contact is contact with the intimate parts of another individual for the purposes of sexual gratification through the (1) use of threat or force, (2) without effective consent, or (3) where the actor knew or should have known individual was incapacitated or physically or mentally unable to make informed, reasonable judgments or provide consent.

### C. Sexual Exploitation

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one's own benefit or the benefit of anyone other than the individual being exploited. Sexual exploitation may include but is not limited to: (1) secretly observing the sexual actions of another or allowing others to secretly observe the sexual activity without the knowledge or consent of the other party; (2) sharing visual images, audio recordings, videos of another individual without consent; (3) causing an individual to prostitute them through force, intimidation, or coercion; (4) knowingly exposing another individual to a sexually transmitted disease without their knowledge (5) exposing one's genitalia or causing another person's genitalia to be exposed without effective consent.

### D. Dating Violence

Dating Violence is violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of whether there was a "social relationship of a romantic or intimate nature" is based on the Complainant's characterization of the relationship, the length and type of the relationship, and the frequency of interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of dating is not determinative. Emotional and psychological abuse are not encompassed in this definition. Dating violence also does not include incidents of Domestic Violence.

### E. Domestic Violence

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former

cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

#### F. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or another's safety, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a person under similar circumstances and identities with the Complainant. "Substantial emotional distress" means a significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

#### G. Consent:

- a. Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.
- b. Consent given at the start of sexual activity may not be understood to apply to each individual sexual action during the encounter.
- c. Each party must clearly consent to each act during the sexual encounter.
- d. Consent may not be inferred from silence.
- e. Consent is not voluntary if it is induced by force, threat, or deception.
- f. An individual who is incapacitated by drugs or alcohol, who is asleep, unconscious, or otherwise physically or mentally incapacitated is not capable of consent and consent may never be assumed
- g. Acts of sexual misconduct and the failure to obtain consent are never excused by incapacitation because of drug or alcohol consumption.
- h. Consent may be withdrawn at any time and if it is, sexual activity of any kind must stop.
- i. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity, and consent to sexual activity with one person does not equal consent to engage in sexual activity with anyone else.
- j. Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the

other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law.

### SCOPE

#### A. Applicability

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

#### B. Off -Campus Programs

Off –campus programs and activities are covered by this policy and include, but are not limited to, study abroad programs, internships, participation in affiliated programs, clinical programs, student teaching, and applied learning, such as but not limited to, on-line course experiences. Faculty, staff, administration, supervisors, employees, volunteers, and students who feel that they have experienced sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, discrimination, and/or harassment while participating in off-campus programs and activities should immediately report such incidents to the program director, Student Affairs, and the Title IX Coordinator. Non-University visitors, guests, patrons, independent contractors, or clients who fail to address sexual misconduct, discrimination and/or harassment of administrators, faculty, staff, supervisors, volunteers, students, or employees by their personnel which they knew about or should have known about may be subjected to whatever sanctions the relationship of the guest, client, vendor, organization, contractor, or business to the University permits.

**Please note: The University may and will act on any complaints of sexual misconduct, discrimination, or harassment by students or University employees off campus if that activity results in substantial disruption to the educational process on campus at any location or in any program sponsored by or affiliated with the University.**

#### C. Employment Decisions

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

Executive Director of Human Resources.

D. Academic Freedom and Freedom of Expression

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

E. Responsibility of Supervisors and Others in Positions of Authority

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

F. Responsible Employees

Any employee of the University who is responsible in any way for student welfare, or who a student could reasonably believe is responsible for student welfare, and who is not by law, licensure or University regulation designated as a confidential resource, must forward any report of discrimination, harassment, or sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator as soon as possible after receiving it. This definition of "responsible employee" includes faculty, coaches, administrators, security officers, advisors, staff, RAs, and other student employees involved in promoting student welfare.

If a responsible employee receives a complaint, if possible, before hearing it fully, the responsible employee should be clear with the Complainant that (1) they are not a confidential resource, if they are not so designated, and (2) they are obligated to report any incident to the Title IX Coordinator.

G. Consensual Relations in Regard to Sexual Misconduct/Sexual Harassment

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

**REPORTING OF COMPLAINTS OF SEXUAL MISCONDUCT, HARASSMENT, OR DISCRIMINATION**

Anyone who reports an incident of sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, harassment, or discrimination will be assisted in understanding their reporting options and will not be forced to make any type of report with which they are uncomfortable.

**The Title IX Coordinator** for the University of New England is Angela Shambarger, 207-221-4554, [ashambarger@une.edu](mailto:ashambarger@une.edu), Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine 04103.

**The Deputy Title IX Coordinators** are:

(1) Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); (2) Ray Handy, the Assistant Dean of Student Affairs: 207-221-4213, [rhandy@une.edu](mailto:rhandy@une.edu); (3) Heather Davis, Associate Director of Athletics for



Compliance and Senior Women's Athletic Administrator, 207-602-2629, [hdavis@une.edu](mailto:hdavis@une.edu); (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, [edoyle1@une.edu](mailto:edoyle1@une.edu).

**Student Counseling Services** for the University of New England.

For general Counseling Services support:

Biddeford Campus: (207) 602-2549/toll-free 1-866-743-2230, or on the Portland Campus: (207) 221-4550 or toll-free: 1-866-798-9201. Confidential and free to students. <http://www.une.edu/studentlife/counseling>

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

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

### **Complaints Involving Alcohol or the Use of Controlled Substances**

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting an incident of sexual misconduct ("an incident"). The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Alcohol and/or drug use may affect the memory of involved parties and may affect the outcome of the complaint.

### **TIMELINE FOR REPORTING AND CONFIDENTIALITY**

Complaints and reports of discrimination, sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, and/or sexual harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. All reports and complaints of discrimination, sexual misconduct, and/or harassment will be promptly

investigated and appropriate action will be taken as expeditiously as possible. The University will make all reasonable efforts to protect the rights of both the Complainant and the Respondent. The University will respect the privacy of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

The University will, whenever possible, honor a request by the Complainant for confidentiality. Any request for confidentiality must be balanced against the University's obligation to provide a safe and non-discriminatory environment for the entire University community. The University may also be severely limited in its ability to take action against a Respondent if strict confidentiality is maintained. The Title IX Coordinator, the Director of Student Conduct, the Director of Safety and Security, and/or their designee(s) shall be responsible for evaluating all requests for confidentiality and will consider the severity of the alleged conduct, the ages of the parties, any pattern of misconduct, and the rights of the Respondent.

In any case where a complaint discloses a serious, immediate or continuing threat to others in the University community, the University will issue a campus-wide alert. However, such an alert shall not contain any identifying information about the Complainant. In addition, no information about the Complainant will be released to the public in any fashion without the consent of the Complainant.

The University reserves the right to investigate and resolve a complaint or report of discrimination, sexual misconduct, and/or harassment regardless of whether the Complainant ultimately desires the University to pursue the complaint. In such cases, the parties shall be informed of the status of the investigation at reasonable times until the University's final disposition of the investigation. The University also reserves the right to contract with a third party to conduct the investigation on behalf of the institution.

### **FALSE CLAIMS**

To make deliberate false accusations of discrimination, sexual misconduct, or harassment violates this policy. In such instances, the Complainant will be subject to disciplinary action. The level of discipline will depend on the severity of the false claim and may include, but is not limited to: probation, suspension, expulsion, or termination.

Failure to prove a claim of discrimination, sexual misconduct, or harassment does not constitute proof of a false and/or malicious accusation.

### **RETALIATION**

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

## **SANCTIONS FOR VIOLATION OF THIS POLICY**

Any student found responsible for violating the policies on Non-Consensual Sexual Contact, or Stalking will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous student conduct code violations.

Any student found responsible for violating the policies on Sexual Assault, Dating Violence, or Domestic Violence will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on Sexual Exploitation, or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The University Student Conduct Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the initial hearing officers nor the Appeal Officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Any employee of the University found responsible for any element of this policy will be referred to and disciplined in accordance with the Disciplinary Policy as outlined in the University Personnel Handbook and Faculty Handbook. Disciplinary responses will likely range from oral reminder to employment termination depending upon the severity of the incident and taking into account any previous disciplinary actions.

## **RESOURCES FOR HELP WITH COMPLAINTS OF SEXUAL MISCONDUCT**

In the event that a student experiences sexual misconduct in any form, 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.

