



## Campus Life

### Student Guide- Miscellaneous Policies

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#### ALCOHOL POLICY

The umbrella policy regarding the use of alcoholic beverages at UMM stems from the University of Maine System policy. This policy states that: "The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the state of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone less than 21 years of age is prohibited by University policy.

Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in their rooms or in

appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community." (Information About Alcohol and Drugs For Students and Employees of the University of Maine System, 2005)

In regard to the residence halls, UMM is committed to the concept that its residence halls complement and foster the academic and intellectual development of its students. The residence halls must be conducive to studying. Common courtesy must prevail. Loud noise and disorderly behavior is not acceptable. All residents share the responsibility for maintaining this academic environment. Alcohol and other drug use play a large part when disruptive behavior occurs. To assist us in creating an environment that encourages responsible choices and positive social interactions, UMM has a "Three Strikes Policy" regarding alcohol violations for residential students. An accumulation of three strikes while residing in a residence hall may result in the termination of a student's residence hall contract.

#### Automatic Sanctions for Violations of UMM's Alcohol Policy

- a. First Violation – a letter of warning, five (5) hours of community Service and attendance at an Alcohol Education Program.
- b. Second Violation – placed on probation, fifteen (15) hours of community Service, and an alcohol assessment completed by Healthyways in Machias.
- c. Third Violation – removal from the residence halls.

Due to the nature of certain violations, some student may lose housing for a single violation.

All students and their guests are required to adhere to federal, state and University policy regarding alcoholic beverages. Maine State Law requires that people be 21 years of age before purchasing, using and/or possessing alcoholic beverages

To help students better understand the University policy and make responsible choices, the following helps clarify what is expected:

- a. A room with two minors assigned to the space is considered a dry room. Students of legal drinking age may not drink in these rooms. Minors are responsible for keeping their room dry and ensuring that there is no alcohol paraphernalia.
- b. Students of legal drinking age are responsible for keeping minors from drinking in their rooms. This necessitates requesting the minor to leave the room if the minor insists on drinking. If the minor does not comply, the of-age student needs to report the minor to the residence life staff. If the of-age student cannot solve the problem and does not report the situation, both the of-age and minor students are in violation of the alcohol policy. If the situation is reported, the minor is in

violation of the alcohol policy.

c. If a minor and a student of legal drinking age are assigned to the same room then the minor roommate is the only minor allowed in the room when alcohol is present. The minor roommate is not allowed to consume alcohol, but may be in her/his room with alcohol as long as the of age roommate is present. If the minor has some of age friends that want to drink in her/his room this would be a violation of the alcohol policy.

#### Responsible Social Gathering Guidelines

1. Social gatherings with alcohol must be within the parameters outlined by this alcohol policy.
2. They must recognize that the residential community has a right to a comfortable living environment conducive to studying and learning. There is a need to balance freedom with responsibility in an educationally sound fashion.
3. Hosts need to recognize the rights of individuals that do not drink or those who wish to stop drinking and therefore provide non-alcoholic beverages.
4. Disruptive behaviors such as yelling, slamming doors, playing loud music, alcohol spilling out into the hallway, vomiting due to drunkenness, violent behaviors, and any other behaviors that interferes with the comfort of other residents are not acceptable. In an effort to minimize the noise level, the room door must remain closed for the duration of the social gathering.
5. Drinking games are dangerous and irresponsible and not part of a responsible social gathering.
6. If someone is intoxicated, a host should ensure the safety of that person by taking measures to prevent an off-campus student from driving or escorting fellow students to their rooms.
7. Mixed drinks should be measured with a shot glass so the drinker knows his or her drink really is just one drink. This is the only way a person accurately knows their blood alcohol content.

The State of Maine has a liquor liability act which governs serving alcohol to minors or any person who is visibly intoxicated. Violation of the Maine Liquor Liability Law could result in fines and jail terms. In order to apply these principles for responsible gatherings, the following information is provided to you to ensure your cooperation and compliance with University officials.

1. Open containers of alcoholic beverages are prohibited in all entryways, hallways, and common areas of the residence halls. Alcohol may only be consumed in individual rooms by persons 21 years of age or older. Any common source of alcohol (e.g. kegs, punch bowls, etc.) is not permitted on campus.

2. Late night week night social gatherings interfere with students' ability to sleep and study and are therefore irresponsible and not acceptable. The RA staff will start reminding people to wind down their parties at 9:30 p.m. so all noise and drinking will have stopped completely by 10:00 p.m.

3. If a student's behavior violates any part of the University policy and that person appears intoxicated to the RA staff, the write up will also fall under a violation of the alcohol policy. It is assumed the offensive behaviors are, in part, the result of alcohol. Staff need to document how they assessed the person was intoxicated based on reasonable judgments. They are not bound to the rules of evidence police must follow. Although the incident will fall under the alcohol policy, the sanctions will be consistent with the behaviors exhibited.

4. Individuals are responsible for their own behaviors and hosts are responsible for their social gathering.

5. The University judicial system is separate and distinct from the non-University community judicial system and is not bound by the same rules of evidence. An Incident Report serves to initiate an investigation of an incident by the Resident Director or the Director of Student Life. This investigation may reveal more information and evidence which was not a part of the initial Incident Report. It is up to the RD/Director to weigh all the information yielded by the investigation of the incident. Because the University has a separate and distinct judicial system, it is not required to report student violations of Maine alcohol laws to the local law enforcement agency. UMM is required to work within the confines of the University of Maine System Student Conduct Code and our own campus alcohol policy

The Residence Life Program at UMM is committed to providing an environment for individual growth and development and thus complement the overall mission of the University.

#### UNIVERSITY OF MAINE SYSTEM POLICY ON ALCOHOL AND ILLEGAL DRUGS

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment.

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

Alcoholic Beverages

The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the state of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy.

Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in their rooms or in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.

#### Illegal Drugs

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

#### Sanctions

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

#### SPECIAL RULES THAT APPLY TO EMPLOYEES AND STUDENTS

##### UNDER THE DRUG FREE WORKPLACE ACT

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

The law requires employers who receive federal funds to:

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

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

As a University employee, the Drug Free Workplace Act

requires you to notify your supervisor (for example, Department Director or Principal Investigator) if you are convicted of any workplace-related criminal drug violation. You must notify your supervisor within five calendar days after the conviction. Failure to report a conviction may be grounds for dismissal.

Grantees must report in writing to the contracting or granting agency within 10 calendar days of receiving notice of the conviction.

