

Student Handbook



THE UNIVERSITY OF
MAINE



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The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. Contact the Director, Equal Opportunity, 5754 North Stevens Hall, Room 101, Orono, ME 04469-5754 at 207.581.1226 (voice), TTY 711 (Maine Relay System), equal.opportunity@maine.edu with questions or concerns.

Message from the Vice President of Student Life



On behalf of the staff and students who work in student affairs, I welcome you to the University of Maine.

The remarkable beauty of this place, the dedication of our faculty and staff, the diversity of your fellow students all hold great promise for you. I urge you to be more than a spectator; rather, take full advantage of the opportunities here. The University of Maine can be and is a wonderful place to live, to study, and to learn.

Let me point out that as a citizen of the University of Maine community, you have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill his or her responsibilities. This student handbook is designed to help you understand what you can expect of the University of Maine and what the University of Maine expects of you. In particular, I wish you to take some time and familiarize yourself with the student conduct code.

Finally, remember one thing. There is someone here to help whenever you need it. Whether it be your academic advisor, a resident assistant in your residence hall, an officer at UMaine Police Department, another student, the Dean of Students, there is always someone to help. Make sure you ask.

Do good work and enjoy the University of Maine.

Robert Q. Dana
Vice President for Student Life
Dean of Students



Introduction

Established in 1865, the University of Maine is the flagship university of the University of Maine System. It is also the state's designated land-grant and sea-grant institution. Within the System, UMaine has unique responsibilities for providing high quality undergraduate and graduate education programs, basic and applied research, and statewide public service outreach. Its fundamental purpose is to provide a world-class education, and, through research and outreach, help create the kind of state where citizens can put their education to work at the highest and most rewarding level.

Located in Orono between the Penobscot and Stillwater rivers and within close proximity to the ocean, lakes and mountains, UMaine offers an inspiring learning environment. At the center of campus is The Mall, an open, tree-lined quadrangle. Some of the most distinctive buildings on campus border The Mall, including the Raymond H. Fogler Library and the Stevens Hall complex. The renovated Lord Hall offers gallery space and classroom facilities for UMaine's art department. Class of 1944 Hall, home to UMaine's School of Performing Arts, is considered one of the finest educational facilities of its kind in the Northeast. The Advanced Engineered Wood Composites Center is a one-of-a-kind facility where students and faculty members develop new and expanded products and processes. Similar examples of top-notch facilities may be found in every corner of UMaine's 660 acre campus.

The University of Maine maintains the look and feel of a traditional New England institution of learning while featuring modern research facilities. UMaine's undergraduate and graduate academic programs are built upon a liberal arts and sciences foundation while also featuring profession-oriented education in a wide range of disciplines, many of which are found nowhere else in the state. Because of their responsibility to teach, conduct research and serve the public, UMaine's faculty incorporate the new knowledge they gain with classroom activities, often giving students hands-on experience in research activities, business and community assistance and public service.

Introduction

Many of UMaine's engineering, business, science, liberal arts, and natural resources programs have gained national and international respect. Some of the world's most creative minds have been attracted to UMaine because of its reputation for excellence and accomplishment.

As a public university, the University of Maine strives to make its programs and services of the highest quality while remaining affordable and accessible. The size of the student population makes it the largest in the state, yet it is still small enough to promote a sense of familiarity among members of the campus community.

Outstanding cultural and athletic programs and opportunities exist for both active participants and spectators. Minsky Recital Hall features both high-quality performance areas and a digital recording studio for use by students and faculty. UMaine's Museum of Art and Hudson Museum feature works and artifacts of international renown. UMaine's Collins Center for the Arts serves as a cultural hub for much of Maine, bringing high-quality performances to the central part of the state.

UMaine's Alfond Sports Arena and surrounding athletic facilities are home to the state's only NCAA Division I athletics program, including the UMaine Black Bear hockey team, the 1993 and 1999 national champions, and the highly popular UMaine women's basketball team. Morse Field at the 10,000-seat Alfond Stadium, which opened in September 1998, is home to UMaine's football and field hockey teams. Combined, these cultural and athletic programs and opportunities enhance the student learning experience while benefiting the people of the region and state.

In day-to-day activities as well as overall direction, the University of Maine exemplifies many of the values often identified with the State of Maine: a strong work ethic, community and state pride, self-reliance, and environmental sensitivity.

UMaine's goals

- Helping Maine and the nation solve their most pressing needs
- Generating and disseminating new knowledge
- Preparing students for life, work, citizenship and change in the 21st century
- Responsible stewardship of university resources

Editorial policy

The University of Maine reserves the right to revise, amend, or change items set forth in the student handbook from time to time. Accordingly, readers of the student handbook should inquire as to whether any such revisions, amendments, or changes have been made since the date of publication.

Last updated: October 2018





Equal Opportunity Policy

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

The University will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

Questions and complaints about discrimination in any area of the University should be directed to the executive director of equal opportunity, University of Maine, 5754 North Stevens Hall, Room 101, Orono, ME 04469-5754; umaine.edu/eo; 207.581.1226 (voice and TTD).

Equal opportunity complaint procedure

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

Equal opportunity policy

Anyone may bring information or a concern about discrimination or harassment to the executive director of equal opportunity, University of Maine, 101 North Stevens Hall; 207.581.1226. Any employee or student who feels that he or she has experienced discrimination or harassment, and anyone with knowledge of an incident, should contact his or her supervisor or the EO director as soon as possible after the incident. The complainant and the person accused have certain rights to representation during the complaint process, which includes the right to be accompanied by a grievance representative for an employee who is a bargaining unit member. Any supervisor who becomes aware of the problem should promptly consult with the executive director of equal opportunity. If the executive director of equal opportunity files a complaint, is the subject of a complaint, or has a substantial conflict of interest regarding the complaint or the person accused, an alternate investigator may be requested.



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

The goal of the informal process is to seek a resolution acceptable to everyone involved. Most concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of discrimination or harassment is a student and a formal complaint is filed, the Office of Community Standards, Rights and Responsibilities



Equal opportunity policy

conducts the investigation according to the procedure in the Student Conduct Code. When the person accused is an employee, the executive director of equal opportunity assesses whether the University's policy prohibiting discrimination or harassment has been violated and notifies the complainant, the person accused, and the responsible administrator. The administrator is responsible for taking action on the findings and making decisions about corrective or disciplinary action.

Under certain circumstances, either the complainant or the person accused may appeal the executive director of equal opportunity's findings or the responsible administrator's decision to the equal opportunity coordinator for the University of Maine System. The equal opportunity coordinator reports the result of the review to those directly involved, the campus executive director of equal opportunity, the responsible administrator, and the President. The final decision on an appealed complaint is made by the President.



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

The complete complaint procedure is available through the Office of Equal Opportunity, 101 North Stevens Hall.

Financial and Academic Policies

The financial requirements of the University, changing costs, state and legislative action, and other matters may require an adjustment of these charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may from time to time be necessary in the opinion of the Board of Trustees up to the date of final registration for an academic term. The applicant acknowledges this reservation by the submission of an application for admission or by registration.

The University reserves the right to cancel offerings, to set minimum and maximum sizes of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by the University of Maine.





Institutional Accreditation Information

The University of Maine is one of the nation's major public institutions of higher education, but built on a human scale. Its five undergraduate colleges together enroll about 9,000 students, and its graduate school enrolls about 2,250 students seeking masters or doctoral degrees. The University of Maine is the center for research and graduate education in Maine. In addition to the 88 baccalaureate degree programs, UMaine offers 64 masters and 25 doctoral programs that attract students from around the world, helping to create a cosmopolitan university environment in a rural New England setting. The University of Maine is a place of discovery. The research and scholarship of its approximately 800 faculty members and 2,250 graduate students greatly enrich the undergraduate classroom. This spells the difference between a research university, where students learn by being caught up in the creation of knowledge, and other types of schools where research is not performed.

The University of Maine enjoys an ideal physical setting on the banks of the Stillwater River (a branch of the Penobscot) in Orono. It is ten minutes from Maine's third largest city (Bangor) and an international airport. It is also adjacent to an interstate highway (I 95), only an hour from Bar Harbor and Acadia National Park, and within an easy drive of several major ski resorts. And yet, despite these convenient travel connections, it sits at the edge of the last great expanse of undeveloped lakes, forests, and streams in the Northeast.

The University of Maine has a rich heritage. The Maine legislature established it in 1865 under the provisions of the land-grant act signed by President Abraham Lincoln. That law gave federal lands to each state that would agree to use the income from those lands to establish what was then a new kind of educational institution, one dedicated to educating the sons of average citizens in "agriculture and the mechanic arts". In the 150 years since its founding the University of Maine has grown far beyond its original focus on agriculture and engineering, and today enrolls slightly more women than men. Two of its colleges — Engineering; and Natural Sciences, Forestry, and

Institutional accreditation information

Agriculture — still embody elements of its original mission, but tailored to meet the needs of the 21st century through programs like computer and electrical engineering and molecular biology. The University's three other colleges — Education and Human Development; Liberal Arts and Sciences; and Business, Public Policy and Health — offer programs undreamed-of in 1865: studio art, computer science, business administration, new media, child development and family life, social work, communication sciences and disorders — and the list could go on and on.

The University of Maine remains true to its land-grant heritage in yet another important way: it is committed to public service and to improving the quality of human life. Its faculty members, its staff members, and its undergraduate and graduate students all contribute to improving our society through research, education, and direct community service. By enrolling at the University of Maine students are committing themselves to working for a better, more just, more tolerant society.



The University of Maine is not just a place to prepare yourself for a good job: it is that, but it's also a place to prepare yourself for a rich and fulfilling LIFE. The curriculum helps with part of this preparation. Each program is based upon a foundation in the liberal arts and sciences to ensure that University of Maine graduates are broadly educated persons who can contribute in many ways beyond their technical expertise. But a big part of this liberalizing education takes place outside the classroom by immersion in a university community that celebrates the arts, treasures the truth, defends freedom of thought and expression, and cherishes human racial, ethnic, and cultural diversity.

The University of Maine enjoys overall institutional accreditation by the New England Association of Schools and Colleges, Inc., the oldest regional accrediting association in the United States. Many professional societies also confer accreditation or approval on specific University of Maine programs.