If you or a friend experience sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, on or off campus, and have questions or need help, contact any of these resources below:

**The Title IX Coordinator** for the University of New England is Angela Shambarger, 207-221-4554, [ashambarger@une.edu](mailto:ashambarger@une.edu), Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

**The Deputy Title IX Coordinators** are: (1) Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); (2) Ray Handy, Assistant Dean of Student Affairs: 207-221-4213, [rhandy@une.edu](mailto:rhandy@une.edu); (3) Heather Davis, Associate Director of Athletics for Compliance and Senior Women's Athletic Administrator, 207-602-2629, [hdavis@une.edu](mailto:hdavis@une.edu); (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, [edoyle1@une.edu](mailto:edoyle1@une.edu).

**Student Counseling Services** for the University of New England:  
Biddeford Campus 207-602-2549/toll free 1-866-743-2230, or on the  
Portland Campus 207-221-4550,  
or toll free: 1-866-798-9201,  
<http://www.une.edu/studentlife/counseling>.

Any of the counselors on staff will provide free, confidential support for students.

## **University Department of Safety and Security**

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

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

## **Police Department (911)**

Any victim of sexual misconduct can contact the Police Department or Department of Safety and Security for assistance in obtaining medical attention and to initiate investigation of the crime. The University will assist any victim who wishes to report to the police. 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.

### [Sexual Assault Response Services of Southern Maine](#)

**24 Hours: 1-800-871-7741, (207) 828-1035 (Cumberland Administrative Office), or 207-828-1035 (York County Administrative Office)**

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.

### [Caring Unlimited](#)

**1-800-239-7298**

York County's Dating/Domestic Violence Program. 24 hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

### [Through These Doors](#)

**1-800-537-6066, or (207-874-1973)**

Cumberland County Domestic Violence Services. 24 hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

### [Hospital Emergency Department](#)

**Maine Medical Center at 207-662-2381 or Southern Maine Medical Center at 207-294-5000**

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 is advised not to wash or change clothes prior to seeking immediate medical treatment.

### [Planned Parenthood of Maine](#)

**Biddeford: 275 Main St, Suite 102, Biddeford, ME 04005 207-282-6620**

**Portland: 443 Congress Street, Portland, ME 04101 or 1-800-230-7526 or 207-797-8881 or online at**

**<https://www.plannedparenthood.org/planned-parenthood-northern-new-england>**

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

### [Student 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 Safety and Security for transportation and medical protocol used to provide evidence for prosecution. They will also provide referral and advice regarding campus and community resources.

### [Housing and Residential/Commuter Life Staff, Biddeford Campus, \(BC\)](#)

(Resident Advisor or Professional Staff)

**Individual R.A. extension or 207-602-2272 (BC) for Housing**

This office 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.

### [Intercultural Student Engagement](#)

**Biddeford Campus: Campus Center 100, 207-602-2461 or Portland Campus: 02 Proctor Hall, 207- 221-4212.** Online: <http://www.une.edu/ise>. Can help connect students to resources and support regarding spiritual or faith communities as well as provide information on gender expression and inclusivity.

### **COMPLAINT REVIEW PROCEDURES FOR COMPLAINTS OF A VIOLATION OF THE UNIVERSITY'S TITLE IX POLICY BY UNDERGRADUATE, GRADUATE, AND PROFESSIONAL STUDENTS**

**The following procedures will be utilized for complaints alleging a violation of Title IX, involving discrimination, harassment, or sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, or other acts of violence involving the use of weapons or physical assault as defined and set forth above. These procedures differ from those set forth below in Article XI for the alleged violations of other sections under the Student Conduct Code. It is possible that alleged violations of Title IX may also be combined with other violations of the student conduct code. When that combination is the case, these procedures will apply. The goal of the University in utilizing these procedures is to provide the appropriate framework for the investigation and if necessary, the adjudication of these Title IX complaints and to provide Complainants and Charged Parties the fundamental fairness to which they are entitled.**

The procedures for reporting Title IX complaints are fully set forth above along with the provisions for confidentiality.

### **INVESTIGATION**

- A. Steps Taken By the Title IX Coordinator Once A Complaint is Received: **Once a complaint has been received by the Title IX Coordinator or one of the Deputy Title IX Coordinators as set forth above the following steps will be taken:**
  - a. The Title IX Coordinator will meet with the Complainant and review the allegations in the complaint. The Title IX Coordinator will make sure that the Complainant is aware of all of the resources available to support them (as set forth fully above) and offer

assistance in accessing or utilizing these resources if this is needed by the Complainant. When it is appropriate the Complainant will be asked to provide a statement of the allegations in writing.

- b. After reviewing the allegations and going over the procedures for a Title IX complaint with the Complainant, if the Complainant and/or the University decide that they want to move forward with a formal complaint, then the Title IX Coordinator will meet with the Charged Party.
    - i. The Title IX Coordinator will inform the Charged Party verbally of the allegations being made against them and review the procedures involved in the Title IX complaint process. The Charged Party will also be made aware of all the resources available for support of the Charged Party. Additionally assistance in accessing resources will be offered if this assistance is needed by the Charged Party.
    - ii. After the Charged Party is made aware of the allegations against them, the Charged Party will be asked to submit a written response to the allegations.
    - iii. Once the Charged Party's written response to the allegations has been received or if the Charged Party declines to submit a written statement, the Title IX Coordinator will issue a letter to the Charged Party outlining the specific sections of the Student Conduct Code the Charged Party is alleged to have violated.
  - c. A Charged Party may elect not to participate in the University process as that is their legal right. However, failure to provide information to the Title IX Coordinator or to otherwise not participate in the process as it moves forward will not stop the University's process from proceeding according to the provisions of this policy.
- B. Investigation of Alleged Title IX Violations:**
- a. All allegations of a violation of Title IX will be investigated either by the University's internal Title IX Investigator and Prevention Specialist or at the University's sole discretion by an outside Investigator.
  - b. The Investigator shall make every attempt to complete the interviews and produce a final report within sixty (60)

days but it is understood that this is a goal and not a mandate. The Investigator will attempt to be expeditious but will not sacrifice thoroughness for a specific time frame for completion.

- c. The Investigator will be provided with the information obtained from the Complainant and/or the Charged Party. The Investigator will meet with and interview both parties and will provide both parties with the opportunity to identify witnesses and or documents such as texts or other electronic media that either party would like the investigator to interview or to consider as evidence.
  - i. The Investigator may meet with the Complainant, the Charged Party, and any witnesses deemed to have relevant information in any order the investigator deems appropriate.
  - ii. During the interviews, the Complainant and the Charged Party may both choose to have an advisor with them. The advisor may be a member of the UNE community or if the violations asserted against the Charged Party include Title IX violations, they may have an attorney appear with them or a member of their immediate family. The advisor is there for support and may not address the Investigator. If the advisor is in any way disruptive of the investigatory process, the investigator shall ask the advisor to leave the room and the process shall not continue until they have done so. The advisor may not be a witness in the investigation.
  - iii. The Investigator may also meet with either party or any of the witnesses more than once. All interviews will be arranged through the Student Affairs Office on the Biddeford or Portland campus.
  - iv. After the Investigator conducts an interview, the Investigator will type up a summary of the interview and it will be given to the individual interviewed through the Student Affairs Office.
  - v. The individual receiving the summary will then have the opportunity to review the

summary and to provide the Investigator any corrections they may wish to make to the summary. If the Investigator agrees with the corrections, the Investigator will correct the original summary and the corrected version shall be the one used for the record. If the Investigator does not agree with the corrections, the Investigator will not make the changes and the original summary will be used for the record.

- d. Once all of the interviews have been completed and the witness summaries finalized, both the Complainant and the Charged Party shall receive a redacted copy of all of the witness summaries and all of the documents reviewed up to that point by the Investigator. The witnesses' names shall be redacted from their statements and they will be identified as Witness A, B, etc. Any other students' names that may have come up in a witness statement and who were not interviewed shall be redacted and they shall be referred to as Student 1, 2, etc. All of the Witness Statements and the documents reviewed by the investigator and provided to the Complainant and the Charged Party shall be "the Record."
- e. Once the Complainant and the Charged Party have each had the opportunity to review the Record, they shall each have the opportunity to provide the Investigator with any additional written statement they wish to submit concerning what they have reviewed in the Record.
  - i. The Complainant and the Charged Party should provide this additional statement, if they wish to submit one, to the Investigator within four (4) business days of the receipt of the Record.
  - ii. The Investigator will not complete the report of the investigation until after the conclusion of the four (4) business days during which the Complainant and Charged Party may provide additional statements. Only the Investigator has had the opportunity to review and consider the statements will the report be drafted.

