



*Education,
Great As All Outdoors*



Student Handbook
Academic Year
2003-2004

Academic Year 2003-2004

Welcome to Unity College!

The strength of Unity College can be found in its concept of community. Living and learning together can be an exciting process that provides each of us with valuable opportunities for personal and communal growth. Our mantra in Student Affairs is "respect." At Unity College, we follow ideals that constantly encourage respect for the individual, and at the same time promote better group interaction and understanding.

The Student Handbook has been written for you. It contains information that will help you throughout your future years at Unity College. Most of the policies and procedures were formalized with input from staff, faculty, and students. We encourage you to use this publication as a resource tool and guide to answer many of the questions you may have as a Unity College student. Although this handbook contains a great deal of important information, it is not your only source of guidance.

The Office of Students Affairs will be happy to answer your questions and to assist your transition to Unity College. Our mission statement encourages programs and services that foster your intellectual, social, spiritual, emotional, and physical development. Please feel free to take advantage of these many opportunities.

We hope your years at Unity College are productive and rewarding. Please let us know if we can be of assistance. Always remember that there is strength through Unity!

A handwritten signature in black ink that reads "Gary Zane". The signature is written in a cursive, flowing style.

Gary Zane

Interim Dean of Student Affairs

Academic Calendar 2003-2004

Fall 2003 Session

Saturday, Aug. 30-Sunday, Aug. 31
Monday, Sept. 1
Monday, Sept. 1-Monday, Sept. 8
Sunday, Sept. 15
Friday, Sept. 19-Sunday, Sept. 21
Saturday, Sept. 20
Monday, Oct. 13-Tuesday, Oct. 14
Wednesday, Oct. 15
Wednesday, Oct. 22
Monday, Nov. 3-Friday, Nov. 7
Wednesday, Nov. 26-Friday, Nov. 28
Friday, Dec. 12
Monday, Dec. 15-Wednesday, Dec. 17
Friday, Dec. 19

New Student Orientation
Classes Begin
Add/Drop Period
Deadline to Apply for Dec. Graduation
Community Weekend
Parents' Day
Fall Break
Mid-Semester Grades to Students
Last Day to Withdraw from a Class
Pre-Registration for Semester II
Thanksgiving Break
Classes End
Final Examination Period
Final Grades to Registrar

January 2004 Session

Thursday, Jan. 5
Thursday, Jan. 5-Friday, Jan. 6
Friday, Jan. 23
Monday, Jan. 26

Classes Begin
Drop Period
Classes End
Final Grades to Registrar

Spring 2004 Session

Tuesday, Jan. 20-Sunday, Jan. 25
Monday, Jan. 26
Monday, Jan. 26-Monday, Feb. 2
Saturday, Feb. 15
Wednesday, Mar. 10
Monday, Mar. 15-Friday, Mar. 19
Wednesday, Mar. 24
Monday, Mar. 29-Friday, Apr. 2
Friday, May 7
Monday, May 10-Wednesday, May 12
Saturday, May 15
Monday, May 17

New Student Orientation
Classes Begin
Add/Drop Period
Deadline to Apply for May Graduation
Mid-Semester Grades to Students
Spring Break
Last Day to Withdraw from a Class
Pre-Registration for Semester I
Classes End
Final Examination Period
Graduation
Final Grades to Registrar

May 2004 Session

Monday, May 17
Monday, May 17-Tuesday, May 18
Friday, Jun. 4
Monday, Jun. 7

Classes Begin
Drop Period
Classes End
Final Grades to Registrar

Section 1: *Policies & Procedures*

Table of Contents — White Pages

Preamble to the Unity College Statement of Student Rights & Code of Conduct. 1
Campus Code of Conduct. 1

Unity College Policies 1-35

- Academic Integrity. 1-2
- Alcohol Policy 2-3
- Alcoholic Beverage Policy for On-Campus Housing and Sanctions 3-4
- Minimum Fines for Infractions of the Alcohol Policy 4-6
- Maine Liquor laws 7
- Assault and/or Battery 8
- Bicycle Policy-On Campus 8
- College Vehicles 8
- Drug Policy. 8-9
- Minimum Sanctions for Violations of the Drug Policy 9-10
- Federal Trafficking Penalties 11
- Commonly Abused Drugs 12-14
- Equipment Restrictions 15
- Fire Safety: Including Evacuation Plan for Residences in Case of Fire 15-16
- Grades. 16-17
- Grievance Procedure for Students. 17
- Harassment 17
- Housing Policies. 18-23
- ID Card Policy 23
- Immunization Requirements 23
- In-Hall Sports. 23-24
- Internet/Computer Policies 24-25
- Motor Vehicle Regulations. 25-26
- Pets 26
- Public Display Policy 26-27
- Representation 27
- Sexual Assault Policy. 27-34
- Sexual Harassment Policy 34
- Smoking 34-35
- Snowmobile Regulations. 35
- Student Health Insurance Requirements. 35
- Tenting Policy 35
- Theft & Vandalism 36
- Transportation 36
- Weapons: Including Firearms, Explosives & Fireworks. 36-37

Student Rights & Judicial Process	37-48
Personal Rights	37-38
Judicial Rights Related to Community Council	38-39
Investigation Rights	39
Family Rights & Privacy	39-41
Community Council Structure	41-42
Community Council Procedures	42-44
Disciplinary Sanctions	44-45
The Residence Judicial Board	45
The College Council	45-46
Public Safety Procedures	46-48

Section 2: *General Information*

Table of Contents — Yellow Pages

Academic Information	49-50
The Academic Calendar	49
Academic Advising	49
Courses of Instruction & Levels	49
Independent Study	49
Directed Study	49
The Credit Hour	49
Full-Time & Part-Time Status: Maximum Load	49
Pre-Registration & Registration	49
Add/Drop Procedures	49
Refund Policy	49
Grading Policy	49
Academic Standing	49
Withdrawal From the College	50
Admissions	50
Athletics	50
Bookstore	50-51
Cafeteria	51
Community Services	51-54
Alcohol Services	51
Licensed Substance Abuse Counselors	51
Birth Control & Family Planning	51-52
Children & Youth Services	52

Counseling Services	52
Environment	52
Health & Welfare.....	52
Legal Services	52-53
Medical Services.....	53
Physicians.....	53
Religious Opportunities.....	53-54
Veteran’s Services.....	54
Women’s Associations.....	54
Miscellaneous	55
Financial Aid.....	55
Health Services	55
Library	55-57
Mail Services.....	57
Off-Campus Programs	57-59
Career Resource Center	57-58
Internship Programs	58
Washington Semester Internships.....	58-59
Office of Community Service.....	59
New Student Orientation Program	59
Work-Study/Community Service	59
Individual Service Placements	59
Student Activities	60-61
Student Center	60
Student Government	60-61
Veterans.....	61

Section 1: *Policies & Procedures*



Section 1: *Policies & Procedures*

Preamble to the Unity College Statement of Student Rights & Code of Conduct

The Unity College student body is a dynamic group of unique individuals whose ethical standards are driven by six principles: (1) to respect autonomy, (2) to harm no one, (3) to benefit others in the community, (4) to be accountable for one's actions, (5) to be just, and (6) to be environmentally responsible.

The nature and mission of Unity College ensures an emphasis on the value of respect for persons and the wider environment. Consistent with this emphasis, students are advised that they must respect the property and property lines of all area residents. Students who wish to enter onto the private property of an area resident must ensure that they have the permission of the property owner. If granted permission to enter onto the private property of an area resident, the student must respect the resident's property, i.e., land, streams, buildings, trees, equipment, etc. If a complaint is received by the college, the college will, through the Public Safety Office investigate the matter. The Public Safety Office will then issue a report to the Student Affairs Office. The Dean for Student Affairs will review the report and determine what action should be taken (i.e., follow-up interview or warning to the student or resolving the charge by the Dean for Student Affairs, or forwarding to the Community Council or the College Council, depending upon the gravity of the complaint). If the Community Council or the College Council reviews and adjudicates the complaint, the normal rules for proceeding as outlined in the Student Handbook apply. Questions related to this policy may be addressed to the Dean for Student Affairs and/or the President of Student Government.

Campus Code of Conduct

All members of the Unity College student body must be responsible for their actions and make sure that these actions do not adversely affect other community members. The college has the authority and responsibility to establish rules and

standards that may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principle responsibility for proper conduct rests with each student, and as much as possible, s/he is encouraged to resolve conflicts of individual rights and responsibilities her/himself. The college will become involved, however, when a student cannot resolve a conflict her/himself, when local, state, or federal laws have been broken, when there could be or there is a potential for personal harm or property damage, or when College regulations have been violated.

Unity College requires students to obey local, state, and federal laws. Also, the college has regulations that it expects students to follow both on campus and at college-sponsored events. The college will take action against students whose behavior either on or off campus harms the college's general image or reputation. Students whose off-campus activities have a direct bearing on the college or members of the Unity College community may also be subject to disciplinary action.

In order to achieve our goals as a community, we follow the Unity College Code of Conduct. It embodies — in addition to policies— the acknowledgment of the right of each individual to decide how s/he lives her/his life, as long as those actions do not interfere with the rights and welfare of others. Thus, our actions as a community, and as individuals, must assure equal treatment to all. This includes upholding honesty and maintaining respect, honor, and civility toward all community members throughout our involvement with the college community.

Unity College Policies

Academic Integrity

Every member of the Unity College community is responsible for upholding the principles of academic honesty. Personal ethics and academic community integrity should govern student action.

The Unity College Honor Code

The Unity College Honor Code requires that students be honest in all academic work. By joining the Unity College community, students express their willingness to accept the responsibil-

Unity College Student Handbook

ities and privileges of the academic community. Furthermore, students understand that their name on any assignment—written or otherwise—shall be regarded as assurance that the work is the result of their own thought and study, except where quotation marks, references, footnotes, or other means of attribution acknowledge the use of other sources. Acknowledgment of collaboration shall be made in the work submitted. In examinations, students shall respond entirely on the basis of their own capacity without any assistance, except that authorized by the instructor.

The Honor Board administers the Honor Code. Appointed annually, it comprises two full-time faculty members selected by the faculty, two students appointed by the Student Government, and a member of the college community appointed by the Dean of the College. Cases of dishonesty in academic matters are referred to the Honor Board, which exists to—

- investigate alleged violations of the Honor Code,
- arbitrate all instances of student academic dishonesty not settled to the student(s)' or the faculty member's satisfaction,
- determine if the Honor Code has been violated and to specify consequences, and
- maintain a record of alleged infractions and subsequent findings.

Students should conduct their academic activities so as to be above suspicion at all times. They should inform suspected violators of their awareness or discuss alleged incidents with an Honor Board member. If a student feels that he or she has been treated unfairly by a faculty member regarding academic integrity, that student may bring the matter to the Honor Board for resolution.

Faculty members will assume that students are adhering to the Honor Code and will conduct their classes and examinations accordingly. If a faculty member suspects a violation of the Honor Code, he or she shall first discuss the matter with the student(s). If the matter is not resolved to the satisfaction of both parties, either may call the facts to the Honor Board's attention.

Similarly, if the proceedings of the Honor Board are unsatisfactory, either party may appeal to the Dean of the College.

Academic Dishonesty includes, but is not limited to—

Plagiarism

- quoting, summarizing, or paraphrasing any part or all of a source without acknowledging the source in the text of any written work;
- incorporating any information—data, statistics, examples, etc.—that is not common knowledge without attributing the source of that information;
- using another person's opinions, reasoning, or arguments; and
- putting your name on an assignment someone else completed.

Cheating

- claiming credit for work not done independently (excluding college support services such as the LRC) without giving credit for aid received; and
- accepting any unauthorized aid or communication during examinations, and falsifying or deliberately misrepresenting data and/or submission of work.

Other Unacceptable Practice

- submitting an assignment for one class in another class without approval of both instructors.

Any student found to be responsible for violating the Unity College Honor Code may be suspended or dismissed from the college.

Alcohol Policy

In accordance with Unity College policy and the laws of the State of Maine, Unity College allows alcohol consumption only in a responsible and legal manner by community members and guests that is in accordance with the laws of the State of Maine and the policies of Unity College. The College will enforce all alcohol policies and verified violations will result in judicial action by the College and potential involvement with outside authorities.

Any member of the College community, (faculty, staff, or students), may submit an incident report and/or referral to the College counselor for any student suspected of violating the alcohol policy and/or practicing high risk alcohol-related behavior.

Section 1: Policies & Procedures

The College is sympathetic to students with alcohol-related problems and will support these students in their efforts to obtain professional assistance. Students with abuse/dependence problems will still be held accountable for their behavior.

Definition of Terms

Parental notification means that student(s) found responsible for alcohol violations will be advised by the Dean for Student Affairs that their parent(s)/guardian(s) may be informed of the alcohol violations. Students(s) who have a concern about this parental notification may request a consult with the college counselor first. Student who are able to demonstrate that they are independent of their parent(s)/guardian(s) by successfully meeting criteria established by the federal financial aid programs will not be subject to this sanction.

Imitation liquor means any product containing less than $\frac{1}{2}$ of 1% alcohol by volume, which seeks to imitate by appearance, taste, and smell of liquor or which is designed to carry the impression to the purchaser that the beverage has an alcohol content. Imitation liquor includes but is not limited to products bearing the brand names "Near Beer," "Brew," or "Champaign-O."

Residence hall rooms are not considered a student's home residence for the purposes of the Unity College Alcohol Policy.

Public or dangerous intoxication is defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of acts, or the appearance of an individual, which clearly demonstrates a state of intoxication.

Legal On-Campus Consumption

The use of alcoholic beverages on the property of the college is allowed under certain circumstances. Individuals of legal drinking age in the State of Maine may:

- Possess and consume alcohol responsibly, in moderation, in the privacy of their residence room (other than designated alcohol-free area, i.e., Westview Hall), provided their actions do

not disrupt or violate the rules of residence and that no persons under the age of 21 are present unless the underage person in question is a resident of the room. The underage resident may NOT consume alcohol. In public areas, students of legal drinking age may possess and transport alcohol in closed containers.

- Consume alcohol purchased from the Student Center or at other events authorized by the college. In such events, students must provide a Maine driver's license or a Maine ID for proof of age. The college does not accept other forms of ID as proof of age to consume alcohol.
- Students are not allowed to consume or possess alcohol nor have alcohol containers (unless containers are specifically authorized by the Director of Residence Life) in Westview Hall, which is a designated alcohol-free building.

If college staff comes upon a student in a residential room who is obviously intoxicated to the extent that it is a danger to his or her health, the college staff will ensure the student's safety and contact Public Safety. Public Safety will request authorization to search the room in question to ensure that no more alcohol is present in the room and to confiscate any found alcohol pending further evaluation by the college.

Off-Campus, College-Sponsored Events

The college expects that all students abide by all alcohol policies while attending off-campus, college-sponsored events. Students are required to adhere to the alcohol laws that are in effect for the geographic area where the sponsored event is being held. This includes but is not limited to academic, athletic, club, residence life, and student activities off-campus events.

Off-Campus Consumption

If the college becomes aware of high-risk alcohol consumption that is very likely to result in injury, the college will take reasonable preventive/deterrent action.

Alcohol Use at the Student Center

Malt beverages are normally served at the Student Center each day after 4:00 P.M. until thirty

Unity College Student Handbook

minutes before closing. Students of legal age, with proper Maine state ID, may consume alcohol purchased from the Student Center. The Student Center is accessible to the entire campus population. Students who are not of legal age may be present where alcohol is being consumed while at the Student Center or at functions operated by the college's establishment holding a Maine State Liquor License. The following guidelines have been established to ensure the safety and enjoyment of the campus community and to uphold the requirements of the alcohol license issued by the State of Maine to the Unity College Student Center:

- Alcohol may not be brought in or taken out of the Student Center.
- Public intoxication will not be tolerated. Individuals considered to be intoxicated will either be denied entry or asked to leave the Student Center.
- Students of legal age are prohibited from furnishing alcohol to people not of legal age.

Students found in violation of these policies may have their access to the Student Center restricted and will be considered in violation of a level-two alcohol violation.

Good Samaritan Policy

If a student assists an intoxicated individual who is at risk for alcohol poisoning or has other urgent medical needs and procures the assistance of Public Safety staff, Residence Life staff, law enforcement, and/or medical professionals, neither the student who is at risk, nor the individual who assisted will be subject to formal college judicial action either for being intoxicated or for having provided that person alcohol. This policy refers to isolated incidents where alcohol poisoning is a very likely risk and does not excuse or protect those who flagrantly or repeatedly violate Unity College's alcohol or other policies during the incident in question.

The student who was likely to be at risk of alcohol poisoning or had other medical needs will be required to meet with the college counselor within three days of the incident. The Dean for Student Affairs will notify the counselor which students to

expect. Failure to comply with this directive to meet with the college counselor may result in judicial action.

Alcohol Policy Violations & Sanctions

The following are possible consequences for those persons whose behavior is deemed to be in violation of the Unity College Alcohol Policy. Those violations, which constitute a violation of Maine law, may be referred to appropriate law enforcement officials.

Level-One Alcohol Policy Violations

Defined as but not limited to:

1. The display of advertisements or signs, bottles, cans, lights, etc., that encourages the consumption of alcohol and is visible from outside of a campus building or a resident room.
2. Alcoholic beverages and alcohol beverage containers (unless containers are specifically authorized by the Director of Residence Life) are not permitted in a residential room where both residents are under the age of 21 years. This includes any alcohol brought to the room by a guest or visitor who may be of legal age.
3. Consumption of alcoholic beverages or possession of an open container of alcohol for aged students is prohibited in Westview Hall and in all public areas, which include but are not limited to hallways, lounges, stairways, laundry rooms, study rooms, and bathrooms.
4. Students not of legal age may not be present where alcohol is being consumed unless at the Student Center or at functions operated by the college's establishment holding a Maine State Liquor License.

Alcohol Educational Exemption

Students may choose a one-time exemption for their first level-one violation from participating in the college judicial process by choosing to voluntarily participate in an educational/informative seminar covering Maine laws, alcohol, and other drug prevention information. This seminar must be completed within three academic weeks of the incident. This option does not count as a first offense.

Note: Students who elect not to utilize this option to complete this educational and informative seminar will be subject to college judicial action.

Section 1: Policies & Procedures

Minimum Sanctions for Level-One Alcohol Policy Violations

All level-one violations after the second offense will be considered level-two violations. The following are consequences for those persons whose behavior is deemed a level-one violation of the Unity College Alcohol Policy:

First offense	Official warning 2 hours of community service Fine of \$50 (suspended)
Second offense	Educational program requirement 4 hours of community service Fine of \$50 + any suspended fine
Third offense and any further offenses	Considered a level-two offense

Level-Two Alcohol Policy Violations

Defined as but not limited to:

1. *Public or dangerous intoxication* is defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of acts, or the appearance of an individual, which clearly demonstrates a state of intoxication.
2. *Underage use*: Students not of legal age (under age 21) may not possess, consume, or transport alcoholic beverages at Unity College.
3. *Large, open volumes of alcohol*: Kegs of beer or beer balls are not allowed in the residence halls or cottages. Alcoholic beverages may not be stores or served from any container larger than one gallon in volume. Every occupant of a room or cottage containing a keg may be penalized. Kegs, punch bowls, beer balls, and other alcoholic beverage containers over four liters, including alcoholic beverage containers, taps, funnels, and any other equipment used to consume large quantities of alcoholic beverages, are prohibited and may be confiscated by college personnel.

4. *Alcohol-related games*: Participating in games, contests, and hazing involving alcoholic beverages is strictly prohibited.
5. *Liquor consumption*: Consumption of liquor or imitation liquor by someone of age (21 or older) in a premise under one's control (i.e., residence room) when persons under the age of 21 are present unless the underage person in question is their roommate.
6. *Unauthorized transportation of alcohol in the Student Center*: Alcohol may not be brought in or taken out of the Student Center.

Minimum Sanctions for Level-Two Alcohol Policy Violations

Level two and level three violations are cumulative with regard to the number of violations. Any combination of three violations at level two and/or level three will be sanctioned as a third offense. (E.g., a student who commits two violations at level two, then commits one violation at level three, will have committed three violations and should expect to be suspended from the college.)

First offense	Official reprimand 6 hours of community service Fine of \$50 to \$100 Completion of an alcohol education program
Second offense	Disciplinary probation for at least one academic year 10 hours of community service Fine of \$100 to \$200 Parental notification Referral to alcohol substance abuse counselor for assessment Participation in an alcohol program to a residential community or approved student group
Third offense	Suspension from the college

Unity College Student Handbook

Level-Three Alcohol Policy Violations

Defined as but not limited to:

1. *Furnishing alcohol to a minor:* Furnishing liquor or imitation liquor to a person under the age of 21, or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control, is not permitted.
2. *Furnishing large volumes of alcohol:* Furnishing kegs of beer or beer balls in the residence halls or cottages.
3. *Organizing alcohol-related games:* Organizing games, contests, and hazing involving alcohol.
4. *Age misrepresentation:* Misrepresenting one's age for the purposes of purchasing, possessing, or consuming alcohol.
5. *Furnishing false IDs:* Providing or assisting an underage student with false ID.

Examples of level-three alcohol policy violations include but are not limited to the following:

- Giving liquor or imitation liquor to a person under the age of 21.
- Buying liquor or imitation liquor for a person under the age of 21.
- Selling liquor or imitation liquor to a person under the age of 21.
- Providing premises under one's control (i.e., a residence hall room or an off-campus apartment in which persons under the age of 21 can consume or possess liquor or imitation liquor.
- Consuming liquor or imitation liquor in a premise under one's control when persons under the age of 21 are present.

Level-two and level-three violations are cumulative with regard to the number of violations. Any combination of three violations at level two or level three will be sanctioned as a third offense. (E.g., a student who commits two violations at level two, then commits one violation at level three, will have committed three violations and should expect to be suspended from the college.)

Minimum Sanctions for Level-Three Alcohol Policy Violations

First offense	Official reprimand 8 hours of community service Fine of \$100 to \$200 Completion of an alcohol education program Parental notification
Second offense	Disciplinary probation for at least two academic years 12 hours of community service Fine of \$200 to \$400 Parental notification Referral to alcohol substance abuse counselor for assessment Participation in an alcohol program to a residential community or approved student group
Third offense	Suspension from the college

Maine State Current Alcohol Laws

Unity College abides by the law of the State of Maine and has, therefore, developed the alcohol policy under the belief that the consumption of alcohol by students must not be in violation of Maine State Law. In particular, according to Maine law:

- It is unlawful for any person under the age of 21 to possess liquor or imitation liquor except if it is in the scope of their employment or in a home in the presence of his or her legal parent or guardian.
- No person under the age of 21 shall transport alcoholic beverages in a motor vehicle except in the scope of his or her employment or at the request of his or her parent.
- It is unlawful to give a licensee false written or oral evidence of age to attempt to purchase liquor or to attempt to gain entrance into a licensed establishment where minors are not allowed.

Section 1: *Policies & Procedures*

- It is unlawful to furnish liquor or imitation liquor to a minor, or to allow a minor to possess liquor or imitation liquor on a premise under one's control.

