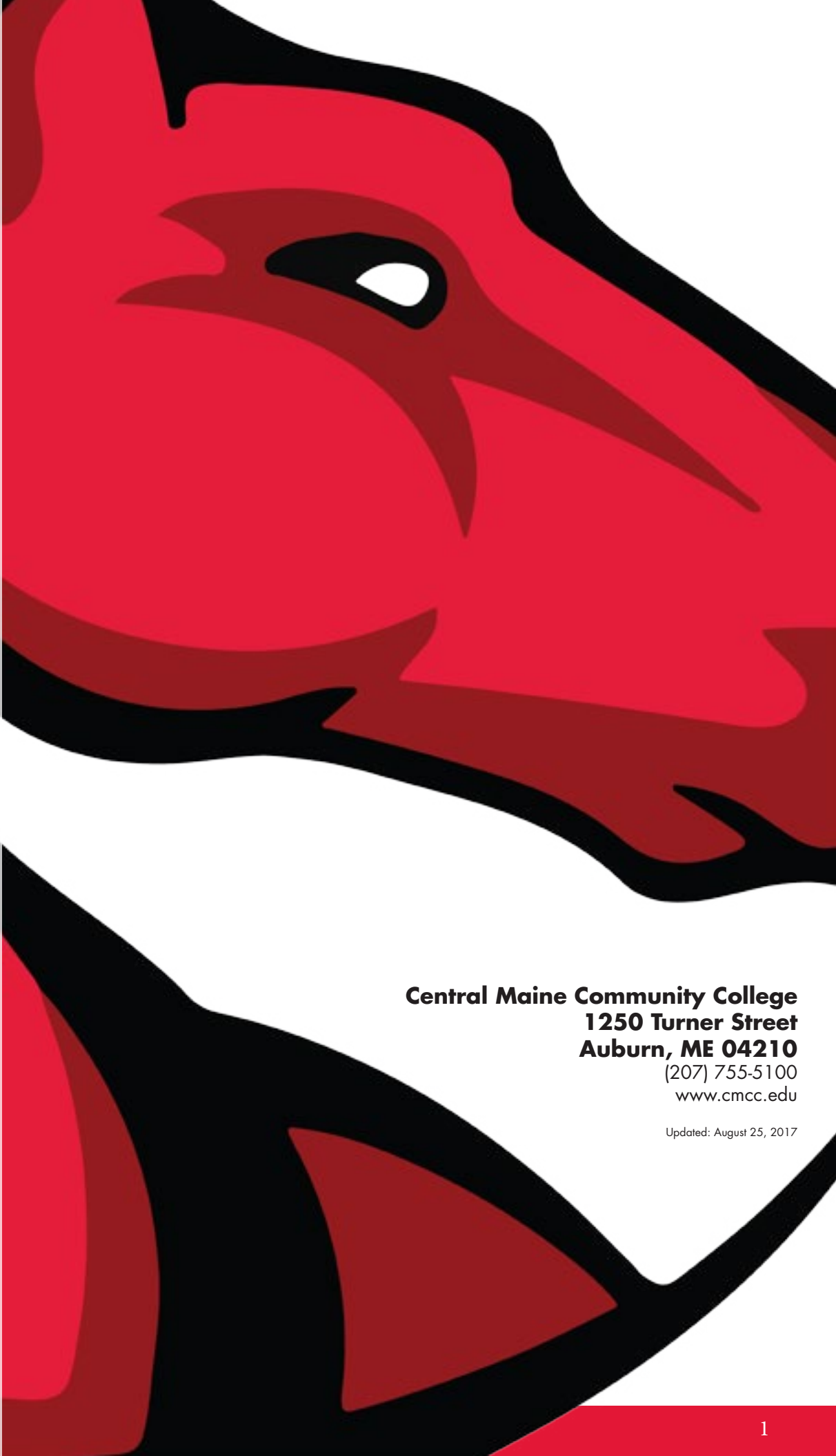




STUDENT HANDBOOK

2017-2018



Central Maine Community College
1250 Turner Street
Auburn, ME 04210
(207) 755-5100
www.cmcc.edu

Updated: August 25, 2017

EMERGENCY PHONE NUMBERS

Auburn Fire Department or Police Emergency	911
Auburn Police Department (non-emergency)	(207) 784-7331
Campus Security campus ext.	(207) 212-8566
Poison Control Center	(800) 442-6305
State Police	(800) 482-0730
Ambulance Service	(207) 777-6000
Central Maine Medical Center	(207) 795-2200
St. Mary's Regional Medical Center	(207) 777-8120

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NOTICE OF NON DISCRIMINATION

Central Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Barbara Owen, Affirmative Action Officer & ADA Compliance Officer

Jalbert Hall, CMCC

1250 Turner Street, Auburn, ME 04210

Telephone: 207-755-5100 or (800) 891-2002

Maine Relay Service: 800-457-1220

Fax: 207-755-5491

E-mail: bowen@cmcc.edu

Internet: www.cmcc.edu

United States Department of Education

Office for Civil Rights

33 Arch Street, Suite 900

Boston, MA 02110

Telephone: 617-289-0111

TTY/TDD: 617-289-0063

Fax: 617-289-0150

E-mail: OCR.Boston@ed.gov

Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

Maine Human Rights Commission (MHRC)

51 State House Station

Augusta, ME 04333-0051

Telephone: 207-624-6050

TTY/TDD: 207-624-6064

Fax: 207-624-6063

Internet: <http://www.state.me.us/mhrc/index.shtml>

Equal Employment Opportunity Commission

475 Government Center

Boston, MA 02203

Telephone: 617-565-3200 1-800-669-4000

TTY: 617-565-3204 1-800-669-6820

Fax: 617-565-3196

Internet: <http://www.eeoc.gov/>

ACADEMIC CALENDAR

FALL 2017

Thursday, August 24	Faculty & Staff Meetings
Monday, August 28	Fall semester opens – first day of classes: Fall and Fall I
Friday, September 1	Last day to drop a Fall I course without record
Monday, September 4	Labor Day (no classes)
Tuesday, September 5	Last day to withdraw from a course and receive 100% refund
Tuesday, September 5	Last day to add courses without permission from instructor
Monday, September 11	Last day to withdraw from a course and receive 50% refund
Monday, September 11	Last day to drop a course without record
Friday, September 22	Last day to withdraw from a Fall I course without academic penalty
Saturday, October 7	Fall Recess (begins after all classes)
Monday, October 9	Columbus Day (no classes)
Wednesday, October 11	Classes resume
Friday, October 20	Mid-semester and last day to drop courses without academic penalty
Saturday, October 21	End of Fall I Session (after all classes)
Monday, October 23	Beginning of Fall II – Final Fall I grades are due 48 hours after last class
Friday, October 27	Last day to drop a Fall II course without record
Monday, November 6	Spring registration opens for current matriculated students with 30+ credits
Friday, November 10	Veterans Day observed (no classes)
Saturday, November 11	Veterans Day (no classes)
Monday, November 13	Spring registration opens for current matriculated students with <30 credits
Friday, November 17	Last day to withdraw from a Fall II course without academic penalty
Tuesday, November 21	Thanksgiving recess (begins after all classes)
Monday, November 27	Classes resume
Monday, November 27	Spring registration opens for non-matriculated and new students
Saturday, December 16	End of Semester: Fall and Fall II (after all classes)
Monday, December 18	Final grades are due 48 hours after last class

SPRING 2018

Wednesday, January 10	Faculty and Staff Meetings
Thursday, January 11	Faculty and Staff Meetings
Tuesday, January 16	Spring semester opens - first day of classes: Spring and Spring I
Monday, January 22	Last day to drop a Spring I course without record
Tuesday, January 23	Last day to withdraw from a course and receive 100% refund
Tuesday, January 23	Last day to add classes without permission from instructor
Monday, January 29	Last day to withdraw from a course and receive 50% refund
Monday, January 29	Last day to drop without record
Friday, February 9	Last day to drop Spring I courses without academic penalty
Monday, February 19	Presidents Day (no classes)
Monday, February 26	Fall and summer registration opens for matriculated students with 30+ credits
Monday, March 5	Fall and summer registration opens for matriculated students with <30 credits
Friday, March 9	Mid-semester and last day to drop courses without academic penalty
Saturday, March 10	Spring recess begins after all classes
Saturday, March 10	End of Spring I (after all classes)
Monday, March 12	Final Spring I grades are due 48 hours after last class
Monday, March 19	Classes resume – Beginning of Spring II Session
Monday, March 19	Fall registration opens for new students

SPRING 2018 (continued from previous column)

Friday, March 23	Last day to drop a Spring II course without record
Monday, April 2	Summer registration opens for non-matriculated students
Friday, April 13	Last day to drop Spring II courses without academic penalty
Monday, April 16	PaTRIOts Day (classes in session)
Monday, May 7	End of Semester: Spring and Spring II (after all classes)
Wednesday, May 9	Final grades are due 48 hours after last class
Thursday, May 10	Commencement

SUMMER 2018

Summer Full Term • 13 weeks (4 hours per week of contact time)

Monday, May 21	First day of classes: Summer
Monday, May 28	Memorial Day (no classes)
Tuesday, May 29	Last day to withdraw for a course and receive 100% refund
	Last day to add courses without permission from instructor
	Last day to challenge courses
Monday, June 4	Last day to withdraw from a course and receive 50% refund
Wednesday, July 4	Independence Day (no classes)
Monday, July 9	Fall registration opens for nonmatriculated students
Wednesday, August 15	End of Summer Full Term (after all classes)

Summer I • 7 weeks (8 hours per week of contact time)

Monday, May 21	First day of classes: Summer 1
Wednesday, May 23	Last day to withdraw for a course and receive 100% refund
	Last day to add courses without permission from instructor
Friday, May 25	Last day to withdraw from a course and receive 50% refund
Monday, May 28	Memorial Day (no classes)
Tuesday, May 29	Last day to challenge courses
Monday, July 2	End of Summer I Session (after all classes)
Thursday, July 5	Final grades are due 48 hours after last class

Summer II • 7 weeks (8 hours per week of contact time)

Thursday, July 5	First day of classes
Monday, July 9	Last day to withdraw for a course and receive 100% refund
	Last day to add courses without permission from instructor
	Fall registration opens for non-matriculated students
Wednesday, July 11	Last day to withdraw from a course and receive 50% refund
Thursday, July 12	Last day to challenge courses
Wednesday, August 15	End of Summer II Session (after all classes)
Friday, August 17	Final grades are due 48 hours after last class

Please note: Central Maine Community College reserves the right to revise, amend or change this calendar without prior notice.

HELP AT A GLANCE

IF YOU NEED INFORMATION...

ABOUT

Absences
Academic Tutoring
ADA Compliance Officer
Admissions
Advertising/Marketing
Advising (general)
Affirmative Action Officer
Alumni Relations
Athletics
Bulletin Board Use
Campus Crime
Campus Communications
Childcare Financial Assistance
Counseling (Personal)
Counseling (Career)
Counseling (Academic)
Course Schedule
Dining Services
Disabilities Coordinator
Emergency Loans
External Fundraising/Foundation
Financial Aid
First-Year Student Program
Health Services
International Student Affairs
Insurance
Job Placement Services
Learning Commons/Library
Phi Theta Kappa
Placement Testing
Recreation Room
Residence Hall Matters
Room Reservation for outside groups
Room Reservation (on-campus groups)
Student Activities
Student Employment
Student Government
Student I.D.s
Textbooks
Transfer Services for TRIO Students
Transfer Services for other students
Traffic Violations (on campus)
Tuition & Fees
Transcripts
Veterans' Services
Withdrawal from College
Workforce & Professional Dev.