C. Investigator's Findings:

- a. The Investigator's report shall set forth

findings of fact which shall include assessments of credibility where called for. Based on those findings of fact and the applicable provisions of University policy, the Investigator will make a finding (based on the preponderance of the evidence standard). This finding will be as to whether or not the Investigator finds the Charged Party responsible for each of the allegations of violation of University policy set forth in the letter of specific allegations sent to the Charged Party. If the Investigator finds the Charged Party responsible for any of the alleged violations, the investigator shall not make any recommendation as to possible sanctions for the violation.

D. Submitting an Appeal:

- a. The Complainant and the Charged Party shall each receive a copy of the Investigator's final report through the Student Affairs Office.
  - i. Within five (5) business days of the receipt of the final investigation report, each party shall have the opportunity to submit an appeal to the Dean of Students and Assistant Provost of Student Affairs. The appeal may be submitted based on (1) a procedural error that had a material impact on fairness of the investigation and proceedings and/or (2) the submission of new evidence that could not have been presented to the Investigator before the investigation report was finalized.
  - ii. The Dean of Students and Assistant Provost of Student Affairs shall review the appeal from either party and shall issue a decision within seven (7) business days of the receipt of the appeal/s.
  - iii. The Dean of Students and Assistant Provost of Student Affairs may (1) deny the appeal or (2) send the investigation report back to the Investigator with a direction to consider new evidence or, if possible, to correct the procedural error. If the procedural error is substantial and significantly impacts any finding of responsibility and it cannot be corrected, the Dean of Students and Assistant Provost of Student Affairs may find the investigation to be invalid. If this

is the finding, a new Investigator will be engaged and a new investigation will be undertaken pursuant to this Article. The decision of the Dean of Students and Assistant Provost of Student Affairs on the appeal/s is final.

E. The Student Conduct Board:

- a. Once the Dean of Students and Assistant Provost of Student Affairs' decision on the appeal/s is final, if the investigation report has found the Charged Party responsible for a violation of Title IX and any other provision/s of the Student Conduct Code and/or Title IX, the Dean of Students and Assistant Provost of Student Affairs will ask the Director of Student Conduct to convene a panel of the Student Conduct Board as provided for in detail in Article XI.
  - i. The Student Conduct Board shall be chaired by the Director of Student Conduct. Based solely on the findings of facts and the findings as to responsibility of the Charged Party as set forth in the final investigation report, the Student Conduct Board shall meet to consider what sanctions, if any, are appropriate for the violations. The Student Conduct Board shall not reconsider any of the findings in the investigation report.
- b. Both the Complainant and the Charged Party shall each have the opportunity to appear before the Student Conduct Board to provide an impact statement to the Board. They may each also choose to submit an impact statement in writing to the Student Conduct Board and to not appear in person.
  - i. An appearance by either the Complainant or the Charged Party is voluntary and not required. If either or both choose to appear they may each have an advisor with them. The advisor may be a member of the UNE community or if the violations for which the Charged Party has been found responsible include Title IX violations, they may have an attorney appear with them or a member of their immediate family. The advisor is there for support and may not address the Student Conduct Board. If

the advisor is in any way disruptive of the Student Conduct Board process, the Director of Student Conduct shall ask the advisor to leave the room and the process shall not continue until they have done so. The proceedings of the Student Conduct Board shall not be recorded in any manner.

- c. At the conclusion of the presentation of any impact statements by the Complainant or the Charged Party, the parties and their advisors shall leave the room and the Student Conduct Board shall begin deliberations in order to make a determination of what, if any, sanctions should be assigned for the violations of the provisions of Title IX and any other provisions of the Student Conduct Code found by the Investigator in the final investigation report.
  - i. The Student Conduct Board may not overturn any of the findings of responsibility in the final investigation report. The Student Conduct Board shall consider the final investigation report, any impact statement made by the Complainant or the Charged Party and any previously adjudicated violations of the Student Conduct Code and any related sanctions.
  - ii. Once the Student Conduct Board has reached its decision, the Director of Student Conduct shall report the decision of the Student Conduct Board to the Title IX Coordinator who shall inform the Complainant and the Charged Party of the decision in writing.

F. Appealing a Decision of the Student Conduct Board:

- a. Within seven (7) business days of the receipt of the written decision letter from the Title IX Coordinator, both Complainant and the Charged Party shall have the right to appeal the decision on sanctions to the Provost. This appeal is only related to the sanction decision of the Student Conduct Board and may not raise any issues as to the findings of responsibility in the final investigation report. The appeal may raise any alleged procedural errors that had material impact on fairness of proceedings by the Student Conduct Board.
  - i. Within seven (7) business days of the receipt of the appeal/s the

- Provost shall issue a decision in writing to both the Complainant and the Charged Party. The Provost may uphold the decision of the Student Conduct Board or return the decision to the Student Conduct Board through, the Director of Student Conduct, for reconsideration of a procedural error.
- ii. If necessary, the Student Conduct Board will reconsider their decision based on the concerns of the Provost. The Student Conduct Board shall issue a new written decision to the Provost within seven (7) business days of the receipt by the Board of the Provost's request for reconsideration.
  - iii. The Provost shall then have five (5) business days to issue a final decision on the appeal. This final decision shall be issued to both the Complainant and the Charged Party concurrently.

#### **ARTICLE VII: SMOKING/TOBACCO USE ON CAMPUS**

Smoke and tobacco use in the workplace has become an important public health issue as evidenced by the many local and national initiatives, plus the implementation of new policies by many colleges and universities. There is considerable evidence that smoke is harmful not only to smokers but also nonsmokers. The University of New England, as an Innovative Health Sciences University grounded in the Liberal Arts, strives to provide a healthy learning and work environment. Every student, employee, contractor/vendor, and visitor should be able to breathe clean air, plus the right to avoid exposure to the effects of smoke and tobacco. The University of New England, therefore, establishes the following tobacco and smoke free policy.

##### Tobacco and Smoke Free Policy Statement:

The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes, juuling, or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway, or ventilation system. Please note only FDA approved nicotine replacement therapy products will be permitted.

#### **ARTICLE VIII: STUDY ABROAD IN MOROCCO AND ON OTHER THIRD PARTY PROGRAMS: UNIVERSITY STUDENT CONDUCT CODE**

##### **STUDY ABROAD**

Students on University of New England semester abroad or faculty-led, programs are still considered to be University of New England students, 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 and cultural 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 may result in removal from the program at the student's expense. 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 may 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 Global Education Program staff.

Student conduct issues will be addressed in-country by campus staff, 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 Dean of Students and Assistant Provost of Student Affairs for potential student conduct review. For very serious infractions, UNE 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. A student is expected to contact Student Affairs at the University of New England to determine the appropriate student conduct review 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 student conduct review.

In certain circumstances where, after an individualized assessment, it is determined that a student's physical or mental condition presents a direct threat of substantial harm to him/herself or others, the Director for the Global Education Program and the Dean of Students and Assistant Provost of Student Affairs, or designee, in consultation with appropriate health professionals, may impose an immediate removal from the program and/or impose an Administrative Mandatory Medical or Psychological Leave of Absence. In such cases, the student may incur the expenses related to dismissal. 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 Student Affairs or online at

### **Discipline Issues and Third Party Programs**

While on third party programs, students must abide by the University Student Conduct Code outlined by the program provider and are subject to the program's conduct process which 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 Global Education Program. In the event UNE's Global Education Program is contacted by the program provider, the Director will consult with appropriate campus entities (including the Dean of Students and Assistant Provost of Student Affairs or designee) 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 Non-Discrimination and Anti-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.

## **ARTICLE IX: WEAPONS AND FIREWORKS**

### **Firearms, Firearms Storage, Fireworks, Prohibited Items**

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

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

an item would be considered a weapon or prohibited item.

Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any Residence Hall space, will be confiscated. The violation will be addressed expeditiously through the student conduct review 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.

## **ARTICLE X: 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, or simultaneously with civil or criminal proceedings off-campus.
- 2) If a student is charged with an off-campus violation of a federal, state, and/or local law which causes substantial disruption to the educational program on campus, 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. However, to the extent permitted by Family Educational Rights and Privacy Act (FERPA), the University may advise off-campus authorities of the existence of the University Student Conduct Code and how such matters will be handled internally within the University community. The University will cooperate 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 and not as agents or representatives of the University, remain free to interact with governmental or law enforcement agencies as they deem appropriate. The University will not delay a University student conduct review proceeding because the Charged Party is also the subject of a criminal investigation, indictment, or charge.
- 4) Student Conduct Records and related files are maintained by the Office of Student Affairs and/or Department of Housing and Residence/Commuter Life. Student conduct records/files are maintained under FERPA.