Violations of the Drug Free Workplace Act can result in:

- disciplinary action, including dismissal
- suspension of payments under the grant
- suspension or termination of the grant
- suspension or debarment of the grantee

WHERE CAN EMPLOYEES GO FOR HELP?

WHERE CAN STUDENTS GO FOR HELP?

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

Employees:

UMaine UMA

Polly Moutevelis-Burgess, Director David Lane  
Employee Assistance Program Director of Human Resources  
126A College Avenue Farmhouse  
Telephone: 581-4014 Telephone: 621-3100 or  
1-877-UMA-1234

UMF UMFK

Robert Pederson, Director Tamara Mitchell  
Center for Human Development Executive Director of Human Resources  
115 South Street Cyr Hall  
Telephone: 778-7036 Telephone: 834-7533  
e-mail: pederson@maine.edu

UMM UMPI

CIGNA Behavioral Health Myrna McGaffin, Director  
Employee Assistance Program Director of Counseling  
Telephone: 1-877-622-4327 123 South Hall  
Telephone: 768-9613

USM UMS/UNET

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

Students:

UMaine UMA/Augusta Campus  
Robert Dana, Dean of Students Philip Watkins, Counselor

**Students and Community Life Coordinator of Student Support Services**

Memorial Union Telephone: 621-3044 or 1-877-UMA-1234  
Telephone: 581-4031 ext. 3044

UMA/Bangor Campus UMA/Lewiston/Auburn Campus  
Betty McCue-Herlihy Linda Pease, Counselor/Coordinator  
Coordinator of Counseling Services of Retention Services  
Telephone: 262-7822 Telephone: 753-6613

**UMF UMFK**

Center for Human Development Scott A. Voisine  
Second Floor, 115 South Street Director of Student Services  
Telephone: 778-7034 Cyr Hall  
Telephone: 834-7513

**UMM UMPI**

Alexandria Patel John Harrington, Director of Counseling  
Director of Counseling Counseling and Career Services  
Torrey Hall 122 South Hall  
Telephone: 255-1233 Telephone: 768-9589

**USM**

Paul Dexter, MSW, LCSW  
Administrative Manager & Outreach Specialist  
University Counseling Services  
110 Upton Hall  
Telephone: 780-5577

**UMS CENTERS**

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

In addition to campus resources you may find local social service agencies that can help. Consult the telephone directory. "Community Services Numbers" are listed in the front of the directory. Also see the Yellow Pages listings for Alcoholism Information and Treatment Centers and Drug Abuse and Addiction Information and Treatment.

The following state and national telephone numbers may also be helpful:

1-800-499-0027—Office of Substance Abuse Information and Resource Center, to receive information about treatment services.

1-800-452-6457—Maine Bureau of Drug Enforcement Marijuana Hotline.

1-800-662-HELP—Referral for Alcohol and Substance Abuse Services.

**NON-DISCRIMINATION NOTICE**

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans' status in employment, education and all other areas of the University. The University

provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to the appropriate campus Equal Opportunity Director or to Sally Dobres, Equal Opportunity Director for the University of Maine System, (207) 621-3199 (voice) or at (207) 973-3300 (TDD).

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#### FEDERAL DRUG OFFENSES

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a "counterfeit substance."

Simple possession without necessarily an intent to distribute is also forbidden by federal law and carries a penalty of imprisonment or a minimum \$1,000 fine. Furthermore, "attempts" and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law.

Specific drug crimes carry greater penalties, including:

- the distribution of narcotics to persons under 21
- the distribution or manufacturing of narcotics near schools and colleges
- the employment of juveniles under the age of 18 in drug trafficking operations
- the distribution of controlled substances to pregnant women

The penalties for violating federal narcotic statutes vary considerably. The penalties may be more harsh based on three principal factors:

- the type of drug involved (heroin, cocaine, marijuana, LSD, etc.)
- the quantity of the drug involved
- prior conviction for a felony drug offense under Federal or State law.

With the exception of simple possession charges, which result in up to one year imprisonment and/or a fine, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either 5 years or 10 years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also more harsh.

Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a \$250,000 fine.

Questions sometimes arise as to what amount of narcotics

found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. In other words, the greater quantity possessed by the individual, the more likely it is that an individual possessed such quantity with an intent to distribute.

#### HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUG ABUSE

Alcohol abuse and drug-use problems have become a national health concern. Alcohol is a chemical. So are drugs. Any chemical is potentially harmful to someone. Some of the health risks associated with alcohol and drugs are listed below. You should contact the resources in the back of this pamphlet for additional information about health risks.

##### Alcohol

- Slowing down of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking such as driving recklessly
- Alcohol taken with other drugs can intensify the drug's effects, alter the desired effect of the drug, cause nausea, sweating, severe headache, and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, legal problems
- Physical problems such as cirrhosis of the liver
- Birth defects and mental retardation in user's children

##### Cocaine

- Destruction of nasal tissues
- Kidney damage
- Stroke
- Diseases of the lung, heart, and blood vessels
- Cardiac arrhythmia, convulsions, seizures, suppression of respiration, sudden death
- Intense anger, restlessness, paranoia, fear
- Hearing and seeing imaginary things
- Malnutrition

##### LSD

- Experiencing frightening hallucinations
- Triggering more serious problems for a person who has a history of mental or emotional instability
- Distortions of reality such as feeling that the unusual and sometimes frightening effects of the drug will somehow last forever
- Tolerance with repeated use means that increased amounts are needed to bring about the same effects
- Effects may recur ("flashbacks") days or weeks later, even without further use of LSD
- Death may result from suicide, accident

##### Marijuana

- Elevated blood pressure, coughing, dryness of the mouth and

throat, decrease in body temperature, sudden appetite, swollen red eyes

- Panic reaction, paranoia
- Distortions of time, reality, and perception, often impairing short-term memory
- Possible addiction
- Dysfunctions related to thinking, learning, and recall
- Impaired ability to drive and do other things that require physical and intellectual capabilities
- Irritate lungs, aggravate asthma, bronchitis, emphysema
- Listlessness, fatigue, inattention, carelessness about personal grooming, withdrawal, and apathy
- Chronic lung disease and lung cancer

#### Heroin

- Loss of appetite
- Addiction with severe withdrawal symptoms
- Drowsiness, clouding of mental processes, apathy, slowing of reflexes and physical activity
- Infection, hepatitis, or AIDS
- Death from overdose

#### Steroids

- Liver disease
- Cancer
- Growth problems
- Testicular atrophy
- Bone fusions
- Acne
- Psychological problems
- Rage and uncontrolled anger
- AIDS
- Breast reduction
- Failure of secondary sex characteristics
- Sexual dysfunction, sterility (reversible), impotence
- Fetal damage

#### MAINE ALCOHOL LAWS

Furnishing liquor to a minor (or allowing a minor under your control to consume alcohol): up to \$2,000 fine and one year in jail. Furnishing liquor to a visibly intoxicated person: 6 months in jail and/or \$500 fine.