Accredited programs include:

- AACSB — The International Association for Management Education
(*Programs in Business Administration*)
- The Accreditation Board of Engineering and Technology, Inc.
(*All baccalaureate programs in Engineering and in Engineering Technology*)
- The American Chemical Society
(*The BS and BA in Chemistry*)
- The American Dietetic Association
(*Baccalaureate and masters programs in Food Science and Human Nutrition*)
- The American Psychological Association
(*Doctoral program in Psychology*)
- The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association
- The Commission on Collegiate Nursing Education
(*BS in Nursing*)



- The Computing Sciences Accreditation Board
(BS in Computer Science)
- The Council on Social Work Education
(All programs in Social Work)
- The National Association of Schools of Music
(Programs in the School of Performing Arts)
- The National Association of Schools of Public Affairs and Administration
(Masters program in Public Administration)
- The National Council for Accreditation of Teacher Education
(All programs in Education)
- The Society of American Foresters *(All programs in forestry)*
- The Society of Wood Science and Technology
(BS in Wood Science and Technology)





Academics

Below is a list of academic policies. To access the full policy, consult the current Undergraduate Catalog which can be found on the Student Records website at catalog.umaine.edu:

- Academic Achievements
- Academic Calendar
- Academic Integrity
- Academic Progress Policy for Financial Aid
- Academic Standing
- Add and Drop (schedule changes)
- Appealing Grades and Assignments
- Application for Graduation
- Athletic Events During Final Examination Period
- Awarding of Degrees
- Away Status
- Class Meetings/Cancellations
- Confidentiality (FERPA)
- Examinations
- General Education Requirements
- Grades and Grading
- Immunization Law
- Leave of Absence
- Registration (enrollment information)
- Transcripts of Academic Record
- Transfer of Academic Credit
- Withdrawal from the University



Policies and Regulations

Below are a list of links which will bring you to the appropriate page:

- [Accommodation Policy for Students with Disabilities](#)
- [Alcohol Beverage and Drug Policies](#)
- [Banner/Flag Policy](#)
- [CLERY Annual Security Report](#) (External Link)
- [Electronic Communication Policy](#)
- [Facilities Use Policy](#)
- [First Year Residence Requirement](#)
- [Free Speech and Assembly Policy](#)
- [Hazing Policy](#)
- [Humane Care of Animals](#) (External Link)
- [Inclement Weather Policy](#)
- [Involuntary Withdrawal Policy](#)
- [Licensing, Logos and Trademarks](#) (External Link)
- [Missing Student Policy](#)
- [Name Usage Policy](#)
- [Nonsexist Language Policy](#)
- [Parental Notification Policy](#)
- [Parking Rules and Regulations](#) (External Link)
- [Protection of Human Subjects of Research Policy](#) (External Link)
- [Research Compliance](#) (External Link)
- [Resident's Guide to Campus Living](#) (External Link)
- [Safety and Environmental Management Policies](#)
(Event Management, Drone, etc.)
- [Scheduling Events on Campus](#)
- [Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation](#) (External Link)
- [Statement on Usage of University of Maine Buildings](#)
- [Student Administrative Appeal Policy](#)
- [Student Conduct Code](#) (External Link)
- [Student Organization Administration Policy](#)
- [Student Travel Policy](#)
- [Tobacco-Free Policy](#)
- [Weapons Policy](#)

It is the policy of the University of Maine to provide reasonable accommodation for qualified individuals with disabilities. Federal law (the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) and the state law (the Maine Human Rights Act) establish the rights of individuals with disabilities. These laws provide that recipients of federal funds, employers, and places of public accommodation shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified person with a disability. Refusal to provide reasonable accommodation constitutes illegal disability discrimination and creates legal liability for the University. An accommodation is not reasonable, however, if it imposes an undue hardship.

Campuses shall comply with all applicable federal and state laws and regulations regarding reasonable accommodations needed to provide equal opportunity to qualified individuals with disabilities. A qualified individual with a disability is a person who, with or without reasonable accommodation, can perform the essential functions of a job or meet essential program or course requirements. The University is required to make courses, programs, activities and services that are offered at any on-campus or off-campus location accessible to qualified individuals with disabilities unless to do so would create an undue burden or cause a fundamental alteration of the program. The University is also required not to discriminate in employment on the basis of disability unless accommodation would impose an undue hardship on the University. Reasonable accommodation shall be provided in a timely, cost-effective manner. The essential functions of a job or essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

University faculty and staff bear a special responsibility for responding to the needs of individuals with disabilities. The attitude and responsiveness of faculty and staff with whom individuals with disabilities interact often determine, even more than physical barriers, the degree of access they feel they have to University programs, services, and employment. The actions of faculty, staff, and supervisors in responding to accommodation requests also raise legal implications for the University.

For specific accommodation procedures please contact Student Accessibility Services at 207.581.2319 or visit their website at umaine.edu/studentaccessibility. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: ALCOHOL BEVERAGE AND DRUG POLICIES

A. Philosophy

Social settings may vary in size and purpose, and some will include the consumption of alcoholic beverages. In this respect it is expected that all those who choose to use alcohol on the University campus do so in a responsible and appropriate manner and at no time should alcohol become a primary focus of any activity. Students should understand that misuse of alcohol or other drugs can result in psychological and physical dependence and that alcohol and other drug abuse can lead to serious physical consequences such as suppression of immune response, organ damage, and learning and memory problems. Any substance used immoderately will result in negative consequences for the user.

B. Basic Principles

- Illicit drug use, including consumption, possession, and distribution, is a violation of University policy as well as state and federal law. It is, therefore, prohibited at the University of Maine. Students who violate the University's drug policy and/or state and federal laws will be subject to the University's Student Conduct Code and/or state and federal criminal justice procedures.
- Students desiring information or help concerning a substance use or abuse issue are encouraged to contact the Student Wellness Resource Center at 207.581.1423 for a confidential consultation.
- Consumption of alcoholic beverages on campus, on university property, or in fraternity/sorority houses is a privilege accorded any person 21 years of age or older unless other rules do not allow drinking at all (ex. facility rules, etc.).
- Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.
- Whenever alcohol is served, there must be a variety of non-alcoholic beverages (served in the same type containers in which alcoholic beverages are served) and food available in sufficient quantities to last for the entire event.

C. General Guidelines

- Illicit drug use is forbidden on-campus and off-campus at any University-sponsored event.
- Persons 21 years of age and over may use alcohol in the privacy of their rooms unless otherwise determined by University policies.
- The consumption of alcohol or possession of an open container is prohibited in all public areas.

- The University prohibits delivery of alcoholic beverages to the campus except delivery by wholesale distributors to an event for which proper permits and liquor licenses exist.
- The use of containers other than glass is strongly encouraged to prevent breakage and personal injury.
- All members of the University community who are of legal drinking age are urged to limit their consumption of alcoholic beverages to one drink (5 oz. wine, 12 oz. beer, 1 1/4 oz. distilled spirits) per hour to decrease the likelihood of intoxication.
- Alcohol shall not be the primary focus of any event.
- Consumption of alcoholic beverages is not allowed in any academic building without prior approval from the appropriate vice president and registration of the event with the University of Maine Police Department.
- Consumption of alcoholic beverages is prohibited in the University dining facilities. Requests for exception to this regulation must be approved by the facility manager. Proper licenses or permits must be obtained through catering services.
- Any student event where alcoholic beverages will be available must be approved through the University's event management process including, but not limited to, the filing of the appropriate form through Campus Activities and Student Engagement.

D. Maine State Law

All students and employees should be familiar with the Maine State Law pertaining to the sale, consumption, or possession of alcoholic beverages. A copy of the laws along with the University Alcohol Beverage and Drug Policies will be distributed to all incoming students, employees, and outside users of University facilities prior to October 1st of each academic year. Please see Federal and Maine State laws website for more details at: maine.gov/dps/bhs/impaired-driving/guide.html.

E. State Alcohol Beverage Control Liquor Licensing and Compliance

The University recognizes the function of this authority and will cooperate with all those responsible in the discharge of their duties: maine.gov/dafs/bablo.

F. Alcohol and Education

The University recognizes that consuming alcohol is a common adult activity for some. It is further recognized that alcohol use, misuse, and abuse are complex behaviors and that increased education and knowledge, concerning the substance alcohol leads to more responsible use and consequently fewer problems associated with alcohol misuse. In this regard, the University actively supports alcohol education and awareness programs through its Alcohol Education Program, which

is situated within the Student Wellness Resource Center. This office provides an array of services to the student body, including workshops, screening, brief intervention, staff training, prevention programming, non-alcoholic activities, assessment, limited outpatient treatment, and referral services. Throughout the year educational programs and alternative non-alcoholic functions are offered to promote environments, which are conducive to positive functions and responsible drinking. Further efforts to disseminate knowledge and reduce alcohol and drug misuse in this community are mandated in the following ways:

- The University will support and maintain the Student Wellness Resource Center and an Employee Assistance Program that provide extensive services and education for the entire University community. These services will include, but are not limited to policy dissemination, assessment, prevention programming, training, consultation, referral to internal and external facilities, assessment, and limited outpatient treatment.
- Alcohol education norms campaigns will be distributed to the campus annually.
- Alcohol education sessions will occur each academic year that target the highest risk populations including first year students, student organizations, and athletic teams.
- The University will support and maintain an active Alcohol and Other Drugs Community Coalition.
- Each October is designated as Alcohol Responsibility Month. During this month extensive alcohol-related programming will occur.
- All student services staff will be given an appropriate (as determined by individual program directors) alcohol and other drug education. These staff will include Residential Life, Counseling Center, Police, Conduct Office, and Student Life staff.
- All residence halls will be required to present an alcohol/substance abuse-oriented workshop for their students each semester.
- All fraternity/sorority new members will attend an alcohol and other drug education series as recommended and mandated by the University of Maine Interfraternity Council and the University Panhellenic Association respectively in association with Fraternity and Sorority Life.
- All fraternities/sororities will present one alcohol/substance abuse-oriented workshop each year as suggested and mandated by the University of Maine Interfraternity Council and the University Panhellenic Association respectively.
- The University expects that the faculty will be educated in alcohol and other drug issues. This could occur through separate colleges in conjunction with the Student Wellness Resource Center. Model plans are available through this office.

G. Pub Policy

Pub Policy applies to all facilities at the University of Maine where the University license is used.

- All local, state, and federal laws pertaining to the sale of alcoholic beverages will be upheld.
- All patrons will present positive proof of age (Maine Liquor I.D. or Maine Driver's License) to host/hostess.
- There will be posted, conspicuously, in the room where liquor is being served and during such service, risk management advertisements outlining safe levels of consumption, alternatives to alcohol consumption, and management of situations where a guest becomes intoxicated. Acceptable risk management advertisements will be approved and available through the Student Wellness Resource Center.
- Campus pubs may serve alcohol Monday through Friday, 4 p.m. to one half hour before closing and on Saturdays and Sundays from Noon to one half hour before closing.
- In fraternities/sororities, sale of alcoholic beverages are not permitted except by the University's Catering Service, which holds a qualified liquor license. In such cases, sales are permitted to members, and invited guests and such activities can only occur on approved special occasions on Friday from 5 p.m. to Saturday midnight a.m., and from Saturday 1 p.m. through Sunday at midnight.

H. Residence Halls and University Buildings: Guidelines for Private Functions Where Alcoholic Beverages Are Available

The following arrangements must be made for these functions:

- All events with alcohol must follow Maine State Liquor Laws and proper permits and licenses must be obtained.
- All events with alcohol must have an approved event management form through Campus Activities and Student Engagement.
- A catered party form must be filled out with the Student Wellness Resource Center and Catering Services. This will indicate the individuals who are responsible for the event. These individuals, who must be over 21 years of age, will be designated the host.
- State Liquor I.D.'s or State of Maine Driver's Licenses are required and must be checked by an attendant at the door. Legal drinkers will receive a distinctive hand stamp or otherwise be visually recognizable (e.g. wrist band, etc.).
- The host or their designee will control access to liquor.
- Attendants must be assigned who will help assure that liquor is not given to minors.

- Violators of the law will be asked to desist by the attendants. If the violators refuse, a staff member must be notified who will notify proper personnel to deal with the situation, i.e., resident director, area director, police.
- If staff is aware of violator(s), they should notify the attendants who should confront the violator(s). If the attendants are unable to handle the situation, they should call the University of Maine Police Department (UMPD).
- Any function at which minors are found drinking may be shut down immediately, and the minors and students responsible for the function will be immediately referred through appropriate channels. (e.g. Community Standards, UMPD, residence life) as appropriate.
- All common source containers of alcohol (i.e., kegs, punch bowls, beer balls, alcohol-filled fruits) must be approved by the Director of Residence life, the appropriate building manager, or their designee and may be obtained for approved functions only. The Director of Residence life or their designee determines whether there is a sufficient number of students to warrant common source containers and then determines the number permitted at any given time.
- Students with illegal common source containers will be immediately referred to Community Standards.
- All illegal common source containers will be confiscated and given to the police.