## **ARTICLE XI: STUDENT CONDUCT REVIEW PROCESS**



## **STUDENT CONDUCT REVIEW PROCESS FOR VIOLATION OF THE UNIVERSITY STUDENT CONDUCT CODE: UNDERGRADUATES, GRADUATE, AND PROFESSIONAL STUDENTS**

**THE PROCEDURES OUTLINED IN THIS SECTION DO NOT APPLY TO ANY COMPLAINTS OF A VIOLATION OF TITLE IX. SEE ARTICLE VI ABOVE FOR PROCEDURES APPLICABLE TO COMPLAINTS OF POSSIBLE VIOLATIONS OF THE TITLE IX POLICY.**

### **OVERVIEW**

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

**PLEASE SEE ARTICLE XII FOR ALL PROCEDURES RELATING TO ACADEMIC MISCONDUCT OR ACADEMIC PROGRESSION PROCEDURES**

### **REPORTING PROCESS**

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

### **Violations of the Professional Codes of Conduct**

Reports of alleged violations of the Professional Codes of Conduct by graduate, undergraduate, or professional students subject to such codes should be made initially to the Dean of the student's college. If the allegation involves any act of sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, the Dean must also report the allegation immediately to the Title IX Coordinator or one of the Deputy Coordinators. Any other alleged violations of the Professional Codes of Conduct should also be reported by the Dean to the Assistant Dean of Students or the Director of Student Conduct or designee.

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

### **STANDARDS FOR DECISIONS**

**All written decisions** issued under this Student Conduct Review Process will be drafted in compliance with the requirements of FERPA .

### **COMPLAINT PROCEDURE**

- 1. Receipt of the Complaint by the Director of Student Conduct or Designee.**

### **CONFLICT OF INTEREST POLICY**

If either party thinks there is a conflict of interest in filing a report with or having a report reviewed by the Director of Student Conduct or designee, ("the Hearing Officer"), either party can inform the Dean of Students and Assistant Provost of Student Affairs or designee of their specific concern and request the Hearing Officer to excuse herself or himself from their case. If either party thinks there is a conflict of interest in appealing to the Dean of Students and Assistant Provost of Student Affairs, they may appeal that issue to the Provost whose resolution of the conflict issue will be final.

### **INTERIM PROTECTIVE MEASURES**

At any time after the receipt of the complaint the Hearing Officer or designee, in consultation with senior administrators, when appropriate, may take interim actions necessary to protect the safety of the parties or the community during the pendency of the investigation, including but not limited to: changing class and/or work schedules, issuing an interim suspension, or issuing no-contact orders. The Complainant or the Charged Party may also request interim protective measures from the Hearing Officer. The final decision on whether or not such measures will be taken rests with the University. The decision by the Hearing Officer and/or a senior administrator to take such an interim action creates no presumption that the Charged Party has engaged in the

alleged violation of the University Student Conduct Code.

## COMPLAINT REVIEW PROCESS

If the report of misconduct is from University personnel, the Hearing Officer will get a written report of the incident and provide the Charged Party with a summary copy of the written incident report in accordance with federal privacy laws. The Hearing Officer will discuss and explain the anti-retaliation and confidentiality policies with all parties to the complaint. If the Hearing Officer receives the complaint from a student, the Hearing Officer or designee will interview the Complainant and request that, if possible, the complaint be submitted in writing. The Hearing Officer will review the complaint and if the Hearing Officer determines there is any basis in fact for the complaint, the Hearing Officer will meet with the Charged Party. The Charged Party will be informed by the Hearing Officer of the identity of the Complainant and what the alleged violations are. If the Complainant has submitted a written complaint, the Charged Party will be permitted to review the written Complaint. The Charged Party will be asked to respond to the complaint in writing. The Complainant will be given a copy of the Charged Party's written statement in accordance with federal privacy laws.

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

If the Hearing Officer determines after speaking with and/or receiving written statements from both parties that the facts are clear and a violation of the University Student Conduct Code has taken place, which is not also an actionable violation of the student's Code of Professional Conduct, the Hearing Officer may decide on the appropriate disciplinary sanction as set forth in the University Student Conduct Code without any further action unless the sanction being considered is a suspension of greater than two weeks or dismissal from the University. If either of these sanctions is being considered by the Hearing Officer, the Hearing Officer must refer the matter to the University Student Conduct Board. If neither of these sanctions is involved, the Hearing Officer shall inform the parties in writing of the decision to impose a specific disciplinary sanction within seven (7) business days of completing the review of the facts in the case.

If the Hearing Officer cannot make a decision based on the facts in the written statements or the Charged Student denies the allegations, the Hearing Officer may conduct whatever other interviews or review of documents, including but not limited to electronic records, the Hearing Officer deems necessary in order to

understand the facts of the matter. In all cases, the Hearing Officer will attempt to complete the evaluation of the complaint within thirty (30) business days of the receipt of the complaint. If a complaint cannot be fully and properly evaluated in this time frame, the Hearing Officer will inform both parties in writing and set a new deadline for completion. The University will always attempt to conclude the investigation of a complaint and the hearing, if one is necessary, as soon as practically possible.

If the Hearing Officer determines there is no basis to the complaint and declines to take any action against the Charged Student, the Hearing Officer will provide both parties with a written decision to that effect within seven (7) business days of completing the review of the facts of the case. The Complainant may appeal the Hearing Officer's decision to the Dean of Students and the Assistant Provost of Student Affairs or designee. The appealing party must give his or her appeal to the Dean of Students and Assistant Provost of Student Affairs or designee ("the Appeal Officer") within seven (7) business days of the receipt of the Hearing Officer's written decision. The appeal must be in writing and must clearly set forth the reason for the appeal. The appeal (1) must be based on new evidence which was not and could not have been presented to the Hearing Officer or (2) must allege a material procedural irregularity by the Hearing Officer that had a substantial impact on or otherwise prejudiced the determination made by the Hearing Officer. The Appeal Officer shall issue a written decision within ten (10) business days of the receipt of the written appeal. The Appeal Officer may (1) uphold the decision of the Hearing Officer or (2) send the decision back to the Hearing Officer for further consideration based on new evidence or a material procedural error. A written reconsideration decision by the Hearing Officer shall be completed within seven (7) business days of receipt of the request for reconsideration and shall be considered final. Finally, the Appeal Officer may (3) decide to request the Hearing Officer to convene the University Student Conduct Board.

## 2. Possible Actions by the Hearing Officer Following An Investigation

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

### a. Informal Resolution

When the Hearing Officer thinks it appropriate and after consultation with both parties, the Hearing Officer may suggest Informal Resolution to resolve the complaint.

**PLEASE NOTE: Informal Resolution is never an option available to the Hearing Officer if the complaint involves allegations of sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, even if both parties would agree to the process. Such complaints must be handled through the Title IX Coordinator.**

During the Informal Resolution process the Hearing Officer or designee will meet with both parties and may or may not meet with them together. A face-to-face meeting of the parties is not required. Either party may end the informal process at any time and request that the complaint be handled through the formal process. After the meetings, if the Hearing Officer thinks it is appropriate, the Hearing Officer will propose a possible resolution to both parties. If both parties agree to the resolution proposed by the Hearing Officer, it will be put in writing and signed by both parties. If the parties do not agree to the resolution, or the Hearing Officer otherwise decides it is appropriate to terminate the Informal Resolution process, the Hearing Officer may then (1) impose discipline, (2) convene the University Student Conduct Board or (3) dismiss the complaint.

### **b. Imposition of Discipline**

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

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

Appeal Officer may (3) decide to request the Hearing Officer to convene the University Student Conduct Board.

### **c. University Student Conduct Board**

If the Hearing Officer determines that the appropriate discipline for a Charged Party may be either a period of suspension for longer than two weeks or dismissal from the University, the Hearing Officer will so inform the parties in person if possible and in writing and ask Dean of Students and Assistant Provost of Student Affairs or designee to convene the University Student Conduct Board. The Hearing Officer will review the University Student Conduct Board procedures with each of the parties.

At the start of each academic year, the Dean of each college shall propose the names of five faculty to serve on the student conduct board. The names of the faculty shall be sent to the Assistant Vice President of Human Resources for review and approval before they are appointed.

When the Hearing Officer requests the Dean of Students and Assistant Provost of Student Affairs or designee to convene the University Student Conduct Board, the Dean of Students and Assistant Provost of Student Affairs or designee will select four (4) faculty members from among the appointed and trained representatives to sit on that panel. At least two of the faculty members must be from the Charged Student's College.