Maine Liquor Liability Act: civil liability for negligently or recklessly serving alcohol to a minor or a person visibly intoxicated. If property damage, bodily injury, or death results, monetary damages may be awarded. This act could apply to a person or organization that is not licensed to serve alcohol.

Illegal sale of liquor (without a license from the Maine Bureau of Alcoholic Beverages): \$300 – \$500 fine plus costs plus 30 days in jail for the first offense.

Illegal possession with intent to sell: up to \$1,000 fine and six months in jail. Any vehicle used to transfer liquor with intent to sell can be seized.

Operating Under the Influence (OUI)

Maine motor vehicle law makes it a crime for any person to operate a motor vehicle in Maine under the influence of alcohol or drugs or with an excessive blood-alcohol level. Penalties for first convictions are:

If your blood-alcohol content is .08 to .14 percent:

- a fine of at least \$400, and
- loss of license for at least 90 days

If your blood-alcohol content is .15 percent or more, or you are traveling 30 m.p.h. or more over the speed limit, or you attempt to elude an officer of the law, or you have a passenger in the vehicle who is under 21 years of age:

- a fine of at least \$400
- at least 48 hours in jail, and
- loss of license for at least 90 days

If you refuse to submit to a blood alcohol test:

- a fine of at least \$500
- at least 96 hours in jail, and
- loss of license for at least 90 days

Penalties for subsequent convictions are more severe. If you are stopped for OUI while under suspension for previous OUI, your vehicle may be seized. If you refuse to be tested, you automatically lose your license for a minimum of 275 days. Maine civil law also prohibits drinking alcoholic beverages while driving on a public road and the possession of an open container of alcohol by the driver or a passenger.  
Special Liquor Laws Relating to Minors

#### Illegal Possession of Liquor

Any minor (a person under the age of 21 years) who is found to be in possession or control of alcohol, except in the scope of employment or in the minor's home in the presence of the minor's parent or guardian, is guilty of a civil infraction and shall be fined:

- 1st offense, \$200 to \$400
- 2nd offense, \$300 to \$600
- 3rd and subsequent offense, \$600

#### Teen Drinking Laws

An individual under the age of 21 years shall have his/her license suspended for one year if he/she operates a motor vehicle with any alcohol in his/her blood. Refusal to submit to a chemical test will result in an eighteen (18) month suspension of a driver's license. One can of beer, one glass of wine, or one ounce of distilled spirits can result in a blood alcohol level of .02 or more.

#### Illegal Transportation

No minor shall transport alcohol in a motor vehicle except in the scope of his/her employment or with the parent's knowledge or consent. The penalty is a 30-day driver's license

suspension. A reinstatement fee will be charged to get a license reinstated. Points will be assessed against the offender's license. Up to a \$500 fine may be assessed. A second offense results in a license suspension of 90 days and a fine of not less than \$200, and subsequent offenses result in a one-year suspension and a fine of not less than \$400.

#### MAINE DRUG LAWS

Maine law prohibits the knowing, intentional and unauthorized possession, furnishing (distribution or giving away), and trafficking (selling) of scheduled drugs, such as cocaine, marijuana, lysergic acid diethylamide (LSD), heroin, and steroids.

Possession can include merely allowing drugs to be kept in your room, car, or locker even though the drugs are owned by someone else.

Furnishing means giving drugs to another, regardless of profit. If a student on one end of a bleacher sends drugs to a student at the other end, everyone who passed the drugs and who knew (or should have known) they were passing illegal drugs is legally guilty of "furnishing" that drug. Sharing a line of cocaine with friends (even if the friends don't pay for it) is "furnishing cocaine."

Aggravated furnishing (carrying longer terms of imprisonment or greater fines) involves an aggravating factor, including but not limited to the following:

- Furnishing drugs to a minor
- Furnishing 112 grams or more of cocaine or 32 grams or more of cocaine base
- Furnishing involving a firearm
- Prior conviction of a drug-related offense with a prison term of more than a year.

Trafficking is selling or exchanging an illegal drug and getting something in return. Trafficking also includes making, creating, manufacturing, growing, or cultivating drugs, or possessing with the intent to traffic or possessing more than a certain amount of certain drugs.

Aggravated trafficking (carrying longer terms of imprisonment or greater fines) involves an aggravating factor, including but not limited to the following:

- Trafficking within 1,000 feet of an elementary or secondary school
- Trafficking on a school bus
- Trafficking involving a minor (under 18)
- Trafficking 112 grams or more of cocaine or 32 grams or more of cocaine base
- Trafficking involving a firearm
- Prior conviction of a drug-related offense with a prison term of more than a year.

#### SOME STATE OF MAINE ILLEGAL DRUG VIOLATION PENALTIES

COCAINE MARIJUANA\*\*\* LSD HEROIN STEROIDS  
PRISON FINE\*\* PRISON FINE PRISON FINE PRISON  
FINE PRISON FINE

Possession\* up to &/or \$ 2,000 up to up to \$1,000 up to &/or \$

2,000 up to &/or \$ 5,000 up to \$ 1,000  
1 yr. 6 mos. 1 yr. 5 yrs. 6 mos.

Possession up to &/or \$ 5,000 up to &/or \$ 2,000 up to &/or \$  
5,000 up to &/or \$ 5,000 up to &/or \$ 2,000  
with intent 5 yrs. 1 yr. 5 yrs. 5 yrs. 1 yr.  
to furnish

Possession up to &/or \$20,000 up to &/or \$ 2,000 up to &/or  
\$20,000 up to &/or \$20,000 up to &/or \$ 2,000  
with intent 10 yrs. 1 yr. 10 yrs. 10 yrs. 1 yr.  
to traffic

Possession 4–40 &/or \$50,000 up to &/or \$5,000 4–40 &/or  
\$50,000 4–40 &/or \$50,000 1–5 &/or \$ 5,000  
with intent yrs. 5 yrs. yrs. yrs. yrs.

to commit  
aggravated  
trafficking

Furnishing up to &/or \$ 5,000 up to &/or \$ 2,000 up to &/or \$  
5,000 up to &/or \$ 5,000 up to &/or \$ 2,000  
5 yrs. 1 yr. 5 yrs. 5 yrs. 1 yr.