SEE

Instructor
Learning & Advising Center/TRIO
Barbara Owen
Andrew Morong
Roger Philippon
Learning & Advising Center
Barbara Owen
Roger Philippon
Dave Gonyea
Student Services Staff
Dave Gonyea
Heather Seymour
Financial Aid Staff
Dean / Associate Dean
Liz Oken
Advisors
Advisors
Bob Daigle
Jennifer Lyons
Financial Aid Staff
Roger Philippon
John Bowie
Academic Affairs
Student Services Staff
Andrew Morong
Betty Foster
Liz Oken
Judi Moreno
Grimes Williams
Admissions Staff
Resident Assistants
Dave Gonyea
Michelle Hawley
Registrar Office
Grimes Williams
Financial Aid Staff
Grimes Williams
Kellie Morris
Chris Morin
Terry Charlton
Liz Oken
Dave Gonyea
Business Office Staff
Registrar Office Staff
John Bowie
Registrar Office Staff
Michelle Hawley

WHERE

Department or Academic Affairs
Jalbert 400/TRIO
Jalbert 308
Admissions
Kirk 209
Jalbert 409
Jalbert 308
Kirk 209
Athletics Office-Kirk Hall
Student Services
Athletics Office-Kirk Hall
Kirk 210
Financial Aid
Student Services
Student Services
Program Department
Advisor Office or Registrar
Dining Commons
Academic Affairs
Financial Aid
Kirk 209
Financial Aid
Academic Affairs
Student Services
Admissions
Business Office
Student Services
Learning Commons
Student Services
Office of Admissions
Fortin Hall
Athletics Office - Kirk Hall
Lapoint 107
Registrar
Student Services
Financial Aid
Student Services
Central Services
College Store
TRIO Success Center
Student Services
Athletics Office - Kirk Hall
Business Office
Registrar
Financial Aid
Registrar
Lapoint 107

COLLEGE POLICIES

Please refer to the 2017-2018 Academic Catalog found online at www.cmcc.edu. Policies to note:

- Official withdrawal process
- Add-Drop
- Satisfactory Academic Process (SAP)
- Refund Policy
- Grade/Billing Appeal Processes
- **Adjustment of Attendance Policy & Procedures** ⁽¹⁾

STORM CANCELLATIONS

If severe weather conditions or other emergency situations make it necessary to cancel classes, an announcement will be posted immediately to the CMCC website at www.cmcc.edu. Students are also encouraged to call the College Storm Line at 755-5476 for any cancellation announcements or updates. The College's Emergency Notification System is not used for storm cancellations or delays.

In addition, the following radio and TV stations will be asked to make announcements by 6 A.M.:

Radio:

- Farmington WKTJ
- Gardiner WABK
- Lewiston WLAM, WTHT
- Norway WOXO
- Portland WBLM, WGAN, WPOR

Television:

- Channels 6, 8, 13 and Fox

CMCONNECT & EMAIL

CMConnect, an online student portal, is a hub of information. Students can log-in to view schedules, grades, policies, billing information, activities and register for courses, among many other options. Students should make a habit of regularly checking *CMConnect* for announcements and other information. A *CMConnect* user guide is available in the Student Services Office and downloadable in *CMConnect* and www.cmcc.edu.

Students are issued a cmconnect.cmcc.edu email address upon registration of their first course. Many College offices use student email to send important announcements and notifications, therefore, students are required to check it regularly. Students may forward their CMCC email address to a personal email address for easier access. Forwarding directions are available in *CMConnect*. Students should use their *CMConnect* email for all correspondence to College officials.

EMERGENCY NOTIFICATION SYSTEM

In the event of an emergency or other unexpected occurrence where College operations are affected, students and employees will be sent a message through the emergency notification system. The message can be received via phone, email and/or text. Students and employees should verify that their personal contact information is correct by logging into *CMConnect* and selecting the "Alerts" tab at the top of the page. Please keep in mind that updating contact information in this location does not update your student record information.

ACADEMIC SERVICES

ACADEMIC ADVISING

All students (full or part-time) who have been admitted (matriculated) are assigned an academic advisor. The primary role of the academic advisor is to guide the student (advisee) toward the accomplishment of her/his academic goal. The primary functions of the academic advisor are to meet with the student periodically to review her/his academic status and progress; review and approve registrations for official enrollment with the Registrar; review and provide advice on student plans for “adding or dropping” previously approved courses; maintain “matriculation worksheets” (paper or electronic) based upon the Central Maine Community College program catalog requirements in effect in the first semester of the student’s enrollment as a matriculate; and refer advisees to appropriate College personnel when necessary. Advisor assignments are made after the student is admitted to a program. Changes of advisors are approved by Department Heads or the Dean of Academic Affairs and written notification made to the Registrar.

ADVISING OFFICE

The Learning and Advising Center (LAC) in Jalbert 409 offers students enrolled in General and Liberal Studies a variety of support services, and works closely with other College programs to ensure the long-term success of all CMCC students. The services offered include registration in place of the academic advisor, the First-Year Experience Program and more. For general information please visit Jalbert Hall, Suite 409 or call 755-5380.

DISABILITY SERVICES

Central Maine Community College is committed to providing the means to enable equal access to education for students with documented disabilities. In accordance with federal law, eligibility is based on required documentation that establishes that the individual has a disability and the current functional impact of the disability as it relates to our school environment. Reasonable academic accommodations are provided on an individual, case-by-case basis to an admitted or enrolled student.

It is the student’s responsibility to make the Disabilities Coordinator aware of his/her disability and possible need for accommodation. **Please refer to Disability Service Procedure & Documentation on page 12 of this handbook for more detailed information**, including the grievance procedure that must be used by students for complaints regarding claims of disability and requests for accommodation.

Accommodations are not retroactive and must be requested every semester. It is the student’s responsibility to contact the Coordinator if there are questions or concerns about accommodations that have been granted.

Examples of possible accommodations may be:

- Extra time on tests and quizzes
- Reduced Distraction Testing Environment
- Notetaking Assistance
- Tape Recorder
- Auxiliary aides and Assistive Technology
- Sign language interpreters
- Readers and/or scribes on exams
- Confidentiality

FIRST-YEAR EXPERIENCE PROGRAM

For first-year students, the LAC offers a one-hour, one-credit course, “LER: First-Year Seminar,” as well as peer mentoring, tutoring referral, academic advising, and personal support services. Students interested in learning more about the LER: First-Year Seminar program should contact the Advising Office at 755-5380 or visit Jalbert Hall Suite 409.

TRIO STUDENT SUPPORT SERVICES (JALBERT HALL)

The TRIO SSS program is funded by a federal grant from the Department of Education to provide academic support services to eligible Central Maine Community College students. TRIO supports student learning by providing a wide variety of activities including academic counseling, individual tutoring, study skills workshops, peer mentoring, transfer advising, and cultural enrichment programs. TRIO participants must meet certain eligibility requirements before participating in the program. Students interested in finding out more about TRIO should contact the Program Director at (207) 755-5238 or visit the TRIO Office in the Success Center, Jalbert Hall, Room 415.

ACADEMIC SERVICES

THE LEARNING COMMONS (JALBERT HALL)

The Learning Commons at CMCC provides academic and computer support services to students in a welcoming attractive space. The Learning Commons houses the Writing Center, Math & Science Center, Computer Support Desk, library & reference support, study pods, and an open computer lab, in one convenient location. This technology rich space offers students the ability to collaborate, connect, learn, and share knowledge with their peers and teachers.

Professional staff and student peer tutors are available to assist students with their information needs through one on one consultations, workshops, in class visits, and electronically through the phone, email, chat, and social media. The collection consists of several eBook subscriptions, electronic databases, and print titles. A conference room and Smart board can be reserved for group study. Several digital touch interactive tables and screens, computer stations, a printer, and a self-service copier are available to students.

Students' ID numbers provide off-campus access to many of the Learning Common's databases. The barcode on the back of student's CMCC ID must be activated to check out physical materials or to request materials from other libraries.

Students are responsible for returning library material on time; this includes material borrowed from other libraries. Email reminders are sent as a courtesy only. Students may opt into convenient text message notifications to help keep track of material. If material is not returned within 21 days of the due date, students will receive an invoice for the replacement cost plus a non-refundable \$15 fee. All borrowing privileges are suspended and any outstanding charges are added to students' records in the Business Office and students' are blocked. If a student returns an item for which they have already paid, the replacement cost is refundable.

ACCREDITATION

Central Maine Community College is accredited by the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

Accreditation of an institution of higher education by Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
(781) 425-7700
E-Mail: kwillis@neasc.org

STUDENT SERVICES

ACCEPTABLE USE POLICY FOR COLLEGE COMPUTERS & OTHER INFORMATION RESOURCES

Primary Goal of Information Resources: To support and enhance the educational activities of Central Maine Community College by providing access to additional resources. The college encourages the use of college resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers, and traditional media equipment) either owned or leased by the college, software, the Internet and consulting time and expertise of the computer staff. The use of technology resources provided by the college for endeavors not directly related to enhancing and facilitating teaching, collaborative work, and applied research should be considered as secondary activities. Should such secondary activities in any way interfere with the primary activities, they may be terminated or limited immediately. Many of the technology resources of the college are shared among the entire college community. Everyone using those resources should be considerate of the needs of others and be certain that nothing is done to impede anyone else's ability to use these resources.

Such impediments may include, but are not limited to: Activities that obstruct usage or deny access to others; activities that compromise privacy; activities that create a hostile environment; activities that are libelous; attempting to "hack" into any computer either at the College or elsewhere; activities that violate copyright rules; activities that violate college rules; destruction, alteration or appropriation of data or information belonging to others; activities that violate local, state, or federal laws; unauthorized use of computer accounts; impersonating other individuals; creating, using, or distributing virus programs or programs that attempt to explore or exploit network security and/or other vulnerabilities; attempts to capture or crack passwords or break encrypting protocols; allowing anyone else to use any personal account(s); extensive use of resources for private or personal use; alteration of computer configurations or settings; deliberately or negligently overloading computing resources, such as running excessive programs that use relatively substantial bandwidth and other resources, which includes, but is not limited to, peer-to-peer file sharing.

Policy Specifics

This Acceptable Use Policy includes, but is not limited to, the following specifics. Students are strictly forbidden from altering or deleting system files, system configurations, desktops, or start menus. Students are also forbidden from loading any personal software onto a Central Maine Community College computer. Students may not save any data or information to the hard drive without permission from their instructor or appropriate Central Maine Community College faculty/staff.

Violation of Policy

Any user who does not adhere to the Acceptable Use Policy for the computer resources s/he is connected to may have her/his access to the Central Maine Community College network terminated. The use of Central Maine Community College computer resources is a privilege, not a right. The College reserves the right to take whatever actions necessary to prevent a user from violating the rights of other computer users. The violation(s) could also result in other disciplinary action; and/or appropriate civil or criminal legal action. Questions or Problems: Instructors, advisors, and supervisors can help clarify this policy or help to resolve any other problems encountered in using Central Maine Community College computing services and facilities. Central Maine Community College policies recognize and amplify the MCCS Computer Network Acceptable Use Policy.

Pay for Print

The College charges for printing; funds collected support computer labs with toner, paper and printer maintenance. Print cards are available in the college store, library, business office & registrar's office. The charge is \$5.00 for 100 prints. Print directions are available in computer labs and kiosks.