The University Student Conduct Board will meet within ten (10) business days of the date when the Dean of Students and Assistant Provost of Student Affairs or designee receives the request from the Hearing Officer to convene the University Student Conduct Board. The Dean of Students and Assistant Provost of Student Affairs, or designee (hereafter "Chair") will Chair the University Student Conduct Board and is a voting member. If the undergraduate, graduate, or professional student is in a program with a professional code of conduct, the Dean or the Program Director of the student's College or program or designee shall also sit on the panel as a non-voting member and may address any issues under a Professional Code of Conduct that may applicable to the Charged Student.

The Hearing Officer or the Hearing Officer's designee will present the case to the University Student Conduct Board and is not a voting member of the Board. If the University Student Conduct Board should determine that further investigation is warranted or that additional information is needed, it will be conducted or provided by the Hearing Officer or the Hearing Officer's designee. The Hearing Officer, in consultation with the Chair, may present documentary evidence to the University Student Conduct Board. In addition, the Dean or the program director may present evidence about any possible violation of any applicable Code of Professional Conduct

to the University Student Conduct Board. All evidence presented shall be in a form that complies with the applicable provisions of FERPA.

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

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

If witnesses other than the Complainant and Charged Party do appear before the University Student Conduct Board, the Complainant and Charged Party may question those witnesses within the discretion of and only indirectly through the Chair. The Complainant and Charged Party may question each other only indirectly through the Chair. If more than one witness is called before the University Student Conduct Board, all witnesses will be sequestered and will not be permitted to hear other witnesses testify. Once they have provided information in the hearing, the witnesses will be excused from the University Student Conduct Board hearing room. The University Student Conduct Board meetings are not open to the public. Both the Complainant and the Charged Party may have one student conduct advisor of their choosing present with him or her at the hearing. Advisors are not permitted to speak or to participate directly in any review before the University Student Conduct Board. The student conduct advisor may be an individual from the University community, including an academic advisor, or a member of the University of New England faculty or staff. Any student conduct advisor who disrupts the hearing process in any way or who attempts to participate improperly may be removed from the hearing. In addition, the University may, in its discretion, but is not required to postpone a hearing because a student conduct advisor cannot attend, if the

University has provided at least five (5) business days' notice of the hearing date and time. The Rules of Evidence as used by the state and federal courts do not apply in the hearing, and the hearings are not to be recorded in any fashion.

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

#### **d. Appeal Process**

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

the appeal in the Provost's Office. The Appeal Officer may uphold the decision of the University Student Conduct Board and that decision by the Appeal Officer is final. The Appeal Officer may also send the matter back to the University Student Conduct Board for reconsideration based on findings made by the Appeal Officer during the appeal. The decision of the University Student Conduct Board on reconsideration of the matter is final.

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

## 5. Sanctions

**Please see Article VI for the sanctions that may be imposed for a violation of the Sexual Misconduct policy**

In accordance with the procedures for the University Student Conduct Review 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 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 result in a suspension or dismissal level hearing. Specific restrictions also include, but are not limited to:
  - i. Ineligibility to hold an office in a campus organization,
  - ii. Ineligibility to represent the University in any on or off campus event, and/or
  - iii. Ineligibility to participate in varsity athletics.
- d. Denial of Privilege - the student is allowed to finish the current academic term under probation. The student's records are encumbered and the individual is prevented from re-enrolling until certain conditions have been met.
- e. Residence Hall Dismissal - permanent separation of the student from the residence halls. In matters where a student is subject to the University's Residency Requirement residence hall dismissal may result in suspension from the University.
- f. Residence Hall Suspension - separation of the student from the residence halls for a stated period of time, after which the student is eligible to return. Conditions for readmission may be specified. In matters where a student is subject to the University's Residency Requirement residence hall suspension may result in suspension from the University.
- g. Housing Reassignment - mandatory change of housing assignment within the Housing system for inappropriate behavior in the current living situation.
- h. Probation - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period. Specific restrictions also include, but are not limited to:
  - i. Ineligibility to hold an office in a campus organization,
  - ii. Ineligibility to represent the University in any on or off campus event,
  - iii. Ineligibility to participate in varsity athletics, and/or
  - iv. Ineligibility to participate in a University-approved Study Abroad experience.
- i. Referral - referral to the Dean of Students and Assistant Provost of Student Affairs, 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 student conduct review body

More than one of the above listed sanctions may be imposed for any single violation.

The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above in Section 1, e - p.
- b. Deactivation - loss of all privileges, including University recognition, either permanently or for a specified period of time.

These standards do not preclude removal from the

University in accordance with provisions of the residence hall occupancy agreement, or other University rules or regulations found in the University Student Handbook.

## **ARTICLE XII: ACADEMIC POLICIES, MISCONDUCT PROCEDURES, AND PROGRESSION APPEALS**

### **A. Academic Integrity Policy Statement**

Adopted by University Council September 30, 2010

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

Charges of academic dishonesty will be reviewed by the Dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England. Academic dishonesty includes, but is not limited to the following:

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

### **B. Academic Misconduct**

First time violations of academic misconduct shall be referred to the appropriate academic Dean for investigation and sanction in accordance with the University Student Conduct Code. The Dean or Program Director shall report the violation to the Director of Student Conduct for information purposes only on a first offense. Any student who is reported for a second violation of academic misconduct must be reported to the Director of Student Conduct by the Dean and/or Program Director and the student will go through the Student Conduct Review Process as set forth above.

### **C. Academic Progression Appeals**

- 1) Appeals regarding decisions on Academic Progression will be submitted to the student's Academic Dean or designee and may require the submission of an Academic Petition <http://www.une.edu/registrar/registration/registration-forms>
- 2) A decision regarding academic progression reached

by the individual faculty member, department chair or other designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the accused student(s) or Complainant(s) to the appropriate academic Dean within seven (7) business days of the decision. Such appeals shall be in writing and shall be delivered to the appropriate Dean and must be based on; 1) new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or 2) procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive. Appeals will only be accepted by the Academic Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).

- 3) The appropriate Dean will make a determination whether grounds are present in the petition to warrant a review. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student. The appropriate Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
- 4) If it is deemed by the appropriate Dean that an appeal is warranted, the following procedures will be followed:
  - a) When possible, appeals will be heard by the appropriate Dean. This will generally be true for decisions made on an academic departmental level. The Dean will request from appropriate parties any information which will assist in the review. The student will be afforded the opportunity to meet with the Dean if s/he requests, in writing, a personal meeting. The Dean will inform the student of the decision within fifteen (15) working days of the final date of the review process. The decision of the Dean is final.
  - b) If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.
  - c) If the Dean or Provost deems that the appeal would be better addressed by a committee, an appropriate appeal committee will be convened and a review will be conducted. Composition of the Appeal Review Committee will be as follows:
    - i. Four (4) faculty members from the student's college
    - ii. 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
  - iii. 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.
  - iv. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
  - v. 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.
- 5) Appeal Review Protocols will include the following:
- a) In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
  - b) The Dean will notify the student, in writing, of the time and place of the Review. The student has the option of being present throughout the proceedings. The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations. All meetings will be conducted in private.
  - c) The Committee will focus on information relevant to the appeal and not review the original case. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
  - d) Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will

consist of a summary of the reviews, evidence presented, and recommendations of the Committee.

- e) The Dean will make a decision and report it to all parties involved within ten (10) business days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
- f) If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re-opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
- g) In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

## **ADDITIONAL ADMINISTRATIVE POLICIES OR PROCEDURES**

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### **ACADEMIC CATALOGUES**

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

### **ADMINISTRATIVE MEDICAL OR PSYCHOLOGICAL LEAVE OF ABSENCE POLICY**

#### **Mandatory Administrative Medical or Psychological Leave of Absence**

In certain circumstances, a student will be required to take a Leave of Absence in response to exhibited behaviors:

- Ongoing behaviors which cause significant and pervasive disruption to the learning community, either in the classroom or elsewhere on campus, or
- If a student presents a clear and imminent danger to themselves and/or others.