Exceptions-

- A licensee, clerk, servant, or agent.
- Serving liquor to a minor in a home while the minor's parent is present.
- It is unlawful to sell or aid in the sale of liquor without a license issued by the State of Maine.
- If an individual recklessly or negligently serves liquor to a minor or visibly intoxicated person and the service causes property damage, bodily injury, or death to a third party, damages up to \$250,000 plus medical expenses can be awarded.
- Any person who drinks liquor or possesses an open container in any public place, after being forbidden to do so by a law enforcement officer or within 200 feet of a sign posted prohibiting public drinking, may be fined up to \$1,000 or up to six months in jail.

Maine Liquor Laws

Illegal Possession

It is unlawful for any person under the age of 21 to possess liquor or imitation liquor except if it is in the scope of their employment or in a home in the presence of their parent or legal guardian.

Penalties

- 18-, 19-, and 20-year-olds — Civil violation.
- First offense, \$299 to \$400; second offense, \$300 to \$600; third offense \$600.
- Individuals 17 years of age and under juvenile crime (non-arrest).

Illegal Transportation of Liquor

No person under the age of 21 shall transport alcoholic beverages in a motor vehicle except in the scope of their employment or at the request of their parent.

Penalties

- First offense, 30-day license suspension fine of up to \$500.
- Second offense 90-day license suspension fine of not less than \$200.
- Third offense 1-year license suspension fine not less than \$400.

Giving False Written or Oral Information

It is unlawful to give a licensee false written or oral evidence of age to attempt to purchase liquor or gain entrance into a licensed establishment where minors are not allowed.

Penalties

- 18-, 19-, and 20-year-olds — Civil violation.
- First offense, \$200 to \$400; second offense, \$300 to \$600; third offense, \$600.
- Individuals 17 years of age and under juvenile crime (non-arrest).
- Upon conviction court shall suspend driver's license: first offense, 30 days; second offense, 90 days; third offense, 1 year.

Furnishing Liquor or Imitation Liquor to a Minor

It is unlawful to furnish liquor or imitation liquor to a minor, or allow a minor to possess liquor or imitation liquor on a premise under one's control.

Exceptions

1. A licensee, clerk, servant or agent (Administrative/Civil)
2. Serving liquor to a minor in a home while the parent is present.

Penalties

- Fines from \$500 to \$2000, possible jail sentence of 6 to 12 months. In cases of death or serious bodily injury, an individual can be charged with a felony that could result in a sentence of up to 5 years and fines up to \$5000.
- Possible Action Under Maine Liquor Liability Act Criminal Record

Illegal Sale of Liquor

Unlawful to sell or aid in the sale of liquor without a license issued by the Maine Bureau of Liquor Enforcement.

Penalties

- First offense \$300 to \$500 fine and up to 30 days in jail.
- Second offense \$500 to \$1000 fines and up to 60 days in jail.
- Third offense \$1000 and 60 days in jail.
- May not hold liquor license or interest for 5 years after conviction, may not sell liquor for a period of 2 to 5 years after conviction.

Unity College Student Handbook

Maine Liquor Liability Act

Any individual who recklessly or negligently serves liquor to a minor or visibly intoxicated person and the service causes property damage, bodily injury, or death to a third party, can be liable for damages of up to \$250,000 plus medical expenses.

Drinking in Public

Any person who drinks liquor or possesses an open container in any public place, after being forbidden to do so by law enforcement officer or within 200 feet of a sign posted prohibiting public drinking, may be fined up to \$1000 or up to 6 months in jail.

Assault and/or Battery

A student is expected to respect the personal rights of others. Threats to, physical abuse of, or any kind of harassment, which threatens to endanger the health, safety, or welfare of a member of the College community, are unacceptable. In cases of minor violations, the punishment is:

First offense	Up to \$100 and recommendation of disciplinary probation.
Second offense	Up to \$200 and recommendation of disciplinary suspension.
Third offense	Recommendation of disciplinary dismissal from Unity College.

Where a continuing threat exists to the safety or health of an individual, a recommendation of disciplinary dismissal may be imposed by the Community Council. As with all violations of local, state and/or federal laws, criminal prosecution may also be pursued.

Bicycle Policy-On Campus

Students who wish to have bicycles on campus should register their bicycles with the Public Safety Office. Students riding bicycles on campus must yield the right of way at all times to pedestrian traffic. Bicycle riders are not permitted to ride in such a way that would damage college property. Students should not leave their bicycles unsecured. Bicycle riding is never

allowed in any building on campus. Bicycles must be carried, not pushed, into and out of campus residences to avoid damaging the carpets. Bicycles must be stored in either the student's room or in a bicycle rack. Bicycles should not be left in such a way as to block an exit or hallway or in any way that endangers or interferes with the educational and social well being the college community. Bicycle washing is not permitted in campus buildings.

College Vehicles

The College has vehicles that official clubs may use for their transportation. A club sanctioned by the Unity College Student Government office may apply for a vehicle by filing a "Vehicle Requisition" form with the Maintenance Department office. The club must provide the necessary college-certified drivers. The "Vehicle Requisition" form must document the means of payment/account to be charged. All college-certified drivers will have demonstrated a familiarization with the vehicle and/or trailer that they are signing for. All college-certified drivers are required to participate in a block of instruction provided by the college prior to certification. All passengers and drivers must use seat belts.

Drug Policy

Unity College does not tolerate illegal use of drugs by its students or employees. Further, the unlawful possession, use, or distribution of illicit drugs by students and employees on all Unity College property or at any event in which Unity College is participating is prohibited.

Off-Campus, College-Sponsored Events

The college expects that all students abide by all drug policies while attending off-campus, college-sponsored events in the United States of America and in any country that prohibits the illegal use of substances commonly referred to as "controlled substances." This includes but is not limited to academic, athletic, club, residence life, and student activities off-campus events.

State of Maine Drug Laws

It is unlawful for any person to possess, consume, distribute, transport, or sell illicit drugs in the State of Maine.

Section 1: Policies & Procedures

Definition of Terms

Illicit drugs: any drug that is illegal to use or possess under any existing federal or state or international law.

Drug paraphernalia: all equipment, products, and materials of any kind that are used or intended for use in panting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body an illicit drug in violation of this policy.

Parental notification: means that any student(s) found responsible for drug violations will be advised by the Dean for Student Affairs that their parent(s) or guardian(s) may be informed of the drug violation(s). Student(s) who have a concern about this parental notification may request a consult with the college counselor first. Students who are able to demonstrate that they are independent of their parent(s)/guardian(s) by successfully meeting criteria established by the federal financial aid programs will not be subject to this sanction.

Trafficking: to make, create, or manufacture illicit drugs. To grow or cultivate illicit drugs. To sell, barter, trade, exchange, or otherwise furnish for consideration illicit drugs.

Important Federal & State Laws Related to Illegal Drug Use

Summary of Section 484. Section 484 Student Eligibility is amended to authorize the suspension of a student's federal loan eligibility if he or she has been convicted in a court of law of drug-related offense. Specifically, Section 484, which became effective on enactment of the Higher Education Act, is amended by adding a new subsection "(r), Suspension of Eligibility for Drug-Related Offenses." In the relevant part, the section states:

1. In General: A student who has been convicted in a court of law of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period begin-

ning on the date of such conviction and ending after the interval specified in the following table:

For possession of a controlled substance, ineligibility period is	First Conviction	1 year
	Second Conviction	2 years
	Third Conviction	Indefinite

For sale of a controlled substance, ineligibility period is	First Conviction	1 year
	Second Conviction	Indefinite

Drug Policy Violations & Sanctions

The following are consequences for those persons whose behavior is deemed to be in violation of the Unity College Drug Policy. Those violations, which constitute a violation of Maine law, may be referred to appropriate law enforcement officials. Anyone involved in the possession, use, or distribution of illicit drugs will be prosecuted to the fullest extent of the law and the college's policies.

Level-One Drug Policy Violations

Defined as but not limited to:

1. **Display of illicit drugs:** Students are not allowed to have displays of advertisements, bottles, cans, lights, etc., that encourage the use of illicit drugs and is visible from outside of a campus building or a resident room.

Minimum Sanctions for Level-One Drug Policy Violations

First offense	Official warning 2 hours of community service Fine of \$50 (suspended)
Second offense	Official reprimand \$50 to \$100 in fines 6 hours of community service Completion of a drug education program

Unity College Student Handbook

Third offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community service Parental notification Referral to substance abuse counselor for assessment Completion of a drug education program
Fourth offense	Suspension from the college

Level-Two Drug Policy Violations

Defined as but not limited to:

1. *Illicit drug paraphernalia*: Students are prohibited from the possession and/or use of identifiable illicit drug paraphernalia (as defined in "Definition of Terms" section above) that are commonly associated with illicit drug use.
2. *Illicit use of marijuana*: Students may not possess, consume, or transport marijuana.

Minimum Sanctions for Level-Two Drug Policy Violations

First offense	Official reprimand \$50 to \$100 in fines 6 hours of community service Completion of a drug education program
Second offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community service Parental notification Referral to substance abuse counselor for assessment Completion of a drug education program
Third offense	Suspension from the college

Level-Three Drug Policy Violations

Defined as but not limited to:

1. *Use of illicit drugs other than marijuana*: Students may not possess, consume, or transport illicit drugs.
2. *Providing illicit drugs*: Students may not provide or share illicit drugs with others or allow a person to possess illicit drugs on a premise under one's control.

Minimum Sanctions for Level-Three Drug Policy Violations

First offense	Disciplinary probation for at least one academic year \$100 to \$200 in fines 10 hours of community services Parental notification Referral to a substance abuse counselor for assessment Completion of a drug education program
Second offense	Suspension from the college

Level-Four Drug Policy Violations

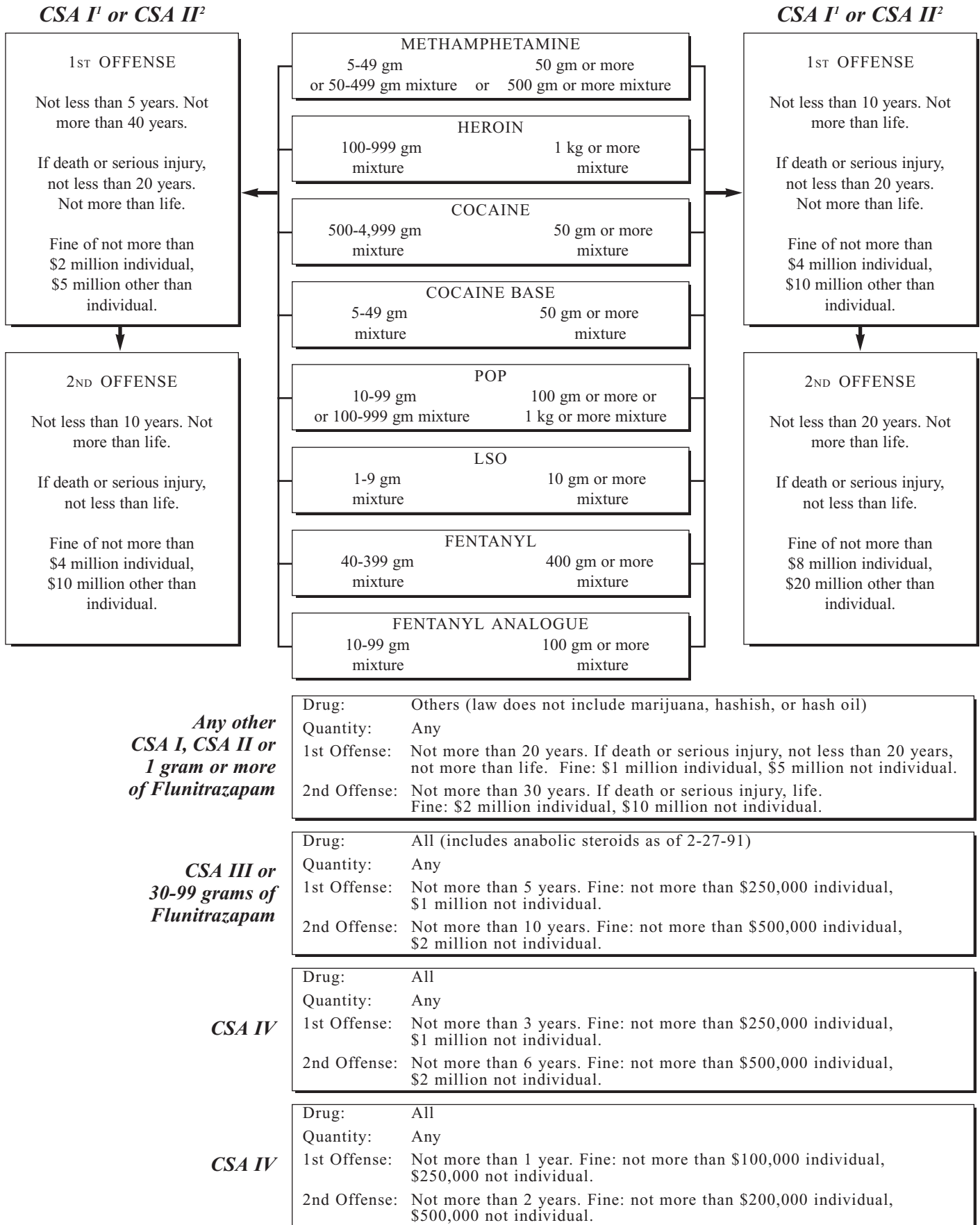
Defined as but not limited to:

1. *Trafficking illicit drugs*: Students may not traffic illicit drugs to a person.

Minimum Sanctions for Level-Four Drug Policy Violations

First offense	Suspension from the college
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Federal Trafficking* Penalties as of October 1999



*Trafficking includes the manufacturing, distribution, or dispensing of, or possession with intent to manufacture, distribute, or dispense, a controlled substance.

¹CSA I = Controlled Substances Act Schedule I Substances and Drugs

²CSA II = Controlled Substances Act Schedule II Substances and Drugs

Commonly Abused Drugs

Substances:

Street Names:

Intoxication Effects:

Canabinoids:

Hashish	boom, chronic, gangster, hash, hash oil, hemp	Euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination/cough, frequent respiratory infections; impaired memory and learning; increased heart rate, anxiety, panic attacks; tolerance, addiction
Marijuana	blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	

Depressants:

Barbiturates	Amytal, Nembutal, Seconal, Phenobarbital; barbs, red birds, phennies, tooties, yellows, yellow jacket	Reduces pain and anxiety; feeling of well being, lowered inhibitions' slowed pulse and breathing; lowered blood pressure; poor concentration/confusion, fatigue; impaired coordination, memory, judgment; repertory depression and arrest, addiction
Benodiazepines (other than flunitrazepam)	Ativan, Halcion, Librium, Vallium, Xanax; candy, downers, sleeping pills, tranks	Also for barbiturates- sedation, drowsiness/depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness
Flunitrazepam	Rohypnol; forget-me pill, Mexican Valium, R2, Roche, roofies, roofinol, rope, rophies	- For benzodiazepines- sedation, drowsiness/dizziness - For flunitrazepam- visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects
GHB	Gamma-hydroxybutyrate; G, Georgia home boy, grievous bodily harm, liquid ecstasy	- For GHB- drowsiness, nausea/vomiting, headaches, loss of consciousness, loss of reflexes, seizures, coma, death
Methaqualone	Quaalude, Sopor, Parest; ludes, mandrex, quad, quay	- For methaqualone- euphoria/depression, poor reflexes, slurred speech, coma

Dissoziative Anesthetics:

Ketamine	Ketalar SV; cat Valiums, K Special K, vitamin K	Increased heart rate and blood pressure, impaired motor function/memory loss; numbness; nausea/vomiting
PCP and analogs	Phencyclidine; angel dust, boat, hog, love boat, peace pill	- For hetamine- at high doses, delirium, depression, respiratory depression and arrest - For PCP and analogs- possible decreases in blood pressure and heart rate, panic, aggression, violence/loss of appetite, depression

Hallucinogens:

LSD	Lysergic acid diethylamide; acid, blotter, boomers, cubes, microdot, yellow sunshines	Altered states of perception and feeling; nausea/chronic mental disorders, persisting perception disorder (flashbacks)
Mescaline	Buttons, cactus, mesc, peyote	- For LSD and mescaline- increased body temperature, heart rate, blood pressure; loss of appetite, sleeplessness, numbness, weakness, tremors
psilocybin	Magic mushroom, purple passion, shrooms	- For psilocybin - nervousness, paranoia

Substance: Opioids and Morphine derivatives:	Street Names:	Intoxication Effects:
Codeine	Empirin Codeine, Fiorinal with Codeine, Robitussion A-C, Tylenol with Codeine; Captain Cody, Cody, schoolboy; (with glutethimide) doors & fours, loads, pancakes and syrup	Pain relief, euphoria, drowsiness/respiratory depression and arrest, nausea, confusion, constipation, sedation, unconsciousness, coma, tolerance, addiction - For codeine- less analgesia, sedation, and respiratory depression than morphine
Fentanyl	Actiq, Duragesic, Sublimaze; Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	
Heroin	Diacetylmorphine; brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	- For heroin- staggering gait
Methadone Morphine	Amidone, chocolate chip cookies, fizzies Roxanol, Duramorph; M Miss Emma, monkey, white stuff	- For methadone- drowsiness; lightheadedness; weakness; euphoria; dry mouth; urinary retention; constipation; slow or troubled breathing
Opium	Laudanum, paregoric; big O, black stuff, block, gum, hop	
Oxycontin	Hillbilly heroin, oxy, oxycotton, pharming	- For oxycontin- analgesia, respiratory depression, euphoria
Stimulants:		
Amphetamine	Biphetamine, Dexedrine; bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	Increased heart rate, blood pressure, metabolism; feelings of exhilaration, energy, increased mental alertness/rapid or irregular heart beat; reduced appetite, weight loss, heart failure
Cocaine	Cocaine hydrochloride; blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	- For amphetamine-tremor, loss of coordination; irritability, hallucinations/tremor, loss of coordination; panic, paranoia, anxiousness, restlessness, delirium, panic, paranoia, impulsive behavior, aggressiveness, tolerance, addiction
MDMA (methylenedioxymethamphetamine)	DOB, DOM, MDA; Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	- For cocaine- increased temperature/chest pain, respiratory failure, nausea abdominal pain, strokes, seizures, headaches, malnutrition
Methamphetamine	Desoxyn; chalk, crystal, fire, glass, go fast, ice, meth, speed	- For MDMA- mild hallucinogenic effects, increased tactile sensitivity, empathic feelings, hyperthermia/impaired memory and learning
Methylphenidate	Ritalin; JIF, MPH, R-ball, Skippy, the smart dog, vitamin R	- For methamphetamine- aggression, violence, psychotic behavior/ memory loss, cardiac and neurological damage; impaired memory and learning, tolerance, addiction
Nicotine	Bidis, chew, cigars, cigarettes, smokeless tobacco, snuff, spit tobacco	-For methylphenidate- increase or decrease in blood pressure, psychotic episodes/digestive problems, loss of appetite, weight loss - For nicotine- additional effects attributable to

<p>tobacco exposure- adverse pregnancy outcomes; chronic lung disease, cardiovascular disease, stroke, cancer, tolerance, addiction</p>		
<p>Intoxication Effects:</p>		
<p>Substances:</p>	<p>Street Names:</p>	
<p>Other Compounds:</p>		
<p>Anabolic steroids</p>	<p>Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise,roids, juice</p>	<p>- No intoxication effects/hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; adolescents, premature stoppage of growth; in males prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females, menstrual irregularities, development of beard and other masculine characteristics</p>
<p>Inhalants</p>	<p>Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl); laughing gas, poppers, snappers, whippets</p>	<p>- Stimulation, loss of inhibition; headache; nausea or vomiting; slurred speech, loss of motor coordination; wheezing/unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous system, sudden death</p>
<p>Alcohol:</p>		
<p>Beer, Wine, Distilled Spirits (hard alcohol)</p>	<p>Booze, Brew, Cold One, Juice, Sauce, Wahoo Juice</p>	<p>Low doses significantly impair judgment and coordination. Small amounts can induce feelings of relaxation and tranquility, suppress anxiety, and in some, inspire feelings of confidence. As the dose is increased, normally beyond 6 ounces, the pleasant euphoric feelings begin to give way to feelings of depression, also reaction times significantly lowered, muscle control and speech impaired, limited night vision and side vision, loss of equilibrium and technical skills, sensory and motor capability depressed, double vision and legal blindness (20/200), death may occur at blood alcohol levels of .40 and above</p>

Section 1: *Policies & Procedures*

Equipment Restrictions

Each electric outlet is designed to carry a load up to 175 watts. These outlets should be used only for low-wattage appliances such as study lamps, clocks, radios, televisions, stereos, or electric shavers. High-wattage, resistance-coil equipment such as stoves, hot plates, irons, popcorn poppers, frying pans, toasters, or electric heaters are not allowed, nor are items such as soldering irons, immersion heaters, or appliances with open coils. Coffee makers, hot water heaters, and irons are permitted if, and only if, they have an automatic shut-off and do not have an open heating coil. The college reserves the right to remove any appliance that might endanger the lives of students by creating an overload of the electric system and a subsequent fire hazard. Such appliances will be retained by the college in storage until the resident can remove them from campus. Gasoline and kerosene, as well as kerosene-powered equipment and vehicles, such as motorcycles and chainsaws are prohibited in all campus residences.

Residents of the cottages may possess and use normal kitchen appliances only in the kitchen/lounge area of the cottage and only if used in a safe and proper manner. Resident's individual rooms in the cottages are governed by the same equipment restrictions as apply to the resident rooms in Cianchette, Eastview, Westview, and Wood Hall.

Residents of Cianchette Hall may possess and use normal kitchen appliances only in the kitchen/foyer area of each floor and section of Cianchette and only if used in a safe and proper manner. Resident's individual rooms in Cianchette Hall are governed by the same equipment restrictions as apply to the rooms in Eastview, Westview, and Wood Hall.

One microwave and one mini-refrigerator is allowed per student, providing:

- a. It is Underwriters Laboratory approved.
- b. It draws no more than 1.5 amps.
- c. It is properly grounded.

Sanctions include:

First Offense = Loss of item until removal from campus.

Second Offense = Official reprimand.

Third Offense = Residence eviction.

Fire Safety

The college will take strict and definite administrative and judicial action when the lives and property of the campus community are compromised by fire safety violations. When appropriate, criminal prosecution will be exercised.