ASSISTANCE AVAILABLE

Students who have personal, family, or substance abuse concerns are urged to seek assistance through any of these sources:

Abused Women's Advocacy Project 1-800-559-AWAP (2927)

Fellowship House, Lewiston 784-2901

Sexual Assault Crisis Center 795-2211

Tri-County Health Services 795-4007

Family and Marriage Counseling Services 784-0157

AIDS line 1-800-851-2437

Sexually Transmitted Disease Clinic 795-4019

Alcoholics Anonymous 795-5844

STUDENT SERVICES

ALCOHOL AND DRUG-FREE POLICY STATEMENT

Central Maine Community College prohibits the possession or use of illegal drugs or alcohol on the campus, property owned or controlled by Central Maine Community College, or as part of any activity of Central Maine Community College. Legal possession or consumption of alcohol on campus may be granted by obtaining the prior written approval from the College President. Students, staff, faculty, or visitors are prohibited from attending their work and/or learning environments under the influence of alcohol or illegal drugs. Doing so would not only negatively affect the individual's learning, performance, and safety, but also that of the people around them and the college community as a whole. Individuals who violate this policy and/or federal or state law risk institutional sanctions, including dismissal from the college, as well as legal action. Individuals using alcohol or other drugs will not be exonerated from the institutional or legal consequences for their actions. For more information, please consult the [Health and Safety Section 804 policy on Drugs and Alcohol](#) ⁽²⁾.

ATHLETICS

All CMCC students have the opportunity to participate in intramural sports such as volleyball, softball, basketball, and a variety of gym games. Full-time students have the opportunity to try out for intercollegiate sports. CMCC offers men's and women's cross country, baseball, men's and women's soccer, softball, men's and women's basketball, men's hockey and women's volleyball. Any other intercollegiate sports or club sports are formed on a student interest basis. Open gym is available to all students when no events are scheduled. Students must meet athletic and academic eligibility requirements to participate in intercollegiate athletics. A fitness center is available to all at no charge. A nominal fee may be charged to those participating in group exercise classes. The fitness center is located in Kirk Hall and hours are posted at the start of each semester.

AUTOMATED TELLER MACHINE (JALBERT HALL)

The ATM is located in the hallway adjacent to the entrance foyer of Jalbert Hall. If you have questions or problems with the ATM see someone in the College Business Office.

COLLEGE STORE (JALBERT HALL - LOWER LEVEL)

The College Store sells required textbooks, course tools and supplies, and novelty items. The college store, located in Jalbert Hall, has posted hours of operation. Within six days of the first day of the semester, clean, unmarked books are returnable with a receipt for a full refund. After six days of the start of the semester books are considered used.

CENTRAL SERVICES (JALBERT HALL - LOWER LEVEL)

The Central Services Department is the copy and mail center for the campus. High-volume printing and copying is available as well as binding, laminating, folding and other services. This office also issues student ID cards.

CAMPUS SECURITY (THE TOWER)

Campus security and the Auburn Police Department will enforce all rules and regulations relating to campus security and traffic regulations. Tickets will be issued for cars parked in violation. A security officer is available evenings to escort students to their vehicles. Students can arrange for security escorts in the evening by contacting the Evening Administrator at 755-5434 or 212-6192. Students who need assistance for non-emergency incidents, or who witness potentially dangerous situations on campus should notify the senior security officer at 212-8566, the Director of Housing, Athletics & Security at 755-5251, or the Dean of Students at 755-5284. In compliance with the [Student Right to Know](#) ⁽³⁾ and [Campus Security Act](#) ⁽⁴⁾, Central Maine Community College makes information available regarding crime statistics on the college campus and all satellite locations.

MISSING PERSON

1. Each resident student may confidentially inform the College of the person whom the college should notify in the event that the student is determined by the college to be missing for a period of more than 24 hours, and that the college will so notify such person after such time;
2. For each resident student who is under 18 years of age and not emancipated, the college will notify a custodial parent or guardian not later than 24 hours after the student is determined by the college to be missing; and
3. The college will notify the appropriate law enforcement agency not later than 24 hours after the time that the college determines that a resident student is missing.

Nothing in this section shall be construed to provide a private right of action to any person to enforce any provision of this section, or to create a cause of action against a college or other component, employee, officer or trustee of the MCCS for any civil liability.

STUDENT SERVICES

STUDENT COUNSELING

Student counseling is available in the Student Services office. Personal issues and concerns can be discussed confidentially in order for students to deal with issues that hinder their ability to fully attend to their studies. Professional counseling is provided in collaboration with and via referrals to Tri-County Mental Health Services. See the Associate Dean of Student Services or call 755-5290 for more information.

Department heads, faculty, and the Learning and Advising Center personnel offer academic advising. The Dean of Academic Affairs is also available to assist students with academic issues.

PLACEMENT, CAREER & TRANSFER SERVICES

For students interested in transferring to other colleges or institutions, the College offers resources to identify academic programs, articulation agreements to guide course selection, assistance in the application process, and opportunities to network with representatives of four-year institutions.

The College provides career counseling in areas of career exploration, career planning and choice of major, in addition to resume and cover letter assistance. Likewise, a career exploration tool, Career Coach, is available at www.cmcc.edu. Career Coach offers an online career assessment, a job search tool, local occupational outlook statistics, and a resume builder.

The College takes pride in the excellent placement record of its graduates. Many department heads and faculty have close working relationships with community businesses, and assist and advise students regarding placement in occupations related to students' training. Each April, the College hosts a community-wide job fair, open to students and alumni, attracting employers representing a wide range of industries.

For the latest job listings, check the college website at www.cmcc.edu, click "Current Students" and go to Student Employment, Community Partner Jobs or the Career Coach link. Community Partner Jobs is home to job openings posted by area employers seeking CMCC students and graduates. Career Coach is a job search tool customized to student specifications, utilizing regional job listings. Students interested in learning more about career and placement assistance at the College should contact the Director of Placement and Transfer Services, Liz Oken, at (207) 755-5239, eoken@cmcc.edu.

DISABILITY SERVICES

Jen Lyons, Disabilities Coordinator (207) 755-5277 jlyons@cmcc.edu.

Disability Service Procedure & Documentation

Under federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and Americans with Disabilities Act Amendment Act of 2008) qualified students with disabilities may be eligible to receive academic supports and/or accommodations. Eligibility is based on disability documentation and assessment of individual need. Central Maine Community College is committed to providing the means to enable equal access to education for admitted or enrolled students with disabilities.

It is the student's responsibility to make Central Maine Community College's Disabilities Coordinator aware of his/her disability and need for accommodation in a timely manner including prior to or during the admissions process or prior to course registration. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing required documentation to verify disability to the Disabilities Coordinator. The up-to-date documentation is required to justify the possible need for reasonable accommodation(s) that provides equal access to programs and services at the college.

Documentation must be typed on official letterhead of the diagnosing practitioner. The practitioner must be a licensed and/or certified professional who is qualified to diagnose the stated disability and not related to the student. It must be current for the disability (for learning disability, within five years and adult scales; for all other disability areas, within one year).

Documentation must include the following components:

1. Diagnosis must be described from Diagnostic and Statistical Manual of Mental Disorders IV or latest edition (if appropriate).
2. Date first diagnosed and treatments begun. A general history and clinical interview should be included.

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3. A description of the comprehensive diagnostic tests/methods used, including specific test scores (The report should contain raw scores, converted standard scores, index scores as applicable, including standard test scores and age equivalents) and examiner's narrative interpretation. This description should rule out other disability areas.
4. A clear, direct statement of diagnosis. The diagnostician should avoid the use of such terms as "appears" or "seems" or "is indicative of." If the data does not confirm a disability, the evaluator should state that conclusion in the report.
5. A description of the current functional impact of the disability. This must establish what major life activity is substantially limited. Explanation of functional limitations from the impairment that may adversely affect the individual in an academic college program must be included.
6. A statement of the method of treatment including current use of any medications, ability/inability to control symptoms, effects of medication that may adversely interfere with clear cognitive functioning.
7. A description of the expected progression of symptoms, especially during college years.
8. A history of previous accommodations and their impact.
9. Recommendations based on functional and substantial limitations for college academic and physical accommodation.

Once a student's disability documentation is received, the Disabilities Coordinator will review the material to determine its completeness and validity. If further information is deemed necessary, the Disabilities Coordinator will inform the individual within 30 academic class days. When the received documentation is complete, the Disabilities Coordinator will contact the student to set up a meeting. In an interactive process the student and Disabilities Coordinator will agree on what if any reasonable accommodations will be supported. A letter of accommodation will be generated by the coordinator and supplied to the student. The student then shares the letter with instructors of her/his choosing. The student must make an appointment with the Disabilities Coordinator at the beginning of each semester to update the accommodation letter. If a student does not have documentation but feels that he/she has a disability, a referral may be made by the Disabilities Coordinator. Central Maine Community College does not provide this testing; it is at the student's expense.

Documentation minimums (for LD, NLD, AD/HD, Brain Injury, Autism, Psychiatric Disorders):

1. Cognitive Component (WAIS IV, preferred, other comparable accepted)
2. Achievement Component (WAIT III, preferred, other comparable accepted)
3. Information Processing Component (WMSIV, Bender, executive functioning, Rey Osterrieth Complex Figure Test, or other appropriate tests)

Other tests should be included that are appropriate to the particular area of disability pointed to from the above required components. For example, if from the information gathered it indicates that the individual has a writing disability, then it would be appropriate to complete the TOWL3 or latest edition.

For AD/HD, it is appropriate to include rating scales by instructors, parents and the student, as well as the Connors Continuous Performance Test or other comparable test.

Disabled students, like all students, are responsible for maintaining an acceptable level of conduct and academic achievement. Essential components of any course of study may not be eliminated or circumvented.

POLICY AND PROCEDURES FOR SUBSTITUTION/WAIVER OF PROGRAM COURSE REQUIREMENTS FOR STUDENTS WITH DISABILITIES

Introduction

Student requests for a course substitution and/or waiver will be individually reviewed by the College's Committee on Curriculum Substitution/Waiver for Students with Disabilities. The Committee will be composed of the Academic Dean, the Disabilities Coordinator, the appropriate Department Chair or Program Coordinator, the Registrar, and ad hoc members as necessary.

As a general rule, academic requirements that the College reasonably determines are essential to the student's program of instruction or to pertinent career licensing requirements will not be substituted or waived because such substitutions or waivers can significantly diminish the integrity of the degree.

For example, the College regards written communication as an integral and essential component of every program that CMCC offers. Any modification of that requirement would substantially alter the nature of the educational preparation at

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CMCC. Accordingly, the College regards the curriculum of ENG101 or ENG 105 to contain core requirements that cannot be substituted or waived.

Again, each request will be evaluated and decided on a case-by-case basis given the nature and degree of the student's disability and the nature and essential character of the course or program at issue.

Procedure for Substitution/Waiver

A student seeking a course substitution and/or waiver must complete the following steps:

1. Meet with and present to the Disabilities Coordinator documentation of the student's reasonable attempt to complete the course as outlined in "Eligibility for Substitution/Waiver;"
2. Complete CMCC's accommodation process and have provided appropriate, current disability documentation (as outlined in the College's "Disability Service Procedure and Documentation") that establishes the impact of the disability on the course required;
3. Request in writing the need for substitution/waiver of a course in the degree program and why the student believes he/she should be granted the substitution/waiver will be provided by the student to the Disabilities Coordinator; and
4. Sign a release of information so that documentation can be shared with Committee members, who understand the confidential nature of this information.