#### **I. Procedure**

1. The University's Medical Officer (defined for purposes of this section as the Medical Officer designated by the President of the University, or the designee of either, as appropriate), in consultation with the Provost, may place a student on a Mandatory Medical or Psychological Leave of Absence, without the student's agreement or consent, if the Medical Officer determines that the student's condition presents

- a clear and imminent danger to themselves and/or others.
2. As part of the Mandatory Medical or Psychological Leave of Absence process, the Medical Officer or the Dean of Students and Assistant Provost for Student Affairs or their designees, may inform the student's parents, guardians, or other appropriate person of the existence of a health and safety emergency.
  3. Before a student is placed on a Mandatory Medical or Psychological Leave of Absence, the Medical Officer will assess the student's ability to participate safely in applicable University programs. In making this assessment, the Medical Officer will exercise his or her reasonable judgment based upon the evidence available, consultation with the Dean of Students and Assistant Provost for Student Affairs or his/her designee, and his or her knowledge of the student's condition. The Medical Officer will provide the student (and the student's parents, guardians or other appropriate persons in the event they have been notified) an opportunity to address the evidence being considered, unless the Medical Officer determines in his or her discretion that the circumstances require immediate action before the consideration of additional information.
  4. If the Medical Officer decides to impose a Mandatory Medical or Psychological Leave of Absence, the Leave will take effect immediately. The Medical Officer will thereafter explain the basis for the decision in writing, and may include conditions for the student's return, including a condition that the student grant permission for the Medical Officer to talk with, or receive documentation from, his or her treating professionals. The written decision will be provided to the student. The Medical Officer's decision remains effective unless modified on appeal.
  5. The student may request an appeal review within five business days [of the date of the Medical Officer's written decision by submitting a written request for a review to the Dean of Students and Assistant Provost for Student Affairs. The written request for review must include a summary of the basis for the request for review. The Dean of Students and Assistant Provost for Student Affairs will review the written decision of the Medical Officer and the summary of the basis for the request for review. The Dean of Students and Assistant Provost for Student Affairs will determine whether (i) to dismiss the request for review as obviously without merit, (ii) to conduct the review him or herself or (iii) to appoint a hearing panel to conduct the review. If the Dean of Students and Assistant Provost for Student Affairs opts to appoint a panel, the panel will consist of him or herself (or his or her designee) and two health care providers. The Dean of Students and Assistant Provost for Student Affairs or the hearing panel may retain legal counsel to advise it during the review hearing and deliberations.
  6. If no timely request for an appeal review is submitted, the Medical Officer's decision is final.
  7. The student may be accompanied at the appeal review, but not the deliberations, by an Advisor, who shall ordinarily be a person from within the University community. The student may for good cause request that his or her Advisor be a parent, legal guardian, or other family member. This request will be reviewed and decided upon before the review by the Dean of Students and Assistant Provost for Student Affairs or the hearing panel. The student may also be accompanied by his or her health care provider(s), if the provider(s) will provide evidence at the review hearing.
  8. At the appeal review hearing, the Medical Officer will explain the basis of his or her decision on a Mandatory Medical or Psychological Leave of Absence.
  9. The student may present evidence in opposition to the Medical Officer's decision. If the student has a proposal that is different from the Medical Officer's Mandatory Medical or Psychological Leave of Absence, the student is encouraged to present that alternative proposal at or before the review hearing. Information may be presented by telephone.
  10. After the conclusion of the APPEAL review, the Dean of Students and Assistant Provost for Student Affairs or hearing panel will deliberate in private.
  11. In reaching its final decision on a Mandatory Medical or Psychological Leave of Absence, the Dean of Students and Assistant Provost for Student Affairs or hearing panel will determine, based on the evidence presented, whether the student's condition presented a direct threat to the health or safety of him or herself or others. The Dean of Students and Assistant Provost for Student Affairs or hearing panel may affirm the Mandatory Medical or Psychological Leave of Absence, adopt any alternative proposed by the student, or develop its own terms and conditions, including terms and conditions for the student's return, which may include that the student grant permission for the Medical Officer to talk with his or her treating professionals.



# UNE Protocol for Health Professions Students Infected with Blood-Borne Pathogens (Updated May 2015)

## Purpose

The purpose of this protocol is to promote patient safety and to provide risk management and guidance to an applicant (otherwise eligible for acceptance) or an existing student in a University of New England (UNE) health professions program who presents with an infection with a blood-borne pathogen (BBP), such as human immunodeficiency virus (HIV), hepatitis B (HBV) or hepatitis C (HCV). Health professions students are those who are students in UNE programs with a clinical training component, such as is found in the College of Dental Medicine, College of Osteopathic Medicine, College of Pharmacy, and Westbrook College of Health Professions.

## Background

The University of New England (UNE) is committed to protecting the health of the public as well as the legal rights and privacy of students infected with blood-borne pathogens, and to non-discrimination.

Health professions students infected with a blood-borne pathogen (BBP), including but not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), may attend UNE and may complete their clinical education, subject to appropriate limitations as deemed necessary to ensure the safety of patients. This protocol and any limitations on a student's clinical activities are not intended in any way to preclude or discourage any applicant or student from pursuing the study or practice of medicine, surgery, dentistry or any health profession. Any restrictions and limitations imposed on the scope of an infected student's clinical training will be intended to protect patient health and safety while facilitating the student's education, all in a manner consistent with the best currently available scientific knowledge, standards of practice, and established recommendations from the U.S. Centers for Disease Control and Prevention (US CDC) and any other applicable guidelines regarding limitations needed to be applied to clinical activity, and the protocols and informed-recommendations established by the UNE Infectious Disease Committee (UNE ID Committee).

(See Appendix A, *Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health Care Providers and Students*, July 2012, and *US CDC Guidance for Evaluating Health-Care Personnel for Hepatitis B Virus Protection and for Administering Postexposure Management*, December 2013)

## CANCELLATION/DELAY POLICY

A decision to delay the opening time or to cancel school at the University due to inclement weather (snow or ice storms) will be made by 6:30 a.m. for day classes based

on conditions at the University (each campus) and the immediate surrounding area after consulting with the weather service. The University's decision to cancel school 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.

1. It is understood that a decision to either delay school opening or to close down the school early impacts classes as illustrated in the following examples and protocols: One hour delay - 8 a.m. classes are canceled. Attend 9 a.m. class if applicable.
2. Two hour delay: 8 a.m. and 9 a.m. classes are canceled. Attend 10 a.m. classes or remaining portion of a scheduled class not ended by 10 a.m.
3. School closing at 3 p.m.: Students will be excused at 3 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. **Final Exam Schedule impact**
6. Student interns who have clinical responsibilities outside of the University or in University clinics should follow protocol established by the clinical site.

Announcements will be made for each campus as follows:

1. INTERNET/TELEVISION - 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).
2. TELEPHONE BULLETIN BOARD - Call 602-2211 or 797-7688, x2211. 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.
3. myUNE - <http://my.une.edu>
4. une.edu - <http://www.une.edu>
5. @unetweets - <https://www.twitter.com/unetweets>
6. @unealerts - <https://www.twitter.com/unealerts>
7. PORTLAND RADIO GROUP - [www.portlandradiogroup.com](http://www.portlandradiogroup.com) FM Stations 93.1, 101.9, 100.9, and 98.9

During work cancellations/delays, only ESSENTIAL PERSONNEL are required to report to work at their normal starting times or at times arranged by their supervisor including Facilities Management Staff, University Health Care Personnel, Food Service Personnel, Security and Safety Personnel.

The University switchboard or answering service will be in operation at all times.

Faculty and 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, 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 myUNE.

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.

### **CHANGE OF ADDRESS OR NAME PROCEDURE**

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

### **CHANGE OF ENROLLMENT STATUS**

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

#### **To Request a Leave of Absence**

*UNE Policy Regarding Leave of Absence:*

A Leave of Absence for a specified period of time, not to exceed one (1) academic year, may be granted to a matriculated student with the authorization of the Academic Dean, Program/School Director or designate and upon completion of the required "Request for Leave of Absence" form available from Program/School Directors or Department Chairs, Academic Dean's Offices, Student Affairs, Student Administrative Services Center (PC), or the Office of the Registrar (BC). Application for readmission is not necessary if the student returns as planned; however, the student who does not return at the specified time will be administratively withdrawn and will be subject to readmission procedures. The University's policy on Leave of Absence Tuition Credit is found in the UNE

<http://www.une.edu/registrar/catalog/index.cfm>\_ relevant to the student's program. NOTE: It is the responsibility of the student to contact the office of the appropriate Dean (COM) or Program/School Director (Graduate) or Registrar (Undergraduate) to indicate change of plans.