Trafficking up to &/or \$20,000 up to &/or \$ 2,000 up to &/or  
\$20,000 up to &/or \$20,000 up to &/or \$ 2,000  
10 yrs. 1 yr. 10 yrs. 10 yrs. 1 yr.

\*The amount of the drug possessed determines whether the  
crime is categorized as possession, furnishing, trafficking, or  
aggravated trafficking.

\*\*The court may order any person convicted of possession,  
furnishing, or trafficking to pay a fine in an amount up to twice  
the pecuniary gain he/she derived from the crime or to pay a  
fine equal to the value, as of the time of the offense, of the  
drugs involved in the offense.

\*\*\*The amount of marijuana will increase the penalties. For  
example, the penalties for trafficking are increased to up to 5  
years in jail and \$5,000 fine if the amount of marijuana is 1 to  
19 pounds, and up to 10 years in jail and \$20,000 fine if the  
amount of marijuana is 20 pounds or more.

NOTE: State law allows for forfeiture of motor vehicles used in  
the commission of drug-related crimes.

The University of Maine at Machias reserves the right to revise,  
amend or change items set forth in this student handbook from  
time to time. Accordingly, readers of this student handbook  
should inquire as to whether any such revisions, amendments,  
or changes have been made since the date of publication. The  
University reserves the right to cancel course offerings, to set  
minimum and maximum size of classes, to change designated  
instructors in courses, and to make decisions affecting the  
academic standing of anyone participating in a course or  
program offered by the University of Maine at Machias.

#### CLEAN AIR POLICY

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

? A smoke free zone extends from Powers Hall to the Reynolds  
Center, as well as the entire CLL/Childcare area. This includes  
spaces around the Science Building, the Merrill Library, and  
Torrey Hall.

? The only smoking permitted in the smoke free zone will be in the smoking shelter behind Torrey Hall, near the parking area.  
? There is also a gazebo on the mall, behind the campus map sign, which is a designated smoking shelter.  
? Beyond the smoke free zone smoking is prohibited within 25 feet of all campus building exterior surfaces and doorways  
? Enforcement of the Clean Air Policy is the responsibility of the UMM community as for any policy. Violators who are students are subject to the Conduct Code and maybe reported to the Director of Student Life. Employees may be reported to their direct supervisor.

#### EQUAL OPPORTUNITY COMPLAINT PROCEDURE (UMS)

The following summarizes the procedure for raising concerns or filing complaints about discrimination or harassment which violates the University's nondiscrimination policy. The complete procedure is available at the Equal Employment Opportunity Office, Second Floor, and Powers Hall. It is also on reserve in the library.

The University of Maine System is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment that violates our nondiscrimination policy. The University has an Equal Opportunity Complaint Procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. The procedure may be used by any student or employee who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans' status. Sex discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.

Anyone may bring information or a concern about discrimination or harassment to the campus Equal Opportunity Officer. Any employee or student who feels that he or she has experienced discrimination or harassment, and anyone with knowledge of an incident, should contact his or her supervisor or the Equal Opportunity Officer as soon as possible after the incident. The complainant and the person accused have certain rights to representation during the complaint process, which includes the right to be accompanied by a grievance representative for an employee who is a bargaining unit member. Any supervisor who becomes aware of a problem should promptly consult with the Equal Opportunity Officer. If the Equal Opportunity Officer files a complaint, is the subject of a complaint, or has a substantial conflict of interest regarding the complainant or the person accused, an alternate investigator may be requested.

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

The goal of the informal process is to seek a resolution acceptable to everyone involved. Most concerns can be

addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

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

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

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

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

Equal Employment Opportunity Officer, Powers Hall,  
255-1349

To request an alternate investigator, contact:

Mr. Thomas L. Potter  
Chief Financial Officer, Powers Hall,  
255-1213

To file a formal complaint about conduct by a student, contact:

Ms. Kimberly Page  
Director of Student Life  
Dorward Hall, 255-1305

## FIREARM POLICY

### I. PURPOSE:

Possession of a dangerous weapon is prohibited on property owned by or under the control of the University of Maine at Machias and at off-campus activities sponsored by the University. Weapons and ammunition are potential safety hazards. Possession, use or display of weapons, or ammunition is inappropriate in an academic community for any reason other than protection of University employees, faculty, students and members of the public invited on campus as allowed by law, Board of Trustees policies and policies of the University of Maine System.

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

## II. POLICY:

### A. DEFINITIONS

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

### B. STANDARDS

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

### C. WEAPONS AND AMMUNITION STORAGE

1. The weapon(s) must be registered by the owner and stored in the weapons safe located in the basement of Kimball Hall, Security Office.
2. Any person who stores a weapon with the Security Office will be required to sign a copy of this weapons policy, which will be kept on file at the Security Office.
3. University of Maine at Machias, its offices, departments and personnel will not be held responsible for loss or damage incurred during the storage period.
4. Limit of two weapons per person.
5. All guns carried or stored on campus must be in an unloaded condition.
6. Guns stored must be fitted with a key trigger lock.

7. All weapons must be signed in and out by the owner only.
8. If the owner is intoxicated or disturbed in any way, he/she will not be allowed to sign out any weapon.
9. Check-in and checkout times for weapon storage are based on the availability of the Resident Directors or Security Officer on duty. It is important that you plan ahead to make arrangements.
10. Weapons and Ammunition must be removed from campus prior to the last day of classes for the academic year. A new registration sheet is required for each academic year.

#### D. EXCEPTIONS

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

The Security Supervisor may grant permission in writing to an individual to possess a weapon or ammunition on campus for instructional purposes only and under conditions as established by the Security Supervisor and Director of Student Life in accordance with Maine State Law.

All currently licensed, full-time law enforcement officers are exempt from this policy.

#### FUND RAISING POLICY AND GUIDELINES

##### I. Purpose

The purpose of this (policy) is to establish a solicitation or fund raising policy for faculty, staff and students of UMM. The object of this policy is to ensure that:

1. The integrity of the University's fund raising operation is maintained.
2. All fund raising appeals/messages sent by the University or on its behalf are consistent.
3. Fund raising constituencies are protected from solicitations that are inappropriate or too numerous.

##### II. AUTHORIZATION

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

Interested parties must submit a written proposal detailing the following information:

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

Fund raising cannot commence without advance written approval by the Director of Development. This approval will follow a reasonable period of review time by the Director of Development. The approval letter will explain the gift

processing procedures and will approve solicitation materials as presented or edited/amended.