1. Lighting fires of any kind in a residence is a violation of state law and may subject a student to legal proceedings as well as college disciplinary action.
2. Tampering with fire extinguishers or fire alarm systems, and fastening or otherwise blocking fire doors (including doors leading to stairwells) are punishable under the laws of the state.
3. No items may be stored in the hallways of campus housing as they may restrict evacuation in case of emergency.
4. Arson is a felony under state law.
5. Careless use of lighters, matches, or tobacco products constitutes a definite fire hazard. Extreme caution should be exercised when using them.
6. Doorways, ceilings, or heating units in the residences must be clear of obstructions and may not be covered with any materials including tapestries, plastic banners, or any materials deemed to be a safety hazard or deemed to inhibit evacuation in the event of an emergency as determined by the Public Safety Department or the Residence Life Staff. Students wishing to appeal a determination made by the Public Safety Department or the Residence Life Staff may appeal in writing to the Director of Residence Life. For the safety of all residents, the material in question must be removed while the appeal is in process.
7. Any items that can produce an open flame are specifically prohibited in all living units except for lighters or matches used for lighting authorized tobacco products.
8. Use or possession of fireworks, gunpowder, chemicals, or other explosives listed in the "Weapons and Explosives" section is prohibited by law.
9. State law dictates that fire drills must be held in all residence halls. All residents are responsible for becoming familiar with the specific regulations for their residence hall. When a fire alarm

Unity College Student Handbook

sounds, residents are required to vacate the hall immediately. Failure to do so is a violation of state law and college safety standards and may subject student(s) to disciplinary action, including a fine that may exceed \$100 dollars.

10. A student is expected and required to use safety equipment and/or initiate safety procedures when the situation requires this equipment or procedure. This includes, but is not limited to, fire equipment, fire alarms, smoke alarms, exit lights, fire drills, initiating false alarm, or notification of a bomb threat.
11. Any equipment that is deemed unsafe by the college is prohibited. Students who need to store camping fuels and starters, such as white gas, should contact the Director of Residence Life to discuss possible storage options.
12. Burning incense is prohibited in all campus facilities.
13. Fires are prohibited in all outdoor areas of the college except in the college fire pit for those cases when the Town of Unity has issued an official fire permit and the Public Safety Department has approved an on-campus fire.

Fire protection is of prime concern to all members of the college community. Everyone must constantly be on alert. Fires may destroy lives and valuable college facilities. People responsible for these acts are a great threat to life and property. Residence hall fires have claimed the lives of hundreds of people at other institutions. It could happen here. Fire safety is everyone's concern!

All students should read the "Evacuation Plan for Residences in Case of Fire Alarm," which follows below.

Evacuation Plan for Residents in Case of Fire Alarm

This evacuation plan for campus residents has been established so as to ensure the safe evacuation of students in residences at Unity College in a quick and timely manner.

Fire Alarms/ Drills

There will be a fire drill each semester for each residence. The Unity Fire Department will be notified before any drill is conducted. The Director of Residence Life and the Director of

Public Safety will coordinate and insure that fire drills are conducted.

Procedures to Follow if a Fire Occurs

- 1) Pull the Fire Alarm
- 2) Dial 911 and notify officials that there is a fire at the specific location (Unity College—Name of Residence and Room Number) Note: This call should be made as quickly as possible, but the student making the call should make it from a safe location.
- 3) Dial campus extension 232 and notify the Public Safety Officer on duty of the fire and the specific location of the fire. Note: This should be made as quickly as possible but the student making the call should make it from a safe location.
- 4) Evacuate the building immediately. While leaving, alert other students to the existence of the fire.
- 5) Meet the Public Safety Officer on duty to give details of the location of the fire, if needed.
- 6) Move at least 50 feet from the affected building.

Cianchette residents should use extra care in evacuating their residence. Students should not look directly at the alarm strobe lights. The strobe lights may cause eye damage.

Residents should gather outside of their residences at least 50 feet from the building in the following areas:

- Cianchette = in the back of the parking area
Cottages = in the back of the cottages' parking area
Eastview = in front of Westview away from the fire lanes
Westview = in front of Eastview away from the fire lanes
Wood Hall = Murdock Drive

Note: Anyone causing a false alarm will be charged with committing an unsafe and hazardous act, and will be subject to summary suspension.

Grades

Grades, registration, and graduation may be withheld for the following reasons:

1. Books, overdue material, lost or damages, or money owed the library.

Section 1: *Policies & Procedures*

2. Unpaid residence hall damage charges.
3. Unpaid parking fines for the previous semester.
4. Unpaid Community Council, College Council, or Judicial Board fines.
5. Any unpaid balance owed the college.

Grievance Procedure for Students

A grievance is any student problem resulting from circumstances thought to be unjust and grounds for complaint.

Who Can Use This Procedure?

This Grievance Procedure applies to all students.

How Does the Grievance Procedure Work?

If a student has a problem, the student should talk with his/her supervisor, R.A. or other college person of his/her choice as soon as the student can explain how he/she feels. It is very important that the student do this, as it is only by hearing about the problem and talking with a supervisor, R.A., or other college person that help can be provided to the student. The R.A., supervisor, or other college person will take prompt action to address the student's questions and attempt to resolve the complaint. The student may also talk with the Student Affairs Office for advice and assistance if the student thinks that this would be helpful.

There are three steps in the procedure.

If the problem or complaint is still unresolved after speaking with the selected supervisor, R.A., or other college person, the student may use the following Grievance Procedure. There are three steps in the procedure.

Step 1 of the Grievance Procedure: The first step (Step 1) is to notify the Dean for Student Affairs in writing within 10 working days following the day that the student first became aware of the particular problem or complaint. When the student tells the dean that he/she wants to enter a grievance, the Dean for Student Affairs will arrange to meet with the student. After talking with the student and looking into the details and facts related to the grievance, the Dean for Student Affairs will give the student a response. The student will receive this decision within 10 working days after filing the grievance. If the

student is not satisfied with the decision and the student continues to believe that she/he still has a problem, the student may ask that the grievance be considered at Step 2 of the Grievance Procedure.

Step 2 of the Grievance Procedure: To begin Step 2, the student must file a written statement outlining the grievance with the Dean of the College's Office within 7 working days after receipt of the Step 1 decision. The grievance will be considered settled if the student does not file a written grievance with the Dean of the College's Office within the required time. Within 7 working days after receiving the grievance, the Dean of the College will investigate the grievance and talk with the student and the person(s) assisting the student and give the student a decision. If the student is not satisfied with that response, the student may appeal to the final step of the Grievance Procedure, which is Step 3.

Step 3 of the Grievance Procedure: The student must request in writing to the President that he or she want to go to Step 3 of the Grievance Procedure. The President's Office must receive the student's request not more than 7 working days after the student receives the Step 2 answer from the Dean of the College. The student's grievance will be considered settled on the basis of the Step 2 decision if the student does not file this request for further review with the President's Office within the time period required.

Once the student has submitted a grievance to the President's Office, a committee agreed to by both parties will hear the grievance. The committee will investigate the complaint within 30 days and will consider all relevant material in rendering its recommendations to the President. The President will review the recommendations of the committee and respond to the grievance. The decision issued by the President is final and binding.

Harassment

Any languages or action which is disrespectful of another student. Harassing behavior, especially if related to gender, sexual orientation, race, age, national origin, ancestry, social economic class, disability, previous military service, will be considered a serious violation of the Unity College Code of Conduct.

Unity College Student Handbook

Housing Policies

Campus Plan

Each resident of campus housing is required to abide by the provisions of the "Campus Plan." The Campus Plan should be read carefully so that all occupants are aware of the duration, cancellation procedures, charges, standards of conduct, room condition/damages, students' rights, and other provisions. The refund policy of the college relating to the Campus Plan charges, as stated in the catalog, should also be reviewed. A copy of the Campus Plan has been provided within this Student Handbook.

Unity College Campus Plan

(1) College will provide the student with the following living arrangements for Academic Year. This does not include periods that the college is closed for vacation and does not include mini-sessions.

Residence Hall occupancy: single, double, or triple occupancy and 20 meals per week during the Academic Year.

Note: Any cottage resident who does not wish to participate in the 20-meals-per-week program must indicate this preference on the Housing Questionnaire.

(2) Students will pay the college the appropriate fee for the Academic Year as indicated in the College Catalog.

(3) This Agreement is terminated effective the final day of the Academic Year. Students are to vacate campus housing no later than 24 hours after completion of their last final exam at the end of the Academic Year.

A fine of \$5 per hour, up to 25 dollars per day, will be charged to students who, without permission from the Director of Residence Life stay later.

(4) This Agreement may be renewed for the following academic term by payment of a \$100 housing deposit to the Business Office during the campus residence registration process.

(5) College reserves the right to assign the student to a specific room or to reassign the student to a room with a three day written notice, unless such notice is impractical, (as determined by the college).

(6) The student is liable for payment for damages

to his/her room or furnishings and/or to common areas and furnishings where responsibility for the damages cannot be specifically attributed to another person(s).

7) The student agrees to abide by the conditions, rules, and regulations, as published in the Student Handbook and the College Catalog. It is the Student's responsibility to be familiar with the contents of these documents.

8) Refunds will be made according to the Refund Policy as stated in the College Catalog.

9) Guests of the student must be registered with the student's Resident Advisor, the Public Safety Department, and the Director of Residence Life and may stay a maximum of two successive nights, unless permission is granted by the Director of Residence Life. The student is responsible, in all respects, for the actions of his/her guest. The student will be charged a fine of \$25 per day for each unregistered guest.

10) The student is required to complete a "Check-in/Check-out" procedure with his/her Resident Advisor before occupying or vacating a room. Improper Check-in or Checkout will result in a \$100 fine.

11) The student, as a person who has accepted admission to Unity College, and to campus residence, is obligated to pay room and board fees for the full academic year and to abide by all policies as specified in the Unity College Catalog and Student Handbook, unless a formal appeal to be released from one or more of these obligations is filed with and approved by the Dean for Student Affairs.

12) The college is not responsible for any damage or theft of students' personal property that may occur while the student is enrolled in the Unity College Campus Plan. The college encourages its students to secure renter's insurance or to be included on a homeowner's policy to protect their personal property.

Check-In/Check-Out Procedures

Before occupying a room, each resident must complete a "Check-in/Check-out Form" in the company of a R.A. At the end of each term when a student is checked out of his/her room, a damage assessment is completed as part of the

Section 1: *Policies & Procedures*

check-out procedure. A member of the Residence Life staff, usually a Resident Advisor, will assist the student to complete a preliminary assessment for damages at the time of the check-out. The Director of Residence Life and the Director of Maintenance will do the final determination and assessment. Any student who leaves and does not complete the proper check-out procedure will be fined \$100.00.

Students should make sure that the "Check-in/Check-out Form" is complete with necessary details regarding the condition of the room. Following this procedure will help the student avoid the possibility of the student being unfairly charged for items found to be missing or damaged.

Any student leaving a residence room excessively dirty (as determined by the Residence Life or Maintenance staff) may be fined \$50 minimum or an \$18 hourly rate, whichever is greater. The college prefers not to charge anyone. Therefore, students should leave rooms in an orderly and sanitary condition.

Students will be charged \$5 for every hour they remain in their rooms after the final checkout deadline or up to a maximum of \$25 per day. Students must have permission from the Director of Residence Life to stay after official closing.

Housing Selection Process at Unity College

The housing selection process at Unity College is designed to give the returning residential students as many options as possible. Basically, the housing application is as follow:

- First, all returning students wishing to live on campus for fall need to make out a housing deposit form and pay a \$100 housing deposit fee. The housing deposit form also provides more details regarding the housing application process. This form is enclosed with a letter that is sent to students. The form can also be obtained in the Office of Residence Life. The housing deposit form and the \$100 housing deposit fee must be returned to the Business Office. The housing deposit form and fee are very important because they reserve a spot for the student on campus and place the student in the housing selection process for returning students. It is very important to note that the deadline for paying the \$100 housing deposit is April 15.

- The next step in the process is for students to update their housing application form. The housing application form can be found at www.unity.edu in the residence life section under housing application. Students should complete this form and submit it to the Office of Residence Life.
- Finally, based on their responses on the Housing Application form, students will be part of the housing selection process when it will be determined where they will live on campus next year. The housing selection process is designed to provide the student with as much opportunity as possible to choose where they will live next year.

Returning students who have paid a \$100.00 housing deposit may participate in the housing selection process. Selection for each scheduled group will go in the order of housing selection numbers starting with the lowest number and continuing in order. The housing selection number is weighted by number of credits, i.e., seniors, then juniors, sophomores, and finally freshmen. Students who pay a housing deposit after April 15 will be assigned a housing selection number after the freshmen. A list of students, their housing selection numbers, and the time of their selections will be posted in the Office of Residence Life and throughout the residences. The Director of Residence Life will have all floor plans for the residences on hand. Students selecting either the Cianchette residence or a cottage must meet the requirements for living in those residence halls. When students select a room other than a single, they must also select their roommate at that time. For the cottages, that means that a student must also name his or her other three or (in the case of Cottage Flyrod) four cottage roommates. If a student is not present when his/her housing selection number comes up, the Director of Residence Life will wait five minutes and then assign the student a room based on the room choices the student indicated on his/her application form. If the student cannot attend the housing selection, the student may either send someone as his/her proxy with a signed statement from the student giving permission for the proxy or for the student to give the Director of Residence Life specific housing selection instructions.

Unity College Student Handbook

Any student(s) whose housing deposits is received by the Business Office after April 15th will be placed in campus housing on "space available" basis. If a student is, by college policy, required to live on campus and there is no space available, and the student did not submit the appropriate housing deposit prior to April 15th, the student's registration will be canceled for the upcoming semester.

Financial Aid awards and College billing are calculated based upon declaration of residence for the academic year. No housing deposits will be refunded after June 1st. Students who are not required to live on campus, according to College policy, may request, in writing, a change to off-campus housing status and billing from the Office of Residence Life prior to the first day of classes for the fall semester. After this date, all resident students are required to fulfill all aspects of the Campus Plan. A student who needs to make a change in one or more provisions of the Campus Plan due to extenuating the specific reasons for requesting the proposed change(s). This appeal should be forwarded to the Dean for Student Affairs.

Guests Overnight

Students living in campus residences may entertain a guest overnight for a maximum of two successive nights or for a time period that is at the discretion of the Director of Residence Life. Also, if a non-Unity College guest wishes to be on campus past 11:00 P.M. Sunday through Thursday or 1:00 A.M. Friday or Saturday, the guest must be registered as an overnight guest regardless of whether the guest plans to stay the rest of the night or not. When a student wishes to host a guest, she/he must register the guest with the Director of Residence Life at least 24 hours before the guest's first night on campus. Registration forms are available in the Office of Residence Life or through a member of the Residence Life Staff. The student registering the guest is accountable for the actions of the guest and must be on campus while the guest is on campus. Guests, like all campus visitors, should obtain a temporary parking pass in the Public Safety Office. There is no charge for a parking pass for a registered guest. If a student entertains an unauthorized or unregistered guest, the student will be charged \$25 per night, unless

the Director of Residence Life determines that there are acceptable extenuating circumstances that warrant not charging \$25 per night.

Housekeeping

All rooms should be kept neat and clean, and free of any safety or cleaning equipment. Housekeeping services are provided for all lounges, corridors, stairways, and bathrooms in each residence hall. During college vacation periods, students are required to remove all of their belongings from the middle of the floor of their residence hall room and leave the room in an orderly state.

Housing Cancellation/Refund Policy

Written notice of cancellation of a reservation must be received at least 30 days before the residence halls open for the fall semester. After that time, students may be released from their housing contract obligation only for the following reasons:

1. Withdrawal/academic dismissal.
2. Graduation.
3. Illness or injury requiring withdrawal from the college.
4. Proof of marriage during the contract period (marriage license copy required.)
5. Release from the contract by the college.

Keys

Resident students will be issued a key at the time of their official "check-in" at their residence. The key number will be recorded on the official "Check-in/Check-out Form." Students are not permitted to have duplicate copies of their room key or any other college key made. Students are responsible for safeguarding any and all College keys that are issued to them. Students, who lose or require replacement of their issued key or keys, will be charged \$100.00 for the replacement of the lock and key(s). Students are urged to carry their college issued key(s) with them at all times and to not lend them to others. Students must return the same numbered key that was issued to them at the time of "Check-in." Failure to return the issued key will result in a \$100.00 charge for changing the lock and re-keying. If a student duplicates a key, the student will be required to respond to disciplinary charges.

Section 1: *Policies & Procedures*

Posting Notices in the Residences

All signs and notices posted in the residences must follow all standards set by the display policy of the college. Posting signs and notices on common area doors and/or windows not permitted. Organizations posting signs and notices in the residences must identify themselves on the sign or the notice. Failure to follow these guidelines may result in the removal of the sign or the notice. Questions regarding the posting of signs or notices in the residences should be addressed to the Director of Residence Life.

Quiet Hours

Each residence community will set and post the times which are quiet hours for that facility no later than 10:00 P.M. Sunday through Thursday and 1:30 A.M. on Friday and Saturday. A "Quiet Hour" violation might include loud music, yelling, or general noise. Although each residence community determines quiet hours, it is expected that courtesy will be extended to all campus community members' 24 hours per day. As such, students may be expected to alter or moderate the noise level of activities. Alleged violators of this policy may be required to appear before the Residence Judicial Board or Community Council.

Residence Damages Billing: Protection of College Property

Students are responsible for the protection of college property. Within the residence halls, students should not move the furnishings assigned to them to another room or building without permission of the Director of Residence Life. Students may add furnishings to their room within the limits of good judgment and safety. Lounge furniture is provided for the use of all hall residents and should be left in its usual place and normal condition. Due to the lack of storage space, the College cannot store furniture anywhere but in the room to which it is assigned.

No student or group of students living in campus housing may install equipment, paint, or make other alterations without approval from both the Director of Residence Life and Director of Maintenance.

Damages to residence facilities will be assessed upon the determination of costs of repair or replacement of damaged item(s). These costs will be apportioned as follows:

- 1) Any resident who accepts responsibility or is found to be responsible for the damage will incur the charges related to repair and/or replacement.
- 2) Occupants of a room where damages occurred and where direct responsibility for the damages can not be readily determined will be assessed the charges related to repair and/or replacement divided among the number of residents within the room.

In public housing areas such as residence hall lounges, corridors, bathrooms, stairwells, etc., where damages occur beyond normal "wear and tear", the occupants of the floor, hall or facility are assigned the charges if the person(s) directly responsible cannot be identified. The charges for repair and/or replacement are divided among all residents of the floor, hall, or facility. The determination of which group should be charged would be made by the Director of Residence Life.

Students may not remove window screens. Unauthorized removal of screens will result in the residents' being billed for the replacement of these, very often, expensive screens.

Residency Requirements and Housing Deposit Procedures

Unity College is primarily a residential college. Students are encouraged to live on campus. Students are required to live on campus until they are 21 years of age or have completed 60 credits. The only exception that may be granted upon request is for students who live with their parents within 50 miles of the college. A housing deposit of \$100.00 and a signed copy of the housing deposit form must be forwarded to the Business office by April 15th to secure a place in residency. Timely completion of the Housing Application ensures that the college will be able to consider students' housing preferences for the next academic year.

Room Changes

All residents are subject to a "room freeze" during the first two weeks of each semester. For

Unity College Student Handbook

fire safety reasons, it is imperative that the college knows the correct housing location of all students. Therefore, the Office of Residence Life must approve all requests for changes. Students may request and receive authorization for room changes from a Residence Life staff member. Room changes require that residents be officially checked into their new room and checked out of their former room. Students who change rooms without authorization will be charged \$100 plus \$5 per day for each day that the student remains in the unauthorized location.

Single Room Charge Policy

The college's housing charges are based on a condition of "double" occupancy. The Director of Residence Life initially assigns roommates to all students. If a student's roommate vacates the room before the end of the designated "Add/Drop" period, as defined in the official college Academic Calendar, it will be the responsibility of the remaining student to find a new roommate or be willing to pay an additional \$250.00 per semester. The Office of Residence Life will attempt to assist affected students in this attempt to identify possible new roommates by making available the names of students who are also currently in need of roommates. However, it is the affected student's responsibility to identify a roommate from the list of available roommates or to pay the "Single Room Agreement" charge (\$250.00 per semester). To summarize, the affected student has three choices:

1. To request a new roommate by contacting the Director of Residence Life, who will either assign the affected student a roommate or assign the affected student to another room where a vacancy exists.
2. To identify a new roommate and have the new roommate move into the affected student's room, or the affected student may move into another room where a vacancy exists.
3. To enter into a "Single Room Agreement" and pay an additional \$250.00 per semester.

If the affected student does not contact the Director of Residence Life before the end of the offi-

cial "Add/Drop" period, the Director of Residence Life will assume that the student is requesting a roommate. The Director of Residence Life will then either assign the affected student a roommate or assign the affected student to another room where a vacancy exists. The Director of Residence Life will make every effort possible to match the affected student with a compatible roommate. If, prior to the end of the "Add/Drop" period, the affected student notifies the Director of Residence Life that he/she has identified a roommate, the Director of Residence Life will ensure that the proper room change forms are completed. If, prior to the end of the "Add/Drop" period, the affected student notifies the Director of Residence Life that he/she wishes to enter into a single room agreement and to pay \$250.00, the Director of Residence Life will ensure that the paperwork is completed and will notify the Registrar. If prior to the end of the "Add/Drop" period the affected student notifies the Director of Residence Life that she/he wishes a new roommate, the Director of Residence Life will either assign the affected student a roommate or assign the affected student to a room where a vacancy exists. The Director of Residence Life will make every effort to match the affected student with a compatible roommate. If a vacancy occurs in a room, through no fault of the remaining occupant, before the "Add/Drop" period ends, the affected student will have five calendar days to make a decision and contact the Director of Residence Life.

If a student requests a roommate, the Director of Residence Life will make every reasonable effort to assign the affected student a new roommate. This may mean that either a student will be moved into the affected student's room or the affected student may be required to move into a new room that has a vacancy. The Director of Residence Life will notify the affected student of the name of the new roommate and/or the date that a room change needs to be accomplished. If the affected student requests a roommate of the Director of Residence Life and the director is not able to identify a new roommate and/or room, the affected student will not be required to pay the standard additional "single" room fee (\$250.00 per semester).

The status of all students with "single" rooms will be communicated by the Director of Residence Life to the Registrar's Office within

Section 1: *Policies & Procedures*

seven days of the end of the designated "Add/Drop Period.

If a student's roommate leaves after the end of the designated "Add/Drop" period, the affected student will not be responsible for finding a new roommate and will not be charged the standard additional \$250.00 per semester "single" room charge. However, if at a later time, the need arises to place a student in the affected student's room, the college may do so. If the affected student wishes to guarantee that the room that he/she is occupying as a "single," remains a "single," the affected student may pay the standard additional "single" room fee of \$250.00 per semester.

Storage of Personal Belongings

The college provides storage facilities for student's guns and other weapons. But, because of limits on the available space for storage, students may store two weapons on campus in the appropriate storage area in the Public Safety Department within Constable Hall. This is the only place on campus where weapons cited in the "Weapons" policy section of this Student Handbook may be stored.

The college does not have any additional storage areas on campus for student use. Therefore, students are requested to store all of their personal belongings in their assigned residence room. Fire and safety concerns require that students not store any personal belongings any place, other than their assigned residence room on campus. If personal belongings are stored in an inappropriate area, the student will be required to remove them. If the owner can not be identified or does not remove the property when advised to do so, the belongings in question will be removed and possibly disposed of by the college. If a student has a need to store some belongings, and the space in his/her room is not adequate, the student should contact the Director of Residence Life to see if the director can be of assistance.