The Disabilities Coordinator will then:

1. Make the initial assessment of the relationship between the requested substitution and the disability; and
2. Forward the student's request for substitution/waiver along with any associated documentation (including disability documentation) to the Academic Dean, who is the chair of the Committee.

The Academic Dean will then convene the Committee within 10 working days of receiving the request, and the Committee will:

1. Meet and engage in a deliberative process to review the program requirements and why CMCC has the requirement at issue;
2. Once the purpose of the requirement has been established, the Committee will consider courses in other disciplines where the requirements and goals might approximate those of the course in question;
3. After the alternatives have been examined, the Committee will determine, consistent with any legal advice, whether another course(s) would be an acceptable substitution for the program requirement. The Committee will have 15 working days from its first meeting to carefully review all information and come to a reasoned decision.

If the Committee determines consistent with any legal advice that:

1. There is no reasonable substitute for the required course, and that elimination of the requirement would result in a fundamental alteration of the program of study, the request for substitution/waiver will not be granted; or
2. That reasonable substitute(s) do exist, a waiver for the required course will be granted and the opportunity to take the substitute course(s) will be granted.

The Academic Dean will then:

1. Notify the student and Committee members within 10 working days of the end of the Committee's deliberation period of the Committee's decision, and indicate what, if any, actions are necessary to take. If the substitution/waiver is granted:
 - This will be indicated on the student's transcript;
 - All other degree requirements, such as the total number of credits required for the degree, must be met; and
 - A record of this process will be well-documented so that others who were not involved can understand the deliberate, reasoned process completed, the alternatives considered, and the reasons for the final decision.

If the student does not agree with the decision of the Committee, the student may:

1. File a grievance (see "DISABILITIES SERVICES GRIEVANCE PROCEDURE" below or in college catalog).

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DISABILITIES SERVICES GRIEVANCE PROCEDURE

The following grievance procedure must be used by a student for complaints regarding claims of disability and requests for accommodation.

1. Contents of the Grievance

The grievance must be in writing; contain the name, address, and telephone number of student; and the location, date and description of the alleged discrimination. Alternative means of grieving, such as personal interview or tape-recording, are available upon request, if required by disability.

2. Filing the Grievance

The student or, if necessary because of disability, a designee must submit the grievance to the ADA Compliance Officer (Barbara Owen) as soon as possible and no later than twenty (20) calendar days after the alleged violation. Barbara Owen may be contacted in Jalbert Hall, Room 308 or at (207) 755-5233.

3. Officer's Decision

As soon as practical after receipt of the grievance, the Officer will meet with the student to discuss the complaint. As soon as practical after the meeting, the Officer will respond in a format accessible to the student (such as large print, Braille or audiotape). The response will explain the position of the College and, where practical, offer options for substantive resolution.

4. Student Appeal to College President

Within fifteen (15) calendar days after receiving the Officer's decision, the student may appeal to the College President or designee.

5. Decision of the College President

As soon as practical after the receipt of the appeal, the College President or designee will meet with the student to discuss the appeal. As soon as practical after the meeting, the College President or designee will issue in a format accessible to the student a final decision regarding the grievance.

6. Record Retention

The college will retain all grievances, appeals and responses in the above Procedure for at least 3 years.

SERVICE ANIMAL GUIDELINES

For guidance on the use of service animals on campus, contact the Disabilities Services Office at 755-5277 or (800) 891-2002 ext. 227 or the Maine Relay at 1-800-457-1220.

TEMPORARY HANDICAPPED PARKING PERMIT

To obtain a temporary handicapped parking permit, your treating physician must fill out an application which is then submitted to your local Department of Motor Vehicles. A temporary parking placard is then issued. Call your physician's office to see if the application is available there or if you have to pick one up at your local Department of Motor Vehicles and bring it to your physician's office.

FIREARMS AND WEAPONS

In accordance with the Maine Community College System Policy 803, no person other than those specified below may possess a firearm on, or discharge a firearm within 500 feet of, property owned, operated or occupied by a college and/or the System. This includes residence halls and motor vehicles parked on such property. Persons who violate this policy may be subject to removal, discipline and/or other lawful remedies. This regulation shall not apply to: (1) Law enforcement officials; and (2) Supervised educational program personnel expressly approved in advance by the college president.

FIRE DRILLS

At the sound of the fire alarm (a loud, uninterrupted buzzer), everyone should walk to the nearest exit in a rapid, orderly fashion. Use the exit marked by the wall evacuation map posted in each hallway.

FIREWORKS

Fireworks are not allowed on campus.

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FOOD SERVICE (JALBERT HALL)

The dining hall serves commuting students as well as those who reside on campus. Short-order service and snacks are available as well as nutritionally-balanced meals. Funds may be added to the Student ID card to use at the Café as a debit card.

HEALTH SERVICES

A clinic, staffed by qualified health care professionals, is located off campus and is available to resident students. In addition to diagnosing and treating minor medical problems, the clinic provides counseling to students on health related matters. A resident student requiring healthcare services must set up an appointment through the Dean of Student Service's office. Transportation to and from the clinic can be made available through the Student Services office. When the clinic is not open, students have access to medical care through either of the two excellent hospitals located in Lewiston, minutes away from Central Maine Community College.

HOUSING

Four residence halls provide on-campus accommodations for CMCC students. Rancourt Hall accommodates 153 students in a double-room format with a private bathroom. Fortin Hall accommodates 60 students and contains dormitory rooms for double occupancy. The apartment units consist of four single bedrooms, a common living room, and a bathroom. All rooms are furnished with single beds, a closet, a chest of drawers, a desk, and a chair. Students provide additional furnishings as desired. Students living in residence halls furnish their own sheets, blankets, towels, and pillows. Card-operated laundry equipment is available. Laundry cards must be purchased in Fortin Hall. Rooms are assigned to full-time CMCC students with preference given to select second-year students on a space-available basis. The College makes every effort to provide access to individuals with disabilities. On-campus housing students are required to carry the college meal plan. Please contact housing at 755-5156.

A Residence Hall Council, consisting of resident assistants and interested resident students plans activities throughout the year. A director of housing and resident directors live on-campus and are available to assist student residents.

IMMUNIZATIONS

Maine law requires most MCCS students to provide proof of immunization or immunity for certain diseases. Matriculated students born after Dec. 31, 1956 are required to show proof of *:

- Diphtheria/Tetanus: One dose of DT, TD, or DTP administered within 10 years of the student's enrollment;
- Measles, Mumps & Rubella: Two doses of measles vaccine administered after the student's first birthday.
- Meningitis: Required for students living on campus.

*Some academic programs, especially those health related, may require additional immunizations or tests in order to secure the student a clinical or placement to meet graduation requirements.

To demonstrate the required immunizations, each student shall present a certificate of immunization from the provider who administered the immunization. The proof must specify the patient name, date of birth, immunizing agent and the date it was administered. To demonstrate immunity against measles, mumps, and/or rubella, a student must present a medical provider's statement demonstrating the student's immunity status.

A student is exempt from the above requirements if the student, or the parent or guardian if the student is a minor:

- Provides a written statement from a physician or school health provider that immunization against one or more of the diseases may be medically inadvisable;
- States in writing a sincere religious belief, which is contrary to the immunization requirement of Maine law; or
- States in writing a sincere opposition to the immunization for philosophical reasons.

Any student who does not comply with these requirements or qualify for an applicable exception may be excluded from a college. Students who do not supply proof of required immunizations may have their accounts put on hold and not be able

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to register for future semester courses.

INSURANCE

Two plans of insurance are available to Central Maine Community College students. Please see the Business Office for more information on insurance options.

LIBRARY & REFERENCE SUPPORT (LEARNING COMMONS, JALBERT HALL)

Library and reference support services are housed in The Learning Commons; see Academic Services on page 9 for more information.

LOST AND FOUND

If you have lost or found something, please contact Security at (207) 212-8566.

MOTOR VEHICLES/PARKING PERMITS/PARKING

The College does not issue parking permits. Parking is available on a first-come, first-serve basis according to the regulations below. Parking is patrolled by Auburn Police Department.

The following regulations are established in accordance with Maine state laws and are enforceable by College personnel and by state and local law enforcement agencies subject to appeal to the District Court.

- The maximum speed limit on all College property is 25 mph or as posted. Weather conditions and pedestrian traffic may require slower driving speeds. Except for College vehicles, vehicle traffic is restricted to paved surfaces.
- All vehicles must stop for pedestrians in marked crosswalks.
- All vehicles must stop at all posted stop signs.
- Parking is allowed in designated parking spaces only. All other paved surfaces and grassed areas are deemed to be fire lanes; therefore, parking is prohibited in these areas.
- Visitor/guest parking is designated as such. Employees and students are prohibited from parking in these areas at all times.
- Only individuals with handicapped validation in accordance with Maine laws are allowed to park in handicapped designated parking spaces.

Fines for parking and traffic violations will be in accordance with Maine law and City of Auburn ordinances. Appeals of fines may be made to the District Court. The College, in its sole discretion, reserves the right to tow vehicles that are improperly parked or parked in violation of parking regulations.

Additionally, students in violation of parking regulations may also be in violation of the Student Code of Conduct and as such may be subject to action administered by the College Disciplinary Officer. Employees in violation of parking regulations are subject to disciplinary action as outlined by MCCS policy.

PERSONAL PROPERTY

The College assumes no responsibility, under any circumstances, for loss or damage to personal property through fire, theft, or other causes. Resident students should keep their rooms locked to ensure security of their personal property..

PHI THETA KAPPA HONOR SOCIETY

Central Maine Community College is home to Alpha Phi Xi, a chapter of Phi Theta Kappa International Honor Society for two-year colleges. Students who have earned a minimum of twelve credits at the College and have achieved a minimum accumulative grade point average of 3.5 in an associate degree program are eligible for membership. Interested students should inquire in Student Services.

SEXUAL HARASSMENT

Central Maine Community College recognizes the dignity of the individual student/employee and the essential rights of each student/employee to work, learn, play, and live in an environment that is free of sexual harassment. Accordingly, students and employees are prohibited from engaging in sexual harassment. Sexual harassment is a form of sex

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discrimination and violates Maine State Law as well as school policy. For the purposes of this policy, sexual harassment is defined as any UNWELCOMED sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, the following types of activities:

1. General sexist remarks or behavior
2. Inappropriate or offensive sexual advances.
3. Solicitation of sexual activity or other sex-linked behavior with the promise of rewards.
4. Solicitation of sexual activity or other sex-linked behavior with the threat of punishment.
5. Sexual assaults.

Any student or employee who believes s/he has been the victim of sexual harassment should report it to the Affirmative Action Officer ("Officer"). The Officer may be contacted in Jalbert Hall, Room 308 or at (207) 755-5233.

General Administration Section 201.1/202.1 College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action ⁽⁵⁾ complaints from the Maine Community College System.

SMOKING/TOBACCO FREE POLICY

Central Maine Community College adopted a tobacco-free campus policy, effective July 1, 2014.

The use of tobacco products or any object or device intended to simulate that use, including e-cigarettes, is strictly prohibited on campus. The sale, distribution or advertisement of tobacco products is prohibited.

This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any college property, including but not limited to buildings, campus grounds, parking areas, campus walkways, recreational facilities, and college-owned vehicles.

Tobacco use includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco, including but not limited to chew, snuff, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

Students smoking are in violation of College policy and will be subject to disciplinary actions.

Resources

Maine Tobacco HelpLine

Ready to quit? Call the Maine Tobacco HelpLine at 1-800-207-1230.