At the conclusion of the solicitation a written report will be filed with the Development Office.

#### HARASSMENT POLICES

The University of Maine System is committed to providing a positive educational and work environment that recognizes and respects the dignity of all students, faculty, and staff. Harassment of any form undermines this important commitment and is not appropriate or acceptable within the university community. Further, in complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University will not tolerate discriminatory harassment on the basis of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability or veterans' status.

Harassment is unwelcome behavior which is sufficiently severe, persistent or pervasive as to create a hostile or intimidating educational, work, or living environment for an individual, or that unreasonably interferes with an individual's academic or job performance and opportunities.

If you believe you or someone you know has been harassed, tell someone. Report the harassment to the appropriate University personnel.

Where to go for help:

If you have any questions or concerns about discriminatory harassment, contact:

Equal Opportunity Officer

Powers Hall

255-1349

To request an alternate investigator for situations involving discriminatory harassment, contact:

Chief Financial Officer

Powers Hall

255-1213

If you have questions or concerns about other forms of harassment by an employee, contact:

Assistant to Chief Financial Officer

Powers Hall

255-1220

To file a formal complaint of discriminatory harassment or any other form of harassment by a student, contact:

Director of Student Life

Dorward Hall

255-1305

To report a hate crime or bias incident, contact the campus security or local police department or the State of Maine

Attorney General's Office at:

(207) 626-8800

To file a complaint of discriminatory harassment with the Maine Human Rights Commission, contact:

(207) 624-6050 (VOICE) or (207) 624-6064 (TTY/TDD)

To file a complaint of discriminatory harassment with the Office for Civil Rights, U.S. Department of Education, contact:

(617) 223-9662

#### REFUND POLICIES

Student charges will be refunded to students who are

withdrawing from the University of Maine at Machias in accordance with the schedules and provisions set forth below.

#### TUITION, ROOM AND BOARD, AND FEE REFUNDS

Effective with fall 2000, student charges will be refunded to students who are voluntarily withdrawing or dropping courses from the University of Maine System institutions in accordance with the schedule and provisions set forth below. For purposes of this practice withdrawal is defined as students who give official notification of their withdrawal to the University after a semester/session begins. Dropping courses is defined as a reduction in course load while remaining enrolled in the University. Refunds for drops are issued during the first two weeks only. Some fees are not refundable and they include application, matriculation, and orientation. If a student leaves the University without official notification (dropout), thus practices and procedures in this section do not apply and the dropouts are not entitled to refunds. The practices and associated procedures apply to all students and should be administered consistently at every university.

##### A. Determination of Attendance

For purposes of calculating refunds, the attendance period begins on the opening day of scheduled university classes, includes weekends and holidays, and ends on the date the student notifies the Registrar/Records Office (or other designated office), in writing, that (s)he is withdrawing.

##### B. Schedules

#### SEMESTER/SESSION 11 WEEKS OR LONGER

##### Refund Percentage

Cancellation prior to the first 100% tuition and fees day of semester/session 100% room

Withdrawal/drop prior to the end 100% tuition and fees of the first week 100% room

Withdrawal/drop prior to the end 100% tuition and fees of the second week 75% room

Withdrawal prior to the end of 50% tuition and fees the third week 50% room

Withdrawal prior to the end of 50% tuition and fees the fourth week 25% room

Withdrawal prior to the end of 50% tuition and fees the fifth week 0% room

Withdrawal prior to the end of 25% tuition and fees the eighth week 0% room

Withdrawal after the eighth week 0% tuition and fees 0% room

#### SESSIONS THAT ARE LESS THAN 11 WEEKS\*

##### Refund Percentage

Cancellation through the first 100% tuition and fees

day of classes (See B 2 for room)

Withdrawal after the first day 50% tuition and fees  
and until 30% of the term (See B 2 for room)  
has expired

Withdrawal after 30% has 25% tuition and fees  
expired and until 60% of (See B 2 for room)  
the term has expired

Withdrawal after 60% has 0% tuition and fees  
expired (See B 2 for room)

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

#### 1. Board Refunds

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

#### 2. Room Refunds for Sessions less Than 11 Weeks

All room refunds will be governed by the terms and conditions  
of the residence hall contract.

#### 1. Room Refunds for Students Who are Enrolled but Have Vacated a Residence Hall

Refunds, if any, will be governed by the terms and conditions  
of the residence hall contract.

#### C. Advanced Deposits

No part of an advance deposit is refundable after May 1  
(January 1 for Spring) for tuition and fees and after June 1  
(January 1 for Spring) for room for students withdrawing from  
a University of Maine System institution. Although such  
deposits are applicable to tuition and room charges for students  
who remain enrolled, students who withdraw forfeit them.

#### D. Involuntary Withdrawals

Consideration for retroactive refunds of tuition and fees for  
involuntary withdrawals, e.g., extended illness, or military  
service, will be considered by the university on a case-by-case  
basis. Administrative dismissals are not covered by this policy  
and thus are not entitled to refunds of institutional charges.  
However, financial aid eligibility must be calculated based on  
the withdrawal date.

#### E. Statute of Limitations

Appeals for exception to the established refund practice may be  
made to the designated university official. Normally, appeals  
will be considered up to 90 days after the close of the  
semester/session for which the student is claiming a refund. For  
a typical semester/session, the dates are not later than March 31  
(Fall), August 31 (Spring), and November 30 (Summer).

University academic appeals committees hear appeals on academic matters and have no authority to authorize refunds.

#### F. Definitions and Guidelines for Involuntary and Voluntary Withdrawals

##### 1. Involuntary Withdrawal

In order to be eligible for a refund under the conditions below, the student must submit the required notification of withdrawal and the appropriate substantiating data that supports the withdrawal to the appropriate university office. The university official makes a decision based on the documentation and/or conditions presented. Involuntary withdrawals may include but are not limited to the following:

- a. Entering involuntarily to active duty into the armed services - The request for withdrawal must be substantiated with copies of military orders that show proof of date of entry. The individual's commanding officer or another appropriate official must sign the orders.
- b. Illness of the student or an immediate family member - A physician's certification must be provided stating the student's or family member's illness that required the student withdrawal.
- c. Death of the student or an immediate member of the student's family - Appropriate documentation must accompany the request for withdrawal.
- d. Involuntary transfer by the student's employer that precluded continued enrollment (military branches of the service are considered employers under this section) - The request for withdrawal must be substantiated by appropriate documentation from the employer.

##### 2. Voluntary Withdrawal

Voluntary withdrawal is one that results from students who give official notification of their withdrawal to the University after a semester/session begins.