Trash Disposal

Resident students are asked to dispose of all trash in the appropriate receptacles provided on campus. These receptacles should be used for every day items such as paper and foodstuffs. For items such as tires, electronics units, appliances, furniture,

etc., the Director of Residence Life should be consulted. All students are urged to recycle their trash as much as possible.

ID Card Policy

Students will get an official student photo identification card upon entering the college. The ID card admits students to the Student Center and college events. It also serves as the official meal ticket, when appropriately stamped and bar coded, for those participating in the Campus Plan. This ID card may also be useful off-campus to obtain reduced rates from some businesses and travel firms. The ID should be carried at all times and presented on request to the proper authorities.

Alteration or improper use of ID cards, in such areas/activities as the cafeteria, gunroom, or admission to events, is prohibited and will be referred for disciplinary action. Misrepresentation of one's status (meal plan or non-meal plan) is prohibited. Loss of an ID card should be reported to the Office of Student Affairs.

Immunization Requirements

All students are required, as a condition of attending Unity College, to comply with the State of Maine immunization requirements. Students who fail to satisfy these requirements within the time frame established by the college will be required to leave the college until such time as they can satisfactorily demonstrate that they have received the required immunizations. Students, who are removed from the college for failure to comply with this State of Maine law, will not be entitled to any financial refunds from the college. Students with questions related to compliance with this important law should contact the Director of Health Services or the Office of Student Affairs.

In-Hall Sports

To avoid personal injury, chipped paint on walls, torn rugs, and other damages to the halls, skateboarding, hall hockey, Frisbee playing, bicycling, water throwing, soccer, golf, basketball, and other similar hall sports should be confined to appropriate areas that do not include residence halls. The noise accompanying such activities in the residence halls is distracting to other students.

Unity College Student Handbook

Violation of this policy will result in disciplinary action, and possibly confiscation of sporting items used in the alleged violation.

Minimum Sanctions:

- *First Offense = \$50.00 fine will be suspended unless there is a second violation and 2 hours of community service.*
- *Second Offense = 4 hours of community service and \$50.00 fine.*
- *Third Offense = Residence hall probation, \$100.00 fine, and 6 hours of community service.*

Students determined to be responsible for damage will be required to pay for these damages.

Internet Access Policies

The Information Services Department maintains and administers the college's Internet connection.

E-Mail

All members of the college community are eligible for an e-mail account. E-mail addresses are assigned automatically to students when they join the college community.

Access to the Internet from your personal computer

Direct network connections are now available in all residence hall rooms. This service allows students to connect directly to the Internet from their own computer. Connection speeds are switched 10Mbps to the campus fiber optic network and up to T1 speeds to the Internet. There is no additional charge for this service. To apply for this service, visit the Information Services website and fill out the on-line form.

Public access terminals are available in the library and in the Koons Hall Environmental Sciences building, the residence halls, and the Learning Resource Center. These terminals are provided primarily for course-related searching and other appropriate uses, such as reading and sending e-mail.

Policies

Terms of Service for students using Unity College computing resources

Unity College provides a variety of computing and networking resources because they are important to academic and personal growth. In

using these resources we are all bound by college policy, as well as, local, state, and federal law. But, computing raises special ethical and legal questions that call for separate classification. Here are the Unity College policies that are especially related to students' computing.

Personal Accounts

Computer accounts for Internet access and e-mail is given to students for their personal use while enrolled at Unity College. Students may not lend these accounts to others or use others' accounts. Students, in their communications, may not pretend to be anyone else or to represent the college in any official capacity. Students may not use their e-mail accounts for any activities that produce income.

Limited Resources

Network capacity, modem ports, and lab computers—among other things—are limited shared resources. Students should not waste these resources. Class work is the first priority, personal learning second, and other uses come last. Students should relinquish a resource to someone with a higher priority.

Intellectual Property

It is easy to copy material from around the world. Students are reminded that work that is not theirs must be properly attributed. Students may not use material, including software, that they are not entitled to use. Students must not allow software licensed to Unity College to be used by people who are not entitled to use it.

Your Own Computer

The College is not responsible for losses due theft or other hazards. Students must provide their own insurance if they feel that they need insurance. Students may use only software that they are entitled to use.

Other Legal Restrictions

Students should be aware that there are many laws affecting computing and activities that students may wish to do at the keyboard. There are statutes covering system intrusion, harassment, data privacy, fraud, theft of services, use of publicly funded facilities for religious or political purpose.

Section 1: *Policies & Procedures*

Changes of Policy

You will be bound by the Terms of Service while you are enrolled at Unity College, but there will be changes in them from time to time, and it is your responsibility to acquaint yourself with those changes.

Violations of the Terms of Service will be dealt with according to disciplinary procedures outlined in the Student Handbook. This may result in denial of access to college computing facilities or in other disciplinary action.

Policies for Using the Unity College Network from the Residence Halls

Using the Unity College Network from your room in the residence halls is a privilege. In order to retain that privilege there are a few rules that need to be followed. These rules are in place to ensure that the network is used as it is intended to be and that it functions properly for all users. Violation of any of these guidelines will result in judicial action and possible loss of network privileges.

- The Unity College Network is intended to support the academic, educational, and research efforts of the students and employees of Unity College. Only members of the college community are entitled to use it. It may not be used to support moneymaking activities, advertise a commercial business, or to support a personal business.
- In the residence halls the student assigned to a given network connection is responsible for all activity originating from it. Students may not tamper with the network wiring or hardware other than that which is in the student's computer. If there is a problem with the network connection, report it to the Network Administrator at extension 298.
- Under no circumstances may a computer connected to the Unity College Network use an IP address other than that which is assigned to it.
- Only one computer may be connected to any jack in the residence halls. No network devices other than a single, Ethernet network interface card may be connected to the jack.
- No servers of any sort may be run on the Unity College Network other than those specifically approved by Computer Services. This includes, but is not limited to, running any server version of Windows (NT, 2000, XP), Novell Netware or

any form of UNIX in a server configuration. This also includes, but is not limited to, using any computer or device to provide services such as DNS, DHCP, BOOTP, WINS, FTP, or HTTP (including Windows Personal Web server).

- In the event that a computer begins sending signals to the network that are disruptive to the operation of the network, the connection to that computer will be disconnected to protect the network. ISD staff will assist the user in diagnosing the problem and re-enabling the connection once fixed.
- Students may not possess or use any hardware or software designed to interfere with the security of the network or devices connected to it.
- The Unity College Network is the property of Unity College. Any information traversing it is also the property of Unity College. Under normal circumstances the privacy of the users of the network will be respected, but in the event of an investigation into a security or performance problem on the network the contents of network traffic may be recorded and examined.
- Students may not use the network to engage in software piracy or copyright infringement. Sharing software with other network users is not permitted unless the student has obtained licensing for that software which specifically permits the student to share copies of it.
- Students may not use the network to violate any federal, state, or local laws or statutes nor may the student use the network to violate any policy of Unity College.
- This policy is subject to change without prior notice. Please check http://unity.edu/compsupport/network_policy.htm for the policy currently in effect.

Motor Vehicle Regulations

Motor vehicle operation on campus is restricted to the roadways and parking lots. Standard fines for motor vehicle infractions are:

Motor Vehicle (a) Driving or parking on the lawn areas of campus: minimum \$25 fine plus damages and/or judgment of the hearing by the Community Council or the Dean for Student Affairs.

Motor Vehicle (b) Driving to endanger property or people: up to \$50 fine and loss of right to work on campus and hearing before the

Unity College Student Handbook

Community Council or the Dean for Student Affairs.

Motor Vehicle (c) Parking in driveways (fire lanes) closer than 20 feet from a residence hall is prohibited. 1st offense: \$8.00; 2nd offense: \$10.00; 3rd offense: \$25.00; 4th offense: vehicle will be towed at owner's expense. These fines are cumulative per semester.

Parking on Unity College campus is a privilege and may be utilized only by those cars bearing a valid Unity College sticker, which may be obtained from the Department of Public Safety by paying an annual fee set by campus administrators and furnishing proof of insurance.

Resident student parking areas are designated on the campus map as "Resident Student Parking." Commuter student parking areas are designated with "Commuter parking" signs. Faculty and staff parking spaces are designated as "Faculty/Staff Parking."

Students with "Resident Parking" stickers may park in resident lots only. "Commuter" stickers allow students to park in commuter lots only. Lots reserved for faculty, staff, and visitors may be used only by cars displaying the faculty/staff sticker. Additionally, faculty/staff stickers allow vehicles to be parked in both faculty/ staff lots and commuter lots. Faculty/staff may not park in resident lots.

During extended breaks when the college is closed (i.e., Thanksgiving, Winter, and Spring Breaks), students are required to park their vehicles in the upper dirt parking lot by Cianchette Hall if they are planning to leave their vehicles on campus during the break while they are gone. This is required to assist maintenance, allowing them to better sweep/plow the other parking lots during breaks may be ticketed.

Campus maps may be obtained from the Department of Public Safety.

Parking spaces at the Activities Building, Environmental Science building, and library are for use between the hours of 7:00 A.M. and 11:00 P.M. These lots are designated "Commuter Parking," and residents may not park in these lots during class hours. Overnight parking in these lots and parking of disabled cars anywhere on campus is not allowed except by permission of the Department of Public Safety. Please do not park in the following areas:

- * Cottage area, except in the parking lot
- * "No Parking" areas
- * On lawns or athletic fields
- * Along state or campus roads
- * In front of dumpsters
- * In reserved areas, such as "Faculty/Staff" areas
- * In handicapped parking areas

Proof of insurance is required to be allowed to park on campus. Overnight campus visitors must obtain a temporary parking pass in the Department of Public Safety.

Pets

Pets are not permitted in the residence halls, cottages, classrooms, Student Center, gym, library, or cafeteria (Maine State Law). Pets must be kept under control at all times. Dogs are not permitted to roam freely and must be on a lead controlled by their handler. Pets may not be left unattended, nor be left tied up. Students who are found to have pets in the residence halls, cottages, or who allow their animal in the above buildings will be required to respond to disciplinary charges. If found responsible for violating this policy, first offenders will be fined \$100 and will be required to remove the pet from campus. A \$200 fine, removal of the pet, and residence hall probation may be issued for a second offense of this policy.

Students who have pets are expected and required to be responsible for the conduct and care of their pets at all times. This includes but is not limited to the following:

1. Adherence to local, state, and federal (including Americans with Disabilities Act) statutes.
2. Responsibility for any cleanliness problem created by their pet.
3. Responsibility for ensuring that the pet does not hamper or affect the ability of the faculty, staff, or students to carry out their responsibilities.

Public Display Policy

The college takes seriously the image that it projects to the public and, therefore, takes interest in the public displays that that residents have in the public areas outside of the residences. Therefore, the college insists that public displays be appropriate. The college defines "public display" as anything

Section 1: Policies & Procedures

that can be observed outside of a residential facility or building. Examples include, but are not limited to, items outside of the residences, a resident's room window and the outside surface of a resident's door. The college respects each student's right to have a display inside of her/his room. The college simply requires that students make sure that their public displays are appropriate.

Specifics related to this policy are as follows:

- Advertising through the use of signs, bottles, cans, and lights, etc., that encourages the consumption of alcohol and that is visible from outside of a campus residence is not permitted.
- Advertising through the use of signs, bottles, cans, or lights, etc., the use of illegal drugs and that is visible from the outside of a residence is not permitted.
- Any display that a reasonable person would consider demeaning, prurient, indecent, exploitative, or offensive that is visible from outside of a residence is not permitted.

Representation

Students are expected and required to:

- Represent clearly and accurately oneself when requested by an authorized college official having just cause to issue the order.
- Carry his/her college identification card exclusively for his/her own use in obtaining college services and privileges.
- Utilize the college identification card exclusively for his/her own use in obtaining college services and privileges.
- Seek and/or obtain only those college privileges or services to which he/she are entitled.

Sexual Assault Policy

Sexual assault is a serious violation of the criminal laws of the State of Maine. The full text of the appropriate applicable State of Maine laws may be found in the "Sexual Assault Policy" section of the Student Handbook that is posted on the Unity College Web site.

Unity College insists upon full compliance with all applicable State of Maine "Sexual Assault" laws and U.S. "Sexual Abuse Codes." Unity College reserves the right to maintain a higher standard of behavior than is required by the State of Maine Criminal Code and the US Federal Code. Therefore, Unity College has

determined that one or more than one of the following prohibited acts shall be considered a violation of the Unity College "Sexual Assault" policy:

- Any sexual act or sexual contact forced on another person either by physical force, intimidation, or physical/emotional coercion. Force is understood as pressure exercised by a person, implicit or explicit, which is physical, verbal, emotional, or situational, and which prevents another person from freely giving or withholding consent. A person who alleges sexual assault has occurred is not required to demonstrate that she/he resisted.
- Any purposeful touching of the erogenous zones (such as genital, breasts, or other areas), either directly or through clothing without consent.
- Any sexual act or sexual contact with an individual whose judgment has been impaired by the intake of alcohol or other drugs. Impairment is defined as what any reasonable person would perceive as an inability to make an informed choice. Judgment may be impaired with the consumption of as little as one ounce of pure alcohol per 120 pounds of body weight for females, 1.5 ounces of pure alcohol per 160 pounds of body weight for males and could be even lower when alcohol is combined with other drugs and medication or limited food consumption. The impairment of judgment continues over a period of hours from the time of ingestion of alcohol or other drugs.
- Any sexual act or sexual contact with an individual who is unconscious, asleep, or otherwise unable to consent to sexual contact.
- Any sexual act or sexual contact with a person with a mental or developmental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent.
- Any sexual act or sexual contact with a person under the age of 14 or with a person between the ages of 14 and 16 if the actor is at least three years older. (Maine State Law)

Unity College Student Handbook

Definitions

Sexual Assault includes but is not limited to all forms of unwanted sexual acts and sexual contact, including acquaintance rape, forced vaginal or anal intercourse, forced oral sex, and/or forced penetration of genital or anal openings by a foreign object.

Sexual Contact includes touching intimate parts of the body, including, but not limited to, thighs, genitals, buttocks, the pubic region or the breast/chest area, or the clothing covering those parts and/or using intimate parts of the body to touch another individual.

Consent Clarification

Consent shall be defined as the act of both willingly and verbally agreeing to engage in each specific sexual behavior, contact, or conduct.

- Silence must never be interpreted as consent.
- Lack of explicit objection must not be construed as consent.
- Submission must not be construed as consent.
- Consent may be withdrawn at any time and action must not proceed.

A person is not considered to have given consent if:

- Asleep, unconscious, substantially physically, mentally, or developmentally impaired.
- Impaired by the ingestion of alcohol or other drugs as described in the previous sections.
- Intimidated, forced, or threatened.
- Psychologically pressured, under duress, or incapable of making a decision on her/his own.

It is the responsibility of each person to clearly determine that the other person has given consent. Sexual assault is never the fault of the survivor.

Alcohol and other drugs

Date rape drugs/recreational drugs

The Date Rape Drug Act of 1996 makes it a federal felony to employ the use of any controlled substance in order to facilitate a sexual assault. It is extremely important to note that despite the significant amount of attention paid to the “date rape drugs,” alcohol still remains by far the most common date rape drug.

Surveys estimate that up to 89% of perpetrators and up to 44% of survivors are under the influence of alcohol at the time of the assault. Alcohol

intoxication impairs an individual’s ability to appraise a situation and make clear, informed decisions. Excessive use of alcohol precedes many assaults and according to college policy, use of these substances does not diminish personal responsibility or disciplinary sanctions. The use of any substance, including over the counter sleeping and cold medications, alcohol, and homemade substances such as GHB to facilitate sexual assault, is against Maine state law. An individual impaired by the use of alcohol or other drugs is not capable of consent to sexual activity. Sexual assault using drugs and/or sexual activity in the absence of consent is against Unity College Policy.

The combination of date rape drugs and alcohol can be fatal. The most common means of administration of date rape drugs is through their consumption with alcohol.

Conversation about date rape drugs commonly refers to the following substances but is not limited to these substances:

- Flunitrazepam—also known by the names Rohypnol, Rufies, Roachies, Wolfies.
- Ketamine—also known by the names Special K, Ket, Kit Kat, and Green GHB
- Gamma Hydroxybutarate—also known as Liquid X, Easy Lay, and Grievous Bodily Harm

Protect yourself from the use of date rape drugs

- Educate yourself. Find out which date rape drugs are in current use, how to recognize them, and the effects they have. If you recognize a drug at a party, leave immediately.
- Bring your own drinks to a party. Uncap your own beverages.
- Never take a drink from an open container, such as a punch bowl.
- Never leave your drink unattended. Friends watching your drink are easily distracted.
- If your drink has any unusual taste, color, or smell, throw it out.
- If you or a friend exhibits signs or symptoms of being drugged, leave the party immediately and seek assistance.
- Symptoms include getting extremely drunk quickly and appearing drunker than would be expected for the amount of alcohol consumed.

Section 1: Policies & Procedures

What to do in a case of Sexual Assault

If you are, or a friend is, sexually assaulted:

- 1. Get to a safe place.** Put your safety first. If you cannot get to a phone, do whatever you can to attract someone's attention to get to a safe place.
- 2. Do not bathe, shower, douche or change clothes.** It is recognized that a sexual assault survivor may be undecided in reporting the assault to the police or public safety officer. A report to the police can empower the survivor in exercising legal rights and aid in the protection of others. Unity College personnel will offer to assist the survivor to report the assault to either college or community authorities. If a report is to be made to the police, the survivor will be encouraged not to destroy evidence by bathing, douching, or changing clothes or cleaning up in any way. If the sexual assault survivor is undecided in reporting, the survivor will be encouraged to proceed with the medical evaluation to preserve evidence in case the survivor decides to file a police report at a later date. The survivor will be informed that the collection of evidence will not activate a police file and that only the survivor can initiate police action. Evidence collection is most effective as soon as feasible after the assault has occurred, but may take place for up to 72 hours after the incident. Always wear (or bring) with you the clothes that were worn at the time of the assault. All reports to the police or public safety are to be made only at the request of the survivor.
- 3. Call for assistance.** In the event of an immediate medical emergency, medical response personnel should be contacted.
 - Unity Ambulance..... 948-9966
- 4. Call a sexual assault advocate, trusted friend, or family member to be with you.** Also, consider calling the following choices:
 - Call the Unity College Sexual Assault and Advocacy Team (SARAT) 471-4090
 - Waterville Rape Crisis Assistance and Prevention Agency 1-800-525-4441
 - Unity College Public Safety ext. 232 or 948- 2268
 - Maine State Police 1-800-452-4664
 - Dean for Student Affairs . . 948-3131 ext.230

- Health Center 948-3131 ext.250
- Counseling Services 948-3131 ext. 317
- Director of Residence Life 948-3131 ext. 237
- Resident Advisor Staff
 - Cianchette Green ext. 226
 - Cianchette Red ext. 280
 - Cianchette Blue ext. 281
 - Eastview 1st ext. 251
 - Eastview 2nd ext. 255
 - Westview 1st ext. 279
 - Westview 2nd ext. 225
 - Wood Hall 1st ext. 253
 - Wood Hall 2nd ext. 252
 - Wood Hall 3rd ext. 270

NOTE: Any of the aforementioned Unity College personnel will give the sexual assault survivor the SARAT brochure listing choices, options, and procedures. The survivor will be encouraged to immediately contact the Unity College Sexual Assault Response and Advocacy Team or the Waterville Rape Crisis Assistance and Prevention program to have an advocate assist the survivor with support, care, referral, procedure, and reporting choices. The survivor may find it will be very helpful to have a person who is trained in the dynamics of sexual assault with her/him as she/he goes through a very difficult and confusing process.

- 5. Obtain medical consultation** The sexual assault survivor who does not wish to see the police will be encouraged to seek immediate medical attention at MaineGeneral Medical Center in Waterville. A medical consultation will address physical problems. Prompt medical attention can assure the survivor's physical well being, and minimize risks of becoming pregnant or contracting a sexually transmitted disease as a result of the rape. In order to be most effective, medical attention should be received as soon as possible or at least within 48 hours of the assault. The survivor should bring the clothes that were worn at the time of the assault. The survivor should also bring another set of clothes to the hospital that can be worn home. The survivor will be encouraged to contact an advocate from SARAT and or Waterville Rape Crisis Assistance and Prevention program to accompany and/or transport them to the hospital.

Unity College Student Handbook

6. Seek counseling. Unity College recognizes the potential for long-term negative consequences of sexual assault. Individuals who have experienced sexual assault often benefit from professional counseling. Unity College Counseling Service offers counseling free of charge to sexual assault survivors. The counseling relationship is confidential within the legal and professional guidelines for the State of Maine. No information that the survivor shares with a counselor can be released without the survivor's consent. An exception to this is if there is a threat to the survivor's or someone else's safety, or if there is a disclosure of child abuse.

7. The Sexual Assault survivor will be notified of his/her option to report. A report to the police or campus authorities can empower the survivor in exercising legal rights and aid in the protection of others. Unity College personnel will notify the survivor of the option to report to internal or external authorities, encourage the student to report, and assist in the reporting if requested by the survivor. Students wishing to report incidences of sexual assault to the police or campus authorities may contact any of the following:

- Unity College Sexual Assault and Advocacy Team (SARAT) 471-4090
- Waterville Rape Crisis Assistance and Prevention Agency 1-800-525-4441
- Dean for Student Affairs. 948-3131 ext. 230
- Unity College Department of Public Safety ext. 232 or 948-2268
- Maine State Police. 1-800-452-4664
- Health Center 948-3131 ext. 250
- Counseling Services 948-3131 ext. 317
- Director of Residence Life. 948-3131 ext. 237
- Resident Advisor Staff
 - Cianchette Green. ext. 226
 - Cianchette Red. ext. 280
 - Cianchette Blue ext. 281
 - Eastview 1st ext. 251
 - Eastview 2nd ext. 255
 - Westview 1st ext. 279
 - Westview 2nd ext. 225
 - Wood Hall 1st ext. 253
 - Wood Hall 2nd ext. 252
 - Wood Hall 3rd ext. 270

Notification of Campus Community

Any faculty or staff member having direct or indirect knowledge of a sexual assault, involving a student(s) whether committed on the Unity College campus or at an off-campus location, shall inform the Dean for Student Affairs that an incident has occurred. This report may be made anonymously on a form provided by the Public Safety Department or Dean for Student Affairs Office or other method of the reporter's choosing. The Dean for Student Affairs shall in turn inform Public Safety that a report has been received. The identity of the survivor will not be shared without the permission of the survivor.

The Dean for Student Affairs shall, in a timely manner, report to the campus community on crimes that are—(1) covered by the Clery Act; (2) reported to the campus security authorities as identified under the institution's statement of current campus policies; and (3) considered by the institution to represent a threat to students and employees.

The Department of Public Safety will report to the campus community annual statistics for the past three calendar years preceding the year of disclosure concerning the occurrence of sexual offenses among Unity College students reported to local police agencies or to any official of the institution who has significant responsibility for student and campus activities:

Unity College's Support Network for Survivors of Sexual Violence

Many campus and community options are available to those members of the Unity College community who experience sexual assault. Though different members of the support network specialize in certain areas, each will provide referrals to any other person or organization as appropriate.