The Quit Link

The Maine community of online support to quit smoke. www.thequitlink.com

St. Mary's Tobacco Support Group

Thinking about quitting or looking for additional support to stay tobacco-free? Check out Healthy Androscoggin's weekly *Tobacco Support Group. Meeting Times:*

When: Thursdays, 6:00-7:00 p.m.

Where: St. Mary's Hospital, Lobby Conference Room, 93 Campus Avenue, Lewiston

The room is right next to the main lobby and the coffee shop. The group is free, open to the public and no preregistration is required. For more information about the support group call.

Healthy Androscoggin at 795-5990 or email info@healthyandroscoggin.org

Other Helpful Resources

Healthy Androscoggin

<http://www.healthyandroscoggin.org/healthy-androscoggin/tobacco-use/>

Partnership for a Tobacco-Free Maine

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

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American Cancer Society

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

How to Quit (Centers for Disease Control)

http://www.cdc.gov/tobacco/quit_smoking/how_to_quit/index.htm

STUDENT ACTIVITIES

Many major activities and events on campus are initiated by Central Maine Community College's Student Senate, composed each year of student representatives from clubs, residence halls, academic programs, and across campus. Student activities are varied and are intended to appeal to the educational, recreational, athletic, and social interests of students. Financed by student activity fees, the activity program includes both campus-based activities and the use of community recreational facilities. With support from Student Services, commuting and residential students may organize activities and events. Many scheduled events are announced on the website, CMConnect, the Mustang Message, campus digital monitors and bulletin boards.

In arranging student activities, the Student Senate takes full advantage of the rich recreational and entertainment possibilities in Auburn/Lewiston, Maine's second largest urban area. Funds allocated to the Student Senate budget are used to offset the cost of such outings.

STUDENT SENATE

Students have the opportunity to deepen and broaden their formal educational experience and to realize more fully their potential through participation in student organizations and activities. The Student Senate is the governing body for all student activities and is the official student voice on campus. As such, it nominates students for membership on selected standing committees of the College and makes recommendations to the administration on matters about which students have an interest. The Senate is comprised of students elected by ballot and has responsibility for allocating funds received from the activity fee assessed by all students for the support of student activities and organizations. The Senate also serves as a clearinghouse for student requests for activities. Other functions include organizing student activities and sponsoring public service activities.

STUDENT SENATE CONSTITUTION

PREAMBLE

We the undergraduate students of Central Maine Community College (CMCC), in order to secure the benefits of recognized self-government, promote the general welfare of the student body, and preserve a representative form of government, do ordain and establish this Constitution of the Student Senate. It is our resolve that the Student Senate will be open to all members of the student body and will not discriminate on the basis of age, race, gender, religion, national origin, or sexual orientation.

ARTICLE I-NAME

The name of this organization shall be the Student Senate of Central Maine Community College, herein referred to as the Senate.

ARTICLE II-POWERS

The Senate shall have the power to:

- SECTION I - Make recommendations on any matters or concerns affecting the welfare of the student body to any appropriate administrative officer or policymaking body of the College.
- SECTION II - Review and approve petitions for the establishment of new student organizations and ensure the proper functioning of existing student groups recognized by the Senate in accordance with established guidelines.
- SECTION III - Initiate, oversee, and sanction the elections of all Senate members.
- SECTION IV- Nominate and select, upon request, student members to College committees.
- SECTION V- Initiate projects and activities, upon approval of the elected members of the Senate, for the purpose of improving the quality of student life.

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- SECTION VI- Authorize and allocate the expenditure of student activity fees for the use of Senate-recognized organizations, Senate-sponsored student events, and other funding requests related to college life.

ARTICLE III-MEMBERSHIP

- SECTION 1- Membership of the Senate shall consist of one duly elected representative from each of the programs of study at CMCC; one duly elected representative from each of the clubs of the College; one duly elected representative from each of the residence halls on campus; and an unlimited number of at-large members who meet the participation requirement.
- SECTION 2- Membership in the Senate is limited to CMCC students who are in good standing with the College and have paid an activity fee.
- SECTION 3- Elected representatives have full voting privileges.
- SECTION 4- Elected representatives shall be responsible for keeping their constituents fully informed as to all matters pertaining to the Senate and will vote in accordance with what they believe to be the majority opinion of the students that they represent.
- SECTION 5 – At-large members will receive full voting privileges during their third consecutive senate meeting attended.

ARTICLE IV-ADMINISTRATIVE OVERSIGHT COMMITTEE

- SECTION 1- The Administrative Oversight Committee will consist of the following positions: the Student Senate Advisor, the Dean of Student Services, the Student Senate President, and the Student Senate Vice President.
- SECTION 2- The Dean of Student Services will review Senate functioning on an ongoing basis and will direct the Administrative Oversight Committee as needed, meeting regularly with the members.

ARTICLE V-SENATE OFFICERS

- SECTION 1- The CMCC student body shall elect a President, a Vice-President, a Treasurer, and a Secretary in an open election as described in By-laws Article IV - Elections. These officers shall serve as the Executive Board and shall faithfully fulfill their duties as outlined in the Senate By-Laws.

ARTICLE VI-REMOVAL FROM OFFICE

- SECTION 1- An elected Senate representative or officer will be automatically removed from office for failure to maintain a cumulative 2.0 GPA.
- SECTION 2- An elected representative or officer may be removed from office by a two-thirds majority vote of the active Senate membership for any of the following reasons:
 - A. Failure to carry out duties as outlined in the Constitution and By-Laws or as otherwise prescribed by the Senate.
 - B. Violation of the Student Code of Conduct as determined by the code and its processes, particularly violation concerning the use, possession, sale or distribution of illegal drugs or alcohol.
- SECTION 3- Removal from office may be appealed through the Administrative Oversight Committee. The individual in question will be ineligible for Senate membership pending the outcome of the appeal and, if the appeal is denied, will be deemed ineligible for Senate membership for a period of one year from the date of removal from office.

ARTICLE VII-MEETINGS

- SECTION 1- The Senate shall meet at least bi-weekly during the academic year. Special meetings will be called by the President as needed or as per the recommendation of the Administrative Oversight Committee.
- SECTION 2- A regularly scheduled Senate meeting which has uncompleted business may reconvene prior to the next scheduled meeting with a two-thirds majority vote of the members present.
- SECTION 3- The most recent edition of Roberts Rules of Order shall be the authority governing all matters of procedure that are not covered in the Senate Constitution and By-Laws.
- SECTION 4- Any person shall have the privilege of attending the meetings of the Senate without vote and may be granted the courtesy of the floor.
- SECTION 5- Any person who has attended two consecutive meetings shall have a right to vote, and is considered an at-large member.
- SECTION 6- A quorum shall consist of at least 25 percent of the active Senate membership including the President or

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Vice-President. Business shall not be conducted at Senate meetings unless a quorum is established.

- SECTION 7- All Senate meeting agendas shall be posted at least two working days prior to any regularly scheduled meeting.

ARTICLE VIII-REFERENDUMS

- SECTION 1- Upon petition by members of the student body, the Senate may call for a referendum in matters of campus concern or student welfare. All students will be eligible to vote in a referendum, the establishment of which shall follow the procedures outlined in the By-Laws of this document.
- SECTION 2- Any Senate unbudgeted request which is in excess of \$1,500 may be referred for referendum by a two-thirds majority vote of the Senate.

ARTICLE IX-AMENDMENTS

- SECTION 1- The Senate Constitution may be amended by a three-fourths majority vote of the Senate membership present, provided that a quorum exists at any regular meeting and that the proposed amendment was discussed at a previous meeting as part of the established order of business.
- SECTION 2- The By-Laws of the Senate Constitution may be amended by a two-thirds majority vote of the Senate membership present, provided that a quorum exists at any regular meeting and that the proposed amendment was discussed at a previous meeting as part of the established order of business.

ARTICLE X-ALLOCATION OF THE STUDENT SENATE FUNDS

- SECTION 1- All unbudgeted requests for student funds and their disbursement require one week's written notice to the Senate and/or a request in person in front of the Senate body for consideration at the next scheduled Senate meeting.

ARTICLE XI-HARMONY

- SECTION 1- All activities of the Senate shall be in keeping with its Constitution and By-Laws and in accordance with the statutes, rules, and regulations applicable to Central Maine Community College.

STUDENT SENATE BY-LAWS

ARTICLES I-DUTIES OF THE REPRESENTATIVES

- SECTION 1- Representatives from the clubs, at-large representatives, and resident representatives will act as liaisons between their respective constituencies and the Senate, addressing issues of campus concern or student welfare to the Senate, and informing their constituents of Senate activities on an ongoing basis.
- SECTION 2- Representatives will be responsible for communicating with their constituents through whatever means are effective in order to be able to vote in accordance with the majority opinion of their program on any given issue.
- SECTION 3- Each club is expected to have one representative from their organization at each scheduled meeting.
- SECTION 4- Sanctions for clubs who fail to send a representative will be considered on a case by case basis. Possible sanctions could include, but not be limited to Senate participation, funding restrictions, etc.
- SECTION 5- Representatives are expected to remain in good standing with the College and to adhere to the Student Code of Conduct.
- SECTION 6- Senate Executive Board members cannot represent clubs as representatives, nor can one person who is a member of more than one club represent multiple clubs.

ARTICLE II DUTIES OF THE OFFICERS

SECTION 1-President

1. Calls and presides over all meetings of the Senate.
2. Serves as the official head of the Senate and represents the opinions of the Senate in all matters of student interest and welfare to the faculty and administration of the College.
3. Is an ex-officio member of standing and ad-hoc committees of the Senate.
4. Establishes committees and selects chairpersons with the approval of the Senate.
5. Installs all elected officers.
6. Chairs the Executive Board and reports on all Executive Board findings and actions to the Senate.

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7. Does not vote in Senate proceedings except in the case of a tie or upon relinquishment of the Chair to another Executive Board member.
8. Establishes the agenda for all Senate meetings and ensures that the agenda is posted at least two working days before any scheduled meeting.
9. Serves as a member of the Administrative Oversight Committee and, upon request, other faculty or administrative committees or organizations. The President may, at his/her discretion, appoint a replacement upon approval of the Senate and the requesting committee or organization.
10. Performs all other duties common to the office as defined by the Senate Constitution and By-Laws.

SECTION 2-Vice President

1. Performs the duties of the President/and or other officers in their absence and advises the President and Senate on all matters that pertain to student life.
2. Acts as an ex-officio member of standing and ad-hoc committees of the Senate, overseeing and advising them in the accomplishment of their goals.
3. With the committee chairperson may dismiss any committee member with sufficient cause.
4. May excuse elected representatives from meeting attendance at his/her discretion.
5. Approves the provision for absentee ballots.
6. Oversees all clubs and groups recognized by the Senate, assisting them in accomplishing their goals and ensuring that they adhere to their constitutions.
7. Shall assume the Office of President should the President resign, be removed or otherwise be unable to continue.
8. May vote in all matters before the Senate except when presiding over the Senate.

SECTION 3-Treasurer

1. Provides for the uniform and efficient operation of the financial affairs of the Senate and its agencies.
2. Advises the President and the Senate on all matter concerning disbursement of student activity fees.
3. Oversees and maintains Senate financial records, reports on financial activities at each senate meeting, and provides other reports as requested by the President or the Senate Advisor(s).
4. Receives and analyzes monthly financial reports from all Senate-funded organizations and has the authority to suspend an organization's budget if he/she finds that their finances are not in order.
5. Oversees all requests for disbursement of student activity fee funds and acts as primary liaison in all Senate finance matters to the Senate Advisor and the College.
6. Has primary responsibility for all Senate property and maintains an accurate inventory of same.
7. May vote in all matters before the Senate except those concerning budgets and finance.