#### SALES AND SOLICITATION

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

The sale of any raffle tickets must abide by State law: Tickets must be consecutively numbered, items to be raffled must be clearly identified; the date of the drawing, cost of tickets, and the name of the sponsoring organization must also be included. In accordance with State law it is unlawful to raffle any kind of alcoholic beverage.

Please see Fund Raising Policy and Guidelines for additional policy information.

#### SEXUAL ASSAULT INCIDENT PROTOCOL

##### Introduction:

Sexual assault is a criminal offense, and a violation of the

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

**Definitions:**

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

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

Sexual assault is considered such, regardless of whether or not the individual involved are strangers, friends, intimate partners or otherwise known to one another prior to the incident.

The absence of consent may constitute sexual assault if the individual is unconscious, physically incapacitated, mental disability or unable to offer consent due to the respondent administering drugs or other means to coerce the individual. Consent to one type of sexual contact does not mean consent to other types of sexual contact during the same or subsequent encounters.

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

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

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

intimidating, hostile or offensive employment, educational, or living environment.”

#### Responding To Reports:

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

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

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

As the complainant of sexual assault is offered their options regarding services and actions, it is also important to inform them of the advantages of completing a medical examination as soon as possible. This will help to protect them from possible pregnancy and STD infection while also offering the complainant the opportunity to allow professionals to gather possible evidence of the alleged crime. The local hospital or private M.D. can provide medical examinations and treatment for injury, sexually transmitted diseases, pregnancy testing and prevention, and for the collection of legal evidence. A complainant may complete an evidentiary examination without filing formal criminal charges or placing identifying information with the evidence collected. This evidence may be gathered and kept for up to 90 days at the local police

department.

### Activating Campus Supports

Students, faculty and staff may file a complaint of sexual assault through campus Security, Residence Life Staff, The Director of Student Life or through other faculty or staff with assistance from these campus representatives. Staff and faculty receiving notice of an alleged sexual assault against a student, faculty or staff member are encouraged to contact the Director of Counseling for consultation or direct assistance or the Resident Directors for assistance at 255- 1248 or 255-1435, depending on the complainant's preference. When the complainant is a faculty or staff member, they may also choose to contact their supervisor for support in initiated campus investigation or in obtaining support. The Director of Counseling may be contacted during business hours at Torrey Hall room 29 by calling 255-1343 in emergencies, or through Resident Directors or Security outside of normal business hours. The first University official that the alleged sexual assault is reported to should inform the complainant that the Director of Counseling is going to be contacted to request their presence on campus to provide consultation to the individual taking the report or to provide direct assistance to the complainant, if wanted. The complainant's name will not be given to the Director of Counseling until the complainant decides how he/she would like to proceed. In the event that the Director of Counseling is unavailable or unable to respond for any other reason, Resident Directors or other faculty or staff are encouraged to contact Downeast Sexual Assault Services at 1(800) 228-2470. Please, note that while the majority of information conveyed to mental health and other health professionals is protected as privileged communication, these laws do not protect communication to other University Staff members. As such, Residence Life and other University faculty and staff cannot guarantee confidentiality, as they may in some circumstance be required to pursue action in the best interest of not only the complainant, but the University community, as well.

If a resident assistant (RA) becomes aware of a sexual assault, they must make the complainant aware that they must report the incident to the Director on Duty (DOD) and disclose their name so as to obtain appropriate assistance in helping the complainant. Complainants should be informed that while Residence Life Staff will take steps to protect the complainants privacy, they cannot guarantee confidentiality, as there are some circumstances in which they will be required by law to pursue some level of action to protect not only the complainant, but other members of the University Community as well. Once contacted, the DOD will contact the Director of Counseling to request that she come to campus, so as to be immediately available to consult with staff or to assist the student directly. The complainants name will not be released to the Director of Counseling unless this is agreeable by the complainant. The Director should be present on campus as this is more likely to facilitate a complainant agreeing to this support. In the event that the Director of Counseling is unavailable or unable to respond for any other reason, the DOD will contact Downeast Sexual Assault Services.

Once the Director of Counseling or a representative of Downeast Sexual Assault Services has arrived on campus, the complainant should be made aware that this individual is available to provide support to staff, without being given identifying information, or to be able to meet directly with the complainant to provide confidential clinical support and guidance. If the complainant does not want to meet with the Director of Counseling, the Director will remain on campus to provide assistance to staff in aiding the student. Should the complainant choose to meet with the Director of Counseling or a representative of Downeast Sexual Assault Services, they may obtain emotional support, assistance determining possible options, information about available resources and actions and follow-up. Direct assistance may also include crisis counseling, referrals, aid in seeking legal advice, medical treatment, family crisis management, help advocating for any necessary accommodations to facilitate the healing process including possible residential or academic considerations due to immediate or on-going emotional distress relating to this trauma. If the complainant is a faculty or staff member, the Director of Counseling is available to assist in accessing available supports within the community and to meet with the complainant and their supervisor, as well as , any other pertinent University Personnel to discuss possible accommodations.

As is required by the Clery Act, Campus Security must be notified of a sexual assault and other violent crimes occurring on campus as soon as it is practical that are reported to University staff, with the exception of licensed mental health and medical professionals. Names or other identifying information should not be offered without the explicit consent of the complainant, unless doing so would create a risk to the campus community or complainant. General information regarding crimes on campus is compiled annually, and posted within the Annual Safety Report, in compliance with the Clery Act. This report does not include specific information. Information should be reported utilizing the Sexual Assault Incident Report Form (Appendix A). In order to provide consistent response to such events, the Security Supervisor should be contacted in the event of a sexual assault, rather than the Officer on Duty. The Security Supervisor can be available to secure the scene, provide for the safety of the complainant and any other individuals involved, and can facilitate a report to state or local law enforcement, should the complainant choose to seek criminal charges. The Security Supervisor has attended specialized training to be able to respond appropriately to sexual assaults. However, if the Security Supervisor is unavailable, staff may make a report to the Security Officer on Duty or contact local police to file a criminal complaint. Police will only be called if the complainant chooses to initiate a formal criminal investigation.

The DOD or other faculty or staff will also contact the Director of Student Life (DSL) as soon as is practical, to inform them of the incident. However, identifying information will not be released unless the complainant is agreeable to having this information shared with the Director of Student Life, with the exception being those situations which create a risk to the complainant or general University Community as set forth in

the section entitled "University Investigations and Complaints". The purpose of informing the Director of Student Life, is to ensure staff are attentive to all notable safety concerns involving the complainant, respondent, staff and other community members. If deemed necessary, The Director of Student Life may initiate a meeting of the campus crisis team to address any community safety concerns.