I. Alcohol Beverage Marketing Policy

The misuse of alcohol is a potential problem for college campuses. The inappropriate and irresponsible advertising of alcohol on a campus can further contribute to the problems of alcohol abuse. Therefore, the University of Maine has developed the following policy in support of a responsible approach to dealing with alcohol distributors wishing to advertise alcoholic beverages on campus: departments, programs, or officially recognized organizations of the University of Maine will only enter into advertising agreements with alcoholic beverage distributors/companies or their agents when the advertisements clearly advocate responsible alcohol use; have been approved by the Student Wellness Resource Center; and meet the following criteria; the essential element of on-campus alcohol ads being a clear anti-alcohol abuse message:

- Alcohol advertisements specifically targeted for members of the UMaine campus must avoid demeaning, sexual or discriminating portrayal of individuals.
- Alcohol ads will not encourage any form of alcohol misuse nor place emphasis on the quantity of or frequency of use.
- Alcohol beverage advertising will subscribe to the philosophy of responsible and legal use of the products represented.

- Alcohol beverages advertised on campus or in campus media will not portray drinking as contributing to the personal, academic, or social success of students.
- Alcohol beverage advertising will not associate beverage alcohol with increased sexual prowess, athletic ability, or with the performance of tasks that require skill or skilled reactions. Distribution of free alcohol shall not be used as a marketing tool.
- Alcohol advertisements promoting drink specials are prohibited on campus

Administration and oversight of the University's Alcohol Beverage Marketing Policy rests with the Student Wellness Resource Center. In interpreting the policy, the decisions of that office are subject to the same administrative review which applies to all other University policies, namely, that decisions can be appealed to the next supervisory level, up to and including the President. Oversight includes seeking action on non-compliance and resolving differences in policy interpretation. All individuals and departments within the University are expected to comply.

J. Coerced/Forced Consumption of Alcohol and/or Other Drugs and/or responsible organization(s).

In instances, such as hazing, where a student or students force another to consume alcohol or other drugs, or conspire(s) to force another to consume alcohol or other drugs, or fail(s) to take direct action to stop the incident (personal intervention, calling authorities) immediate and strict sanctions (including suspension/dismissal) may be imposed on the responsible individual(s).

K. University's Relationship to Students

The University recognizes its contractual relationships with its students. In regard to alcohol and other drug use, the University realizes that its students are adults who are ultimately responsible for their own behavior. The University does, however, recognize its responsibility to provide services and policies which are designed to diminish the incidence of alcohol misuse and other illicit drug use and consequent negative outcomes, and in this regard, will educate its students and consistently enforce its alcohol and other drug-related policies as well as comply with local, state, and federal laws pertaining to alcohol and drug use.

L. University Catered-Party Policy

The service of alcoholic beverages at University functions must be in compliance with Maine State Law and University policies — i.e., an individual must be of legal age to possess or purchase alcoholic beverages; and individuals/organizations may not sell alcoholic beverages without proper license. The only approved University of Maine plan for dispensing alcoholic beverages at student functions is the University

Catered-Party Policy. The sale of alcohol at any function is illegal without a liquor license.

Catering Services: The University will extend its qualified caterers liquor license for University Catered Parties under the following conditions:

- Arrangements must be made with the Catering Office fourteen (14) days prior to the event.
- The sponsoring organization plays a major role in planning and implementing the event. Furthermore, the student organization is responsible for seeing the members' and guests' behavior is consistent with University policies and state statutes. The sponsoring organization must create an atmosphere where norms of responsible alcohol use prevail.
- The University office of Campus Activities and Student Engagement will determine in consultation with student groups the number of staff, including police coverage, required to service a party function.
- A variety of non-alcoholic beverages must be available at the service areas at the same price or less than the cost of alcoholic beverages. Food available in sufficient quantities to last the entire event must be present.
- University catered parties will occur only on Fridays and Saturdays. Exceptions for special occasions will be considered.
- Money collected for University catered parties is limited to cash sales over the bar with all money being collected by Catering staff. Organizations hosting licensed parties may, however, collect a cover charge at the door to help defray party expenses related to entertainment. The cost of beer and wine offered for sale at University catered parties should be competitive with market prices.
- All party venues must be in compliance with town fire, safety, and crowd-control regulations in order to be eligible for the University Catered-Party Policy. Regulations are available from the Director of Campus Activities.

M. Federal Notifications Regarding Alcohol and Other Drugs

Federal notifications occur through the Clery reports from UMPD.

N. University Policy on Alcohol and Illegal Drugs

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Accordingly, each campus and system-wide services have designated an individual to assist employees and students who seek referral for assistance with a substance-abuse problem. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing

themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The University will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

- *Alcoholic Beverages:* The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the State of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy.
- *Illegal Drugs:* The possession, use, manufacture, or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) are prohibited at any time on University property and as part of any University activities. “Illegal drugs” does not mean the use of drugs under a valid prescription. Employees and students known to use, possess, manufacture, or distribute illegal drugs are liable to public law-enforcement actions and University disciplinary actions.
- *Sanctions:* Employees and students who violate the University’s policy will be subject to disciplinary action by the University. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions the University deems appropriate.

Special Rules That Apply to Employees and Students Under the Drug-Free Workplace Act

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

The law requires employers who receive federal funds to:

- Notify employees that drug abuse is prohibited in the workplace,
- Establish a drug-free awareness program,
- Require each employee to notify the University of any criminal conviction for violations occurring in the workplace, and
- Impose sanctions or remedial actions for convicted employees.
- As a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual’s eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.

- Marijuana is not permitted on campus even though possessor may have a valid Maine medical marijuana card or is currently legal according to state law.

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

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

Violations of the Drug Free Workplace Act can result in:

- Disciplinary action, including dismissal
- Suspension of payments under the grant
- Suspension or termination of the grant
- Suspension or debarment of the grantee

Maine Alcohol Laws

Please see the state of Maine Alcohol Laws website at maine.gov/dhhs/samhs/osa.

Maine Drug Laws

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

Possession can include merely allowing drugs to be kept in your room, car, or locker even though the drugs are owned by someone else. Furnishing means giving drugs to another, regardless of profit. For example, if a student on one end of a bleacher sends drugs to a student at the other end, everyone who passed the drugs and who knew (or should have known) they were passing illegal drugs is legally guilty of “furnishing” that drug. Sharing a line of cocaine with friends (even if the friends don’t pay for it) is “furnishing cocaine.”

Trafficking is selling or exchanging an illegal drug and getting something in return. Trafficking also includes making, creating, manufacturing, growing, or cultivating drugs. Aggravated trafficking (carrying longer terms of imprisonment or greater fines) includes one of these factors:

- Trafficking within 1,000 feet of an elementary or secondary school
- Trafficking on a school bus

- Trafficking involving a minor (under 18)
- Trafficking 112 grams or more of cocaine or 32 grams or more of cocaine base
- Trafficking involving a firearm
- Prior conviction of a drug-related offense with a prison term of more than a year.

Federal Drug Offenses

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

Simple possession without necessarily intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, “attempts” and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law.

Specific drug crimes carry greater penalties, including:

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

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

- Type of drug involved (heroin, cocaine, marijuana, LSD, etc.)
- Quantity of the drug involved

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

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

Questions sometimes arise as to what amount of narcotics found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. In

other words, the greater quantity possessed by the individual, the more likely it is that an individual possessed such quantity with an intent to distribute.

Maine Drug laws can be found at: janus.state.me.us/legis/statutes/17-a/title17-Ach45sec0.html.

Health Risks Associated with Alcohol and Drug Abuse

Alcohol abuse and drug-use problems have become a national health concern. Alcohol is a chemical. So are drugs. Any chemical is potentially harmful to someone. Some of the health risks associated with alcohol and drugs are listed below.

Where Can Students Go For Help?

Each campus of the University of Maine System has designated individuals to help students deal with substance abuse problems. In addition to the designated individuals, you may discuss problems with residence hall staff, counselors, or your supervisor. Those individuals can help you get assistance from a trained professional. TDD callers may leave a message for one of these individuals by calling the University of Maine System Office TDD: 207.973.3300. Indicate the name and campus of the person you wish to contact.

- Lauri Sidelko, Student Wellness Resource Center, Memorial Union, room 235, 207.581.1423; umaine.edu/wellness
- Robert Dana, Vice President for Student Life and Dean of Students, Memorial Union, room 315, 207.581.1406

In addition to campus resources you may find local social service agencies who can help: maine.gov/dhhs/samhs/osa.

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

- National Treatment and Referral Line: 1.800.662.HELP. ■

Purpose

To provide student groups and departments the opportunity to display banners and flags representative of their organizations on the University of Maine campus. The University permits this activity on the UMaine Mall on a University installed pole specifically for such display. Banners and flags may not be draped or hung from surrounding buildings except where appropriate infrastructure has been installed to support this (ex. west entrance Memorial Union, west entrance Fieldhouse, etc.). Fogler Library and other campus facilities with flag poles may not be used for this purpose.

Outdoor Banner Policy

The hanging and draping of banners or flags is permitted under the following conditions:

- Only University departments and officially recognized University organizations are permitted to hang or drape banners.
- Organizations planning to hang or drape banners or flags must contact the Office of Campus Activities and Student Engagement (CASE) prior to doing so. CASE staff will review the request to determine whether the proposed banner or flag complies with University policies, particularly the Student Handbook and the Student Conduct Code, and any other related University of Maine policies, rules or regulations. In order to ensure fair and equal opportunity for all groups, the requests must be submitted no less than two weeks before the day the banner or flag is to be hung. Exceptions to the application deadline may be made if there is no previous use scheduled and all other terms of this policy can be complied with in the time permitted. Organizations may reserve banner or flag space for a maximum of one week per month.
- The UMaine Mall is used for many activities such as eating outdoors, conversation, studying and recreation, and significant pedestrian traffic may also be present. Therefore in order to provide for the health and safety of those using the UMaine Mall and other campus spaces, the hanging of banners and flags must meet the following:
 1. They may be hung only from the pole dedicated to such purpose, using the existing clips and hardware.
 2. They may be no larger than 10 feet wide by 8 feet tall. There can be no exceptions to this size limitation.
 3. They should be constructed of heavy cloth, heavy vinyl or heavy plastic and properly sewn. Wind vents should be cut into the banner or flag to prevent the wind from damaging the banner, flag, or pole.

4. They must have grommets in order to properly attach them using the clips provided on the pole.
5. They must be hung with the long side running parallel to the ground, or they will be removed. Banners and flags should not touch the ground. Any banner or flag that is too large or is sagging will be removed.
6. Banners and flags must be hung on the pre-installed banner pole on the south end of the Mall or other pre-approved (by CASE and Facilities Management) campus location (ex. west entrance to the Memorial Union and/or the Fieldhouse, etc.).
7. No banners or flags can be placed on building roofs, over a campus road or roadway, or placed in such a manner as to impede the normal passage of foot, vehicular, bicycle or other traffic.
 - The organization or department requesting the use of the UMaine Mall flagpole is responsible for all costs including the cost of the flag or banner itself, any damage caused by or done to their banner or flag, and any installation and/or removal costs. Any work orders will be initiated by CASE.
 - All banners or flags not removed by the end of business on the last day of the organization's reservation will be removed by the University. Such organizations or departments may also then lose banner and flag privileges for one semester.
 - Advertising for commercial vendors unconnected to the University, or a University or student organization shall not be permitted.
 - Organizations or departments are responsible for knowing and adhering to all banner or flag requirements; and University of Maine policies, rules and regulations. Failure to do so may result in the loss of the ability to hang banners or flags on campus for a period of time.