SECTION 4-Secretary

1. Takes minutes of all meetings of the Senate and ensures that copies of these minutes are available to the Executive Board and representatives within 48 hours after the meeting.
2. With the President, is responsible for ensuring that the agendas for Senate meetings are available at least two working days before the regularly scheduled meetings are convened.
3. Is responsible for all correspondence of the Senate and maintains accurate and complete files of all Senate documents.
4. Issues absentee ballots to programs with the approval of the Vice President.
5. Certifies all petitions for referendums and provides technical support in certifying elections.
6. Has overall responsibility for publicizing Senate activities.
7. Manages the Senate bulletin board and approves the placement of all notices.
8. May vote in all matters before the Senate.
9. Mediates any constitutional dispute among Senate members and is the final authority in interpreting rules of order.
10. Takes any reasonable steps necessary to restore order to a Senate meeting at the request of the President or the Coordinator, if the President is determined to be out of order.

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ARTICLE III-DUTIES OF THE ADMINISTRATIVE OVERSIGHT COMMITTEE

SECTION I-Student Senate Advisor(s)

1. Advises the Senate President on fiscal matters.
2. Signs all contracts and approves all expenditures.
3. Assists in preparing and approves the annual Senate budget.
4. When necessary, administratively approves or denies all proposals for senate-sponsored events.
5. Approves orders for Senate supplies.
6. Attends Senate meetings as needed.
7. Meets monthly with the College Finance Director concerning Senate fiscal affairs with input from the Senate Treasurer as needed.
8. Hears and acts on appeals of decisions made by the Senate Coordinator regarding Senate affairs.
9. Advises the Senate and Executive Board as to appropriate procedure for conducting Senate business and provides training as needed to Board members to increase efficiency and facilitate orderly functioning.
10. Intervenes, when necessary, at Senate meetings to restore order or address possible violations of College policy and has the authority to adjourn a Senate meeting at any time with cause.
11. Is not a voting member of the Senate but may address the Senate at meetings when recognized by the Chair.
12. Serves as the next level of appeal when grievance is not resolved within the Senate.
13. Advises, makes recommendations, and serves as a sounding board concerning publicity for Senate activities.
14. Participates in discussion of proposals for Senate recognition of student organizations, provides input representing the administrative interests of the College, and signs off on Senate approval for recognition. He/she may disapprove official recognition with cause, with this decision to be documented in writing.

ARTICLE IV- ELECTIONS

- SECTION 1- Elections of program, club, and residence hall representatives will take place during the first two weeks of the fall semester. Dates are determined based on the advisement of the Senate Advisor. At-large representatives will also be allowed as described by Article III of the Constitution. All elected representatives will have full voting privileges.
- SECTION 2- The election of program representatives will be conducted and overseen by the department chair or his/her designee for each program in the department. Voting will be by secret ballot or as otherwise determined by the department chair. Department chairs will certify elections and forward results to the Senate Co-Advisor(s). Election of club and residence hall representatives will be similarly conducted, certified, and forwarded by club advisors and resident directors, respectively.
- SECTION 3- Senate officers will be nominated and elected from the general student body during the final month of spring semester. Nominations will be restricted to CMCC students in good standing with the College. Those candidates receiving the largest number of votes from the student body via electronic, CMCC email-controlled vote will be the elected officers. Officer terms of service begin the first day of the following fall semester and end the final day of the following spring semester. Incumbent officers may run for re-election.
- SECTION 4- The Executive Board will be responsible for training the newly elected officers in their duties and responsibilities.
- SECTION 5- The Senate Advisor(s) will serve as an ex-officio member of any ad-hoc committee established to oversee Senate elections. The election committee will have responsibility for assuring adequate promotion of the election on campus; fair and unbiased presentation of officer candidates to voters; presentation of any election discrepancies, ties, or appeals to the student senate membership for decisive vote; and publishing of final results.
- SECTION 6- If necessary vacated Senate offices will be nominated and elected as soon as possible after the vacancy is confirmed. Nominations and elections will be restricted to active members of the Senate who are in good standing with the College. Those receiving the largest number of votes from the Senate membership will be elected Interim officers for the remainder of the officer term.

ARTICLE V-ABSENTEE BALLOTS

- SECTION 1- A Senate member who is unable to be present at a Senate meeting may, with the approval of the Vice-

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President, employ an absentee ballot.

- SECTION 2- The Senate member will be responsible for applying for the absentee ballot. The Senate Secretary, at the discretion of the Vice President, will issue the absentee ballot to this individual.
- SECTION 3- The absentee ballot will provide voting privileges for the requesting Senate member at the next scheduled Senate meeting and will be keyed to the next meeting's agenda.
- SECTION 4- If an issue to be voted on is amended and absentee ballots are outstanding, voting will be deferred to the next meeting and the issue will be listed in the Senate minutes under old business.
- SECTION 5- A Senate member who has voted by absentee ballot will be deemed to have fulfilled his or her representation requirement for that meeting. The absentee ballot process is meant to be used in special circumstances and misuse of the process, as determined by the Senate Vice President, may be cause for Executive Board action.

ARTICLE VI-REFERENDUMS

- SECTION 1- Any matter of concern to the student body may be submitted for a referendum vote. A petition on a question containing 100 student signatures, including the last four digits of the student's ID number, certified by the Senate Secretary, and submitted to the Executive Board, will be sufficient to bring that question to a referendum vote. A majority vote will decide the referendum question. Referendum votes will take place during the academic year, dates to be determined by the Senate Executive Board and approved by the Senate membership.
- SECTION 2- The Senate President will be responsible for bringing any approved referendum decision to the faculty and senior administration for their consideration.

ARTICLE VII-STUDENT ORGANIZATIONS

- SECTION 1- Any organization, which is comprised of ten or more full-time CMCC students may apply to the Senate for official recognition. To gain recognition, the following steps must be taken:
 1. Secure a faculty advisor.
 2. Draft a constitution and by-laws clearly stating the organizations purpose, objectives, structure and openness to the student body.
 3. Petition the Senate for recognition by submitting necessary documentation to the Senate Vice President.
 4. Receive a positive majority vote from the Senate.
 5. Receive the approval of the Senate Coordinator.
- SECTION 2 - A student organization which gains Senate recognition may be eligible to use CMCC in its correspondence and may use CMCC facilities for meetings upon request and with administrative approval.
- SECTION 3 - A recognized student organization may apply to the Senate for funding by submitting a line-item budget proposal to the Senate. The Senate will then make a decision using the concept of general student welfare as a criterion in its decision making.
- SECTION 4 - All Senate-recognized student organizations shall abide by their established constitutions and will act in accordance with the Senate Constitution and By-Laws and with the policies and procedures of the College.
- SECTION 5 - Recognized student organizations must submit reports each semester to the Executive Board on their activities and, if funded by the Senate, on their finances. Failure to follow these guidelines may result in suspension of privileges and recognition.
- SECTION 6 - A student organization that fails to participate in two consecutive Senate meetings may lose funding privileges [defined as the ability to petition the Student Senate for funds] for the remainder of that semester by majority vote of the Senate.
- SECTION 7 - A student organization is expected to participate in the Fall Open House, Spring Open House, Fall Activities Fair, and Spring Activities Fair. Failure to participate in these events may result in loss of funding privileges for that semester by majority vote of the Senate.
- SECTION 8 - Student organizations are expected to be active on campus with the general student body. Student organizations must hold regular, publicized club meetings (bi-weekly is recommended). In addition to club meetings, a student organization will coordinate and host a minimum of one public, publicized event per semester. If a student organization fails to hold regular club meetings and a public event, then the club may lose funding privileges for the following semester by majority vote of the Senate. (Public event is in addition to regular club meetings and

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participation in Section 7 listed events)

- SECTION 9 - Any student organization that fails the requirements in Sections 6-8 for two consecutive semesters may be called before the Senate for review of status. At the review the student organization will be given an opportunity to defend the organization.
 1. After the defense, the Senate shall vote to either retain or disestablish the organization. Vote to disestablish must be by a two-thirds majority.
 2. If retained, the group shall be on probationary status through end of the following semester. Further violation during this period shall be subject to disestablishment without the matter coming to another vote.
 3. If voted to disestablish, the organization will be suspended pending a second vote at the next regularly scheduled Senate meeting. If the vote is then confirmed by another two-thirds majority, all funds will be returned to the college and the organization will no longer have official standing for a period of no less than one year.
 4. If, after a year, the organization wishes for reinstatement, they shall follow the steps laid out in Article VII, Section 1.
 5. If no defense is made, voting will proceed as laid out in Section 9.1.
 6. If no representative is present, the vote will be tabled for consideration at the next regularly scheduled Senate meeting. If there is no representative present at that meeting, voting shall proceed as outlined in Section 9.1.
- A student organization can be brought before the Senate for review for violations of Article VII Section 1, 6, 7, and 8, subject to the provisions in Section 9

ARTICLE VIII-CONDUCT OF BUSINESS

- SECTION 1- Agenda
 1. The agenda for each regularly scheduled meeting shall be set by the Senate President in consultation with the Executive Board. Placement on the agenda is open to all students who have issues or concerns to bring before the Senate. The agenda for each regularly scheduled meeting will be posted at least two working days prior to the call to order.
 2. To be placed on the agenda, a written proposal, sponsored by an elected representative, must be given to the Senate President at least 48 hours prior to the Senate meeting. If there are too many agenda items to be considered in a given week, the President may place an item on the following week's agenda.
 3. A running agenda will be available from the president at any point in the week to allow representatives knowledge of which items are to be discussed as well as the current size of the agenda.
- SECTION 2- Minutes will be taken at all meetings of the Senate and the Executive Board and will be available in the Student Services Office. The minutes from a previous week's meeting will be available to Executive Board members and representatives within 48 hours after the scheduled meeting.
- SECTION 3- Senate meetings shall be conducted according to the following order of business:
 1. Call to Order
 2. Roll Call
 3. Acceptance of the Minutes
 4. Treasurer's Reports
 5. Old Business
 6. New Business
 7. Open Floor (if time permits)
 8. Adjournment
- SECTION 4- Voting on Senate business will be by show of hands, each vote to be recorded by the Senate Secretary and reflected in the minutes for the meeting. A closed vote may occur upon an approved motion in issues of confidential or otherwise sensitive circumstances.
- SECTION 5- All correspondence of the Senate must be authorized by the Senate Secretary and approved by the Executive Board.

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ARTICLE IX-COMMITTEES

- SECTION 1- Ad-hoc committees and their chairs may be appointed by the Senate President with Senate approval to meet student needs or facilitate Senate business. Ad-hoc committees will have clearly stated purposes and powers and will dissolve when their purpose has been accomplished.

ARTICLE X-VACANCIES

- SECTION 1- If a Senate program representative is elected to an at-large representative position, his/her alternate will fill the vacancy and the program will select a new alternate by majority vote. The same process will be followed if a Senate program representative resigns or is removed from office.
- SECTION 2- Upon the resignation or removal of an Executive Board member, the Senate President will appoint a Senate member to fill the vacancy. At the next Senate meeting, nominations for a permanent replacement will be accepted from the Senate membership and vote taken by secret ballot. The candidate receiving the greatest number of votes from the Senate membership will be the elected officer.