Sexual Assault Response and Advocacy Team (SARAT). 759-2190

SARAT is a group of dedicated volunteers trained in the dynamics of sexual assault and advocacy for support of survivors. They are available 24-hours a day, contacted by beeper, to provide information, referrals and support. Advocates will, if desired, transport to or meet the survivor at the hospital while he/she receives medical care and/or evidence is collected. SARAT

Section 1: *Policies & Procedures*

advocates will outline reporting options and are available for crisis and follow-up support, advocacy, and referral services.

Waterville Rape Crisis Assistance and Prevention Agency. 1-800-525-4441

The Rape Crisis Assistance and Prevention Agency provides 24-hour support for survivors of any sexual violence and also support for the survivors' friends and families. The agency staff provides advocacy services throughout the healing process including accompaniment through forensic evidence collection and law enforcement interviews. Waterville Rape Crisis Assistance and Prevention advocates also provide resources and referrals.

Health Center. 948-3131, ext. 250

Survivors of sexual assault have the option to seek medical attention. The Health Center can provide medical care as well as supportive care, confidential counseling, information on procedural options, reporting choices and referral services. Education on pregnancy and STD/HIV prevention options is also available. SARAT volunteers are involved in the Health Center advocacy and prevention education.

Counseling Services. 948- 3131, ext. 317

Sexual Assault carries with it the potential for negative, long-term mental health consequences. The Unity College Counseling Service provides confidential consultation, crisis response, supportive counseling, and referral services for survivors and concerned others.

MaineGeneral Medical Center, Thayer Unit, Emergency Room. 872-1300

MaineGeneral Medical Center can provide immediate medical attention and treatment to prevent pregnancy and most sexually transmitted diseases. MaineGeneral Emergency Room nurses are certified to collect evidence, if desired, for use in later criminal proceedings. These nurses have been formally trained as SAFE ("Sexual Assault Forensic Examiners"). They provide confidential, consistent, and understanding evidence examinations and collection. This evidence can not be released without the survivor's consent. The MaineGeneral Emergency Room has an existing relationship with Waterville Rape Crisis Assistance and Prevention.

Dean for Student Affairs. 948-3131 ext. 230

The dean can outline the options available to the survivor through the college and/or through the local authorities. The survivor may choose to adjudicate the case at Unity College through the Unity College judicial system, ask for assistance and/or support as s/he files a charge with the Sheriff's Department or Maine State Police or, request to have the name of the alleged violator of the Sexual Assault Policy placed in a confidential record in the Dean for Student Affairs Office for possible use in the event that future complaints from other victims are received. The Dean for Student Affairs may also, upon the request of the survivor, arrange for a meeting of the survivor, the accused, and a counselor so as to allow the survivor the opportunity to address the accused in a safe and supportive setting.

Campus Security, Public Safety. 948-2268 or 948-3131 ext. 232

Public Safety Officers can provide survivor information, referrals to sexual assault support services, provide an options brochure, and pursue a course of action as chosen by the survivor.

Maine State Police. 1-800-452-4664

State police can pursue the case through the legal system. Survivors can call the police directly to report and it is possible to meet with them on campus. The police will likely recommend that the survivor go to a local hospital for medical treatment and the collection of evidence.

Disciplinary Procedure

Sexual assault is a criminal violation of the State of Maine "Sexual Assault" laws, U.S. "Sexual Abuse" Codes and a violation of the Unity College "Sexual Assault" policy. A complaint of sexual assault can lead to, either or both, of two possible proceedings:

- A criminal court case filed by a District Attorney's office;
- A campus judicial hearing.

In the criminal case, the prosecutor must convince the court of the guilt of the accused "beyond a reasonable doubt."

In the campus judicial hearing before the College Council, responsibility for a violation of the

Unity College Student Handbook

Unity College sexual assault policy is established by a “clear and convincing” standard. The “clear and convincing” standard of proof represents a standard between the “mere preponderance of credible evidence” standard and the “beyond a reasonable doubt” standard. Procedures for a College Council hearing will be the same as those outlined in the Student Handbook.

The college reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other procedures outlined in the Student Handbook before, during, or at the completion of extra-college criminal proceedings.

Prior to the judicial hearing, the accused may be subject to “Summary Suspension” as defined in the Student Handbook on page 45.

The accuser and the accused have the same right to:

- An unbiased hearing based on information presented at the hearing.
- Opportunities to have others present during the campus disciplinary process as defined in the Student Handbook section entitled Student Rights and Judicial Processes on page 37.
- Be informed of the outcome of the campus disciplinary process, including written notification of any decisions in a timely manner.

All College Council deliberations and proceedings will be considered confidential.

Changes in the academic or living arrangements of the accuser may be authorized if requested and if reasonably available, as determined by the college.

A range of sanctions may be imposed if the accused is found responsible for violation of the Unity College Sexual Assault Policy. Decisions and actions that may be recommended to the Dean for Student Affairs by the College Council after the College Council review include:

- Initiate a summary suspension
- Continue a summary suspension already in effect
- Removal/ restriction from residence facilities
- Restriction from campus except to attend registered classes (class times)
- Monetary fines
- Community service
- Financial restitution for damages

- Disciplinary probation
- Residence hall probation
- Official reprimand
- Suspension from the college
- Dismissal from the college

Education

Unity College will implement educational programs to inform all college community members, students, faculty, and staff about sexual assault. These programs will be inclusive of the nature and frequency of sexual assault on college students, sexual assault myths and facts, options for the survivor, possible consequences for perpetrators and survivors, and encouragement to report sexual assaults and prevention information.

Unity College will maintain sexual assault education and proactive prevention programs by providing the following campus wide:

- Comprehensive information about acquaintance rape and other kinds of sexual assault most prevalent to the college community as mentioned above and also including, but not limited to, educational information about the involvement of alcohol and other drugs in relation to sexual assaults.
- Mandatory sessions for all new students during new student orientation.
- Opportunities throughout the Academic Year for students, faculty and staff to learn about the dynamics of sexual assault and the circumstances in which they commonly occur on a college campus. These sessions would be a means for people to learn, have questions answered, and to provide resources and information.
- Distribute a sexual assault awareness pamphlet throughout campus in areas such as, but not limited to, residence halls, Student Center, cafeteria, library, LRC, Health Center, Public Safety Office, and near public telephones. Informative flyers, accessible to both male and female students, will be posted throughout the campus. The pamphlet and flyers will include definitions of sexual assault, information about their prevalence, how and when sexual assault generally occur on campus, reporting sources, options and services available to survivors and friends of survivors and prevention methods.
- Educational programs or information for staff, faculty, administration, and resident advisors on the

Section 1: Policies & Procedures

Unity College Sexual Assault Policy. This training will also include specific guidelines for how to respond to an incident. A student may feel more comfortable disclosing to a trusted faculty, staff, administration member, or resident advisor who must be prepared to respond in an appropriate manner within the guidelines of the policy and procedures.

State of Maine Law (Sexual Assault)

Chapter 11

Sex Assaults (Heading: PL 1989, c. 401, Pt. A, 1(rpr))

17A 251. Definitions and General Provisions

In this chapter the following definitions apply.

- “Spouse” means a person legally married to the actor, but does not include a legally married person living apart from the actor under a defacto separation.

“Sexual Act” means:

- Any act between 2 persons involving direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other;
- Any act between a person and an animal being used by another person which act involves direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other; or
- Any act involving direct physical contact between the genitals or anus of one and an instrument or device manipulated by another person when that act is done for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact.
- A sexual act may be proved without allegation or proof of penetration.
- “Sexual contact” means any touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or the purpose of causing bodily injury or offensive physical contact.
- “Compulsion” means the use of physical force, a threat to use physical force, or a combination thereof that makes a person unable to physically

repel the actor or produces in that person a reasonable fear that death, serious bodily injury, or kidnapping might be imminently inflicted upon that person or another human being.

- “Safe children zone” means on or within 1,000 feet of the real property comprising a public or private elementary or secondary school or on or within 1,000 feet of the real property comprising a day care center licensed pursuant to Title 22, section 8301-A.

17A 253. Gross sexual assault

- A person is guilty of gross sexual assault as a result if that person engages with another person and:
- The other person submits as a result of compulsion, as defined in section 251, subsection 1, paragraph D; or
- The other person, not the actor’s spouse, has not in fact attained the age of 14 years.
- A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:
- The actor has substantially impaired the other person’s power to appraise or control the other person’s sexual acts by administering or employing drugs, intoxicants, or other similar means;
- The actor compels or induces the other person to engage in the sexual act by threat;
- The other person suffers from mental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent;
- The other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual assault;
- The other person, not the actor’s spouse, is in official custody as a probationer or a parolee, or is detained in a hospital, prison or other institution, and the actor has supervisory or disciplinary authority over the other person;

17A 255. Unlawful sexual contact

- A person is guilty of unlawful sexual contact if the person intentionally subjects another person to any sexual contact, and:
- The other person has not expressed or implied acquiesced in the sexual contact;
- The other person is unconscious or otherwise

Unity College Student Handbook

physically incapable of resisting, and has not consented to the sexual act;

- The other person, not the actor's spouse, has not in fact attained the age of 14 years and the actor is at least 3 years older;
- The other person suffers from a mental disability that is reasonably apparent or known to the actor which in fact renders the other person substantially incapable of appraising the nature of the contact involved or the understanding that the person has the right to deny or withdraw consent;
- The other person, not the actor's spouse, is in official custody as a probationer or parolee or is detained in a hospital, prison, or other institution and the actor has supervisory or disciplinary authority over the other person;
- The other person, not the actor's spouse has not in fact attained the age of 18 years and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor is a teacher, employee or other official having instructional, supervisory or disciplinary authority over the student;
- The other person has not in fact attained the age of 18 years and the actor is a parent, stepparent, foster parent, guardian, or other similar person responsible for the long-term general care and welfare of that other person;
- The other person submits as a result of compulsion;
- The actor owns, operates, or is an employee of an organization, program, or residence that is operated, administered, licensed, or funded by the Department of Mental Health, Mental Retardation and Substance Abuse Services, or the Department of Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and the organization, program or residence recognizes that person as a person with mental retardation. It is an affirmative defense to prosecution under this paragraph that the actor receives services for mental retardation or is a person with mental retardation as defined in Title 34-B, section 5001, subsection 3; or
- The other person, not the actor's spouse, has not in fact attained the age of 18 years and is a student enrolled in a private or public elementary, secondary or special education facility or institution and the actor, having attained the age of 21 years, is a teacher, employee, or other official in the school district, school union, educational unit,

school, facility, or institution in which the student is enrolled.

- Unlawful sexual contact is a Class D crime, except that a violation of subsection 1, paragraph J is a Class E crime and except that a violation of subsection 1, paragraph c, G and H is a Class C crime.

Sexual Harassment Policy

Unity College is a community that cherishes free and open exchange of ideas in the pursuit of knowledge. Maintaining this freedom and openness requires the presence of safety and trust. It also requires the absence of coercion, intimidation, and exploitation. Therefore, harassment of any kind—particularly sexual harassment—has no place. It subjects its victims to pressures that destroy the conditions necessary for true learning. Sexual harassment on the job is illegal. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include suggestive or lewd remarks, unwanted hugs, touches, or kisses.

It is the policy of Unity College that all employees and students be free from sexual harassment by any person in any form while at work. Violations of this policy may lead to disciplinary action including suspension or termination. Any employee or student who experiences sexual harassment or who observes sexual harassment of another employee or student should report it immediately to the employee's supervisor, the Vice President for Finance, the Provost, or the College President.

Smoking

In consideration for others and consistent with the college's commitment to providing a healthy working, living, and learning environment, smoking is restricted

Section 1: *Policies & Procedures*

on campus. Smoking is prohibited in all parts of all buildings on campus and within 25 feet of all buildings. Smoking is prohibited in all entrances to all Unity College buildings and on the steps of Cianchette, Eastview, Westview, and Wood Halls. Smokers are responsible for their own cigarette waste and should take measures to avoid littering the campus.

Unity College has designated smoke-free zones on campus, which include the woodlot and the sites of all college-sponsored outdoor group events (i.e., athletic events, receptions, classes, etc.)

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers alike. Everyone shares the responsibility for adhering to and enforcing this policy. On-campus smoking cessation programs are made available through the Health & Wellness Center. They will assist and encourage students, faculty, and staff who wish to quit smoking.

Snowmobile Regulations

1. Absolutely no snowmobile traffic within thirty feet of any buildings.
2. Speed will not exceed 15 mph while traveling through any campus lot or roads (or fire lanes).
3. Snowmobile travel will be limited to campus route listed on the campus map that is included in this Student Handbook.
4. The parking area for snowmobiles is behind Eastview and Westview parking lot, behind the cottages parking lot, and on the dirt parking lot near Cianchette Hall.
5. The parking area for snowmobiles is behind Wood Hall as shown on the campus map.
6. If there is not at least two inches of snow covering the ground, snowmobiles will not be allowed to operate on campus. This prevents damage to campus property.

The lawns and fields are not snowmobile trails. Students are asked to keep to the trail access route until off campus. Remember the speed limit is 15 mph.

SNOWMOBILE OPERATORS SHOULD USE CAUTION WHEN CROSSING ANY ROAD.

Failure to obey these few regulations can result in the loss of your privilege to operate a snowmobile on campus.

Student Health Insurance Requirements

College policy requires that all students carry some type of health insurance. Consequently, all students are billed for the Unity College sponsored Student Health Insurance. Students are required to sign, date, and return a business reply card to the Business Office by June 1. This card is mailed to students with their estimated bill from the Unity College Business Office. If a student decides not to participate in the Unity College sponsored Student Health Insurance plan; the student must provide proof of insurance by completing the business reply card in its entirety before returning it to the Business Office. The health insurance charge will be reversed once the completed business reply card is received in the Business Office. Students who do not supply sufficient documentation of other coverage will be enrolled in the Unity College sponsored Student Health Insurance plan and the charge will not be reversed. These cards may be obtained in the Business Office.

For students participating in the Unity College Student Health Insurance plan, the coverage will be in effect for a twelve-month period. For additional information regarding coverage students should contact the Director of Student Health Services.

Tenting Policy

Students and/or guests who wish to set up a tent/shelter on campus must register with the Public Safety Office before setting up their tent. Guests of students must also follow the procedure for Guests Overnight. Tenting is allowed only in designated areas. These restrictions are in effect for conservation/erosion, water drainage, and privacy reasons. Groups or organizations may make special arrangements with the Office of Student Affairs. Students and/or guests are accountable for all of their actions. Students wishing to dry their tents must notify the Public Safety Staff, who will direct them to the nearest designated area. Students and/or guests who do not properly register will be required to take their tent down and vacate the area.

Fires will be allowed only in designated areas with proper permits. Permits are available from the Unity Fire Department. For authorization to have a fire on campus, permits must be procured and must be presented to Public Safety Staff when requested.

Unity College Student Handbook

Theft & Vandalism

A student is expected and required to:

1. Respect, maintain, and care for property belonging to others. Vandalism, theft, destruction of or damage to, unauthorized possession of or inappropriate use of property belonging to the college, a member of the college community, or a campus guest is unacceptable.
2. Respect, maintain, and care for books, magazines, library materials, or other academic materials or equipment. Destruction, mutilation, defacement, or tampering with any of the above is unacceptable.
3. Respect, maintain, and care for telephones, washing machines, dryers, mechanical games, and other vending machines. Misuse or tampering with any of the above is unacceptable.
4. Respect, maintain, and care for fire alarms, smoke alarms, and exit lights.
5. Respect, maintain, and care for residential furniture.
6. Respect, maintain, and care for the environment in and around the college. This includes, but is not limited to littering, damaging, or being negligent with regard to any college property, or the property immediately adjacent to the college.

Theft, vandalism, or damages will be evaluated by college maintenance officials or be based on a report of the value or cost of the theft, vandalism, or damages as determined by the person bringing charges.

1st Offense: Full restitution and a fine equal to 25% of the cost of restitution and a recommendation of disciplinary probation.

2nd Offense: Full restitution and recommendation for disciplinary suspension for one academic year.

Students, who believe that they are due financial restitution from another student(s), should contact the Dean for Student Affairs for advice as to how this restitution might be accomplished.

Transportation

Students often need transportation to and from buses or airlines and for medical services. Unity College expects that its students will make

every effort to make their own arrangements. If a student is not able to obtain transportation, the college may be able to help meet the student's transportation needs.

The following fares are charged for transportation to busses, airlines, or medical services when two or more students are requesting service.

Augusta:	\$20.00	Portland:	\$30.00
Bangor:	\$20.00	Waterville:	\$12.00
Belfast:	\$12.00		

All travel requests should be submitted to the Office of Student Affairs and should be submitted 3 days in advance of the trip.

Weapons: Including Firearms, Explosives & Fireworks

A student is expected and required to observe the fact that the on-campus possession of firearms, explosives, fireworks, and other articles or substances usable as weapons is prohibited. The only exceptions are hunting weapons or weapons approved by the Chief Public Safety Officer/Director of Public Safety that must be secured by the Public Safety Department while on campus. Storing firearms in one's residence hall room is strictly prohibited. Violations of this policy may result in Summary Suspension from the college.

1. Firearms and explosives are not allowed in campus buildings or vehicles except for those maintained by the Public Safety Department in the gun storage room in Constable Hall or in supervised classes.

Live ammunition (including live rifle rounds, shotgun rounds, and arrows) is prohibited in student's vehicles while they are on campus or in campus residence. Empty cartridge boxes or empty gun cases are also not allowed in vehicles or campus residences.

2. The loading or discharging of firearms, ammunition, or explosives (including fireworks) anywhere on Unity College property is prohibited except in supervised classes.
3. Handguns, pellet guns, rifles, shotguns, BB guns, bows and/or arrows, compound bows, paintball guns, crossbows, and blowguns, and knives with blades longer than six inches will be treated as firearms/weapons. Other devices may be deemed weapons at the discretion of college officials. Students should check with the Public

Section 1: Policies & Procedures

Safety Office when in doubt as to what might be considered a weapon.

4. All handguns are prohibited on campus except for those directly supervised by the faculty member(s) teaching the firearms training course (CL 2001). Any student found to be in possession of an unauthorized weapon will be automatically and immediately subject to summary suspension.
5. All firearms carried on Unity College property will be required to have the action open, a trigger lock in place, or be completely enclosed in a carrying case.
6. Provisions for the storage of firearms must be made with the Public Safety Department as soon as you arrive on campus. Upon checking out a weapon, it must leave the campus at once.
7. No more than two firearms per student may be stored on campus.
8. The handling of any firearm in such a way as to subject any person to physical harm or fear shall be dealt with through civil authorities as well as the college's authorities.
9. Maine State Law, as well as Unity College policy, strictly prohibits use or possession of fireworks, gunpowder, fusion caps, primers, chemicals, sparklers, or any other types of explosives on campus. Use or possession of these items may result in suspension from the college.
10. Knives with blades greater than six inches in length are considered weapons and are, therefore, prohibited on campus and must be checked into the Public Safety gunroom.
11. Use of any item that is used as a weapon is prohibited.
12. Semi-automatic rifles and shotguns with a capacity of more than five rounds are not allowed, with the exception of a 22 caliber.

Students Rights and Judicial Processes

A. PERSONAL RIGHTS

1. Right to Equal Treatment

Unity College is committed to maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences.

Unity College does not discriminate in its

educational and employment policies on the basis of race, color, creed, religion, national/ethnic origin, gender, sexual orientation, age, or with regard to the bases outlined in the Veteran Readjustment Act and the Americans with Disabilities Act or other protected classes as required by State or Federal Law.

The harassment or intimidation of another person, whether student, faculty, or staff that limits another person's right to equal opportunity or otherwise denies another person equal treatment because of his or her race, age, gender, religion, national origin, ancestry, socio-economic class, disability, or previous military service is prohibited. The term *harassment* is taken to include oral, written, and/or physical invasion of any individual's right through graffiti, obscene telephone calls, name-calling or other means. Discrimination against students or employees who are HIV positive, or who are perceived to be at risk of being HIV positive, will not be permitted at Unity College. Sanctions that may be imposed include suspension or dismissal from the college or such lesser sanction as may be appropriate to the nature of the act.

2. Right to Express Yourself Freely

Unity College affirms your right to free expression and association. This includes forming clubs and organizations as well as taking part in demonstrations and rallies. The college community is open to and committed to the protection of all clubs, organizations, and peaceful forms of protest. However, each community member and invited authorized speakers and presenters¹ are expected to:

- a. Recognize and allow for the legitimate functions of the college. Obstructing or disrupting teaching, research, administrative proceedings or other authorized college activities is unacceptable.
- b. Allow other students, college officials, employees, and invited guests of the college, lawful freedom of movement on the campus and lawful use of the property of the college.

¹Persons who are not members of the Unity College community (i.e., faculty, students, and staff) who wish to speak publicly on campus must obtain prior written authorization from the Office of the Dean for the College or the Dean for Student Affairs in the Dean of the College's absence. If written authorization is granted, the speaker(s) must adhere to the above policy and the time limit agreed to in writing. Questions related to this policy should be addressed to the Office of the Dean for the College.

Unity College Student Handbook

- c. Recognize and allow the staff and faculty of the college to engage in the performance of their duties and for students to pursue their educational activities. Impeding or restricting these activities through the use of restraint, abduction, coercion, or intimidation, or when force and violence are present or threatened is unacceptable.
- d. Vacate a building, sidewalk, road, driveway, or other facility of the college when directed to do so by an authorized college official or other having just cause to order the action.
- e. Respect the on-going, legitimate functions of classes, meetings, office procedures, study, sleep, and other legitimate college activities. Making noise or causing noise to be made by objects or instruments which disturbs any of the above is unacceptable.

3. Right to Privacy

Unity College affirms your right to privacy and your right not to have your privacy invaded by “unreasonable searches and seizures.” This provision also protects your freedom to make certain decisions about your body and your private life. But, please remember that these rights are given only if you are not putting someone else’s rights in jeopardy breaking the law or violating college policy. Refer to the section on “Room Inspection/Search” for the policies set forth by Unity College.

4. Right to Fair Practice

Unity College guarantees everyone the right to fair treatment in student judicial proceedings. This means you have the right to be treated fairly by people who are in positions of authority. Your right to fair practice also means that if you are found responsible for violating one or more policies listed in the Unity College Code of Conduct, the punishment cannot be more serious than the misconduct. Refer to the Judicial Rights section of the Student Handbook below.

B. JUDICIAL RIGHTS RELATED TO COMMUNITY COUNCIL

See “Hearing” in the Community Council Procedures section for more information.

1. Notification of Charges

Disciplinary penalty shall be imposed, or other action taken, when reasonable steps have been taken to inform a student of a violation. Refer to

Filing a Complaint and Notification of Circumstances, under Judiciary Procedures, of this document for these procedures. This notice must include the regulation that you are suspected of having violated and the approximate time and/or date of the violation in which you are suspected of having engaged in this violation. As a last resort, a notice should be put in your mailbox before Community Council must also submit to you a copy of the complaint and date and time of your hearing at least 48 hours prior to the hearing. Students are responsible for checking their campus mailboxes at least once during each two-day period.