Complaints regarding alleged incidents of sexual harassment involving University Faculty or Staff should be directed to Equal Opportunity Officer in the Student Support Center in Torrey Hall room 29 or by calling 255-1228. Complaints of sexual harassment involving students would be filed through the Judicial Officer in Student Life. This also includes if the complainant is a faculty or staff member reporting alleged harassment by a student. These reports may be facilitated by the Coordinator of Student Resources, Director of Counseling or Residence Life Staff.

#### University Investigations and Complaints:

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

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

#### Optional Actions and Support Services

A complainant is likely to be very overwhelmed emotionally following an alleged assault or harassment situation. Therefore, it is critical that they be offered information regarding their options. This is true regardless of whether the alleged assault being reported occurred 2 minutes, 2 hours or 2 years ago. Staff should remember to empower the complainant to decide their own course of action. As "knowledge is power", be sure to offer as much information as the complainant can tolerate, so they may make an informed decision.

When in doubt, The Director of Counseling or a representative

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

#### University Based Services and Supports

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

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

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

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

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

Campus Security, basement of Kimball Hall, extension 1450, pager 821-9663: In instances of alleged sexual assault, the Security Supervisor can provide immediate assistance to secure the crime scene or address immediate safety concerns while awaiting police, should the complainant choose to involve them. Security also provides escort services to any students for additional protection while traveling across campus.

Equal Opportunity Office, Torrey 29, extension 1228: When a student identifies the respondent of an assault or harassment as a faculty or staff member, complaints should be filed with this office. Filing a complaint will initiate an investigation which may result in action on the part of administration to activate a corrective or disciplinary action up to and including termination of employment. This professional can also assist in referring students to other support services if needed.

#### Initiating Judicial and Criminal Complaints

Security may assist in addressing any immediate safety issues on campus, however, the Security Supervisor will allow the complainant to determine whether to pursue any action on or off campus, unless failure to do so would create a risk to the complainant or any other member of the University community. Campus Security can assist the complainant in filing conduct violations, contacting police to file criminal charges, securing the scene pending investigations or by providing escort service to the complainant to enhance safety. The Security Supervisor, has completed first responder sexual assault training within Washington County and is equipped to assist the complainant according to the complainant's decision regarding possible pursuit of disciplinary or criminal charges. If the Security Supervisor is not available, reports should be filed with the officer on duty.

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

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

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

#### Seeking Medical Assistance

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

#### Health Care Choices

**Evidentiary Exam:** This is a physical exam that includes care for any injuries, tests for sexually transmitted disease (STD), and the use of a "rape kit" to collect physical evidence which is

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

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

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

#### Obtaining Emotional Support

##### On Campus

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

##### Off campus

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

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

#### Filing Campus Violations

The complainant may request that the college investigate the incident to see if disciplinary action should be taken against the respondent. In cases in which the respondent is another student, the complainant may file allegations of a violation of the conduct code through Residence or Student Life Staff. If the University has notice that a sexual assault or sexual harassment has occurred, the University will be obligated by law and University Policy to pursue an investigation of alleged sexual assaults or other violent crimes and sexual harassment in certain circumstances. Due process for the respondent and respect for the complainant must be provided for in the investigation as well as in any hearing.

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

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

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

#### Campus Crime Bulletin

If the Campus Crisis Team concludes that a serious threat exists

to the campus and surrounding community, it will release a warning to protect the community while preserving the complainants' right to confidentiality. This will be done through a formal notification to the campus community. This might include email notification to all umm or through the posting of campus bulletins.

#### Pursuing Legal Assistance

Should a complainant choose to seek criminal charges, legal assistance may be available through Victim's Assistance Program or the District Attorney's office. For more information contact Sonia Seeley at the Office of the District Attorney in Machias at 255-4425. The Complainant-Witness Advocate may assist in preparing for court appearance and referral for further legal assistance if needed. Downeast Sexual Assault Services may also provide emotional support to complainants throughout the court process.

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

#### Follow Up

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

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

#### Prevention and Education

In an effort to reduce the incidents of sexual assaults and harassment on Campus, the University of Maine at Machias will provide educational programming for faculty, staff and students. Sexual Harassment education will be provided to all new employees by the Equal Employment Officer as part of

new employee orientation. These programs will be provided as needed, to be determined by number of hires or possibly in response to concerns in specific departments or areas.

Educational Program for students will be provided by UMM Counseling Center, Residence Life and by the Sexual Assault Awareness Committee, which will be coordinated by the Director of Counseling. This Committee shall remain comprised of students, faculty and staff. The committee will continue to plan annual sexual assault awareness events in conjunction with Downeast Sexual Assault Services. Educational programming about sexual assault will also be included in annual trainings for Resident Assistants and new students. These programs will include information about UMM's Sexual Assault Protocols.

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

(Portions of this were taken from the University of Southern Maine's Sexual Assault Response Service Plan and the Sexual Assault Protocol for Law Enforcement Officers in Hancock and Washington Counties.)  
Updated 08/03

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

STUDENT LIFE OFFICE: Nichole Cote, Resident Director,  
255-1248  
Ryan Hornblower, Resident Director, 255-1435 Or the Resident Assistants on Duty

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

UNIVERSITY COUNSELOR: Alexandria S. Patel 255-1233

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

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

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

CAMPUS SECURITY: Duty Officer Pager, 821-9663

Office 255-1450  
Cell phone: 263-9315

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

**EQUAL OPPORTUNITY EMPLOYMENT OFFICE** Jean Schild, 255-1228

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

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

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

**HOSPITAL EMERGENCY ROOM:** 255-3356

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

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

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

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

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

**PHONE HELP:** 1-888-568-1112

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

## THE NEXT STEPS 1-800-315-5579

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

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

## WARMLINE 1-800-490-8748

This non-crisis phone line is for persons with mental illness and their families. This includes individuals experiencing Post Traumatic Stress Disorder. They may provide support and resource referrals to complainants and those affected by an assault.

## Sexual Assault Response Check List

While a complainant is likely to be very overwhelmed emotionally following the assault, or report of an assault, it is critical that they be offered information regarding their options. One of the goals of any service provider (residence life staff, counselor, police, etc.), is to help the assault complainant to take back control of and responsibility for her/his life. The understandable urge to try to make decisions for the complainant can do more harm than good. Making decisions for the complainant would continue to disempowering them as the perpetrator has, thus robbing them further of their self confidence and dignity. As “knowledge is power”, be sure to offer as much information as the complainant can tolerate, so they may make an informed decision. Please initial each item reviewed and submit this list with report to Security.