Recommendation

- Use exterior house paint so that rain or snow will not wash the text away.
- Use light colored banner materials for your banners so that the text may be easily seen. ■

General Statement of Principles

The University of Maine encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. Users will not have their right to access denied or abridged due to the individual's race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status. The University respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of the University share responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

The University of Maine expects all members of its community to use network systems with proper regard for the rights of others and the University. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of the University. The University reserves the right to limit access in response to evidence of violations of University policy or federal, state or local laws. All members of the University community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the State of Maine or local communities.

Who is covered by this policy?

All users of University of Maine electronic communications systems are subject to the provisions of this policy, including those who rely on remote or off-campus access to these systems.

Use of these systems implies consent with this policy, as well as other applicable University policies and local, state and federal laws. For individuals whose network accounts are primarily for representing units or special projects, further policies may apply as governed by the needs of the unit or project.

Individual Privileges

The following individual privileges are extended to all users of electronic communication systems. However, it is understood that each of these privileges is conditioned upon acceptance of the accompanying responsibilities.

- *Free Expression* — There shall be no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for the University to function as an institution of higher learning. Given the diverse cultural backgrounds

of users, the University cannot protect individuals against exposure to materials that they may consider offensive. Nevertheless, the University reserves the right to take restrictive actions in response to complaints that posted material creates a hostile environment for individuals or classes of individuals. The University also has the responsibility to take restrictive action when a user violates University policy or federal, state or local laws.

- *Privacy* — Users may expect to keep personal electronic mail correspondence reasonably confidential. Users should be sensitive to the inherent limitations of shared network resources in protecting privacy. Some examples of this may include printing personal messages on a shared printer, leaving a message or account open on a computer in a public computer lab, etc. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except in an emergency or as part of a formal investigation by an authorized authority.
- *Due Process* — The University will use due process in cases of discipline resulting from rules violations. The University's administrative procedures promote fundamental fairness, although they do not follow the traditional common law adversarial method of a court of law. System administrators are authorized to take any actions deemed necessary to preserve the integrity of the system, including immediate temporary suspension of access by any user allegedly involved in a violation pending the outcome of an investigation. See below for the procedure for addressing violations of this policy.

Individual Responsibilities

Users of the University of Maine's network systems accept responsibilities that include, but are not limited to, the following specific examples.

- *Respect for the Intended Use of Resources* — Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full responsibility for the actions of this individual while logged into his/her account. Accounts are not to be used for conducting personal business enterprises, including consulting for private gain. The University's electronic communication systems are to be used only for the furtherance of the University's mission and not for personal benefit.
- *Respect for Privacy of Others* — Users shall not access anyone else's electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated

above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.

- *Respect for Shared Nature of Resources* — Users will not encroach on others' use of the University's computers and network facilities. No user should attempt to modify the University system or network facilities or to crash systems. Users should avoid activities that unreasonably tax systems resources, including but not limited to: sending an excessive number of messages either locally or over the Internet; participating in electronic chain letters, frivolously printing multiple copies of documents, files or data; excessive game playing; modifying system facilities, operating systems, or disk partitions; or damaging or vandalizing University computing facilities, equipment, software, or computer files.
- *Respect for the Rights of Others* — University computing resources will not be used to harm or threaten to harm the safety or environmental health of another individual or individuals. The user must comply with University policies and federal, state and local laws regarding discriminatory harassment. Examples of violations include, but are not limited to: harassment; defamation, violation of privacy; intentionally placing a person or persons in reasonable fear of imminent physical harm; giving or causing to be given false reports of fire or other dangerous conditions; or harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status.
- *Respect for Intellectual Property* — Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another's work or writing.
- *Respect for Integrity of System or Network* — Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by the University. Abuse of

networks or computers at other sites using University of Maine resources will be treated as an abuse of computing privileges at the University. Users are prohibited from attempting to circumvent or subvert any system's security measures.

Reporting Violations

If a user believes that a violation of this policy or criminal act has occurred, the user should contact the appropriate campus office listed below. University officials will take appropriate action in accordance with established University procedures. Infractions that may be violations of federal, state, or local laws will be reported by University officials to the appropriate authorities.

If a situation occurs in which a user feels that their personal health or safety is in jeopardy or that of another person (i.e., death threat, physically threatening message, or suicide threat), the police should be contacted by dialing 911.

If a student has violated the Student Conduct Code, as published in the Student Handbook, users may report this directly to the Student Conduct Officer at 207.581.1409. If a user believes that he/she or others have been subjected to discriminatory harassment, this may be reported directly to the Office of Equal Opportunity at 207.581.1226. If a user's employment is being affected by a violation, he/she should contact their supervisor or the Office of Human Resources at 207.581.1581.

In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the alleged violation is under investigation. The system administrator reserves the right to immediate temporary suspension of the account(s) of anyone suspected of a violation, pending the outcome of investigation by the appropriate office listed above. In the case of minor, first time offenses, the system administrator may choose to resolve the situation informally without reporting the violation to other University officials. Appeals of any disciplinary decision will be handled according to existing law, University policies, and disciplinary procedures.

Administration and Implementation

Systems administrators will manage network systems in a manner that is consistent with the system's importance for campus communication and the need for privacy of personal electronic mail messages. In connection with their responsibilities, professional staff members may on occasion need access or monitor parts of the system and thereby be given access to the contents of certain electronic mail messages. System administrators will respect the privacy of personal communications encountered on the systems. However, if, during the course of routine duties, a system administrator encounters information that indicates that a

breach of this policy or criminal act has been or is about to be committed, they will report the existence and source of this information to the proper authorities.

Administrators are not responsible for monitoring user activity or content on any network system. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to refer the matter to the appropriate authority for investigation and possible discipline. To forestall an immediate threat to the security of a system or its users, system administrators may immediately suspend access of the people involved in the violation while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except when the appropriate authorities feel it is necessary in order: to enforce policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or texts, images, or audio works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences.

In general, electronic mail is considered the private information between the sender and recipient account holder. There may be exceptional circumstances where the University may release electronic mail to other parties. These situations may include, but are not limited to, the death of the account holder, when an absent or terminated employee has received mail associated with his/her job responsibilities, or during the course of a criminal investigation by authorized legal authorities.

The University recognizes that all network system users are bound by federal, state, and local laws relating to civil rights, harassment, copyright, pornography, privacy, security and other statutes relating to electronic media. Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, State of Maine or any locality in the state of Maine. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: STUDENT/STUDENT ORGANIZATION FACILITIES USE POLICY

Responsible Unit: Student Life

Policy Statement

Applies to

All University of Maine Graduate and Undergraduate Students

Rationale

The University of Maine has a vital interest in assuring that students are supported, successful in their pursuits, and engaged on campus. Additionally, the University of Maine has an obligation to comply with all local, state and federal laws and guidance, as well as with University of Maine Board of Trustee Policies. Therefore, the University provides programs, services, offices, and support in furtherance of these interests and obligations. To assure that these interests and obligations are fully met under local, state and federal law and guidance, as well as to assure issues of risk management, licensure and insurance are considered appropriately, this policy was written.

Policy

Students and/or student organizations shall not use University facilities or resources to directly or indirectly provide services or programs to students that are already provided to students on campus by or through the University of Maine. This includes use of University facilities, indoor and/or outdoor, for these purposes. Exceptions may be made by the Vice President for Student Life or their designee and any exception must be granted in writing prior to the initiation of any such service or program. The writing would outline under what authority and conditions the program or service could operate. For example, it would specify which unit in Student Life the service, program, employee(s) would report and receive supervision/support. If an exception to this policy is granted, the University of Maine reserves the right to require appropriate insurance, to confirm appropriate licensure as necessary, to make sure other legal or regulatory requirements for the service are met and to impose any other reasonable requirements the University of Maine deems necessary. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: FIRST YEAR RESIDENCE REQUIREMENT POLICY

Living on campus maximizes students' opportunities for social, cultural and extracurricular involvement and is positively linked to students' persistence toward attaining a degree. Because the University of Maine (UMaine) believes that residence hall living is an educational opportunity that all new students should experience, living on campus is required for all newly admitted first-year students who are: aged 20 or younger; do not live within easy commuting distance (35 miles); and do not have exceptional circumstances that prevent this option. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: FREE SPEECH AND ASSEMBLY POLICY

There shall be no restrictions placed on the fundamental rights to free speech and assembly except those necessary to protect the rights of others and to preserve the order necessary for the University to function as an institution of higher learning.

The entire campus of the University of Maine (except corridors and inside areas and facilities not available on a scheduled basis for reasons of public safety) is open to any form of expression by students, faculty, staff, and their invited guests, the only limitations being that normal University functions may not be disturbed, the free flow of traffic may not be disturbed, and the rules of public safety may not be contravened.

Individuals and groups wishing to use outdoor areas and facilities shall notify the Chief of the University of Maine Police or their designee at least three days in advance of the nature, the time, and the place of the proposed activity.

In order to ensure that each individual can freely pursue his/her educational goals unencumbered by unwanted distractions, it is appropriate to establish procedures for scheduling all nonacademic outdoor music events which utilize live and/or scheduled amplified music. Individuals and groups planning outside music events are required to: confer, register in writing, and gain written approval for the event from the Dean of Students Office, Memorial Union, at least fourteen days in advance using the university's event management process.

Specific locations will be determined in consultation with the sponsoring organization on an event-by-event basis with the responsibility for authorization resting with the appropriate approving agency.

In addition to notifying the Chief of the University of Maine Police, the individuals or groups involved shall, if they wish any amplification of sound, get approval from the Dean of Students Office prior to the event.

Individuals and groups wishing to use indoor areas and facilities must schedule such areas and facilities with the proper scheduling authorities a reasonable time in advance of their use, indicating the nature, the time, and the place of the proposed activity, except that space need not be scheduled for the distribution of leaflets, broadsides, and other forms of literature unless table space is requested. Distribution of such literature shall be governed by all other provisions of this policy.

Both outdoor and indoor areas and facilities are to be made available on a nondiscriminatory basis. Please refer to the Statement of Usage on University of Maine Buildings. Also please note the university's policy regarding the defacement of property. ■

HAZING POLICY

The purpose of this policy is to provide the University of Maine (UMaine) with an explicit policy prohibiting hazing, to establish clear procedures and reporting guidelines, to clearly define hazing, and to protect the rights of students involved with groups and organizations at UMaine.

Applicability

This policy is applicable to all UMaine students, faculty, staff and to all involved with any UMaine club, athletic team, organization, association, program or activity under the auspices of UMaine regardless of their student status. This policy is applicable to both recognized and unrecognized groups.

Policy

Certain forms of hazing are against Maine State law (Chapter 159 of the Public Laws of 1983, 20-A M.R.S.A. 10004) and/or the University of Maine System (UMS) Policy against hazing (Student Life, Section 503). All forms of hazing are prohibited by the UMaine both on and off campus. Included in this prohibition are actions which intentionally or recklessly put any student or anyone at risk.