2. Right to a Fair Hearing

Dean for Student Affairs determines the appropriate forum for resolving all allegations related to violations of the Unity College Code of Conduct. Dean for Student Affairs may resolve cases or forward them to the Community Council or College Council.

If the Dean for Student Affairs determines that a student should have a hearing before the Community Council or the College Council, you have the right to a hearing before a group of people who are impartial. This also gives you the right to challenge, for cause, any member of Community Council by submitting to the Chairperson a memorandum stating the grounds for your challenge. Removal of members for a case shall be within the authority and at the discretion of the Chairperson of the Council, or the Vice-Chairperson if the Chairperson is unable to exercise that function or is the one being challenged.

Failure to be present at any hearings for which you have received proper notification may result in a finding of contempt.

3. Right of Appeal to Student Government

You have the right to request an appeal to Student Government following final action by the Community Council. Such appeal requests shall be based only on specific evidence, presented in writing, of: (1) fraud, (2) denial of rights, (3) procedural error, or (4) the claim of new evidence not previously available which would have materially affected the decision of the council. Valid appeal requests must be filed within seven working days of the letter confirming the judicial action. Should

Section 1: *Policies & Procedures*

the Student Government determine that the written request for appeal has merit, it will rehear the case based on rules established in its by-laws. Upon completion of the appeal hearing, the Student Government may either uphold the original decision and penalties imposed or make recommendations for adjustment to the Dean for Student Affairs. The dean has 10 working days to provide a final judgment. If Student Government is not in session, Step 3 appeals are to the Dean for Student Affairs.

4. Right to Appeal to the Dean of the College

You have a right to appeal to the Dean of the College within five working days of notification from the Dean for Student Affairs of a final judgment in Step 3.

5. Right to Appeal to the President of the College

You have the right to appeal to the President of the college within five working days of receiving the written decision of the Dean of the College. The decision of the President is final.

6. Right to Request Assistance

If you have a case under review, you have the right to request the assistance of an advisor of your choice from the college community. The advisor may not serve as an attorney nor serve as a witness at the hearing.

7. Burden of Proof

In cases in which a student denies an allegation, the burden of proof shall rest with the person bringing the charge.

8. Statements of Allegations or Witnesses

The council will consider statements against you when you have been advised of their contents and the names of those who made them. The accused shall have the right to be present while all testimony is being given. During the hearing, the accused shall have the right to submit evidence and introduce witnesses on his/her behalf. The accused shall have the right to rebut all statements and evidence made against him/her that is presented to the Community Council. Involved individuals may present arguments on their interpretation of the Unity College Code of Conduct.

9. Cross Examination

You have the right to cross-examine all witnesses or your accuser(s) during your hearing. Under special circumstances, upon approval of the Chairperson of Community Council, a designated representative of the accuser may appear at the Community Council hearing in the place of the accuser.

10. Evidence

All matters on which a decision of the council may be based must be introduced into evidence at the proceedings before the hearing. Evidence may include written and oral statements, documents, and items of property. Copies of written statements will be given to you at the hearing. You may also examine any items of property used as evidence.

C. INVESTIGATION RIGHTS

1. Room Inspection/Search

College officials upon reasonable suspicion may search rooms. The Public Safety Staff may search a room with a search authorization approved by the Director of Residence Life, the Dean for Student Affairs, or the Provost. Private and college-owned property can be searched for any item or substance deemed illegal by college policy, state, or federal law.

See "Room Inspection/Search Policy" in Public Safety Procedures section.

2. Request for an Interview

An investigation may include an interview with, or a written statement from, any person who may assist in the ascertaining of facts. An investigation may include a request that a suspected student come for an interview with the investigating officer. The investigating officer may not force you to give information or answer any question concerning an alleged violation of the Unity College Code of Conduct which you are suspected of having committed.

See "Authority of Investigating Officer" in the Public Safety Procedures section.

D. FAMILY RIGHTS & PRIVACY

In 1974 the U.S. Congress approved a law (the Family Educational Rights & Privacy Act) which opens student files at post-secondary levels to students. The law provides that students will not have access to the parents' financial records in the files or to confidential records or letters of recom-

Unity College Student Handbook

mentation placed in the files prior to January 1, 1975. Students may waive their right to see certain types of documents, but such waivers may not be required by the institution. Students will not have access to student records in the sole possession of faculty nor to medical records in their files. The law sharply limits the accessibility of student files to authorized institutional personnel.

1. Types of Educational Records and Information maintained by the institution, who maintains such records, who has access to them, and the purposes for which they have access:

- a. Academic Record: maintained by Registrar available to college employees in pursuit of their official responsibilities. Personal record accessible to student.
- b. General File: maintained by Registrar; consists of Application for Admission and related documents available to college employees in pursuit of their official responsibilities. Personal record accessible to student.
- c. Disciplinary Records: maintained by the Dean for Student Affairs; normally, access limited to Student Affairs staff of the college while in pursuit of official responsibilities. Personal record accessible to student.
- d. Health Center File: maintained by Health Services staff; access limited to professional college medical staff and solely in connection with treatment purposes. A qualified physician may review records on behalf of a student or other professional of the student's choice with student's written permission.
- e. Financial Aid File: maintained by Director of Financial Aid; access limited to professional Financial Aid Office staff in pursuit of their official responsibilities. In accordance with the Family Rights and Privacy Act of 1974 (Buckley Amendment) provisions, students do not have access to their College Scholarship Service Financial Aid Form.
- f. Placement File: established by the student and maintained by the Director of the Career Resource Center; record accessible to the student with the exception of confidential letters submitted prior to January 1, 1975, or if the student has signed a waiver of access regarding confidential recommendations.

2. Procedures Regarding Access Rights

Students desiring access to any of those specific records detailed above shall submit a written request to the office that maintains the record. Although the college has 45 days in which to comply, in most cases the necessary arrangements will be made within a few days of submission of the formal request.

3. Procedures for Challenging Content of Records

In those cases where the student feels the official records contain bias or misinformation, s/he may request a formal review of the contents in question by submitting a written appeal to the Registrar or the Dean for Student Affairs. The President will subsequently schedule a hearing to enable the student to challenge the record, said hearing to conform to regulations as set forth by the Secretary of the Department of Education. It should be noted that the intent of this procedure is to enable the student to present evidence that the record in question contains inaccurate, misleading, or otherwise inappropriate information. However, it is not intended to be an avenue of contesting a grade given the student's performance in a course. It is intended only that there be procedures to challenge the accuracy of institutional records that record the grade that was actually given.

4. Directory Information

Directory Information, considered public information, is specifically allowed. Unity College directory information consists of student name, home address, residence hall and room number, UC box number, and room telephone extension. Students who wish to may opt out of the public directory by contacting the Student Affairs Office.

5. Record of Access

A log shall be maintained in each student record to document the use of that record by individuals other than members of the faculty and professional staff of Unity College. The log shall indicate the date of the request, the individual or organization using the record, and the purpose for which it was used. Disciplinary records will be kept for five years after the date of the hearing. If there is no

Section 1: *Policies & Procedures*

hearing, the records will be kept for five years after the date of the report. At the end of five years, the Dean for Student Affairs will destroy these records.

E. COMMUNITY COUNCIL STRUCTURE

1. Membership

The voting membership of Community Council shall be comprised of representatives elected from each of the following constituencies: one representative from Cianchette Hall, Wood Hall, Eastview, Westview, off-campus, the cottages, the faculty, the staff, and Student Government. (The non-voting/advisory membership shall be composed of the Dean for Student Affairs, the Director of Residence Life, and the Chairperson of Community Council.

2. Officers

The Chairperson will be nominated by the Community Council and approved by a majority vote of Student Government. The nominee for Chairperson must have at least one prior semester of experience on the Community Council. The Community Council shall elect a Vice-Chairperson and Secretary.

Duties

A. The Chairperson shall:

1. Preside over all Community Council meetings.
2. Represent the Community Council regarding all decisions rendered by the council.
3. Review all incident reports with the appropriate reporting sources.
4. Distribute all incident reports and notices of hearings to person(s) directly responsible, person(s) bringing charges, all witnesses, and any other person(s) involved.
5. In conjunction with the Vice-Chair is directly responsible for doing follow-up reporting.

B. The Vice-Chairperson shall:

1. Preside in the absence of the Chairperson.
2. Perform all duties assigned by the Chairperson including representation on all committees of the Community Council and all college committees requiring Community Council membership.

C. The Secretary shall:

1. Set up meeting schedules and notify members of hearings.
2. Keep a record of all decisions, votes, and

attendance of all Community Council meetings.

3. Record all decisions rendered by the Community Council.
4. Submit the decisions of the meetings to the college newspaper, *Northern Lights* two times each semester. Individual names of accused and accusers and locations of incidents shall be kept confidential.

D. The Student Procedural Advisor shall:

1. Advise all Community Council members on procedures, policies, and students' rights.
2. Advise the accused and witnesses on procedures, policies, and students' rights.
3. Be present during closed deliberations.

3. Terms of Service

A. Voting and non-voting representatives of the Community Council shall be elected or appointed and serve for the period of December 1 until the following November 31.

B. If a member resigns, the vacancy shall be filled by an election of the remaining members of the Community Council.

C. If a member fails to appear at three meetings (without providing an acceptable excuse to the Chairperson) the council will vote by majority to remove such member and an alternate will assume the former member's duties.

4. Impeachment of Community Council Members

Impeachment proceedings against a Community Council representative shall begin by petitioning the Community Council. The petition must be signed by a minimum of ten students. Upon the receipt of the petition, the Community Council may remove a member by at least a 2/3-majority vote. In the event the Chairperson of the Community Council is the person being considered for impeachment, the Vice-Chairperson of the Community Council shall temporarily assume the authority of Chairperson on the council until the impeachment petition is resolved. In the event any representative or Chairperson is removed because of the impeachment process, a new representative or Chairperson shall be cho-

Unity College Student Handbook

sen by previously established procedures. The person considered for impeachment, whether s/he is representative, Chairperson, or other officer, may not vote in his/her own impeachment proceedings.

5. Meetings

The Community Council shall meet weekly during each academic term on a regularly scheduled basis. The Chairperson or Vice-Chairperson in the Chairperson's absence may call emergency or special sessions at any time. A hearing should take place within three weeks of the filing of an incident report.

6. Voting Power

Each member of the Community Council has the voting power of "1." The Chairperson may vote only to break a tie. The Dean for Student Affairs, the Director of Residence Life, and the Student Procedural Advisor do not vote.

F. COMMUNITY COUNCIL PROCEDURES

1. Filing a Complaint

Any individual or organization may submit a complaint to the Public Safety Department, the Dean for Student Affairs, or members of the Residence Life Staff or to Community Council of any violation of the Unity College Code of Conduct. The complaint must be submitted on an official "Incident Report" form stating (1) the details of the incident; (2) a precise statement of what section of the code was broken. Incident Report forms are available from any Resident Advisor (R.A.), the Director of Residence Life, or the Public Safety Department. The complaint must be submitted within a maximum of 10 calendar days of the receipt of the Incident Report to the Public Safety Department of the incident (unless investigation requires more time).

Students are responsible for checking their campus mailboxes at least once during each two-day period.

The following are the procedures that will be followed when an incident which is an alleged violation of the Unity College Code of Conduct is reported:

1. College officials (Public Safety and/or Resident Advisors) respond to an incident and address

the inappropriate behavior. If the Public Safety staff members were not already involved in the incident (quiet hours, in-hall sports, etc.), the resident advisor will notify Public Safety.

2. An investigation of the incident is begun by Public Safety.
3. An "Advisory Notice" will be sent to the mailbox of each student alleged to be involved in the incident by the Senior Public Safety Officer, on the first business day after the incident.
4. After the Public Safety Department's investigation is complete, an "Incident Report," when appropriate, will be written and forwarded to the Director of Residence Life.
5. The Director of Residence Life will notify the student(s) who allegedly violated a Unity College Code of Conduct policy that they have been officially cited for the specified violation(s) within 48 hours of being notified by the Public Safety Department of the alleged violation. The affected student(s) will be advised as to what they are being charged with, and that they have the opportunity to write a statement related to the alleged incident. The affected/cited student will receive a copy of the official "Incident Report," with a "Waiver of Formal Judicial Hearing Request Form" at this time. The Director of Residence Life will also alert the Dean for Student Affairs that an incident occurred.
6. At least 48 hours prior to the scheduled judicial hearing, the Dean for Student Affairs will send a "Notice of Scheduled Judicial Hearing" to the students who are alleged responsible for the specific policy violation noted in the "Incident Report."
7. A judicial hearing will be held to determine if the cited students are responsible for any policy violation(s) and, if they are responsible, what sanctions are appropriate.

2. Hearing

A. At least 48 hours prior to the Community Council meeting at which the incident will be reviewed, the Chairperson shall submit a copy of the complaint, a summons stating when and where to appear, and all other relevant material that pertains to the case to:

1. The individual(s) accused of Unity College Code of Conduct violation.

Section 1: *Policies & Procedures*

2. The individual(s) filing the complaint.
3. The investigating officer.
4. Any witnesses.

B. At least 24 hours prior to the Community Council meeting, the individual accused should send a written statement to the Chairperson stating whether it is possible to attend at the stated time. The student accused also has the option of submitting a written incident report to give his/her side of the story. The hearing will proceed if the student does not communicate his/her availability for attending the hearing.

C. The Student Procedural Officer shall be available prior to the hearing at the request of the student for advisement regarding the alleged violation and procedural matters.

D. The hearing shall be closed to all persons not directly involved with the matter, unless an open hearing is requested by the student in a memorandum submitted to the Chairperson of the Community Council. The Chairperson of the Community Council shall have the authority to approve or disapprove the request for an open hearing. If a hearing is declared "open," it is open only to members of the Unity College Community (students, staff, or faculty.)

E. The Community Council meeting will include:

1. Report of the incident

2. Presentation of evidence

This includes written or oral statements, documents, and/or items of property. Copies of written statements shall be given to the accused at the hearing. The accused may also examine any items of property.

3. Testimony of Witnesses, Accused, and Accuser

The accused shall have the right to be present while all testimony is being given. During the hearing, the accused shall have the right to submit evidence and introduce witnesses on his/her behalf. The accused shall have the right to cross-examine all witnesses and to view and question all evidence presented to the council. If the accuser and his/her witnesses are not present at the hearing, the council may consider the case on the basis of the available evidence and render a decision.

4. Closed Deliberation

Following the presentation of all evidence, the

Community Council shall determine in closed session what allegations are true, whether a regulation of the Unity College Code of Conduct has been violated, and render a decision.

5. Decisions

The Community Council shall make one of the following decisions upon completion of the hearing:

1. A finding of "not responsible."
2. A finding of "responsible."
3. Dismissal of the charges due to lack of evidence and/or procedural errors.
4. Continuance of the case for the purpose of obtaining additional information or of providing for further consideration by the Community Council, College Council or the Dean for Student Affairs.

If the Community or College Council finds violations of the Unity College Code of Conduct, the council shall determine what disciplinary penalties, if any, shall be implemented. A decision shall be rendered by a majority vote of a quorum of Community Council members and referred to the Dean for Student Affairs for approval. Decisions shall be based only upon evidence and testimony introduced at the hearing. The Community Council shall take into consideration the policies for sanctions as outlined in the current Student Handbook. The Council, as a student-elected group, has the right to make any recommendation that it believes would be the most effective and just way to resolve each individual situation. If the Dean of Student Affairs does not approve the council's decision, the dean will return the case to the council with a statement of the reasons for rejection. If the Community Council and Dean for Student Affairs can not reach agreement on a decision, the matter of sanction will be referred to the Dean of the College..

In cases where it is not feasible to call a Community Council meeting (i.e., when classes are not in session, in an emergency situation, etc.), the Dean for Student Affairs has the authority to make a decision regarding "responsible" or "not responsible" and if "responsible," the appropriate sanctions. Disciplinary sanctions are as follows:

6. Notification of Action Taken by Community Council

The accused shall be notified orally upon

Unity College Student Handbook

the reaching of a decision, and in writing of the Community Council decision. Copies of the decision shall be referred to the President of Student Government, the Dean for Student Affairs, the Provost, and the President of the College.

As stated on the summons, any individual refusing to appear at a hearing after receiving a summons may be found guilty of contempt. If such a ruling is made, the Community Council may either: (a) consider the case on the basis of the available evidence and render a decision, and if the decision is "Responsible for Violation(s)"; impose an appropriate penalty; or (b) assign a penalty for contempt. If the latter option is used, a further hearing time will be set to review the original violation(s). The standard fine for contempt is \$20.00.

G. DISCIPLINARY SANCTIONS THAT MAY BE APPLIED FOLLOWING A COMMUNITY COUNCIL HEARING

A. Restitution—may include payment for damage to college property or facilities, payment for damages to property or a member of the College community, and repayment of misappropriated or misused college funds.

B. Official Reprimand—is a conditional continuance of registration. It is a written warning. This official notification becomes part of the student's personal disciplinary file. Further misconduct of the same nature during the censure period may result in suspension or dismissal. A student on censure is eligible for financial aid and may represent the college. The censure period may be for a term, a year, or until graduation from or termination of association with the college.

C. Official Warning—is an official statement that the student has been found "responsible" for a violation of the Unity College "Code of Conduct." This violation will be noted in the student's disciplinary file. Further findings of responsibility for similar violations of the Unity College Code of Conduct will result in the consideration of the subsequent violation as a "second offense." The sanction(s) that would be applied to this "second offense" would reflect the recognition that a "second offense" had occurred.

D. Educational Program Requirement—student(s) who are found to be responsible for violation of a Unity College Code of Conduct policy will be

required to complete an educational program according to the specified conditions noted in the official sanction notification which will be provided at the end of the hearing.

E. Residence Hall Probation—is a conditional continuance of residence in College housing. This means that a student is no longer in good standing in his/her living unit for a specific period of time and that conditions may be placed upon his/her actions. The status of residence hall probation serves as a reminder to the student that his/her infraction has become part of his/her record and the repetition of similar or other unacceptable behavior may be cause for removal from the living unit.

F. Requirement to Move Campus Residence—A student assigned this sanction will be required to move out of his/her residence and relocate to a room assigned by the Director of Residence Life. The student's preference for a new location may be noted by the Director of Residence Life in determining the reassignment location.

G. Residence Hall Eviction—is the termination of a student's living arrangements in college-owned housing. A student who is evicted from a residence hall is required to vacate his/her room within 4 days after notice of eviction unless otherwise required by the Chairperson of the Community Council or the Dean for Student Affairs. Eviction from College housing may also carry other sanctions and restrictions.

NOTE: *A student who has not satisfied the college's residency requirements and who is evicted from the college's residences will not be permitted to continue as a student at the college.*

H. Disciplinary Probation—A conditional continuance of registration resulting from serious student misconduct. This sanction implies a status between good standing and suspension or dismissal. The student is permitted to remain enrolled at the college under certain stated conditions. The assignment of disciplinary probation results in an official permanent notation on the student's personal record. Probation continues over a stated period. Further misconduct during the probationary period will, very likely, result in suspension or dismissal. A student on probation may not represent the college as an official delegate or participate in some specified activities.

Section 1: *Policies & Procedures*

I. Campus Suspension—is the termination of a student’s living arrangements in college-owned housing and a limitation of time in which a student may be on campus. A campus suspension is usually accompanied by a schedule that indicates the hours the student may be on campus and the locations to which s/he is limited. A permanent notation is placed in the student’s disciplinary file.

J. Suspension—is the termination of a student’s registration for a specified period of time. A permanent notation is placed in the student’s disciplinary file. Suspension differs from dismissal only in that it implies and states a time limit when return will be possible. At the end of the suspension period, the student may apply in writing to the Dean for Student Affairs for re-admission. A student who is suspended by the college is required to discontinue residence in college-owned or controlled buildings and properties within 24 hours after notice of suspension unless otherwise required by the Dean for Student Affairs. No refund of tuition, room and board, or fees is provided for students suspended.

H. ADMINISTRATIVE DISCIPLINARY ACTIONS

A. Summary Suspension—is taken in extreme or unusual cases when there is reasonable cause to believe the continued presence of the accused student on campus presents an immediate and definite danger to himself/herself or threatens disruption of college actions or activities. Students who exhibit severe emotional problems may also be summarily suspended. Summary suspension is immediate termination of a student’s privilege to attend the college and all of its related functions. A student who has been summarily suspended may not attend classes, may not participate in any college activities, and may be excluded from college property. Should the student ignore the conditions of this suspension, the college may initiate criminal proceedings. The authority for initiating a summary suspension is vested with the Dean for Student Affairs and Dean of the College.

B. Dismissal—is a permanent severance from the college. A permanent notation is placed in the student’s disciplinary file. No refund of tuition, room and board, or fees is provided. A student dismissed from the college will be required to leave campus within 24 hours unless otherwise required by the Dean for Student Affairs.

I. THE RESIDENCE JUDICIAL BOARD

The Residence Judicial Board may resolve “Incident Reports” that allege violations of the Unity College Code of Conduct related to “Quiet Hours,” “Unregistered Guests,” “Smoking,” “Pets,” “Hall Sports,” “Fire Safety,” and violations of similar gravity. This Residence Judicial Board will be composed, when possible, of representatives who are nominated by their Resident Advisor and approved by the Director of Residence Life.

If there are not Residence Judicial Board members available to hear scheduled cases, the Director of Residence Life will resolve the case(s).

The Director of Residence Life will serve as Chair of this board.

J. THE COLLEGE COUNCIL

Charge

The College Council is an ad-hoc group convened to make recommendations to the Dean for Student Affairs on matters related to alleged behavioral incidents which are of sufficient magnitude, sensitivity, need for confidentiality, and/or complexity as to make them inappropriate for Community Council review. The College Council will serve as a review panel when a summary suspension is initiated by an authorized college official or when a summary suspension is being considered. The College Council will also, when requested, review reports and testimony related to alleged incidents and make recommendations to the Dean for Student Affairs concerning the college’s official response to and resolution of the allegations.

Composition

This ad-hoc council will be appointed by the Dean of the College and will serve until the matters to be considered have been resolved. The College Council will consist of three individuals determined by the Dean of the College to represent the faculty, staff and students.

Organization

The Dean for Student Affairs will convene and chair all meetings of the appointed College Council.

Relationship of College Council Proceedings to External Police Agencies

In serious criminal matters, both criminal and college enforcement resources should be utilized.

Unity College Student Handbook

The college will support and encourage any student(s) who choose to exercise their legal rights to file criminal charges against another individual(s). The college will, whenever possible, offer emotional support to the person(s) involved. The college reserves the right, as a separate jurisdiction, to conduct a review and make decisions according to these procedures and other procedures outlined in the Student Handbook either before, during or at the completion of extra-college criminal proceedings.