In responding to a sexual assault it is important to attend to the following protocol:

- ? Contact the Resident Director on Duty for Assistance
- ? Have the Director on Duty contact the Director of Counseling to request they come to campus to provide anonymous consultation or direct support of the complainant.
- ? Take the complainant someplace that allows for privacy to discuss the situation
- ? Be Conscientious about evidence: meet away from the crime scene, suggest to the complainant that they not clean themselves, go to the bathroom or clean anything that may have evidence until they have the opportunity to consider possible actions.
- ? Offer information about available resources:
  - o The Director of Counseling may provide crisis support and assistance
  - o Campus Security may secure the scene, ensure immediate safety, assist in contacting police if requested or open an on campus judicial case with the complainant
  - o Downeast Sexual Assault Services may provide support and advocacy
  - o Police may assist in filing criminal charges, securing the crime scene and collecting evidence.
  - o Downeast Community Hospital can provide evidentiary or physical examinations, and treatment to prevent possible development of STDs or pregnancy.

? The complainant has a choice to take action or not as follows:

- o They may choose to report only to the Director on Duty and accept information about resources.
- o They may choose to obtain emotional support via the Director of Counseling or Downeast Sexual Assault
- o They may choose just a physical examination
- o They may choose to complete an evidentiary examination at the hospital but not press charges at this time.
- o They may file a conduct violation to trigger an on campus investigation and possible sanctions of the respondent
- o They may file criminal charges by involving police
- o They may choose all, none or some of these options.

For further advice and assistance contact:  
 The Director of Counseling (255-1233) or  
 Downeast Sexual Assault Services (1 (800) 228 2470)

Consultation may be provided without needing to report specific details or identifying information about the complainant or respondent.

## SEXUAL HARASSMENT

What is Sexual Harassment?

Sexual harassment includes any unwelcome sexual attention. It is usually repeated behavior, but could be one serious incident.

Sexual harassment may be blatant, as in

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

Or sexual harassment may be more subtle - like staring; sexual jokes; or teasing, sexually demeaning remarks. Although such forms of harassment may be unintentional, words, and behaviors, may be harassing if they are heard and seen as such by others.

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

Sexual harassment is a form of sex discrimination that is illegal under federal and state law. Through case law, the courts continue to define sexual harassment, the responsibilities of employers, and the remedies available to victims.

What is the University's Policy?

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

"Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Maine System will regard freedom from sexual

harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy.

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

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

Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. A faculty or staff member should not engage in such relationships. Further, the University prohibits the abuse of power in romantic or sexual relationships.

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

It is the policy of the University of Maine System to ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the University of Maine System as a whole."

#### Where Can You Go for Help?

If you think that you are being sexually harassed, or if you have information about sexual harassment, seek help --the sooner the better. In addition to the individuals listed here, you may want to talk with any faculty member, administrator, or staff person with whom you feel most comfortable, including your supervisor, the harasser's supervisor, or your resident assistant. If you are a student and need personal help in dealing with the effects of sexual harassment, contact Ms. Alexandria Patel, Director of Counseling

If you are an employee, contact  
Mr. Thomas L. Potter, Chief Financial Officer.

If you have questions or concerns about sexual harassment, contact:

Equal Opportunity Officer  
Powers Hall, 255-1349

To request an alternate investigator, contact:

Mr. Thomas L. Potter,  
Chief Financial Officer  
Powers Hall, 255-1213

To file a formal complaint about conduct by a student, contact:

Ms. Kimberly Page  
Director of Student Life  
Dorward Hall, 255-1305

#### SNOW DAYS/CANCELLATION OF CLASSES

As a general policy UMM will make every effort to keep classes/offices open - no matter what the weather conditions. Only when extreme weather conditions exist over a broad area of the region will the University be closed.

Students/faculty/staff must use their own judgment as to whether inclement weather conditions prevent them from attending classes/work. Students/faculty/staff should not knowingly jeopardize their safety to travel on dangerous and unsafe roads or to travel when the state police do not advise it. Conversely, they should not use the weather as an excuse to avoid travel to the University when actual weather and road conditions do not prevent safe travel.

On questionable days, students, faculty/staff are advised to call the University information extension, 255-1395. There will be a recorded message that announces if the University is closed. There will also be a notice posted on the Internet home page at <http://www.umm.maine.edu/weather/>. If the University is closed, the following radio and television stations will be contacted by 6:30 a.m.:

WLBY TV Channel 2 WEZQ 92.9 WFZX 101.7 FM  
WABI TV Channel 5 WKSQ 94.5 FM WGUY 102.1 FM  
WVH TV Channel 7 WALZ 95.3 FM WCRQ 102.9 FM  
WABI 910 AM WWMJ 95.7 FM WBOM 103.9 FM  
WDEA 1370 AM WWBX 97.1 FM WBSB 104.7 FM  
WERU 89.9 FM WFNX 97.7 FM WQCB 106.5 FM  
WQDY 92.7 FM WLKE 99.1 FM WBZN 107 FM

If the University is open and a faculty/staff member is unable to attend work because of inclement weather – it is that member's responsibility to notify his/her supervisor/division head to cover the vacancy. An arrangement should have been made by each faculty/staff member prior to this event.

If a student is unable to attend class, the instructor(s) for classes missed should be notified as soon as possible. Faculty should accommodate students who are absent due to inclement weather conditions.

#### Winter Parking Regulations:

- Effective from November 15, 2005 to March 31, 2006, including weekend, breaks and holidays, no parking is allowed on the sides of any campus road or in the major parking lots

between the hours of midnight and 7:00 a.m. This does not include the residence lots or the CLL dirt lot. See winter parking maps posted around campus for more detail.

- Students living in the residence halls – after a snow storm, a schedule for snow removal from parking lots used by residence hall students will be announced by the Physical Facilities Department through the Resident Directors. During class days, snow removal typically will be scheduled in the evening.
- Anyone who does not move their vehicle will be towed at the owners' expense.
- Students leaving for the weekend, overnight, athletic events, or breaks without their vehicle should move their vehicle to either the soccer field lot or the CLL dirt lot or the lot located behind Reynolds.

#### STATE OF MAINE RESIDENT REQUIREMENTS

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

#### VENDING MACHINE REFUNDS

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

Washer and Dryers are managed by MacGray, so for lost money in those machines contact your Resident Director.

#### VISITOR RESPONSIBILITIES

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

