

UMA HOME

**The University of Maine
at Augusta
2005-2006
Student Handbook**

TABLE OF CONTENTS

Welcome**Academic Calendar****Academic, Enrollment & Student Services Index:**

A	B	C	D
E	F	G	H
I	J	L	M
N	O	P	R
S	T	V	W

Policies & Procedures:**Of Special Note:**

Annual Security Report
 Equal Opportunity Complaint Procedure
 Student Academic Grievance Policy
 Sexual Harassment Policy
 Student Conduct Code
 UMA Alcohol Policy (Abridged)
 University Policy on Alcohol and Illegal Drugs

A	B	C	D
E	F	H	I
M	O	P	R
S	U		

Accreditation Statement**Accessibility Statement****Non-Discrimination Notice****Quick Guides:**

Glossary
 Deadlines

Telephone Directory

Policies and Procedures

The following links bring you to the specified topic on this page.

[Electronic Communication Devices](#)
[Equal Opportunity Complaint Procedure](#)
[1994 Equity in Athletics Disclosure Act](#)
[Extracurricular Activities](#)
[Financial Aid Satisfactory Academic Progress](#)
[Firearms \(Possession of\)](#)
[Free Speech & Assembly Policy](#)
[Guests \(and Children\) in the Classroom](#)
[Harassment](#)
[Hazing Policy](#)
[Health Insurance Portability and Accountability Act \(HIPAA\)](#)

ELECTRONIC COMMUNICATION DEVICES

When on campus and/or attending class, students should demonstrate responsible behavior and respect for others in their use of electronic communication devices, e.g., cell phones, electronic games, and pagers. While in class, during exams, or participating in other group activities, the device should be turned off. When this is not feasible, the device should be set to vibrate or soft tone. Cell phone conversations should not be intrusive or distracting to other members of the University community. The use of cell phones is prohibited in all UMA libraries. While in the library, all pagers must be set to vibrate.

EQUAL OPPORTUNITY COMPLAINT PROCEDURE

Copies of the complete Equal Opportunity Complaint Procedure for the University of Maine System are available from the equal opportunity officer. It also is on reserve in the campus library. These procedures, both informal and formal, are designed to assist students and employees in dealing with and resolving sexual harassment and other discrimination complaints. See Sheri Stevens, equal opportunity officer, in Augusta.

For complete policy, please go to <http://www.maine.edu/eocp.html>

1994 EQUITY IN ATHLETICS DISCLOSURE ACT

A report on campus equity in athletics is available to students. Please contact the director of student life in Augusta for a copy.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is an intrinsic part of the educational experience for many UMA students. Many of our finest students represent UMA through their participation in the arts, community service, athletics, etc. **Students are urged, whenever feasible, to arrange class schedules to minimize conflicts with such obligations.** Faculty members are also urged to make reasonable adjustments for students who must miss class time to represent UMA in extracurricular activities. To facilitate this process, **students should notify their faculty of involvement in these activities at the beginning of each semester.** Such students may be excused from attending classes but are not excused from any assigned class work or examinations. Faculty should be sensitive to the scheduling conflicts of these students and modify assignment and exam dates as necessary. With an athlete's permission, athletic coaches may contact faculty at least once per semester to monitor the academic progress of student athletes.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

For continued financial aid eligibility and compliance with federally mandated requirements, a Financial Aid Satisfactory Academic Progress Policy is provided to financial aid recipients of UMA. All students receiving financial aid must successfully complete a given number of credits in comparison to those attempted. The scale varies depending upon full- or part-time status and also associate or baccalaureate degree program. An online copy of the scale is available at <http://www.uma.maine.edu/fao/SAP.html> or in person at the Office of Financial Aid in Augusta.

FIREARMS (POSSESSION OF)

FREE SPEECH AND ASSEMBLY POLICY

1. Policy Statement

The primary purpose of an academic community is to search for truth. Indispensable to that search is the freedom to think as you wish and to speak as you think. Therefore, in keeping with the purpose of the University of Maine System there shall be no restrictions, on any of its campuses, placed on the fundamental rights of free speech and assembly except those necessary to protect the rights of others and to preserve the order necessary for the University to continue its function as an institution of higher education.

The entire outdoors of the campus is open to any form of expression or opinion by students, faculty, staff, and invited guests; the only limitations being that normal University functions may not be disturbed and the free flow of traffic may not be disrupted. Individuals or groups wishing to use outdoor facilities shall contact the vice president for administration within a reasonable time in advance for permission of their use. Inside facilities that are used for scheduled meetings are also to be made available on a nondiscriminatory basis; these shall also be scheduled through the Office of Administrative Services.

2. Interpretations

a. The policy statement does not guarantee the right to demonstrate in corridors, lobbies, or in any other part of buildings that are normally used for scheduled meetings. The right to protest recruiting, or anything else is guaranteed in the policy statement, but such protests must take place outside buildings or in scheduled inside facilities; and these inside facilities must be made available on a non-discriminatory basis.

b. Lockouts clearly border on, if they do not always actually constitute, prior restraints to free expression; for this reason, they are to be avoided.

c. Members of the University faculty and staff have all the rights protected by the Free Speech and Assembly Policy.

d. Groups and organizations planning activities under the Free Speech and Assembly Policy are encouraged to notify the dean of students 72 hours in advance of the event.

e. Sponsoring groups (recognized organizations and ad hoc campus groups) will be held responsible for the behavior of their guests in accordance with University regulations.

f. Physical interference with activities carried on within the framework of the Free Speech and Assembly Policy is unacceptable. This prohibition includes such actions as throwing objects of any sort, bodily contact for the purpose of interference and removal of demonstration materials from any individual participants.

g. Appropriate sanctions for violations of relevant sections of the UMA Student Conduct Code will be imposed through the procedures outlined in the Code. Students and non-students are also subject to relevant local, state, and federal laws

HARASSMENT

What is harassment? Not every unpleasant interaction or offensive comment rises to the level of harassment. **Harassment is unwelcome behavior that creates 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.** Isolated or infrequent behavior that is sufficiently severe may constitute harassment. A series of incidents, each minor in itself, may also have the cumulative effect over time of becoming pervasively harassing behavior. Harassing conduct may be verbal, written, physical, or graphic.

Harassment is determined not solely by the intent of the harasser, but also by the impact of the behavior on the person targeted. Conduct is considered harassing if a reasonable person, as well as the target, would perceive it as harassing. This "reasonable person" standard includes considering whether someone with the same characteristics, such as race or gender, as the target would find the behavior harassing.

Discriminatory harassment is based on a person's race, color, sex, sexual orientation, national origin, citizenship status, religion, age, disability, or veterans classification. Discriminatory harassment violates the University's equal opportunity policy and is illegal under federal and state civil rights laws.

Other forms of harassment within the University constitute misconduct when committed by an employee and a violation of the Student Conduct Code when committed by a student. **Retaliation against anyone for making a complaint of harassment or participating in an investigation of alleged harassment is a separate violation of University policy and the law and will not be tolerated.**

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

On August 21, 1996, Congress enacted The Health Insurance Portability and Accountability Act (HIPAA), which established a set of national standards for the protection of certain health information. The University, as a covered entity, is responsible for maintaining these standards.