Decisions and actions that may be recommended to the Dean for Student Affairs by the College Council after the College Council Review:

- * Initiate a Summary Suspension
- * Do not initiate a Summary Suspension
- * Continue a Summary Suspension already in effect
- * Discontinue a Summary Suspension already in effect
- * Removal/restriction from residence facilities
- * Restriction from campus except to attend registered courses (class times)
- * Disciplinary Probation
- * Residence Hall Probation
- * Suspension from the college
- * Dismissal from the college
- * Monetary fines
- * Community service
- * Financial restitution for damages
- * Dismissal of charges

All College Council deliberations and proceedings will be considered confidential.

Appeal Procedures Applicable to College Council Decisions and Proceedings

Students have the right to appeal to the Dean for Student Affairs following the final action(s) of the College Council. Such appeal requests must be committed to writing. Appeals must be based on specific evidence of:

- Fraud
- Denial of rights
- Procedural error

The claims of new evidence not previously available which would have materially affected the decision of the College Council.

Valid appeal requests must be filed within

seven working days of receipt of the letter confirming the judicial action. Should the Dean for Student Affairs determine that the appeal has merit, The Dean for Student Affairs will reconsider the case. Upon completion of the appeal review, the Dean for Student Affairs may either uphold the original decision and penalty imposed or modify these decisions. The Dean for Student Affairs has five working days after receiving the appeal to provide a written response to the student(s) who have filed the appeal.

The student(s) has a right to appeal a second time to the Dean of the College within five working days of notification from the Dean for Student Affairs of the Dean for Student Affairs' decision. The Dean of the College will notify the student(s) who have appealed of the decisions reached within seven calendar days of receipt of the written appeal.

The student(s) have the right to appeal to the President of the college within five working days of the receipt of the written decision from the Dean of the College. The decision of the President will be final.

K. PUBLIC SAFETY PROCEDURES

The following procedures will be followed whenever practical and possible for suspected infractions of the Unity College Code of Conduct.

A. Investigations

A College Public Safety Officer is the Investigating Officer for Unity College. S/he may initiate and supervise investigations of possible violations of the Unity College Code of Campus.

B. Authority of Investigating Officer

The Investigating Officer shall have the authority to take the following action after s/he has determined or suspects, that a student has committed an act in violation of the Unity College Code of Conduct:

1. Refer the case to the Community Council in accordance with this code.
2. Notify proper authorities for appropriate cases.
3. When compiling information, the Investigating Officer may not consider:
 - a. Information that is irrelevant to the alleged violation.
 - b. Hearsay evidence (hearsay evidence may, however, be investigated to ascertain validity).

Section 2: *General Information*

- c. Articles or information obtained directly or indirectly through a search of student's room, person, or effects that does not conform to the section on room inspection and search.
 - d. Any other information that is judged to be unreliable by the majority of either Judicial Board, Community Council, or College Council.
4. An investigation may include an interview with or a written statement from any person who may assist in the ascertaining of facts.

C. Notification

The student must be informed prior to questioning of the fact that s/he is suspected of having violated the Unity College Code of Conduct, the regulation s/he is suspected of having violated, the nature and approximate time and/or date of the violation that s/he is suspected of having committed. No student may be required to give information or answer any question concerning an alleged violation of the Code of Conduct that s/he is suspected of having committed. No disciplinary penalty shall be imposed or other action taken until reasonable steps have been taken to inform the student of his/her rights. Following an investigation in which a student is charged in writing with a violation(s) of the Unity College Code of Conduct, the charged student and the Investigating Officer will be required to appear before the Community Council or Dean for Student Affairs on an assigned date. The Community Council will decide the accuracy and seriousness of the allegations. A decision will be rendered on completion of the hearing before the Community Council.

D. Room Inspection/Search Policy

Unity College recognizes the basic right of each student to privacy within the campus residences. Although every effort will be made to respect this right to privacy, the college must reserve the right to enter any student's residences for any of the following reasons:

1. To ensure maintenance and general repair within the room.
2. In case of emergency or danger to safety and health.

3. When fire drills are in progress to insure the room is vacant.
4. To turn off stereos, radios, or alarm clocks when they are operating and bothersome to others.
5. To investigate, when reasonable cause exists, possible violations of college regulations occurring within the room.
6. To conduct health, comfort, and fire safety checks during periods of students' absences (breaks, vacations, etc.).

The Director of Maintenance, the Director of Residence Life, and Public Safety Staff members may enter a student's room to ensure maintenance and general repair within the room. Maintenance Staff may enter students' residences when repairs in the room are required. In all cases, a "Notification of Staff Entering a Resident's Room Form" will be left in each room entered when the residents are absent.

If staff member(s) must enter a student's room when the occupants are not present, written notification will be left in the room with the purpose of the entry stated. If a staff member should enter a room and notice in plain sight violation of college policy, federal, or state law, Public Safety Staff members may take the evidence and refer the incident to the appropriate college or civil authorities.

Rooms will be searched only with reasonable cause. Public Safety staff may search a room with a "Search Authorization Form" approved by the Director of Residence Life, the Dean for Student Affairs, or the Dean of the College. Any exception to the prior authorization requirement due to an emergency must be reported to the Director of Residence Life, the Dean for Student Affairs, or the Dean of the College for verification and validation as soon as the emergency is controlled. Private and college-owned property may be searched for any item or substance deemed illegal by college policy, state, or federal law. The administrators authorizing the search shall not be present during the search.

A "Search Authorization Form" must include the following information: (1) the violation(s) suspected, (2) the basis for suspicion, (3) the room number to be searched and the occupant(s) name(s), (4) the date and approximate time of the search, and (5) the item(s) for which the room is being searched.

Unity College Student Handbook

Students, if present during the room search, may be required to give access to all college and personal property. If it is necessary for authorized college personnel to search a student's room when the occupants are not present, two staff members, including a Residence Life staff member who will ably represent the resident students rights, must be present whether the resident students are present or not. A copy of the "Search Authorization Form" must be made available to each resident at the time of the search or immediately thereafter by leaving an addressed, sealed envelope for each individual in the room. A resulting "Incident Report" will be mailed via campus mail within two working days to the affected student(s). If any item(s) are confiscated, they will be noted in the "Incident Report." Any student(s) who believe that these procedures have not been adequately followed should review the "Grievance Procedures" noted in this Student Handbook.

When reasonable cause exists that possible violations of College regulations are occurring within the room, the Public Safety Staff will be contacted and the containment of the room will be assured. The Public Safety Staff member(s) will knock on the door of the appropriate room, identify themselves, and ask for permission to enter the room.

If allowed into the room, the Public Safety Staff member will explain to the resident(s) of the room the reasons for Public Safety entering the room. The Public Safety staff member will conduct a "plain view" search of the room. If items that would warrant a full room search are detected in the room during the "plain view" search, the Director of Residence Life, Dean for Student Affairs, or Dean of the College will be contacted. These college officials will determine whether a full room search is warranted. The student(s) may remain in the room during the search unless the senior Student Affairs staff member requires that they leave the room.

If Public Safety is not allowed entrance, the Director of Residence Life will determine whether entrance to the room is warranted. The Public Safety Staff will proceed with the above procedure as if they were allowed into the room.

Students who refuse Public Safety staff entry into their residential rooms after the Public Safety staff has identified him/herself and has informed the students why he/she requires entry into the room, why he/she has reasonable cause to investi-

gate a possible violation of the college regulations occurring within the room, and that the Public Safety staff has received the necessary authorization to enter the students' room from the Director of Residence Life may be considered in violation of the Room Inspection/Search Policy.

If the Public Safety Staff member(s) does not get a response to their knock on the students door they will wait approximately one minute before opening the door. They will conduct a "plain view" search of the room. If items that would warrant a full room search are detected in the room during the "plain view" search, the Director of Residence Life, Dean for Student Affairs, or Dean of the College will be contacted. These administrators will determine whether a full room search is warranted. If there are no grounds for proceeding with a full room search, a "Notification of Staff Entering a Resident's Room Form" will be left in the room.

Section 2: *General Information*



Section 2: *General Information*

Academic Information

The Academic Calendar

In the Academic Calendar, Semester I and Semester II each consist of two 15-week sessions followed by a three-week session. The three-week sessions are held in January and May. Students may or may not choose to take courses in the three-week sessions, but some courses that are required for some degree programs might be offered only then. The drop period for the three-week sessions is during the first two days of classes in that session.

Please be aware that room and board for January and May sessions are additional charges.

Students must take a minimum of 12 credits during the 15-week session to be considered a full-time student. Courses offered during the three-week sessions are usually off-campus, field-oriented experiences.

Academic Advising

Your advisor helps you plan your academic program, select courses, consider internships and off-campus study, and get the most out of your college career. In addition to your advisor, there are others to help you plan your academic coursework—faculty experts in your degree program and upper class students who serve as peer advisors. After your first year at Unity, you should select an advisor (a faculty member with expertise and experience in your area of concentration). To change to a new advisor, simply make arrangements with your selected faculty member and fill out a change of advisor form available in the Registrar's Office.

Courses of Instruction & Levels

Courses numbered in the 1000s are introductory level. Courses numbered in the 2000s are intended for students who are sophomores or above. Courses numbered in the 3000s are intended for juniors and seniors, and courses numbered in the 4000s are generally intended for students specializing in a given area. The pre-requisites listed for each course give you further guidance as to when you should take a course in your academic program.

Independent Study

(consult the Unity College Catalog)

Directed Study

(consult the Unity College Catalog)

The Credit Hour

Unity's credit hour is a semester hour, the standard measure of progress toward a degree at most institutions. For most standard lecture courses, it represents 50 minutes of class time each week of the semester. The class time and credits vary, however, for other types of courses, such as laboratory sciences, studio arts, developmental skills, and field-oriented courses. For further information on course credit hours, please see the Registrar.

Full-Time & Part-Time Status: Maximum Load

A full-time student is matriculated into a degree program and carries a minimum of 12 credit hours in a semester. A part-time student is matriculated into a degree program but carries fewer than 12 credit hours in a semester. Students are billed as full-time students for 12 to 16 credit hours, and financial aid is awarded on the basis of at least 6 credit hours of enrollment. Maximum load in a semester is limited to 18 credit hours, with no more than three laboratory or workshop courses. All exceptions to maximum load must be approved by the Registrar.

Pre-Registration & Registration

(consult the Unity College Catalog)

Add/Drop Procedures

(consult the Unity College Catalog)

Refund Policy

(consult the Unity College Catalog)

Grading Policy

(consult the Unity College Catalog)

Academic Standing

(consult the Unity College Catalog)

Unity College Student Handbook

Withdrawal from the College

A student wishing to formally withdraw from enrollment in the College must complete an official withdrawal form available from the Registrar's Office. The day the Registrar receives the withdrawal form is considered the date of withdrawal.

A student who wishes to withdraw from the college at the end of a semester is encouraged to go through the withdrawal process.

Students who have previously attended Unity College and officially withdrew from the college may be readmitted by applying to the Registrar's Office. Students who were dismissed or did not enroll in classes the previous semester and wish to return to the college must apply to the Dean for Enrollment and Retention Services.

Students who leave the college without officially withdrawing are considered enrolled students and their grades will be recorded. This regulation may be waived by the President of Unity College on the recommendation of the Dean of the College when circumstances warrant.

Refunds are based on the published Refund Schedule in the Unity College Catalog and determined by date of withdrawal.

Admissions

During the year the Admissions Office sponsors numerous activities that require student volunteers. If you would like to assist the Admissions staff by conducting campus tours for prospective students and their parents, helping with our College Open Houses, New Student Experience, and occasionally traveling with the faculty and staff to a Unity College Day, please stop by the Admissions Office as soon as possible to discuss your availability and personal interest. It's important that prospective students and their parents get your opinion of Unity College.

Athletics

Programs

Intercollegiate: Unity College is a member of the National Small College Athletic Association (NSCAA), Northeast College Conference (NCC), and the Maine Association of Intercollegiate Athletics for Women (MAIAW). Seven varsity sports are offered for our students: men's basketball, cross-country, and

soccer, and women's cross-country, basketball, soccer and volleyball. All students are encouraged to participate in varsity athletics. Times of practices and meetings are posted throughout the campus.

Intramural: The Unity College intramural program offers a wide range of activities for all students. Competitive intramural team sports include basketball, volleyball, floor hockey, flag football, softball, and soccer. Individual competition is offered through running, cycling, cross-country ski races, tennis, and golf tournaments. Suggestions for additional activities are always welcome.

Club Sports: Many students are active participants in the various club sports at Unity. Supported through our Student Government, club sports that have been offered in recent years include the Lacrosse Club, Woodsmen Club, Indoor Soccer Club, Men's Baseball, Ice Hockey Club, Fitness Club, Weightlifting Club, and Women's Softball Club. Each semester Student Government sponsors Club Night so that students may receive information on how to participate in or sponsor a club.

Facilities

The Unity gymnasium is home to the Unity Rams and is open for student use during most hours of the day. The gym reservation list is posted outside of the gymnasium. Facility usage is prioritized in the following order: 1) intercollegiate competition and practices; 2) academic use; 3) intramural programs; and 4) club use. The gym is also equipped with an indoor high-ropes course and a climbing wall. Sneakers are required for gym use. No food or drink is allowed at any time. The campus also has a soccer field, softball field, and cross-country ski trails. Located in downtown Unity, the Field of Dreams is also open for student use. The complex has basketball courts, fitness trail, baseball field, softball field, and a barbecue area.

Bookstore

The Unity College Bookstore is open 10:00A.M. –4:00P.M. from Monday through Friday. The bookstore stocks all textbooks, notebooks, paper, pencils, etc., plus hats, sweatshirts, T-shirts, snack foods, soft drinks, and personal hygiene items. Payment can be made in cash, by personal check, or with MasterCard and Visa credit cards or check cards. The bookstore also has a buy-back program

Section 2: *General Information*

that allows students to sell back their books for cash at the end of each semester.

Cafeteria

The cafeteria is open to serve meals whenever the college is in session. Daily hours are posted on the door. The current cost of the meal plan is described in the college catalog. In addition to the meal plan, meals may be purchased on an individual basis. The charge for breakfast is \$3.00, lunch is \$4.00, and dinner is \$5.00.

Cafeteria policy includes the following:

- Students are not allowed to remove cups, plates, bowls, or flatware from the cafeteria.
- Students may eat all they want in the cafeteria during a meal but may not take any food or beverage from the cafeteria except a beverage in their own cup and/or a piece of fruit or a cookie.
- Students must leave their backpacks in the cubbies in the cafeteria lobby.

Community Services

The following is a list of helping agencies available to all students. Contact may be made through the college counseling services, health services, peer educators, peer counselors, ERTs, or directly by the student. The college counselor and college nurse are available for referral help at any time.

Alcoholism

- *Alcoholics Anonymous*
Check local newspapers for locations, days, and times.
- *MaineGeneral Health and Medical Center*
North St., Waterville, ME 04901
872-1000
<http://www.maine-general.org/>
Group therapy & discussion for recovering alcoholics.
- *Acadia Hospital*
268 Stillwater Ave., Bangor, ME 04401
800-640-1211
www.acadiahospital.org
In- & out-patient programs. Group & individual counseling.

- *Clem's Place*
38 College Ave., Waterville, ME 04901
Sundays @ 6:00 p.m. Day by Day Group meeting, AA beginners' discussion.

Licensed Substance Abuse Counselors

- *Steppingstone, Inc.*
138 Hunt Rd., Thorndike, ME 04986
568-3100
On-campus counseling. Also DEEP counseling for DWI/OUI evaluation in-counseling.
- *MaineGeneral Health—New Directions*
See above for address & contact info
- *United Way of Kennebec Valley*
Youth & Family Services
P.O. Box 502, 65 Russell St., Skowhegan, ME 04976
207-626-3478 (Augusta)
207-474-8311 (Skowhegan)
Provides mental health, substance abuse, in-home therapy services, & emergency shelter for troubled youth.

Birth Control & Family Planning

- *Central Maine Pregnancy Support Center*
93 Main Street, Waterville, ME 04901
872-5070
- *Family Planning Center*
101 Water St., Waterville, ME 04901
859-1500
- *Mid-Coast Family Planning*
147 Waldo Avenue, Belfast, ME 04915
338-3736
- *Penquis Community Action Program—Health Services Family Planning*
262 Harlow Street, Bangor, ME 04401
973-3650

Children & Youth

- *Good Samaritan Agency*
268 Sylvan Rd., Suite 1, Bangor, ME 04401-4221
941-2800
Serves single, pregnant women in need via adoption services, single-parent services and childcare.

Unity College Student Handbook

- *The Maine Children's Home*
93 Silver St., Waterville, ME 04901 873-4253
mch@mainechildrenshome.org
Adoption services, fathers' program, family care, counseling, child care center.

Counseling

A counselor is available to counsel students. She/he may be reached by visiting or calling for an appointment at any time or by referral through the resident advisors (R.A.s), college nurse, peer counselors, or peer educators. Students requiring extensive psychiatric or psychotherapeutic treatment may be referred to the Kennebec Valley Mental Health Center upon request. Referrals may be made through the college counselor any time.

- *Unity College 948-3131*
Gary Zane, Interim Dean for Student Affairs,
Ext. 310 (days)
Julie Johnson, Counselor, Ext. 317
M. Anna McGalliard, Director of Health Services, Ext. 250 (days)
Libbey Seigars, Director
Experiential Programs, Ext. 223 (days)
- *Acadia Hospital*
See "Alcoholism."
- *Kennebec Valley Mental Health Center & North Sts.*, Waterville, ME 04901
873-2136
- *Mid-Coast Mental Health*
10 Cedar St., Belfast, ME 04915
800-540-2072
- *New Hope for Women*
50 Court St., Belfast, ME 04915
338-6569
For abused women or domestic violence.
- *Newman Center—Colby College*
112 Silver St., Waterville, ME 04901
872-3559
- *Rape Crisis Assistance & Prevention*
179 Main St., Suite 303, Waterville, ME 04901
872-0601

- *Rape Crisis Center*
43 Illinois Ave., Bangor, ME
945-5597
Rape Crisis Counseling: 594-9398 (Jean Tracy)

Environment

- *Maine Department of Environmental Protection*
28 Tyson Dr., 17 State House Station
Augusta, ME 04333
287-7688 or 800-452-1942 (*general information*)
www.state.me.us/dep/index.shtml
- *Maine Department of Inland Fisheries & Wildlife*
284 State St., 41 State House Station
Augusta, ME 04333
287-8000 (*general information*)
287-8003 (*automated line for 24 hour information and updates on hunting and fishing seasons and new laws*)
www.state.me.us/ifw/index.html
- *Maine Forest Service*
22 State House Station, Augusta, ME 04333-0022
287-2791
800-367-0223
Urban Forestry Division. Contact Peter Lammert, Marketing & Utilization Div. for woodlot advice.
www.state.me.us/doc/mfs/mfshome.htm
- *Operation Game Thief*
800-ALERT-US (800-253-7887)

Health & Welfare

- *Maine Department of Health*
221 State St., Augusta, ME 04333
287-2736
www.state.me.us/dhs/welcome_to_dhs.htm
- *Social Security Administration*
202 Harlow St. Bangor, ME
990-4530 or 800-772-1213

Legal

- *Department of Probation & Parole*
37 Church St., Belfast, ME 04915
338-2350
Works with individuals on probation and/or parole for criminal offenses.

Section 2: *General Information*

- *District Court*
37 Church St., Belfast, ME 04915
338-3107, Clerk of the Court
Clerk of the Court can take small claims, care of traffic infractions, speeding, etc., and anyone who does not have to appear before a judge.
- *Maine Civil Liberties Union*
401 Cumberland Ave., Portland, ME 04101
774-5444
www.mclu.org/
Free legal services to those whose constitutional rights have been violated. Determination of rights violation made by attorney.
- *Waldo County Sheriff's Department*
19 Congress St., Belfast, ME 04915
338-2040
Serves entire county; houses county jail.
- *MaineGeneral Health and Medical Center*
North St., Waterville, ME 04901
872-1000
<http://www.maine-general.org/>
- *New Horizons Health Care*
Main St., Unity ME 04988
948-2100
- *Penobscot Bay Dentistry*
Searsport Ave., Belfast, ME 04915
338-1100
- *Poison Control Center*
800-442-6305
- *Robert Poole, O.D.—Ophthalmologist*
158 Northport Ave., Belfast, ME 04915
338-2571 or 800-522-2571

Medical Services (includes eye & dental care)

- *Arthur Jewell Community Health Center—Medical & Dental*
Reynolds Rd. Brooks, ME 04921
722-3488
- *Jeffery Dutch, O.D.*
94 High St., Belfast, ME 04915
338-1480
- *Inland Hospital—Osteopathic*
Kennedy Memorial Dr., Waterville, ME 04901
873-0731
<http://inlandhospital.org/default.htm>
- *John C. Slaughter, DDS & Albert F. LaCivita, DDS*
19 Fahey St., Belfast, ME 04916
338-3669
- *Lovejoy Health Center—Medical & Dental*
School St., Albion, ME 04910
437-9388
- *Maine Eye Care Associates*
325A Kennedy Memorial Dr.
Waterville, ME 04901
873-2731 or 800-660-3403
www.maineeyecare.com
- *Waldo County General Hospital*
118 Northport Ave., Belfast, ME 04915
338-2500
<http://www.wchi.com/hospital.html>

Religious Opportunities

College vehicle available to take students to out-of-town church or synagogue on special religious holidays.

Buddhism

- *Belfast FWBO Group—Mixed traditions/FWBO/Western*
c/o Bill Horton
PO Box 1870
Freedom, ME 04941
bhorton@midcoast.com
- *The Oxbow Center—Zen*
32 Western Ave., Waterville, ME 04901
873-1351

Christianity

- *Albion Christian Church—Independent*
Main Street, Albion, ME 04910
437-2329
- *Christian Science Society*
School Street, Waterville, ME 04901
872-7881

Unity College Student Handbook

- *Church of Christ*
P.O. Box 391, School Street, Unity, ME 04988
948-2563
 - *The Church of Jesus Christ of Latter-Day Saints—LDS*
297 Belmont Avenue, Belfast, ME 04915
338-4778
<https://secure.lds.org/units/home/0,9781,600-1-7-158151-0,00.html>
or
1935 Washington Street, Waterville, ME 04901
873-0054
<https://secure.lds.org/units/home/0,9781,600-1-7-98124-0,00.html>
 - *Knox Ridge Baptist Church*
Belfast Rd., Knox, ME 04986
568-3760
 - *Lutheran Church of the Resurrection—MO Synod*
36 Cool St., Waterville, ME 04901
872-5208
lcr@gwi.net
<http://home.gwi.net/~lcr/>
 - *Notre Dame Roman Catholic Church*
112 Silver Street, Waterville, ME 04901
872-8061
 - *Peace Lutheran Church—ELCA*
209 Eastern Ave., Augusta, ME 04330
623-9489
poplutheran@yahoo.com
<http://www.poplink.org>
 - *Quaker Hill Christian Church*
Quaker Hill Road, Unity, ME 04988
948-2468
 - *Sacred Heart Church—Roman Catholic*
Pleasant St., Waterville, ME 04901
872-2264
 - *Saint Francis of Assisi Church-Roman Catholic*
47 Court St., Belfast, ME 04915
338-4433
 - *Saint Margaret's Episcopal Church*
Court & Elm Sts., Belfast, ME 04915
338-2412
 - *Saint Mark's Episcopal Church*
Eustis Pkwy., Waterville, ME 04902
872-7869
 - *Unitarian Universalist Church*
37 Miller Street, Belfast, ME 04915
338-4482
<http://www.serve.com/uubelfast>
or
69 Silver Street, Waterville, ME 04901
873-4006
welcome@uuc-wtvl.org
<http://www.uuc-wtvl.org>
 - *Unity Union Church—United Methodist*
Depot Street, Unity, ME 04988
948-3473
 - *Vassalboro Friends Meeting*
Stanley Hill Road, Vassalboro, ME
923-3572
- Judaism**
- *Beth Israel Congregation*
Main Street, Waterville, ME 04901
872-7551
- Islam**
- www.colby.edu/muslim/
- Wicca/Neo-Paganism**
- <http://me.wiccandirectory.com/>
- Veterans Services**
- *VA Medical & Regional Office*
One VA Center, Togus, ME 04330
800-827-1000
Togus.query@vba.va.gov
On campus: Holly Hein, Ext. 244
Counseling, VA certification, & referrals.
 - *National Guard Amory*
Route 1, Belfast, ME 04915
338-1560
- Women's Associations**
- *YWCA*
1174 Union St., Bangor, ME 04401
941-2802
Gym, pool, rooms, classes.