Definitions

Hazing: Any activity without reasonable or legitimate educational value expected of someone joining a group or to maintain their status in a group that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate (hazingstudy.org). The definitions set forth by Maine state law and by the UMS are also adopted into this policy.

Organization: Any association, organization or group at the UMaine. Recognition is not a factor so organization as used in this policy includes both recognized and unrecognized entities. Examples include but are not limited to: fraternities, sororities, athletic teams, honor societies, clubs, bands, and associations.

Prohibited Activity: Any new member, initiate (pledge) or other group activity that intentionally or recklessly puts a student or person at risk of physical, emotional, psychological, and/or physical harm is prohibited.

Policy Enforcement

Violation of this policy is a violation of the Student Conduct Code, UMS policy and/or state law. Suspected violations of this policy should be referred and reported to the Director of Community Standards, Rights and Responsibilities (207.581.1409) and/or the University of Maine Police (207.581.4040). In emergency situations call 911.

It is not a defense to violation of this policy to claim that:

1. participant consent was obtained;
2. participant injury was not a result of participation in a recognized, sanctioned or approved event or activity;
3. participant injury was unintentional; or
4. participant injury was minimal.

Policy Review

This policy will be reviewed annually by the Vice President for Student Life or their designee. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: INCLEMENT WEATHER POLICY

The policy of the University of Maine is to remain open for classes and other university functions the maximum number of scheduled days possible during the school year in order to avoid the necessity of make-up days on weekends and holidays. Therefore, as a rule the University of Maine will remain open. A serious parking emergency or a case of exceptionally serious road conditions in the Greater Bangor area will be the only reasons to delay opening for one or more hours to allow the plows to get ahead of the problem prior to the arrival of commuter students and staff, or to cancel classes.

The [full inclement weather policy](#) is online, complete with the best options for getting up-to-date information about delays and class cancellations.

For the most timely notification of weather-related class cancellations or postponements, members of the University of Maine community are strongly encouraged to sign up for text and/or email message alerts (umaine.edu/emergency).

Notifications also are posted on the UMaine website and portal; in FirstClass folders (Announcements & Alerts; Provost/Academic Affairs and UMaine Forum); and on University of Maine Facebook and Twitter. These notification options are considered the most reliable options.

In addition, updates can be heard by calling 207.581.SNOW (1.800.581.SNOW outside the local area), with early morning notifications recorded by 6 a.m., and others made throughout the day. Local media also are notified of UMaine's weather-related cancellations and delays. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: INVOLUNTARY WITHDRAWAL POLICY

A. Involuntary Withdrawal and Readmission

A student may be subject to involuntary withdrawal or their presence on campus restricted because of a mental, emotional, physical or psychological health disorder if their continued presence in a University activity or program, residing on campus or their presence at the University, poses a significant risk of substantial harm to others. A significant risk is one that is based upon an individualized assessment and constitutes a high probability of substantial harm and which cannot be mitigated by other reasonable means.

Emergency Withdrawal

The Vice President of Student Life or his/her designee may immediately withdraw a student on an interim basis where the student's condition or conduct poses an imminent or significant risk to others. Prior to the emergency withdrawal the student must be notified in writing of the proposed interim action; given an opportunity to address the basis for the emergency withdrawal with the Vice President of Student Life or their designee and informed that a formal hearing on the involuntary withdrawal will occur as expeditiously as possible. Such emergency withdrawal or restricted access may remain in effect until a formal decision has been made or the reasons for imposing the interim action no longer exist. If a formal hearing is to occur, the student shall be afforded a formal hearing within 5 days of an emergency removal.

Procedures

The involuntary withdrawal of a student or a decision affecting their presence on campus must be preceded by a hearing. The hearing shall be convened by the Vice President of Student Life or their designee and the student must be informed in writing of the time and place of the hearing, the nature of the reasons for the proposed action and the right to challenge the proposed decision. The hearing is not judicial in nature and the rules of evidence do not apply. The student has a right to be accompanied by an advisor or advocate; to present information relevant to the student's behavior, including the testimony or written reports by healthcare providers, whether affiliated or not with the University; and to review and comment on all documents, information and statements considered regarding the proposed decision.

The hearing shall be conducted by the Evaluation Committee which may include, but is not limited to, the Associate and/or Assistant Dean(s) of Students, the Campus Conduct Officer, the Director of Health Services, the Chief of the University of Maine Police (UMPD), the Director of Residence Life, the Director of the Counseling Center and the Director of Student Accessibilities Services. In the case of the absence of or a conflict of one of these, the hearing may be conducted by

the remainder or a designee may be placed on the Committee by the Vice President of Student Life or their designee. The Chair shall be an Associate or Assistant Dean of Students, the Director of Community Standards or other designee of the Vice President. Other than questions asked by the Committee all questioning of a witness shall be made through the Chair, who shall make all determinations regarding the relevancy or admission of testimony, information or written materials. A recording shall be made of the proceedings. The hearing may be recessed to gather further information if necessary. The deliberation of the Committee shall be private and shall not be recorded. The decision to involuntarily withdraw or place other restrictions upon a student's participation or presence at the University shall be made by a majority of those present based upon fundamental fairness, the information presented, and the individualized objective assessment of the student's particular circumstances. The student shall be informed in writing.

Assessment

The assessment must include, but is not limited to:

- Reasonable medical judgment relying on the most current medical knowledge, or the best available objective evidence (such as the student's conduct, actions and statements);
- The nature, duration and severity of the risk;
- The probability that the threatening injury will actually occur; and
- Whether there are reasonable alternatives to sufficiently mitigate the risk, such as modifications of policies, practices or procedures

Right to Review

Within 5 business days from the delivery of the decision of the Committee, the student may request, in writing, that the Vice President of Student Life or their designee review the Committee's decision. The review shall be limited to whether the proper procedures were followed and whether the decision is supported by the record. The student shall state in writing the specific issues the student wishes the Vice President or designee to consider. The Vice President or designee may:

- Affirm the decision,
- Modify the decision,
- Remand the matter back to the Committee for further proceedings or consideration, or
- Reject the decision. The decision of the Vice President or their designee is final.

Readmission or Removal of Restriction

A student who is involuntarily withdrawn or has been the subject of a decision restricting their activities may not re-enroll, be readmitted or have their restriction

lifted, without the approval of the Committee. Approval may be granted only if the Committee determines, by simple majority vote, that in its judgment the conditions that caused the significant risk and resulting involuntary withdrawal or restriction are no longer present or that they have been or can be safely mitigated or managed. The Committee may request any information, documentation or evaluation it deems necessary. The student may appeal the decision to the Vice President of Student Life or designee, whose review shall be limited to whether the decision is supported by the record. The decision of the Vice President or their designee is final.

Deviations from Established Procedure

Reasonable deviations from these procedures will not invalidate a decision unless significant prejudice to the student results.

Fees and Refunds

The normal policies and procedures for the entry of grades or fee refunds for students who withdraw during an academic term, as described in the Undergraduate Catalog and/or other University policies, will apply to students who are withdrawn pursuant to this policy.

B. Conduct which does not Present a Risk or Others

If the conduct of the student does not present a high probability of imminent or significant risk to others, but directly or substantially impedes the activities of other members of the campus community; the educational process, or proper activities or functions of the University or its personnel; or presents a danger to individual or University property, it may rise to the level of a violation of the law or Student Code of Conduct and the Chief of UMPD and the Conduct Officer shall be notified for determination of action. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: MISSING STUDENT POLICY AND PROTOCOL

I. Purpose

The purpose of this policy is to promote the safety and welfare of members of the University of Maine (UMaine) community through compliance with the requirements of the Higher Education Opportunity Act of 2008 (the HEOA). This protocol includes the official notification procedures of UMaine for missing students who reside in on-campus housing, in accordance with the requirements of HEOA.

II. Policy

It is the policy of UMaine to provide all students, including those residing in on-campus housing the option of identifying an individual (confidential contact person) to be contacted by UMaine in the event that the student is determined to be missing for a period of more than 24 hours, in addition to notifying any contact person designated by the student to UMaine.

III. Definitions

- *Missing Student:* For purposes of this policy, a student is determined to be missing when UMPD or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.
- *On-Campus Housing:* A residence hall or other residential facility for students that is located on UMaine's campus. (34 CFR §668.41(a))
- *Campus:* For purposes of this policy, "campus" is defined as:
 - Any building or property owned or controlled by UMaine within the same reasonably contiguous geographic area and used by UMaine in direct support of, or in a manner related to, the UMaine's educational purposes including residence halls; and
 - Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). (34 CFR §668.46(a))

IV. Protocol: Missing Students Including Those Who Reside In On-Campus Housing

- If a member of the UMaine community has reason to believe that a

student, including one who resides in on-campus housing is missing, or receives a report of a missing student, they shall immediately contact their supervisor and/or University of Maine Police (UMPD) at: 207.581.4040.

- UMPD will then initiate its Missing Student Policy.
- Nothing in this policy/protocol is intended to preclude UMaine from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.
- A student who wishes to identify a confidential contact may do so through the Office of the Vice President for Student Life. Students shall be given the opportunity to register confidential contact information by completing and submitting the Student Confidential Contact Form to the Office of the Vice President for Student Life. A student's confidential contact information shall be accessible only by authorized campus officials, and will not be disclosed except to law enforcement in connection with a missing person investigation.
- A missing student report must be referred immediately to UMPD. If the student who is missing is under 18 years of age and not emancipated, UMaine must notify a custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying the confidential contact person designated by the student. UMaine will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

V. Contact Information

- UMaine Police Department, 207.581.4040 (non-emergency number), umaine.edu/police
- UMaine Student Records, 207.581.1288, studentrecords.umaine.edu
- UMaine Student Life, 207.581.1406, umaine.edu/studentlife

VI. Related Information

- Clery Act
- Higher Education Opportunity Act of 2008, Public Law 110-315

VII. Approval

A. Drafted: August 25, 2010.

B. Approved: September 30, 2010. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS:

NAME USAGE POLICY

The University recognizes that many members of its community use names other than their legal names. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the University has established this policy which allows students and employees to indicate their preferred names to the University community even if they have not changed their legal names.

These may include individuals who prefer to use:

- a middle name or nickname instead of a first name;
- an anglicized name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity.

Preferred name - A preferred name is defined as an alternative to the individual's legal name as designated by the individual in university systems. A preferred name is limited to first name or first name and middle name; last names are considered legal names and any change to last name must be accompanied by appropriate documentation.

Legal name - A person's legal name is the name they use for official government documents, such as licenses, passports, and tax forms.

Policy:

A student or employee's preferred name will be used instead of the person's legal name in select University-related systems and documents as listed below.

Preferred names will be used in the following systems and records:

- Student or Employee Identification Cards*
- Employee business cards
- Online Phonebook Directory**
- Official Student Email Display Name
- Official Employee Email Display Name
- Directory information
- Class and Grade Rosters (for students and employees taking courses)
- MaineStreet Advising Center
- MaineStreet Student Services Center
- MaineStreet Employee Self-Service Center

- Learning Management Systems (such as Blackboard)
- Reports and/or lists generated for academic purposes
- Responses to requests made under the Maine Freedom of Access Act
- Press Releases (i.e., Dean's List)
- Social Media Sites
- Other Venues, as appropriate

Legal/primary names will continue to be used for official University records including, but not limited to the following:

- Legal Documents and Reports Produced by the University (i.e., enrollment reports to the National Student Clearinghouse, enrollment lists for student insurance)
- Applications for Admission
- Student Account Statement (Bills)
- Financial Aid, Scholarship and Loan Documents
- Transcripts (Official and unofficial)
- Enrollment Verifications
- Degree Verifications
- Degree Progress Report
- Student Employment Documents
- Responses to requests made under the Solomon Amendment
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment
- IRS, SSA, and other state and federal reporting requirements

Graduating students have the option of specifying the name they wish to be used on their diploma and in the Commencement Program when completing the Application for Graduation.