ARTICLE XI-SENATE BUDGET PROCESS

- SECTION 1- Non-organizational requests for funding must be submitted in the form of a written proposal and will be sponsored by an at-large representative.
- SECTION 2- All monies allocated by the Senate but not spent will be returned to the Senate budget no later than two weeks after the scheduled event.
- SECTION 3- All proposals for funding will follow a uniform format and be consistent with the policies and guidelines of the Central Maine Community College Finance Office and the Maine Community College System. All checks should be requested 24 hours in advance before needed.
- SECTION 4- The Senate President will have a \$50.00 emergency spending capacity and will inform the Senate Treasurer and the Senate membership of his/her actions in this area at the earliest opportunity.
- SECTION 5- The Senate Treasurer will be responsible for obtaining authorization from the Senate Advisor(s). The Treasurer or President will be the only persons to whom authorized checks will be released.

STUDENT CODE OF CONDUCT

MAINE COMMUNITY COLLEGE SYSTEM

STUDENT AFFAIRS

Section 501

SUBJECT: STUDENT CODE OF CONDUCT

PURPOSE: To establish a uniform Student Code of Conduct

The colleges of the MCCS shall use the following Student Code of Conduct.

I. Purpose of Code

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to:

1. ensure the orderly administration of the College's academic, athletic and social offerings
2. secure the opportunity of all students to
3. pursue peacefully their educational objectives
4. protect the health, safety and welfare of the College and the members of its community
5. maintain and protect the real and personal property of the College and the members of its community.

This Code applies *in addition* to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

II. Persons Governed by Code

This Code applies to persons who are students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

III. Conduct Governed by Code

This Code applies to conduct, wherever it occurs, that:

1. involves the real property owned, occupied or otherwise used by the College
2. involves the personal property owned, occupied or used by the College community
3. involves a College or College-related activity, event or function
4. poses an imminent or substantial threat to persons or property in the College community
5. otherwise interferes with the objectives or adversely affects the interests of the College or members of its community.

Examples of violations of this Code include, but are not limited to:

A. Fraudulent conduct, which includes, but is not limited to:

1. supplying or assisting to supply false information to College personnel
2. violating a professional code of conduct or ethics
3. unauthorized representation of the College or its personnel
4. failing to identify oneself to College personnel
5. tampering with or falsifying official documents or records. Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

B. Conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to:

1. assault, harassment or intimidation
2. false reports of fire or other dangerous conditions
3. unauthorized use or possession of weapons, explosive components or chemicals, including fireworks,

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- firearms, explosives, gas or compressed air
4. disturbing authorized activities or the peaceful operation of the College
 5. use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy
 6. being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events
 7. action prohibited by health or safety regulations
 8. creation of a fire hazard or other dangerous condition
 9. restriction of vehicular or pedestrian traffic flow into or out of College property or facilities
 10. action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community
 11. intentionally placing a person or persons in reasonable fear of physical harm
 12. lewd or indecent behavior
 13. tampering with fire or safety equipment
 14. parking violations
 15. disobeying the lawful order of College personnel
 16. 16) any other conduct that threatens or endangers the health or safety of one's self or others.

C. Sexual Misconduct and Sexual Assault, as defined in and governed by the MCCS Student Sexual Misconduct and Assault Procedure.

D. Improper use of property, which includes but is not limited to:

1. misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property
2. unauthorized presence on College property
3. violation of College or System computer use policies

E. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to:

1. interference with or interruptions of classes and other college activities
2. failure to comply with a sanction imposed by the College
3. interference or refusal to cooperate with an inquiry under the Code
4. continuous violations of the Code
5. aiding, abetting or inciting others to commit or cover-up a violation of the Code
6. retaliation against a person for reporting an alleged violation of the Code
7. acts of discrimination in violation of College or System policy
8. conduct prohibited by civil or criminal law (including, but not limited to, acts of domestic violence, stalking and other acts of violence occurring within a dating relationship)
9. conduct prohibited by College or System policy.

IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to:

1. an apology
2. reprimand
3. probation
4. work or service requirement
5. restitution
6. fine
7. prohibition from College classes, functions or facilities
8. forfeiture of room fee, room deposit and security deposit
9. suspension or dismissal from a portion of the College
10. suspension or dismissal from the whole of the College
11. revocation of admission or a degree
12. withholding a degree
13. any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

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V. Procedure

A. General

In applying the provisions of this Code, MCCS accords students alleged to have violated this Code the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of “more probable than not”); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunities to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college’s expense.

B. Stage One

The College Dean of Students (“Dean”) and/or Disciplinary Officer (“Officer”) (collectively “Investigator”) shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed. The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator’s findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator’s decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

C. Stage Two

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer’s decision either to dismiss or impose a relatively low sanction in the case.

1. Request

A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator’s written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

2. Committee

A Stage Two proceeding shall be heard by a Disciplinary Committee (“Committee”) which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

3. Hearing

After receiving the student’s request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position. All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

4. Decision

The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not

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bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

D. Stage Three

A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.

VI. Notice and Receipt of Notice

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

VII. Coordination of this Code with the MCCS Policy on Special Conditions

When the student conduct at issue is subject to both this Code and the MCCS policy on Special Conditions of Admissions, Enrollment and Participation, a college shall consult with the MCCS General Counsel about how either or each policy shall be applied.

VIII. Certain Athletic Determinations

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College Dean of Students. For purposes of this provision, "conduct detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

IX. Traffic Violations

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control the MCCS shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

X. Definitions

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise: "**Code**" means this Student Code of Conduct; "**College**" means a college of the Maine Community College System; "**College Activity**" means an activity under the auspices of the College, including activities of students and student organizations; "**College Community**" means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; "**College Personnel**" means any instructor, administrator, employee, committee or contractor of the College or System; "**Course**" means any class of instruction, regardless of credit, offered by the College; "**President**" means a College President; "**Property**" means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; "**School Day**" means a day that the College is open for instruction; "**Student Organization**" means an organization that acts or purports to act for a student in matters regarding the College; and "**System**" means the Maine Community College System.

STUDENT CODE OF CONDUCT

MAINE COMMUNITY COLLEGE SYSTEM

STUDENT AFFAIRS

Section 501.1

SUBJECT: **STUDENT SEXUAL MISCONDUCT AND ASSAULT** ⁽⁶⁾

PURPOSE: To define and proscribe non-consensual sexual activities between students

A. Introduction

Certain sexual activities can produce emotional and physical distress and constitute violations of criminal law. Other sexual activities can produce significant regrets or misunderstandings. The purposes of this procedure are to notify students of their responsibilities when engaging in sexual activities, and to protect students from those who do not meet these responsibilities. This procedure supplements the MCCS Student Code of Conduct (“Code”) by defining the non-consensual sexual activities that constitute violations of the Code; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The intention is to inform students in detail of their responsibilities under the Code, and to assist the Colleges in investigating and resolving cases alleging such violations.

B. Personal Responsibilities

In addition to the responsibilities students have under the Code of Conduct and this procedure, students are strongly advised to heed numerous other personal responsibilities. In order to avoid the problems identified above, as well as problems related to unwanted pregnancies, sexually transmitted diseases and other personal difficulties, all students are advised to:

1. Pursue or permit sexual activities of any kind only with a person with whom there is an established relationship
2. Pursue or permit sexual activities of any kind only while not under the influence of drugs or alcohol; and
3. Communicate expressly, at the time of possible sexual activities, their respective desire, comfort and clear agreement to engage in any sexual activities at such time, and communicate the specific activities to which they consent.

C. Definitions

For purposes of this procedure, the following terms have the following meanings.

1. “Reliable Consent” means a person’s:

- a. Voluntary agreement;
- b. Communicated by words;
- c. At the time of the sexual activity;
- d. To engage in each of the sexual activities at issue in a given case. Such agreement must be expressly requested and, if given, expressly stated. Current agreement must not be assumed or inferred from previous instances when reliable consent was given by the Complainant. Agreement from a person who is visibly intoxicated or otherwise impaired shall not be regarded as reliable consent. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop.

2. “Acquiescence” means a person’s submission to engaging in one or more sexual activities without communicating either an express verbal agreement or an express physical or verbal objection.

3. “Sexual misconduct” means the following where there is no reliable consent:

- a. “Sexual touching,” which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, and for the purpose of arousing or gratifying sexual desire; or
- b. “Sexual contact,” which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or for the
- c. purpose of causing bodily injury or offensive physical contact; or
- d. “Sexual act,” which means any intentional act done for the purpose of arousing or gratifying sexual desire when that act involves direct physical contact between the:
 5. Genitals of one and the mouth or anus of another; or
 6. Genitals of one and the genitals of another; or
 7. Genitals or anus of one and an instrument or device manipulated by another person

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4. **“Sexual assault”** means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:
- Expressly communicated by words or physical act(s) a timely objection; or
 - Was visibly intoxicated or otherwise visibly impaired; or
 - Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
 - Was placed in reasonable fear of physical injury or other harm because of the Respondent’s use or threatened use of physical force or other harm.
5. **“Complainant”** means a person who believes he or she experienced sexual misconduct or assault by student.
6. **“Respondent”** means a student accused of sexual misconduct or assault.
7. **“Retaliation”** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person’s educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.

D. Prohibited Conduct

It is a violation of the Student Code of Conduct for a student to intentionally engage in sexual misconduct or sexual assault, or to retaliate against a person who in good faith reports or participates in an investigation under this procedure. A student may be found responsible for retaliation even if not found responsible for the underlying alleged sexual misconduct or assault.

E. Reports to a College

- When to Report.** Students are advised to report allegations of sexual misconduct or sexual assault immediately or as soon as possible.
- Where to Report.** To ensure the most prompt response, reports should be given to the Dean of Students and/or Enrollment Services. Any other employee who receives such a report shall immediately share the report with the Dean of Student and/or Enrollment Services.
- What to Report.** A complaint may be made orally or in writing, and should be as specific as possible. A report should disclose the identity of the person(s) alleged to have engaged in the sexual misconduct or sexual assault, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints “off the record.” Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.
- False Reports.** It is a violation of the Code for any student to intentionally file a report of any kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

F. Information Provided to a Complainant at the Time of a Report

At the time of a report to the Dean of Student and/or Enrollment Services, the College shall provide to the Complainant a copy, or hypertext links to copies, of the Code, this Procedure and the Appendices to this Procedure. Students are hereby advised of the following:

- Preserving Evidence.** It is important to preserve physical evidence in order to help prove a criminal sexual assault, stalking, domestic violence, other acts of violence occurring within a dating relationship, or to help obtain a protective order;
- Confidentiality.** The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant’s name, statements and allegations to the Respondent. A College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.
- Counseling, Health and Mental Health Services.** Counseling, health and mental health support services are

STUDENT CODE OF CONDUCT

available either on campus or in the area. A list of such services is attached in the Appendix to this procedure;

- 4. Law Enforcement.** The complainant has the right to contact, and file a criminal complaint with, the police. A list of such authorities is attached in the Appendix. The police can advise and assist with the Complainant's option to request from a court that a temporary or permanent restraining order, or other protection or nocontact order be issued against an alleged offender; and
- 5. Victim Advocacy and Legal Assistance Services.** Victim advocacy and legal assistance services are also available. A list of such services is attached in the Appendix.

G. Investigations

The College shall use the Code of Conduct in conducting an investigation of reports or allegations of sexual misconduct or sexual assault.

H. Interim Steps While an Investigation is Conducted

A College shall consider what interim steps, if any, should be taken until the investigation and findings are complete. Such steps include, for example, changing the affected student(s) academic, living, transportation, and working situations if requested and reasonably available.