Section 2: *General Information*

Miscellaneous

- *Waldo County Cooperative Extension Service*
Searsport Avenue, Waldo, ME 04915
342-5719
Educational programs in agriculture, community development, home economics, forestry, and 4-H youth groups.

Financial Aid

The primary obligation for financing a college education rests with you and your family. Unity College offers a variety of financial assistance programs to augment family resources so that a college education is possible for you. Your eligibility for financial assistance is determined yearly, based on financial need in conjunction with academic achievement. Analysis of financial information about you and your family by the Federal Student Aid Program, combined with the other portions of the Financial Aid Application requirements, determines your financial eligibility.

The Financial Aid office at Unity College offers monetary assistance to the eligible student by coordinating federal and state programs of financial assistance with private and institutional funds. Financial aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loans, and Federal Work/Study (FWS). Some states offer assistance to resident students attending out-of-state colleges. Among these are Vermont, Massachusetts, New Hampshire, Pennsylvania, and Rhode Island. Maine residents must apply for Maine State Grant program. You must apply for these individually at the time you complete your financial aid application. You must apply for financial aid for each academic year for which you attend. Unity College offers some private scholarships to assist students who meet specific requirements. Details can be found in the Unity College Catalog. Students are urged to apply for all private scholarships for which they may qualify, such as hometown service organizations or Parent-Teacher Association scholarships.

Applying for Financial Aid

To be considered for Federal, state, and Unity College aid, the student must complete and submit the following:

- Free Application for Federal Student Aid (FAFSA)

The FAFSA should be completed as directed and mailed to the processor—Federal Student Aid Program. The priority deadline for this form is a receipt date at the processor of March 1 for the fall semester and October 1 for the spring semester. Additional information or verifying documents may be requested by the director of financial aid at any time.

Health Services

The college health services program, a service for students under the supervision of the Director of Health Services, is located on the first floor of the house across from the cottages on Quaker Hill Road. The campus phone extension is 250. It is open every day, Monday through Friday, with posted clinic hours.

The New Horizons Health Care Center is within walking distance of the college in downtown Unity (Main Street.) Physicians are available at Lovejoy Health Center in Albion, on a fee-for-service basis. Both centers are private doctor's offices, and appointments are usually necessary. In case of emergency, call ahead so that someone will be available. There is also the Arthur Jewell Health & Dental Center in Brooks.

Emergency medical services may be obtained at MaineGeneral Health and Medical Center in Waterville (872-1000) on an outpatient basis. Your insurance covers some of these fees, depending on the situation. Read your insurance policy to find out what types and amounts of coverage you have. Prescription and non-prescription items may be obtained at the Unity Pharmacy in Unity.

Library

The core of Unity College's academic life is the Quimby Library. This brick and cedar building, completed in 1976, contains three stack levels adjoining the main reading room with its double-sided fireplace and cathedral ceiling. The library houses a collection of more than 50,000 volumes selected primarily to support the college's curriculum. In addition, the library subscribes to more than 400 scholarly and general-interest periodicals and newsletters and provides computerized access to many of

Unity College Student Handbook

these periodicals. The library is also a member of Neline/OCCLC. Since the Quimby Library also serves as the public library for area towns, its holdings include a large collection of general fiction and children's books. The library is open more than 85 hours a week during the academic year:

Monday-Thursday:	8:00 AM to 11:00 PM
Friday:	8:00 AM to 5:00 PM
Saturday:	11:00 noon to 5:00 PM
Sunday:	11:00 AM to 11:00 PM

Hours during vacations and mini-terms are posted on the bulletin board, on the library Web page, and on bulletin boards in the library.

Entrances and Exits: Entrance to and exit from the library is through the doors into the main lobby area. All other doors are for emergency exit only. Use of the staff entrance is restricted to library personnel.

Library Policies

Academic Honesty: Defacement and/or theft of library materials and property is an infringement on the right of other students to fair and equal access to Unity College resources and a violation of college policy. For the complete text of this policy, consult the appropriate section of this Student Handbook.

Smoking and eating are not permitted in the library. Beverages are acceptable if kept away from the computer terminals. Ideally, they would be in covered cups.

Study Conditions: The library seeks to maintain a quiet atmosphere for study and depends on the good will and cooperation of all users.

Library Procedures

Circulation: The library has an automated circulation system. All library patrons must present a valid ID card in order to check out library materials. Library materials circulate to all Unity College students, faculty, and staff, and to properly registered townspeople. All library materials that are allowed to circulate must be charged out at the circulation desk. The normal loan period is three weeks. Materials may be renewed at the circulation desk as long as that material has not been requested by another patron. Books needed for Course Reserve may be recalled at any time. Borrowed library materials should always be returned to the circula-

tion desk or to the book drop in the lobby. Never return a book to the stacks or study carrels after you have charged it out.

The library does not normally charge fines for overdue materials. Patrons are billed for the replacement cost of lost or damaged items. Items are assumed lost when they are more than three weeks overdue. Overdue notices are sent out as needed; however, it is the student's responsibility to keep track of any materials charged out to his or her account. Students can access their status from the library Web site by clicking on the "ATHENA Library Catalog" button and then "Access Patron Info."

Grades and transcripts are not released to students owing books and/or money for lost or overdue library materials.

Reference: The reference collection, located in the main reading room, has subject bibliographies, dictionaries, handbooks, directories, and encyclopedias. These books are listed in Athena (the library catalog) and are identified by the letter "R" over the call number. Reference materials do not circulate and should be used in the reference area to ensure accessibility to all users.

One of the primary goals of the library staff is to help Unity College students make efficient use of the library collection. Please do not hesitate to ask for assistance. Qualified library staff members are available weekdays and evenings to provide general guidance or to help with individual problems in study and research. Faculty members are encouraged to schedule library instruction for classes.

The library Web site (<http://www.unity.edu/library/>) is the primary source for accessing the library catalog (Athena), as well as the many periodical indexes and other online resources that the library makes available to patrons. The Web site is continually being updated and provides an ideal means of two-way communication: library to patron and patron to library through the various forms available there.

Interlibrary Loan: Materials not owned by the library may be borrowed from another library. Unity College is a member of Neline/OCCLC. Consult a library staff member for procedures and restrictions.

Course Reserve Materials: The primary purpose of the Reserve Collection is to make course-related supplementary readings and selected research materials available to as many students as possible.

Section 2: *General Information*

To ensure proper working of the system, there are strict fines for failure to return materials when they are due. Reserve materials are kept at the Circulation Desk and must be requested from library staff. Closed Reserve items may be used only within the library. Fines charged for overdue Course Reserve Materials, which circulate for 2-hour periods, are \$1.00 per hour, up to a maximum of \$10.

Lower Level Computer Cluster: The downstairs room is set aside as a student computer area. There are also tables, individual study carrels, and carrels dedicated to listening to records and viewing videotapes. This area houses the Writing Center and the Computer Support Office.

Photocopying: A coin-operated copier is located on the main floor to the left of the library entrance (10¢/copy), or you may purchase a "VendaCard" for a minimum of \$5.00. Please ask a library staff member for assistance if you are not familiar with the operation of this machine.

Telephones: There is a public telephone in the library's main entrance lobby. Staff telephones are not available for public use.

Lost & Found: Inquire about lost and found items at the circulation desk.

Mail Services

The Office of Student Affairs provides Unity College campus mail service for students. The campus mail service is staffed by Work-Study personnel who are supervised by the administrative assistant to the dean for student affairs. Work-Study personnel sort and distribute mail throughout the academic year.

Each Unity College student is assigned a mailbox and is provided with a combination or key. Students who experience problems with their mailbox operation should report the problem to the administrative assistant in the student affairs office.

The Unity post office delivers mail to Unity College Monday through Saturday around 10:00 AM. The campus mailboxes, which are located upstairs in A Side of the Activities Building, are available between 6:00 AM and 11:00 PM, when the Activities Building is unlocked. The campus mailroom, which is in the student affairs office, is open between 9:00 AM and 4:30 PM Monday through Friday and occasionally on Saturday between 10:00 AM and

12:00 PM. Packages are delivered by various carriers at varying times of day. Students can pick up packages at the Office for Student Affairs between 8:30 AM and 5:00 PM on weekdays.

Students are responsible for checking their campus mailboxes at least once every two days.

Mail that is incorrectly delivered should be labeled "misdelivered" and returned to the administrative assistant to the dean for student affairs.

The proper address for students receiving mail at the college is as follows, with the college mailbox number inserted after the Murdock Drive street address:

**STUDENT NAME
UNITY COLLEGE
42 MURDOCK DR UC BOX ____
UNITY ME 04988**

Unity College cannot guarantee delivery of improperly addressed mail. The United States Postal Service requests that mail be addressed in upper case letters with no punctuation.

Campus mail service includes summer vacation mail forwarding services on request. See the administrative assistant to the dean for student affairs to obtain a forwarding request form and instructions on how to activate summer vacation forwarding service. Only first-class mail can be forwarded; all other mail will be held and distributed at the start of the fall semester.

First-class mail is forwarded to a student's last known non-college address or to a forwarding address the student leaves with the student affairs office for 12 months after graduation. Unity College encourages graduates and departing students to give their new address to those who are sending them mail; this is especially important for "standard" mail (any mail that is not first class) that they might wish to receive. Standard mail cannot be forwarded. Graduates will receive notice when the forwarding service is due to expire.

Off-Campus Programs

Career Resource Center

The career development process starts when a student enrolls at Unity College.

Registering with the Career Resource Center

Unity College Student Handbook

as a first-year student begins the process of developing lifelong career strategies. Interest inventories, job listings, an extensive web site, employment publications, graduate school information, and guidance from professionals in a variety of fields are among the tools available for this purpose. The Career Resource Center provides students the opportunity to test their career choices through internships and summer employment. The Career Resource Center also prepares students to market their skills effectively through workshops on résumé and letter writing, mock interviews, and seminars on networking and job search techniques.

Students have many college-sponsored opportunities to meet potential employers. Career days are held during the school year for students to explore career options with professionals from a variety of fields. Employers are invited to conduct on-campus interviews for both permanent and summer positions. Additionally, Unity participates with 17 Maine colleges in the Maine Recruiting Consortium that sponsors a recruiting session for graduating seniors. Local, national, and international companies and organizations attend the recruiting sessions and conduct employment interviews. A career fair is held in the spring to help students secure summer and permanent employment related to their academic studies.

Career Resource Center services do not stop at graduation; they are available to all Unity College graduates upon request.

Internships

The internship program at Unity College enriches student education by integrating work experience with academic study. This interaction enhances professional development by allowing the student to apply knowledge learned in the classroom to solve practical problems in a work environment. Internships play several roles in the educational process. Field experiences give the student the chance to explore career opportunities, to test career choices, and to further develop skills in a chosen field. Unity graduates have a competitive edge in the job market because they are better trained, more confident, and have established professional contacts through their internship experiences. In order to provide the student with a diversity of cooperative education opportunities, Unity

College maintains close relationships with numerous organizations in the public and private sectors.

The credit-bearing internship is a carefully planned, short-term, well-supervised work experience related to the student's academic field. Typically, the job is located off campus with a business firm, nonprofit organization, or governmental agency. The student may or may not receive monetary compensation, depending upon the arrangements made with the host organization.

Internships offer students exceptional, nontraditional educational opportunities. In cooperation with such organizations as the Washington Center and federal, state, and local agencies, Unity College provides structured and supervised experiences in professional settings. Individually initiated internships may also be undertaken.

Any member of the faculty, administration, or professional staff may be an internship sponsor. The sponsor, the student, and a representative from the host organization draw up an agreement listing the learning objectives, the nature of the work, the hours and duration of work, and the method of evaluation. All participants and the College Internship Committee must approve the agreement.

The academic level of the internship (1000 to 4000) is determined by the knowledge, competence, and responsibility required to complete the program. The number of credits (1-15) received for an internship is based on the academic level and number of work hours.

Washington Semester Internships

Unity College is affiliated with the Washington Center, a living-learning laboratory in the heart of Washington, D.C. The center helps us arrange internships worth up to 15 college credits in a wide variety of fields. The internship program provides individually tailored, full-time, supervised work experience. It also contains weekly academic seminars in a subject of choice. Programs are designed to show what life in a chosen career field is like and to update students on the changes and innovations taking place in that field.

Participants tend to be highly motivated people from a wide range of backgrounds and interests who want to focus on career skills and options. Unity students are screened on campus and thus are assured of acceptance into the program once selected here. Our students have been well

Section 2: *General Information*

received in Washington and have been successful in having career opportunities opened to them.

Students live in apartment settings, work on the job 35 hours a week, and attend a weekly academic seminar. A cultural program and lecture program is included. The program is intense and demanding but helps students build a solid foundation for their professional future. There is a program fee and room charge in addition to tuition, but the cost is comparable to a semester on campus. The tuition cost is \$35 per credit hour.

Students should have a "B" average and junior standing in order to qualify. Spirit, tenacity, the desire to learn, and the willingness to put in long hours will compensate for academic shortcomings in some cases.

Washington's energy and openness make it a rich resource for students of all interests. Indeed, the city is often called the intern capital of the United States. Hundreds of sponsors seek out Washington Center interns each year. Whatever your career aspirations, the center will tailor an internship placement for you. Students from Unity have completed internships with groups as diverse as a mime troupe and the Environmental Protection Agency. Areas of current interest for the Washington Center include:

- Arts, Museums & Theater
- Business, Finance & Accounting
- Community Affairs
- Congress
- Consumer Affairs
- DC Government
- Economic Policy
- Education
- Environmental Policy
- Executive Branch
- Health Policy
- International Affairs
- Journalism & Communications
- Judicial Branch
- Labor Relations
- Legal Services
- Mathematics & Computer Science
- Minority Issues
- Political Affairs
- Public Relations
- Sciences
- Social Services
- Urban Affairs
- Women's Issues

Office of Community Service

Unity College recognizes the value of exposing students to service in the community. Through the New Student Orientation Program, service group membership, off-campus work/study service opportunities, or individual placement, the Office of Community Service helps Unity College students to learn and serve the community.

New Student Orientation-NOVA

All entering students are enrolled in the Unity Experience, a three-credit course that starts with a six-day NOVA wilderness experience, is followed by an orientation weekend (the Saturday and Sunday before classes starts), and continues through the semester with weekly classroom and field experiences.

The NOVA wilderness trip is a unique experience utilizing the outdoor environment as a backdrop for exposing students to each other, to the Maine wilderness, and to issues relating to college life. The six-day, small-group experience is offered in July, August, and January, before the start of each semester.

The Unity Experience course supports the transition to college life and encourages new students to become full participants in the college and broader communities. Through activities such as backpacking, canoeing, and community service, students share in the experiences of group living and personal challenge.

Work-Study Community Service

Students who receive work-study financial aid and have transportation may consider gaining career and life skills with a Work-Study job at a nonprofit agency. The Office of Community Service will place students with an off-campus agency, matching the student's skills and interests with the agency's needs. For example, a student could do interpretive work for a museum, work on special projects for the American Red Cross, or coordinate activities for a local school. The experience provides students with an opportunity to help in the broader community while gaining skills and insight in a job of particular interest.

Individual Service Placements

Students choose to find an individual community service placement for a variety of reasons. Some view it as an opportunity to learn more about a potential career choice or to gain valuable skills; others want to meet new people or become involved with a group that has similar ideals. Students might choose to volunteer for an animal shelter or wildlife sanctuary, answer phones for a rape crisis center, work at the regional recycling center, or become a tutor in the local school. Whatever the motivation is for

Unity College Student Handbook

becoming involved in the community, the Office of Community Service can assist students in finding a placement that matches their interest.

Student Activities

The Director of Student Activities and the Work-Study students who work in the Office of Student Activities are dedicated and committed to carrying out the Student Activities Office mission and the mission of Unity College as these interrelate. They are also committed to insuring that each and every student is given an opportunity to participate in activities of his/her choice, which help to develop the whole person. Student activities truly enhance the college experience, by offering more diverse opportunities for students and others. Participation in student activities can also add to the quality of life by teaching positive choices through the variety of activities. The Student Activities mission is: To serve as a communication vehicle of the college, To be the center of community life providing a variety of social, cultural, and educational programs. To provide the services, conveniences, and amenities within and outside of the Student Center, which are needed in Unity by the college community and community at large. To create an atmosphere, a focal point, and place of unity that seeks to cultivate a greater understanding between diverse people.

Student Center

The Student Center on the campus provides students with both a place to relax and socialize, and a convenient place for planned student activities. Some of the activities occurring in the Student Center are Wednesday night coffeehouses, Friday and Saturday night bands and cultural events, and Flying Fish Speaker Series. The Student Center is located in the Activities Building on the B-Side, easily accessible to all areas of the campus. The Student Center opens before classes commence each morning and closes at 11:00P.M. Sunday through Thursday and at 1:00A.M. Friday and Saturday. A variety of menus are available for breakfast, lunch, and dinner, along with catering for clubs and social events.

Student Government

The Student Government Association is an active, highly respected, and influential voice on campus that helps to organize rewarding activities and nonacademic programs. Funded by the student activity fee, the Student Government Association, is completely responsible for distributing funds each semester to the various student clubs and organizations.

Unity College's Student Government Association is made up of a president, vice-president, secretary, treasurer and six senators, including one Environmental Science representative, one Liberal Arts representative, two upper-class representatives, and two senators from the freshman class who are elected early in the fall semester. The SGA President is also the Student Representative on the Unity College Board of Trustees. Standing committees of the board of trustees and college community include student representatives, who are appointed by the SGA President with the approval of the student government. In addition, the Student Government forms its own committees to take action and make recommendations on issues such as campus betterment, student activities and Student Handbook policies revision.

Clubs

Each semester the Student Government Association sponsors club night in the Student Center where students may receive information on how to start or participate in a club. Clubs are reorganized every year and, therefore, may change to reflect changing interests. Active clubs in recent years have included; Baseball, Birding, Bowling, Conservation Law, Drama, Fitness, Flying Fish Speakers Series, Ice Hockey, Lacrosse, Rock Climbing, Music, Non-Traditional/Commuter, Recycling, S.E.E.D., Search and Rescue, Student Activities, Swim, Wildlife, Wildlife Rehabilitation, Lacrosse Club, Outing Club, and Woodsmen Team.

Non-Traditional/Commuter Student Club

Students who commute to college and/or have been away from formal education after a long period of time (5 years or more), and those who have had life experiences that they feel set them apart from other students are served by this club. The

Section 2: *General Information*

club is also working to help the commuter student with possible car-pooling, finding a roommate, lodging, rentals, and other help or support in getting to classes.

Lacrosse Club

Lacrosse came to Unity College in 1976 and has grown from an obscure club sport into a major spring sport on campus. Novices and seasoned veterans combine to make a strong, growing program. The Unity Lacrosse Club is a member of the Maine College Lacrosse League and competes both fall and spring semesters throughout New England.

S.E.E.D.

The Students Empowered to Enable Diversity (S.E.E.D.) Club is dedicated to welcoming diversity and providing conflict resolution services. Its skits, training activities, and suppers are open to the college community, the community outside the campus, and other colleges in the area.

Woodsmen Team

The Woodsmen Team is one of the most active clubs on campus, traveling throughout New England and Eastern Canada to compete against other colleges. The team is open to all students. No previous experience is needed. Events include crosscut sawing, bow sawing, chopping, felling, splitting, and ax throwing. Every fall the team hosts the Unity College Traditional/Nontraditional Woodsmen Meet on Parent's Day.

Women's Environmental Leadership Student Group

The Women's Environmental Leadership Program (WE Lead) educates and empowers female students, faculty, and staff to become socially conscious environmental stewards and proactive members of their community. The woman-centered program broadens and enriches the college experience for all members of the Unity community through its celebration of diversity and wide variety of shared curricular, co-curricular, and extra-curricular opportunities for growth and discovery. The WE Lead Student Group sponsors outings, potluck dinners, and other activities of interest to the student membership.

Wildlife Club

This club presents an opportunity for students to be involved in current wildlife procedures and to become familiar with some problems effecting wildlife managers. Activities include field trips and enhancing habitats for wildlife, such as a wood ducks and participating with biologists in the Maine black bear studies.

Veterans

The Veterans Office, located in the North Coop, exists to serve the needs of any veteran, dependent, or survivor of a veteran. Before a student can apply for any veteran benefits, he/she must submit a copy of discharge papers (DD 214), marriage license, and birth certificates of dependents to the Veterans Counselor and complete the appropriate applications. Student veterans are responsible for submitting an official transcript of any previous training to the Veterans Counselor. The Veterans Counselor submits all pertinent materials to the Veterans Administration. It usually takes six to eight weeks before the first payment arrives. Veterans who have questions should address them to Holly Hein, the Veterans Counselor.

Benefits

The veteran student is expected to complete all of his/her registered courses each semester. Any change in academic workload must be reported to the Veterans Counselor. If he/she fails to do so, the result may be an overpayment. Unless the student can present satisfactory evidence of mitigating circumstances (such as illness), no further benefits will be awarded until that overpayment is paid to the Veterans Administration.

The veteran who is placed on academic probation for two successive terms will not receive educational benefits until he/she can meet the terms of his/her probation.

Veterans Counselor

In order to minimize problems concerning veteran's benefits, classes, etc., veterans are requested to meet with the Veterans Counselor to discuss their individual needs. During these meetings the veteran student has the opportunity to discuss, in confidence, any concerns. It is to the veteran student's advantage to schedule these appointments.



P.O. Box 532 • Unity, Maine 04988-0532
Tel. (207) 948-3131 • Toll Free (800) 624-1024
Fax (207) 948-6277
admissions@unity.edu
Web site: www.unity.edu