Official communications that require the use of the legal/primary name shall use that name; other communications will use the preferred name.

Preferred name change requests may be denied or revoked by the University when the preferred name is used to avoid a legal obligation, commit fraud, misrepresent, or otherwise violate university policy or law. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved this could include the offices of Human

Resources, Equal Opportunity, General Counsel, the Student Conduct Officer, the Chief Academic Affairs Officer, and/or appropriate law enforcement agencies.

*A one-time waiver of the fee to update the Student or Employee Identification Card with the preferred name will be provided. Subsequent changes will result in an applicable fee.

** Students can make a request that their directory information not be released to the public. Students must submit a "Request to Suppress Directory Information" form to the Registrar's/Student Records Office or through Student Self Service within MaineStreet. The request will be honored until such time as the student requests otherwise in writing. In the event that such written notification (or indication within Student Self Service) is not filed, the University assumes that the student does not object to the release of directory information. Employees may request to restrict the listing of their (legal or preferred) names in the online employee directory by contacting their campus office of Human Resources. Approvals will be made on a case-by-case basis.

***If there are questions about this policy, contact the UMS Chief Student Affairs Officer or the UMS Director of EO.■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: NONSEXIST LANGUAGE POLICY

The University of Maine, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It therefore discourages the use of sexist language. Language that reinforces sexism can arise from imprecise word choices that may be interpreted as biased, discriminatory, or demeaning even if they are not intended to be. Accordingly, all University communications, whether delivered orally or in writing, shall be free of sexist language.

This policy shall apply to all future University publications, whether produced through Public Affairs or elsewhere, that are intended for distribution to students, parents, faculty, staff, or other people interested in the University of Maine. University publications shall include, but not necessarily be limited to: University printing office publications; promotional materials distributed by all units of the University both academic and nonacademic; and policy booklets prepared for students and faculty. Inventory on hand of existing publications may be used until exhausted or a publication is revised.

Each member of the University community is urged to be sensitive to the impact of language and to make a personal commitment to eliminate sexist language. Supervisory personnel have a particular responsibility to discuss this policy with faculty and staff and to make available to them guidelines on nonsexist language. Guidelines of the American Psychological Association on the use of nonsexist language provide direction and are recommended because they are brief and list examples, but others may be used. Consult the Communications and Marketing Department or Women's Gender and Sexuality Studies Program for alternatives. umaine.edu/womensgenderandsexualitystudies. ■

PARENTAL NOTIFICATION POLICY

The University of Maine Parental Notification Policy allows the institution to notify parents of certain behaviors committed by students that are prohibited by the Student Conduct Code. Federal law, the Higher Education Amendments of 1998, permits educational institutions to disclose, to parents or legal guardians, information regarding a student's violation of any federal, state or local law or educational institution's rule or policy which governs the use or possession of alcohol or a controlled substance. Accordingly, it is the policy of the University to notify parents or guardians of students under the age of 21 when the student has been found responsible for any drug or alcohol related offense in violation of the Student Conduct Code, federal, state, or local law.

It is also University policy to notify parents or guardians of students under the age of 21 when any of the following offenses occur, even on the first offense:

- The student has caused harm to any person while under the influence of alcohol or other drugs.
- The student was arrested or taken into custody by police while under the influence of alcohol or other drugs.
- The student was responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- The student was operating a vehicle while under the influence of alcohol or other drugs.
- The student was transported to a medical facility and treated because of alcohol or other drug use.
- The student has been found responsible for an alcohol or drug-related violation that may result in suspension or dismissal from the University, or removal from campus housing.
- Other circumstances determined by the Dean of Students, or their designee.

The University of Maine's parental notification policy is further established to foster a safer campus community, promote the academic success of students and promote student health.

University policy attempts to strike an appropriate balance between the interests and developmental needs of students and the interests of and supportive opportunities provided by the involvement of parents or guardians. Parental notification will not typically occur until the student's avenues of appeal have been exhausted, except with cases where lengthy appeal delays may unnecessarily prevent timely notification. However, nothing in these guidelines shall prevent University officials from notifying parents or guardians of health or safety emergencies, regardless of the judicial status of the student.

Parents or guardians will be contacted by the Dean of Students or their designee. Whenever possible, students will be notified in advance that their parents or guardians are to be contacted. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: SCHEDULING EVENTS ON CAMPUS

All events to be held on University property or in a University facility must be registered with:

- Campus Activities and Student Engagement for outdoor events (consisting primarily of University participants) sponsored by any on-campus student group with the exception of events inside residence and dining facilities.
- Residence Life for events scheduled inside residence halls.
- Auxiliary Services for events scheduled in dining facilities and for all non-University-affiliated, off-campus groups, or for any University-sponsored groups with primarily off-campus participants.
- Student Records for events scheduled in academic buildings. ■

STATEMENT ON USAGE OF UNIVERSITY OF MAINE BUILDINGS

The University of Maine is deeply committed to freedom of expression and to equal opportunities and access. Because we serve all peoples, it is incumbent upon us to protect and respect the following:

- The rights of a speaker and/or sponsor which has reserved space for a function/event.
- The physical safety and rights of those individuals who attend an event/function.
- The property of the University of Maine.

With these responsibilities placed upon us, protests/demonstrations are, for the most part, limited to the exterior of campus buildings. These activities must not impede entrance or egress to University facilities and must not pose a safety problem in the event of fire or other emergency. Additionally, they should not be conducted in a manner which is intimidating or threatening to a diverse audience, or interfere with the conduct of normal University business.

Organizers wishing to demonstrate must make timely notification (usually three (3) working days) of a protest/demonstration to the University of Maine Police Chief or their designee. Some protests/demonstrations may be allowed in the common areas of the Memorial Union with the prior approval of the Director of Campus Activities and Student Engagement and the Memorial Union Building Manager.

Individuals and/or organizations interested in using University buildings are encouraged to contact the Director of Campus Activities and Student Engagement or the appropriate Building Manager. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: STUDENT ADMINISTRATIVE APPEAL POLICY

Introduction

Any UMaine student may appeal an action or decision made by a University administrator. The procedure outlined below is intended to assure a fair and equal adjudication of student grievances.

Note: The Administrative Appeal Policy cannot be used for appeals which are covered under other policies and procedures, such as appeals of parking tickets, student conduct cases, or faculty actions/decisions, i.e., grading policy or attendance policy. Also, student employees in Residence Life should follow the appeal process outlined in the Residence Life Staff Guide.

Students should take the following steps to appeal an administrative action.

Process

Students must initiate an appeal of an administrative action within ten working days of notification of the action. An extension to make an appeal may be granted of up to ten additional working days with a written request to the Vice President for Student Life or their designee.

An appeal is made directly in writing to the administrator or staff person involved. If the appeal is not resolved to the student's satisfaction, the student may continue the process by appealing in writing in the following order:

- To the department supervisor (within five days),
- To the department head or division director (within five days), and
- To the vice president of the area involved (within five days).

The student must receive a written response to the appeal within five working days of the date of receipt of the appeal at each level.

Appeal Board

A student who continues to feel a grievance has not been satisfactorily resolved may ask to be heard by the Student Administrative Appeals Board. Within five working days from the date of the denial by the vice president involved the student must request in writing that the Vice President for Student Life or their designee convene the Appeals Board. If the Vice President is involved in the grievance, then the student should request in writing that an appropriate alternate (Executive Assistant to the President, Assistant Dean of Students, Vice President for Student Life, or other) convene the Board. This Board will meet to hear the appeal and render its recommendation to the President within five working days of the date of the hearing.

The Board shall consist of seven members; five members shall constitute a quorum:

- Two students appointed by the Student Government for a one-year term;
- One student appointed by the Graduate Student Government for a one-year term;
- Two student services professionals appointed by Professional Employees Advisory Council (PEAC) for a three-year term;
- One non-student services professional appointed by PEAC for a three-year term; and
- One teaching faculty member appointed by the Faculty Senate for a three-year term.

The President, upon recommendation of the Vice President for Student Life or the person convening the Board, will name the chair from the members selected above who will preside over the hearing unless removed for cause (see below.). In such case the President will appoint another member of the hearing Board as chair.

Procedure

The following guidelines shall govern the workings of the Student Administrative Appeal Board, except where the Board chairperson determines otherwise for cause:

- At least four days in advance of the hearing, the chairperson will notify the grievant and the administrative representative of:
 - The time and place of the hearing.
 - The names of Board members. Both parties have the right to challenge for cause any member of the Board by submitting a written memorandum to the Board chair stating the grounds for this challenge at least two days prior to the scheduled meeting. Removal of a member for cause shall be within the authority and at the discretion of the Chair of the Board or by a majority of the Board if the Chair is unable to exercise that function or is challenged for cause. If removing a member for cause from a specific hearing results in a lack of quorum, the Vice President for Student Life or their designee will appoint a replacement to hear that specific case.
 - Each party's right to call witnesses, to bring an advisor to the hearing, and to present documents or other information. No party shall be accompanied by legal counsel, except when the grievant also faces criminal charges for the same incident.
 - The order each party will follow to present their interest.

The hearing will proceed in the following order:

- The grievant presents the appeal:

- The Board may ask questions of the grievant.
- The administrator presents the background for the decision.
- The Board may ask questions of the administrator.
- Both parties are dismissed.
- The Board discusses the circumstances of the appeal and decides on a recommendation. A majority vote by the committee members present shall prevail.
- The Chair submits a written recommendation to the President within five working days of the hearing of the appeal. In its recommendation to the President, the Board shall specify the basis for its recommendation, including which one or more of the specified grounds (below) were found to be sufficiently credible and compelling if its recommendation is to overturn any part of the administrator(s)' decision(s).

The Board may grant the appeal only for one or more of the following reasons; otherwise, the appeal must be denied:

- Demonstrated bias on the part of the decision maker(s); or,
- New and significant information not reasonably available to the decision maker(s); or,
- Substantial and material departure from printed procedures; or,
- Judgments shown to be arbitrary or capricious; or,
- A remedy or sanction not in due proportion to the nature and seriousness of the situation or offense.

Other than for these reasons, the Board may not substitute its judgment on the substance of the decision for that of the original decision maker.

Final Decision

The final decision on any student administrative appeal rests with the President or the President's designee and shall be made after receipt of a recommendation from the Student Administrative Appeals Board. The President's decision shall be presented to the student within five working days of receiving the Board's recommendation. The President, if they accept the recommendation, shall also forward the Board's statement of the grounds for its recommendation to the President to all those who have rendered decisions on the matter at all previous levels.

Note: The Vice President for Student Life shall be responsible for widespread distribution of and publicity for this policy and for periodic review of this policy and procedures. ■

STUDENT ORGANIZATION ADMINISTRATION POLICY

The University of Maine herein establishes a system of recognition for student organizations to insure the rights of students to freely form associations; to maintain the right of the University to choose which student organizations it will recognize; to define the relationship between the University and the student organizations; and to insure that requirements for recognition, the privileges received through recognition, and the policies and procedures that govern student organizations are administered in a fair and equitable manner.