#### **Medical Leave of Absence**

Sometimes a student may need to interrupt his or her studies for medical reasons. The university can assist a student making this decision on taking a medical leave and advise him or her about the necessary steps for successful return. Students requesting a Leave of Absence do not need additional permission to take the leave for medical reasons, however, to return from a Medical Leave of Absence, a student must provide documentation. Documentation needed to support this finding will be determined by the University Medical Officer or designee, but will generally include information from the student's clinician indicating that they are able to return to the University. The University also reserves the right to require an involuntary medical leave of absence if it determines that a student's continued enrollment would create a significant or imminent risk to the health and safety of the student or others.

#### **Medical Leave of Absence Reinstatement**

A student seeking to re-enroll after a medical leave must demonstrate to the university that the student's health permits successful pursuit of studies. Documentation needed to support this finding will be determined by the University Medical Officer or designee, but will generally include information from the student's clinician. The decision whether to permit a student to re-enroll is in the sole discretion of the University.

#### **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)

For full policies regarding UNE Library Services go to <https://www.une.edu/library/about/policies>.

### Resource Access

Most of our online resources require you to log in using your myUNE username and password (used to access myUNE, Blackboard, U-Online and Banner). For help with your username and password, please contact ITS at (207) 602-2200 or (207) 221-4400. If you are a Clinical Affiliate, please contact your UNE affiliated department or Library Services for access information.

Certain services (such as borrowing physical books, borrowing eBooks and audiobooks, and checking your library record) require a valid UNE ID barcode. Most student IDs are automatically registered with the library; faculty and staff may need to confirm their registration. Please feel free to Contact Us with any UNE ID barcode problems or access questions you may have.  
Course Reserves

Instructors place some items on reserve behind the library's circulation desk so that students will have access to them; these items don't leave the library. Search here for reserve materials by major. Need something from the other campus?

UNE has two libraries: the Jack S. Ketchum Library on the Biddeford Campus and the Josephine S. Abplanalp Library on the Portland Campus. If an item is owned by UNE but is located at the "other" campus library, you can request that it be delivered to your "home" campus library (journal articles can be requested and received electronically). Delivery is generally within 24-48 hours; the item will be checked out to you and you'll receive an email that it's ready for pickup. Items may be returned to either campus library. How do I make a request?

How long can you use it?

- Reserves: 2 hours in-library use
- DVDs/CDs: 1 week
- Books: 4 weeks (students/alumni); 4 months (faculty/staff)
- Reference Books, Journals and Special Collections: These items cannot be taken out of the library.

Borrowed materials may be returned to either campus library.

## 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. 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 Institutional Advancement.
- 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 Authorization from the Office of Institutional Advancement, which regulates all charitable solicitation for University benefit; it is also required for the solicitation of cash donations greater than \$50 or sponsorships involving promotional benefits. However, prior approval is NOT required for solicitation of small premiums or gift certificates, etc.
- 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 Institutional Advancement 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**

Revised 5/2015 UNE Infectious Disease Committee

### **Purpose of this Protocol**

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.

This protocol addresses diseases that pose a potential threat to the University community due to risk of transmission of infections 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 active tuberculosis; vaccine preventable viral illnesses (i.e., measles, mumps, rubella, whooping-

cough or pertussis); viral conjunctivitis (pink eye), community-acquired methicillin-resistant *Staphylococcus Aureus* (MRSA) skin infections; emerging infections of unknown severity, and others.

### **Administration of this Protocol**

The person responsible for ensuring that this protocol is followed on a day-to-day basis is the Director of the UNE Student Health Center. When this person is not available, an alternative UNE Student Health Center health care provider will be temporarily in charge so that a health care provider is always available to assist with the implementation of this protocol

UNE Student Health Center: (207) 602-2358 (Biddeford Campus) or 207-221-4242 (Portland Campus)

### **Procedural Guidelines**

Employees and students who are infected with communicable diseases will not be barred from working, teaching, residing, or participating in University-sponsored activities or attending classes at UNE unless the individual poses a public health threat.

All students are strongly encouraged to seek medical assistance or guidance from the UNE Student Health Center (or another appropriate licensed health care provider) in the event they have concerns about communicable diseases. Any student 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 consider being evaluated by the UNE Student Health Center or an appropriate licensed personal health care provider. When such evaluation is made of a student by a personal provider, and a communicable disease with public health implications is diagnosed or suspected, UNE Student Health Center should be notified by the student and his/her health care provider so that any potentially exposed university students and/or employees can be protected as per the University's infection control protocols.

When there is evidence of an outbreak or an infection with serious potential to impact public health (e.g., meningitis, measles, etc.), then the Vice President for Clinical Affairs will be consulted and will supervise UNE's response, in collaboration with the Director of Student Health Services.

UNE will generally refer to the guidelines or consultation provided by federal or state CDC and/or guidelines issued by the American College Health Association when dealing with specific communicable illnesses. Reportable events will be submitted to Maine CDC by UNE Student Health Services.

In the event of a serious widespread threat or outbreak, the Vice President for Clinical Affairs and/or the Director of Student Health will convene or co-convene the Infectious Disease Committee in order to obtain input

and feedback. Information shared with them will be on a need to know basis but may include potentially identifiable information on patients.

Information released to the UNE community and the public about potential health threats will be HIPAA and FERPA compliant, with sufficient information to protect public health.

UNE laboratories and UNE clinical settings 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.

## **COMPUTER USE AND EMAIL POLICIES**

### **Acceptable Use Policy for Students**

#### **Purpose**

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

#### **Policy**

The University of New England (UNE) requires users to maintain up-to-date Virus Software and Operating System (OS) security patches on their PC's, Macintosh computers, and workstations to protect and limit the exposure of UNE to risks associated with virus attacks, which may compromise the PC and the Network and/or both. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. This policy applies to students, visitors, interns, residents, and other workers at University of New England. This policy applies to all equipment that is operated within the network of the University of New England.

### **ITS Service Policy and Enforcement**

All students and others that are provided access to UNE's network must agree to install and update their virus signatures and OS patches on a regular basis. Any student not in compliance and found with a virus will have their Internet Access revoked until the student has proven compliance by having their computer cleaned, and protected by virus software and security updates.

File sharing that violates copyright laws is illegal. Illegal

file sharing is detectable on our network through network monitoring, network overload, and the millions of connections it creates.

If network monitoring finds you participating in illegal file sharing, the computer in question will be blocked from the Internet. If the student wishes to have it done somewhere else they may do so. Although the computer will need to be checked by ITS before they will be allowed back on the network. They will be reported to the Director of Student Conduct for further disciplinary action up to and including prosecution.

For all other installation, repairs, hardware, software, peripherals, and troubleshooting of computer problems, students will need to call their hardware vendors for service. ITS will not fix, repair, or install computer equipment and software.

ITS will answer any help calls with issues regarding connecting to the Internet services, U-Online, and Office 365. We will be glad to direct you to a local computer vendor for all other repairs.

### **Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee or student of University of New England authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University of New England-owned resources. **All students and employees are responsible for their own computers and the activities initiated on their computers no matter who is behind the keyboard.**

The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

### **System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by University of New England.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted

music, and the installation of any copyrighted software for which University of New England or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a University of New England computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any University of New England account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to InfoSec is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, University of New England employees to parties outside University of New England.

### **Email and Communications Activities**

1. It is an unacceptable practice to move confidential information by e-mail that is not encrypted. UNE currently does not have an encryption system, therefore at no time should anyone email confidential information at any time for any reason.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
7. Use of unsolicited email originating from within University of New England's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by University of New England or connected via University of New England's network.
8. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
9. If you receive email from patients containing private health information, you may print and file in medical records and destroy email immediately.
10. Do not forward University email from external sources containing PHI to your personal e-mail.
11. If accessing work e-mail from home, secure e-mail from household members and shred any printed materials of a sensitive or confidential nature.

### **Enforcement**

Repeating violators of this policy may face disciplinary action.

### **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 <https://www.une.edu/academics/copyright-policy>*

It is the policy 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), hereinafter referred to as the "1976 Copyright Act"; the Digital Millennium Copyright Act of 1998; and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002.

The purpose of the University of New England Copyright Policy is to provide guidance to University faculty, staff, and students in the responsible use of copyrighted works in the creation, exchange, and dissemination of ideas and information in the pursuit of research, teaching, and learning.

Copyright ownership and intellectual property rights of works created by University of New England faculty, staff, and students are defined in: Intellectual Property Policy: Rights and Responsibilities with Respect to Intellectual Property at the University of New England.