Only recognition in accordance with this policy sanctions the existence and operation of an organization on campus, although students may participate in off-campus organizations. Recognition criteria apply to all activities of recognized organizations, whether those activities take place on or off campus.

Recognition requirements apply to all student organizations. The University of Maine provides for two types of recognition: Recognition and direct-funded certification. A third provision is made for those organizations choosing not to be recognized as noted below in section I.

I. Recognition

Recognition will be administered by and through a two-step process. It will be the responsibility of UMaine (specifically the Division of Student Life) to pre-approve groups seeking recognition from student government. Groups seeking recognition status must submit their application/documentation first to the Director of Campus Activities and Student Engagement. After approval from the Director or his/her designee, the organization's application/documentation will be forwarded to the appropriate student government for its review. Approval is needed from both the Director and appropriate student government in order for a student organization to become a UMaine recognized student organization. Otherwise, the group, although including UMaine students, is not acting under the auspices of the University of Maine or student government.

Organizations that do not wish to seek recognition status or are denied recognition status may seek affiliation status from the Vice President for Student Life or his/her designee. Affiliation status granted by the Vice President for Student Life or his/her designee will allow the organization to have access to University programs, facilities and services but not recognition with or funding from student government.

Student government in this document refers to UMaine Student Government, Inc., Graduate Student Government, and/or any other applicable student government.

A. Requirements for recognition

In order for a student organization to become recognized and retain recognition status, the following conditions must be met to the satisfaction of the applicable student government. Student governments have the authority to revoke a recognition in accordance with this policy. This process is separate from action the University may take under the Student Conduct Code.

In order to become recognized, the organization must:

- For initial recognition, submit the appropriate recognition application to the Director of Campus Activities and Student Engagement and then forward to the appropriate student government,
- For continued recognition, submit an updated recognition form annually by October 15 and within two weeks of any changes in officers and/or the advisor.
- Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
- Submit a constitution and bylaws according to prescribed standards.
- Submit all changes in the constitution and bylaws within two weeks of any action taken.
- Follow the appropriate student government guidelines with respect to organization officers and membership.
- Adhere to University regulations and policies,
- Adhere to local, state, and federal laws.
- Conduct all activities in a manner consistent with the mission of the University.
- Not participate in any hazing activities and abide by UMaine Hazing Policy.
- Comply with the University of Maine's nondiscrimination policy.
- Not participate in any physical disruption of the educational process or the peace, order, and discipline of the University.
- Not use the organization for the inappropriate financial enrichment of any officer, member, or affiliate.
- Use dues and other membership fees for the express and direct benefit of the organization and in fulfillment of its purpose.
- Not enter or attempt to enter into contracts which obligate the University of Maine without prior written authorization by the appropriate University official.
- Agree not to use University funds, including, but not limited to student activity fee monies, to finance administrative claims, or litigation of any kind against the University of Maine System, the University of Maine, or any of its trustees, officers, employees or agents.
- Designate employees of the organization as such and not as employees of the University and

- Comply with all applicable state and federal laws regarding employment, and
- Adhere to the University of Maine equal employment and nondiscrimination policies and other UMaine policies related to classified and/or professional employees.
- Appoint a current University employee as advisor to the organization. (An organization that cannot find an advisor should contact the office of Student Organization and Leader Development in the Division of Student Life for assistance.)
- An advisor must perform the following functions:
- Meet at least once a semester with the executive board or officer group and inform them of institutional matters;
- Attend full organization meetings periodically, but not less than once a semester;
- Advise delegations regarding trips to conferences, business meetings, and inform organization of the Student Travel Policy and/or the International Travel Policies;
- Respond to concerns from the members about officer elections, transition, and the group's development;
- Provide background history and institutional insight as appropriate;
- Hold at least one goal-setting or assessment meeting for the executive board, officer group, or membership at least once annually and monitor and advise the group regarding risk management decisions and practices.

B. Privileges of recognition

Recognized student organizations are eligible to:

- Use the University of Maine as part of their name designation;
- Use University facilities, equipment, and services, as available and according to prescribed policies and procedures;
- Apply for funding from the applicable student government under the policies and procedures set forth in that student government's constitution and bylaws;
- Request professional advising and other services from the Office of Campus Activities and Student Engagement;
- Collect reasonable dues and/or fees for service, sponsor fund-raising events, and solicit funds according to University policy;
- Receive awards or honors presented by the colleges to organizations and/or members;
- Be listed in University/student publications;
- Participate in University/student activities;
- Apply for student organization office space in the Wade Leadership Center;

- Distribute literature and organizational materials according to established University policies and procedures;
- Utilize the University mail service and to maintain a mailbox in the Office of Campus Activities and Student Engagement;
- Apply for a University C&I account and to request the services of other University departments;
- Request assistance from University Relations to promote organizational activities; and
- Post materials on designated University bulletin boards and web sites within the parameters of existing guidelines.

C. Suspension/Revocation of recognition

Any violation of the recognition requirements may result in suspension or revocation of recognition. The appropriate student government adjudicates recognition violations. These decisions may be appealed to a three-person committee appointed by the Vice President for Student Life, and the committee's decision is final. This process is separate from action the University may take under the Student Conduct Code.

Organizations granted affiliation status by the Vice President of Student Life under section I A of this document may have their status suspended or revoked for specified violations by a three-person committee appointed by the Vice President for Student Life, and the committee's decision is final.

II. Direct-Funded Certification

There are a handful of student organizations that receive funding from student money collected by the University and directly transferred to student organizations. The University of Maine System Policy and Procedures Manual, Section 704.1, states "The Board of Trustees recognizes the educational value of student-administered funds for educational, cultural, social, and recreational purposes consistent with Board policy and law. The Board recognizes its ultimate responsibility for these funds and delegates to the Chancellor and the Presidents the authority to assure that student government funds are expended for University-related educational, cultural, and recreational purposes. Changes to the amount of the fee shall be requested by the recognized student governing body on each campus and authorized after

- A referendum approved by the student body,
- Approval of the President, and
- Approval of the Chancellor for presentation and approval by the Board of Trustees."

It is clear from Section 704.1 of the University of Maine System Policy and Procedures Manual that the Board intends for the University administration

to provide sufficient oversight to these direct-funded organizations to insure that the funds are used properly. Furthermore, the University of Maine System Administrative Practice Letters sets forth guidelines that must be followed in the areas of financial record audits, administration of payrolls for any employees, bank accounts for funds, and proper fiscal control procedures. Accordingly, additional requirements and privileges must be afforded to direct-funded student organizations: the Maine Campus, WMEB Radio, the Student Government, Inc., Association of Graduate Students, ASAP Media, the Maine Journal and any other student organization which receives funds from any University entity.

All University of Maine student publications and student broadcast media organizations and activities are governed by and accountable to the Student Media Board, as a condition of their receiving any “Student Activity” or “Communication” fee monies. This Board is established and chartered in full recognition of, and with respect for, the legal and educational responsibilities and proprietary interests of the University, and for the long-honored principle of an editorially independent campus press and broadcast media. The Board is appointed by and accountable to the President of the University of Maine and his/her designee.

A. Requirements for Direct-Funded Certification

In order for a direct-funded student organization to be certified, it must:

- Meet the requirements for recognition except for items 1. and 2., that pertain to the method of application, and
- In place of recognition item 1., make initial application to one of the student governments for recognition leading to certification. This initial application is not required for organizations already in existence when this policy is adopted or updated. If the student government approves, it will schedule the necessary referendum. If the referendum passes, the organization must next apply to the Vice President for Student Life (VPSL) and the Sr. Vice President for Administration and Finance (VPAF) for certification as a direct-funded organization. If both approve, the VPAF will prepare the necessary paperwork for the approval of the President, the Chancellor, and the Board of Trustees for the establishment of, addition to, and/or increase to the mandatory fee(s). When approval of the fee is final, the VPAF will insure that the organization officials are aware of the necessary procedures and documentation for sound business practices and fiscal management.
- In place of recognition item 2., submit a copy of an annual audit in accordance with the provisions of paragraph 4. below. Include with this audit a one or two-page summary of activities from the previous year and any changes in operation anticipated for the coming year. This

information should enable the VPAF to report to the President and to the Chancellor whether the organization is in compliance with provisions of the University of Maine System Policies and Procedures Manual Section 704.1 and the Administrative Practice Letters.

- Maintain any University accounts as required and have an audit performed annually by a recognized auditing firm. A copy of the completed audit shall be submitted to the University of Maine System Internal Audit Department, the University of Maine Vice President for Administration and Finance, the Vice President for Student Life, the appropriate student government and, when applicable, to the organization being audited.
- Submit to periodic audits performed by the University of Maine System Internal Audit Department. Any advice on means of improving fiscal control and operational management practices must be reconciled with Internal Audit within 60 days to the satisfaction of the Vice President for Administration and Finance. Failure to comply fully will allow the University to take appropriate action up to and including cessation of the collection and/or disbursement of funds to that organization.
- Require all students elected and/or appointed as officers, committee chairs, and/or other leadership positions to be enrolled in a degree program and carrying six (6) or more credit hours as an undergraduate or three (3) or more credit hours as a graduate student in the semester(s) in which they serve and possess at least a cumulative 2.0 GPA for the semester(s) they serve and the immediate semester preceding their selection to a leadership position.
- If employing individual(s), comply with all applicable state and federal laws regarding employment.
- If employing individual(s), adhere to the University of Maine's equal employment and nondiscrimination policies and practices.
- Comply with procedures of all Administrative Practice Letters and with policies established by the Director of Budget and Business Services in maintaining accepted business practices and responsible fiscal control.
- Insure that all published material by the organization complies with current and applicable laws.
- Assure that any redistribution of funds be made on a content-neutral basis as required by law.

B. Privileges of Direct-Funded Certification

A certified direct-funded organization will be:

- Eligible for all of the privileges of Recognized organizations.
- Assisted in the collection of fees from students and in distribution of funds to the organization by the University Bursar.

- Eligible to use permanent space in University facilities pending availability and to use University utilities.
- Eligible to hire College Work-Study Program students.

C. Suspension/Revocation of Direct-Funded Certification

Because of the unique responsibilities assigned to the President of the University for these organizations and because direct-funded certification is a privilege and not a right, the President may suspend or revoke certification or withhold certain privileges from any direct-funded organization that fails to comply with these requirements. Furthermore, in view of participation of Student Government, Inc. and the Graduate Student Government or other applicable student government in setting the fees for these organizations, student governments may recommend to the President that certification be suspended or revoked from any organization that the appropriate government believes fails to comply with these requirements. This process is separate from action the University may take under the Student Conduct Code, however, this process will afford due process and fundamental fairness to any organization whose direct-funded certification is considered for suspension and/or revocation. For more information about the steps of this process, contact the Director of Campus Activities and Student Engagement or his/her designee.

Distribution and Availability of this Policy Document

A copy of this Student Organization Administration Policy and any future changes to this policy will be distributed to University vice presidents, academic and student affairs deans and directors, the Association of Graduate Students, the Student Government, Inc., all direct-funded certified organizations, and through the student governments to all recognized student organizations. The Vice President for Student Life and the Vice President for Administration and Finance and applicable student governments will keep a copy of an up-to-date version of this policy available for ready reference by any of the University of Maine's students or employees. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: STUDENT TRAVEL POLICY

I. Statement of Philosophy

The University of Maine is the principal research and graduate institution of the State of Maine. It offers a comprehensive program of undergraduate study that is enriched by the resources of its university setting. The University recognizes that in order to engage in a full collegiate experience, students can and do benefit from opportunities that exist beyond the campus. The institution believes that conferences, matches, games, institutes, competitions and certain social and cultural activities add to the student experience at The University of Maine and to their engagement in the richness of the culture of the State of Maine. It is in support of these beliefs that this policy was conceived.

II. Policy for Student Use of University of Maine Vehicles

The University of Maine regulates the use of vehicles owned or leased by the University of Maine System. Some regulations within this policy have been taken from the University of Maine Administrative Practice Letter (APL) Number 27, which outlines use standards for all campuses of the University of Maine System. The Office of Facilities Management maintains The University of Maine's vehicle fleet and administers its fleet policy. The full policy is available from the Motor Pool Office (Administrative Practice Letter-Vehicle Admin) in the Service Building on Rangeley Road. Students utilizing University vehicles must abide by operating guidelines and regulations set forth in the Motor Pool Vehicle-Use Policy and Regulations for University Motor Pool Vehicles policy.

III. General Regulations for Student Use of University Vehicles

Students, student groups, student clubs, sports clubs, and other recognized student organizations are eligible to utilize University vehicles for University related and sponsored business. Only drivers approved by the Motor Pool are eligible to operate University of Maine vehicles. In addition to the regulations outlined in the Motor Pool policy, the following standards must be followed:

- All students traveling in University vehicles must recognize they are representing the University and conduct themselves in a way that reflects positively on The University of Maine and are subject to The University of Maine Student Code of Conduct which applies to both on- and off-campus activities.
- When operating a vehicle students must be properly licensed to drive. In the case of students from countries other than the United States or Canada, proof of a valid international driver's license must be provided.

Student drivers must have a valid driver's license in their possession. Only those drivers approved for driving the vehicle by the Motor Pool are allowed to operate the vehicle.

- Any student whose license has expired, been revoked, or is under suspension is not eligible to operate a University vehicle. Violation of this regulation will subject the student to disciplinary action.
- Any student with an unacceptable driving record will not be eligible to operate a University of Maine vehicle. All drivers of University vehicles are subject to University and/or insurance company verification of their driving record. The University reserves the right to deny the use of a University vehicle to any individual based upon their driving record.
- No one under 18 years of age is permitted to drive a University vehicle.
- Students must be alcohol and drug free. This includes illegal prescription drugs and prescription drugs, and non-prescription drugs that are known to cause drowsiness, or known to impair driving. Violation of state Operating Under the Influence laws (OUI) while operating a university vehicle will also subject the driver to disciplinary action.
- Tobacco use is prohibited in University of Maine vehicles.
- Only those listed on the travel roster for a particular trip/event/activity may travel in University vehicle(s) for that trip. Unauthorized passengers, such as hitchhikers, family, or friends are not permitted.
- It is a violation of Motor Pool policy to use a University of Maine vehicle for anything other than its intended purpose. Unauthorized "off road" use is prohibited, as is personal use of vehicles for such things including but not limited to trips to town, movies, home, supermarkets, or stores.
- Vehicle occupancy is limited to the number of seatbelt sets. State law requires that all occupants wear their seat belts.
- Drivers must obey all traffic and parking regulations including observing posted speed limits. Drivers are personally responsible for fines resulting from their actions. No University funds of any kind may be used to pay such fines.
- Drivers must not operate a vehicle when driving conditions are hazardous (ice, snow, heavy rain, fog) or when the vehicle engine, brakes, lights, tires, or steering are not operating properly.
- Drivers must check the vehicle before driving to make sure that the lights, brakes, horn, and steering are operating properly. Check to make sure tires appear to be properly inflated. The driver should also check to make sure that there is in the vehicle a University Accident Report form and an insurance card summarizing the University's liability insurance. Report any problems or absence of report form or insurance information to Motor Pool.

- The focus needs to be on driving; therefore, drivers should use extra caution when adjusting vehicle controls. The driver should not eat, drink, smoke, or use a cell phone, pager, or CB while driving the vehicle.
- No student driver may operate a vehicle for more than four consecutive hours without a rest break. Breaks should be for at least fifteen minutes. When possible, drivers should be rotated/changed after four hours of driving.
- Drivers must lock unattended vehicles. Keys must not be left in or about unattended vehicles. The University is not responsible for the personal possessions of the driver or occupants of a University vehicle. Theft of a University vehicle or theft of personal property resulting from an unlocked vehicle or keys being left in the vehicle may be deemed the negligence of the driver and be subject to disciplinary action and/or financial restitution.

IV. Use of University of Maine Vans

- Drivers under the age of 21 are not permitted to drive vehicles that are transporting five or more passengers (including the driver) unless the driver has at least two years of driving experience without a moving violation.
- University vans may carry no more than nine passengers (including the driver.) In vans with less than nine seat belts, the maximum number of riders will match the number of belt sets.
- Drivers must demonstrate the ability to handle vans, either through a test drive or by acceptable evidence of prior experience in operating this type of vehicle. This demonstration will occur through a Motor Pool testing procedure.

V. Use of Personal Vehicles for group travel

- Personally owned vehicles used for University-related business should be properly registered, inspected, and appropriate for such use, as determined by the owner/driver of the vehicle who is responsible for the vehicle and its use.
- The University provides no physical damage coverage (collision or comprehensive) or liability coverage for non-University vehicles. If a student uses their own personal vehicle for University-related business, that person's own vehicle insurance will be responsible for any insurance claims.

VI. Rented vehicles from businesses other than UMaine Motor Pool

- Students have the option of renting vehicles from private rental businesses.
- Any student using a non-University of Maine vehicle while on University business shall abide by the policies and standards for student travel.

- Vehicles approved for rental for University business should be rented in the name of the University of Maine. Vehicles rented in the name of an individual student are the sole responsibility of that student renting the vehicle.

VII. In the event of an accident while traveling on University of Maine business

A. Policy

- Under Maine law all accidents involving personal injury or death to a person or apparent property damage of \$1,000 or more must be reported to the State or local police department or sheriff's office and within 48 hours to the Secretary of State on forms provided by the Secretary of State or the above departments.
- Any accident involving University owned or leased vehicles must be reported to the appropriate campus office as soon as possible and in all cases within 72 hours of the time of the accident. The driver is responsible for reporting the accident. The reporting requirement includes the Motor Pool, the student group/club advisor, the Dean of Students Office, and the staff member signing the travel request form.
- Any student with an "at fault" accident may not drive a University vehicle until completion of a Maine State certified Driving Dynamics course. Proof of successful course completion will be required.
- The sponsoring student club, organization or department is responsible for covering the University's deductible, currently \$250, for any physical damage to a vehicle beyond normal wear and tear. Financial responsibility and disciplinary action may result from damages to a vehicle caused intentionally or by misuse of the vehicle.
- Student disciplinary procedures as appropriate may arise as a result of violations of this policy.

B. Procedure in the event of an accident

- Stop immediately. Do not move anyone injured unless their life is in danger and it is absolutely necessary. If there is an immediate hazard within your power to correct it, correct it. If it is not within your power to correct, report it to someone who can — immediately.
- Take all reasonable steps to protect University property from further damage after an accident.
- Do what is necessary to prevent further damage or accident at the scene.
- Each University vehicle contains within it a Driver's Accident Report form and an insurance card summarizing the University's liability insurance.
- Call 911, notify Dispatcher if an ambulance or doctor is needed. Ask for

police so that an accident report may be filed. Provide the facts requested regarding the accident.

- When dealing with the responding law enforcement officials, get name, phone number, and address of each witness; state facts (not feelings) such as your name, address, school, club you are representing, your advisor, and upon request show your driver's license, vehicle registration, and insurance card; don't argue, be courteous; make sure you get the following information from others at the scene.
 - Registration information for other vehicle(s) including owner's name, license plate number, expiration date, and state, and vehicle identification number (VIN).
 - Information on the other driver(s) including name, address, phone number, and operator's license number and expiration date including the issuing state.
 - Name, address, and phone number of the company insuring the other vehicle(s).
 - Name, address, and phone number of each person involved and extent of injury, if any.
 - General information such as location (i.e., city, state, street name, intersection, etc.), time, road conditions, weather, property damage and estimated damage to other vehicles.
- A review will be conducted by the University after every accident. Findings of the review may affect a student's or student organization's ability for future travel.

C. Procedure in the event of a breakdown requiring major repairs

- Contact the Motor Pool Garage Supervisor at 207.581.2645 during regular business hours.
- After hours call Public Safety at 207.581.4040.

VIII. Pre-Travel Procedures for Student Travel

- Each student group/club or class must complete and submit a Student Travel Information & Roster Form. Advisors or faculty members must sign this form.
- An application for use of a vehicle will be submitted on a "Request for Motor Vehicle Form". The form must be completed and submitted seven days in advance of proposed travel to the Motor Pool Office. These forms may be obtained at the University Motor Pool. Approval of vehicles without the seven day advanced notice will be at the sole discretion of the Motor Pool.
- Drivers must furnish a driver's license information card along with a

photocopy (both sides) of current driver's license for approval by the Motor Pool at least seven days in advance of proposed travel.

- For each excursion by the club, group or student class, the advisors/faculty member must discuss with the students each of the points contained in the Checklist for Student Travel.
- Copies of the completed Student Travel Information & Roster Form must be filed with the Dean of Students Office. A copy should also remain with the faculty member/group advisor.
- In general, vehicles must be obtained at the garage during normal working hours (7 a.m.–3 p.m. Monday through Friday.) If weekend travel is scheduled, make special arrangements with Motor Pool several days prior to leaving.
- Upon return to campus, student groups must follow Motor Pool requests as explained in the Motor Pool Vehicle-Use Policy and Regulations for University Motor Pool Vehicles as it relates to vehicle care.
- Students must inform the group advisor or faculty member of their return to campus. Voice-mail messages and emails messages are sufficient, but should be agreed to with advisor or faculty member prior to travel. ■

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: TOBACCO-FREE POLICY

Policy Statement

As of January 1, 2011, the University of Maine has adopted a tobacco-free policy. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds and parking areas. Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco. Compliance of this policy is expected.

University of Maine Policy:

The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco.

Resources:

Maine Tobacco Helpline – 1-800-207-1230

Tobacco Treatment Centers:

[Project Know](#) (External Link)

Web Resources:

[American Cancer Society](#) (External Link)

[American Lung Association](#) (External Link)

[Centers for Disease Control and Prevention](#) (External Link)

[National Cancer Institute Smokeless Tobacco](#) (External Link)

[Partnership for a Tobacco-Free Maine](#) (External Link)

[Maine Lung Association](#) (External Link)

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: WEAPONS POLICY

Policy Statement

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition are inappropriate in an academic community for any reason other than protection of University employees, faculty, students, and members of the public invited on campus as allowed by law, Board of Trustees policies, and policies of the University of Maine.

Definitions of Weapons and Ammunition: A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)

Weapons and Ammunition Prohibition:

- No weapon or ammunition shall be worn, displayed, used, or possessed on campus.
- Weapons may be stored on campus under the control of the Chief of University Police Department and in accordance with the policy and procedures of the Office of Public Safety.
- The Chief of University Police Department may grant permission in writing to an individual to possess a weapon or ammunition on campus for instructional purposes and in other special circumstances and under conditions as approved by the Chief.

Violation

Any employee, faculty, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under Maine law.

Exemption

All currently licensed law enforcement officers are exempt from this policy. (4/96). ■



University of Maine
Student Handbook
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