The policy provides useful information about:

- What is Protected by Copyright
- What Is Not Protected by Copyright
- Rights of the Copyright Owner
- Copyright Registration, Copyright Notice, Public Domain
- 1976 Copyright Act Provisions for Nonprofit Educational Institutions
- Fair Use
- Reproduction by Libraries and Archives
- Computer Software
- Digital Millennium Copyright Act of 1998
- Technology, Education, and Copyright Harmonization (TEACH) Act

### **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, Americans with Disabilities Act, the Age Discrimination in Employment Act, Maine Human Rights Act, and all other applicable civil rights laws and regulations. The University of New England does not

discriminate on the basis of race, creed, religion, color, sex, age, marital status, ancestry, national or ethnic origin, physical or mental disability, sexual orientation; including transgender status and gender expression, citizenship status, political affirmation, veteran status or on any other basis prohibited by applicable law in the administration of its employment practices or in the educational programs or activities that it offers. The University is committed to the use of Affirmative Action principles and techniques in furtherance of its Equal Opportunity Policy.

Inquiries and complaints should be addressed to the Executive Director of Human Resources, who serves as the University Affirmative Action Officer at: Human Resources Office, University of New England, 11 Hills Beach Road, Biddeford, Maine 04005.

### **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

<https://drive.google.com/a/une.edu/file/d/0B8g5t5ouyz5qR3pOVXFXZXBjvUk/view>

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 and at all 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 no charge for first replacement, \$10 for second replacement and \$20.00 for each replacement after that. 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 a hold is placed on the student's account for overdue bill or a compliance issue or if the 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 Conduct 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, 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. 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.

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. Employees 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. Therefore, hires of close relatives of UNE employees within a department will not be permitted nor will employees be hired or transferred into positions in which 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.

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

Any exceptions to this policy require the approval of both the Senior Administrator of the area, and the Executive Director of Human Resources.

### **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; assistance animals in accordance with UNE policy, 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 or the Student Access Center for more information <http://www.une.edu/studentlife/student-access-center>.

### **PHOTOGRAPHY AND VIDEOGRAPHY POLICY**

The University of New England is a private non-profit institution that uses staff and independent contractor produced images of public campus life, events, ceremonies and other activities to advance the mission of the university.

#### **USE OF PHOTOS AND VIDEOGRAPHY**

All photographs and videography created by the University of New England, regardless of which campus (Biddeford, Portland or Tangier, Morocco) or off-campus events involving students in any capacity remain the property of the University of New England Office of Communications. By registering at, enrolling in, visiting or being employed by the University of New England and being present in public settings, you authorize the use and reproduction by the university, or anyone authorized by the university, of any photographs or videography taken while at UNE, without compensation. All negatives and positives, photographic prints and digital photo and videography files shall constitute UNE property, solely and completely. If you wish to opt out of this policy please notify the Director of Communications via email at [ccanney1@une.edu](mailto:ccanney1@une.edu).

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. The full policy, contacts, and process information may be found online at, <http://www.une.edu/research/compliance/irb>.

### 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

Students, student organizations, faculty, staff, and employees commonly post signs and flyers in approved locations 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/banners must be approved and stamped with an approval symbol and end date by any of the following individuals:

#### *Biddeford Campus Sign Managers*

- Office of Student Activities/Organizations
- Office of Housing and Residential/Commuter Life (for posting in Residence Halls)

#### *Portland Campus Sign Managers*

- Graduate and Professional Student Affairs Office in 02 Proctor Hall

### General Guidelines

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

Signs/flyers/banners may not be displayed without appropriate University approval. Signs/flyers/banners 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/banners.

Signs/flyers/banners 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 sign/flyers/banners within the appropriate time period. Failure to remove may result in a removal fee. (Facilities Management will need to approve banners for installation location and method of installation and removal).

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

The right to distribute or post signs/flyers/banners 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/banners will not portray the consumption of alcohol as the focus of an event. Signs/flyers/banners advertising products containing alcohol are not permitted.

### **Indoor Signs/Flyers/banners**

Approved signs/flyers/banners may be hung on any designated open bulletin board space with appropriate thumb tacks 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 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 a surface other than a bulletin board surface, etc.) to hang signs 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/Banners**

All outside posting locations must be approved for each specific sign/flyers/banners. (Facilities Management will approve installation location and installation and removal method).

Signs/flyers/banners 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/banner shall be removed for content or safety, or if erroneously removed, contact the designated campus Sign Manager for clarification.

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

### **Student Academic Records**

Student academic (and related) records are kept in Registrar's office on both the Biddeford campus and the Portland campus.

Under the terms of the Buckley/Pell amendment to the Family Educational Rights and Privacy Act (FERPA), students have the right to review and inspect all official records, files, and data, including all material that is incorporated into each student's cumulative record folder. However, Department of Health, Education, and Welfare has said that clarifying amendments provide that letters of recommendation submitted on the basis of a pledge of confidentiality prior to January 1, 1975 need not be shown to students, and that a student may be allowed but not required to waive his/her right of access to letters of recommendation received after that date. The amendments also provide that a financial statement submitted by a parent need not be shown to the student. Release of records is allowed only upon written student approval, with noted exceptions listed below.

University students wishing to review their records may do so by providing a written request to Registrar's office at least 48 hours in advance of the desired appointment.

### **Student Conduct Records**

Student Conduct Records and related files are maintained by the Dean of Students in the Student Affairs offices on each campus. Student conduct records/files are maintained under the Family Educational Rights and Privacy Act (FERPA).

All student conduct and related files are maintained by the Office of Student Affairs for a period of no less than four years after separation from the University. Records may be destroyed at that time. Disciplinary records may be retained for longer periods of time or permanently if specified in the terms of disciplinary sanctions.

### **Student Access and Annual Notification**

FERPA (see above) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit a written request that identifies the records which they wish to inspect to Registrar's office. The office will notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write to the University Registrar, clearly identifying the part of the record they want amended, and explain how it

is inaccurate or misleading. If it is determined not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will accompany this notification.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her task; or the Veterans Administration for students registered for various GI Bill programs. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. 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  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Directory Information and Disclosure**

The University normally will not supply non-related organizations with personally identifiable student information, including "directory information." One exception to this policy is the result of a federal law known as the "Solomon Amendment" which requires the University to release directory information to military recruiters upon request. For this purpose, directory information is defined as: name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and educational institution in which a student most recently was enrolled. Information not required or permitted by the Solomon Amendment and not considered directory information under FERPA will not be released without written permission of the student.

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 Registrar's office and the 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.

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 nondisclosure will remain in effect until a written request to change non-disclosure status is made by the student.

### **UNIVERSITY RELATIONS WITH MEDIA, PUBLIC, AND ALUMNI**

The Office of Communications is responsible for communications including 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 Office of Communications. Students are encouraged to contact Office of Communications 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 Office of Communications 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 Office of Communications. The above named are not to be used in any manner that may imply endorsement or sponsorship without specific written authorization from the Office of Communications.

The University of New England Magazine features stories on our students, faculty, programs, research, alumni and donors. . *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.

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## **Summary of Emergency Protocol**

**The University of New England** has 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. Community members are prompted each fall to make these updates but can do it any time on their U-Online account (<http://uonline.une.edu/>) Log into U-Online then go to "Personal Information Settings" then "UNE Alert Notification" 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/LOCKDOWN PLAN**

In the event of a serious, ongoing emergency requiring member of the community to Shelter in Place/Lockdown, The UNE Department of Safety and Security will send an emergency message by e-mail, text or phone or any combination of these methods. In order to receive these emergency messages you must enter your contact information as described above. For more information about UNE's emergency plans go to: [www.une.edu/emergency/](http://www.une.edu/emergency/) .

## **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 dial 911.

### **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. Call Campus Security at Ext. 366 (either campus) or (207) 283-0176 (either campus).

**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 at which door you requested it to arrive.
- 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 or (207) 283-0176.
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.**

**Evacuation of all UNE buildings is mandatory when a fire alarm is activated for any reason.**

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.

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 or (207)-	366 or (207)-283-	(207) 602-2298	(207) 602-2298

	283-0176	0176		
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 or (207)-283-0176	366 or (207)-283-0176	(207) 602-2298	(207) 602-2298
4. Write incident report				
<b>POLICE</b>				
1. Call police	911	911	(207) 282-5127	874-8300
2. Call campus security	366 or (207)-283-0176	366 or (207)-283-0176	(207) 602-2298	(207) 602-2298
3. Write incident report				
<b>BLOODBORNE PATHOGENS/ BODILY SECRETIONS</b>				
<b>Procedure</b>	<b>Emergency Number</b>		<b>Non-Emergency Number</b>	
	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) 602-2298	(207) 602-2298	(207) 602-2298
Environmental Health and Safety Office	(207) 602-2488			
4. Write incident report				