I. Participation during Proceedings

Consistent with the Code, both the Complainant and the Respondent shall have the same opportunity to have others present during internal disciplinary proceedings, including the opportunity to be accompanied to related meetings by an advisor of their choice.

J. Outcomes

At the time that the College makes its final findings, the College shall in writing notify simultaneously the Complainant and Respondent of:

- Whether the Respondent was found to violate the Code and, if so, the provisions violated and discipline imposed;
and
- The Respondent's and Complainant's rights under the Code to appeal the findings and any discipline.

K. Discipline

A violation of this procedure shall result in discipline under the Code. Because of the wide range that can exist between cases of violent misconduct and cases of poor communication, the following guidelines shall assist Colleges in determining the appropriate discipline for each case.

- 1. Sexual Assault vs. Sexual Misconduct.** Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
- 2. Types of Sexual Misconduct.** Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact, and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.
- 3. Cases of Acquiescence.** Findings that a student did not obtain express verbal agreement and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.
- 4. Repeat Violators.** Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a firstoffender.

L. Retaliation

The College will take appropriate steps to ensure that a person who in good faith reports or participates in an investigation under this procedure will not be subjected to retaliation by the Respondent or others. Anyone who has experienced retaliation is strongly encouraged to report that concern using the procedures in Section C above.

M. Protective Orders

Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender. Only the police, and not College security, have the authority to enforce such an order by arresting a person who violates the order. The Complainant should, therefore, promptly inform the Dean of Student and/or Enrollment Services if such an order is obtained so that the College may be better prepared to more promptly contact the police if necessary.

N. Primary Authority and Annual Training

The Dean of Student and/or Enrollment Services at each college shall have primary responsibility for overseeing the

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application of this procedure. The Deans shall ensure that Disciplinary Officers, Resident Directors, Resident Assistants, Disciplinary Committee Members and other pertinent employees are annually informed about this procedure. The Deans shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this procedure.

O. Other

Nothing in this procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this procedure.

P. Appendices

The Appendix of services and authorities referenced in Section F above is attached to this procedure (see Community Information and Services in this Student Handbook).

SOCIAL MEDIA POLICY

MAINE COMMUNITY COLLEGE SYSTEM

GENERAL ADMINISTRATION

Section 213

SUBJECT: SOCIAL MEDIA

PURPOSE: To establish guidelines for uses of social media that affect MCCS

A. Introduction

MCCS, its colleges and centers (hereinafter “MCCS”) encourage its students and employees to use social media tools to advance their work and facilitate the exchange of information. Social media is increasingly used by employees and students to connect with one another and share information, but social media also presents risks and responsibilities. The purpose of this policy is to advise students and employees of some of those risks, and to advise students and employees of their responsibilities when using social media in ways that are school or work related. This policy does not apply to student and employee uses of social media that are not school or work related.

B. Definition

For purposes of this policy, “social media” includes all interactive platforms that allow for the creation and exchange of user-generated content. This includes all means of communicating or posting information or content of any sort on the Internet, including to one’s own or someone else’s web log or blog, journal or diary, personal web site, photo-sharing site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with MCCS. Examples of common platforms for such communications include, but are not limited to, blogs, Facebook, Twitter, YouTube and LinkedIn.

C. Individual Responsibility

Each student and employee is responsible for their posts, uploads or other communications that are school or work related. For example, employee conduct on social media that adversely affects the job performance of the employee or another employee, or that otherwise adversely affects the students, business affiliates, supporters, or others who work on behalf of MCCS or MCCS’ legitimate business interests may result in disciplinary action.

D. Compliance with Existing Rules

The same laws, policies, rules and codes of conduct that govern other interactions between students, employees and other college constituents apply to the use of social media. Students and employees who violate these rules may be subject to the loss of MCCS computer and network privileges, and/or other disciplinary action, up to and including expulsion or termination. Such rules include, but are not limited to, the following laws, MCCS and/or college policies (hereinafter “rules”):

1. Rules for both Students and Employees

When using social media in ways that are school or work related, students and employees must:

- a. Use MCCS computers and networks responsibly. See, for example, *MCCS Policy 203, Computer and Network Use Policy*;
- b. Not use expression that is not protected by law, such as defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, fighting words, gross disobedience of legitimate rules, copyright or trademark violation, criminal or civil harassment, trespass, false advertising, and use of public resources to promote partisan political activities. See, for example, *MCCS Policy 210, Orderly Operations* and *MCCS Policy 211, Political Activities*;
- c. Not engage in conduct that constitutes sexual harassment, threats or intimidation; or that produces unlawful mental or physical discomfort, embarrassment, harassment, or ridicule for any member of a college or the System community. See, for example, *MCCS Policy 202, Sexual Harassment* and *MCCS Policy 802, Hazing*;
- d. Respect the copyright, fair use and intellectual property rights of others. See, for example, *MCCS Policy 207* and *Procedure 207.1, Compliance with Copyright*;
- e. Be accurate and complete with their statement of facts; and
- f. Not state an opinion that suggests or implies facts that are not true.

Likewise, students and employees should also not expect any right of privacy to attach to their public postings; remember that posts can be forwarded, copied and readily misconstrued; and that search engines can find posts years after they were created and even after they have been deleted.

SOCIAL MEDIA POLICY

2. Additional Rules for Employees

In addition to subsection 1 above, employees when using social media in ways that are work related must:

- a. Act respectfully and professionally. See, for example, MCCS Policy 416, Code of Ethics;
- b. Not post confidential information about MCCS students, employees or alumni; and adhere to all applicable laws or rules governing privacy, confidentiality and internal business-related confidential communications. See, for example, MCCS Policy 502, FERPA;
- c. Not use the MCCS or a college name, logo, and other mark without the requisite permission from the System or College. See, for example, MCCS Policy 602, Names, Marks and Logos; and *Procedure 207.1, Compliance with Copyright*;
- d. Not use personal social media for more than a de minimus amount of time during work hours. See, for example, MCCS Policy 203, Computer and Network Use Policy;
- e. Clearly identify their opinions as their own. An employee who chooses to identify him or herself as an MCCS employee on a personal web site, a social networking site, blog, or other social media platform should make clear that he or she is not authorized to speak on behalf of MCCS, and that the views expressed are the individual's and do not necessarily reflect those of MCCS. This should be accomplished by posting a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of the college or Maine Community College System;" and
- f. Not use the employee's MCCS email address(es) to register on social networks, blogs or other online tools utilized solely for personal use.

3. Additional Rules for Students

In addition to *subsection 1* above, students who use social media in ways that are school related must comply with the *MCCS Policy 501, Student Code of Conduct*.

E. Social Media Sites Sanctioned or Sponsored by MCCS

The same laws, policies, rules and codes of conduct that govern other interactions between students, employees and other college constituents apply to the use of social media. Students and employees who violate these rules may be subject to the loss of MCCS computer and network privileges, and/or other disciplinary action, up to and including expulsion or termination. Such rules include, but are not limited to, the following laws, MCCS and/or college polices (hereinafter "rules"):

1. Establishment

Any social media sites or accounts posted by a college or an entity of MCCS shall be approved by a college president or the System president. Such decisions shall consider whether:

- a. Involvement can be carried out in such a manner that positively supports MCCS' values, missions, and goals;
- b. The engagement with the audience adds value to both MCCS and the audience;
- c. The approach is as effective or efficient as other approaches that might be used (i.e. does an existing MCCS activity, initiative, or social media platform accomplish the same goals?);
- d. The use of social media enables MCCS to offer services it might not otherwise be able to offer; and
- e. Sufficient resources exist to appropriately manage the interactions

2. Management of Social Media Sites Sanctioned or Sponsored by MCCS

At least one employee shall be designated to monitor the medium, identify problems that emerge, and take action when necessary. The appropriate contributor(s) and/or a sufficient number of contributors with appropriate expertise shall be identified to ensure timeliness and currency of content. Such employees must:

- f. Regularly monitor the site;
- g. Review content for factual, grammatical and spelling errors, and correct promptly any such errors;
- h. Keep all content current; and
- i. Provide timely (typically within two business days) replies to posted questions.

REFERENCES: 20-A M.R.S.A. §12706(1) and (11)

DATE ADOPTED: May 3, 2013

SOCIAL MEDIA POLICY

CENTRAL MAINE COMMUNITY COLLEGE SOCIAL MEDIA PARTICIPATION AND MANAGEMENT GUIDELINES

The following guidelines are established to help create and maintain a positive online community for accounts connected with CMCC.

- **CREATION AUTHORIZATION:** All new social media accounts related to a service, group, club, department, athletic or academic program at CMCC must be approved by the Department of Planning and Public Affairs prior to creation. Students may not create official college social media accounts. Accounts created without the approval of Planning and Public Affairs may require termination.
- **SOCIAL MEDIA TERMS OF USE:** All social media accounts authorized must follow the specific media terms of use.
- **CONFIDENTIAL INFORMATION.** Do not disclose items such as unpublished details about software, details of current projects or programs, future acquisitions of program laboratory equipment, materials or supplies, financial information, personal information of yourself, others and/or research. If you are unsure if information is confidential, be safe and do not disclose it. When in doubt, consult Planning & Public Affairs. If you are unable to ask, do not disclose.
- **ADMINISTRATORS:** Each administrator of a social media account must be approved by Planning and Public Affairs prior to setup. Administrators may not share their login usernames and/or passwords with others, including those in their departments unless specifically authorized to do so by Planning and Public Affairs. Administrators are held responsible for all content published under their accounts. Students cannot serve as administrators on social media accounts; they may serve as editors, but must be specifically approved by Planning and Public Affairs prior to rights being granted. Administrators must use @cmcc.edu email addresses on College related social media. Administrators may not have College related accounts attached to personal accounts.
- **ATTRIBUTION.** If using outside content be sure to credit the source with a link or mention of the organization of origin. Failure to do so may constitute plagiarism and trigger copyright issues.
- **DELETIONS.** Deletion of social media posts/accounts should be the last resort in the event of a controversy. If a post is generating significant negative feedback, immediately notify Planning and Public Affairs.
- **COLLEGE NAME & BRANDING.** Do not change the primary logo/cover or the page/branding without the permission of Planning and Public Affairs
- **REQUIRED LANGUAGE.** All accounts must include the following language in the “about” section:
“Central Maine Community College is an equal opportunity / affirmative action institution and employer. For additional information, please call 207-755-5233.”
- **COST.** Any costs incurred in the establishment of a social media account must be approved by the administrator’s supervisor and Planning & Public Affairs.

Academic Program-Specific Account

- Academic Program social media account requests must be made by the program chair to Planning and Public Affairs prior to creation. Each account must have a full-time faculty member as an administrator. Administrators must be approved by the program chair and Planning and Public Affairs. A member of the department of Planning and Public Affairs will also be an administrator on all accounts.
 - An academic social media account is not to be used in the facilitation of an academic course. This presents a high-risk for FERPA violation.
 -

Athletic Program-Specific Account

- Athletic social media account requests must be made by the Director of Athletics to Planning and Public Affairs prior to creation. Each account must have a coach for the specific program/sport as an administrator. Administrators must be approved by the director of athletics and Planning and Public Affairs. A member of the department of Planning and Public Affairs will also be an administrator on all accounts.

All academic and athletic accounts must be kept current. Social media accounts with content posted less than once a week may be given a warning. Three warnings and the social media account could be unpublished and/or deleted at the discretion of the Department of Planning and Public Affairs.

SOCIAL MEDIA POLICY

Clubs and Organization Specific Account

- All Clubs and Organizations wishing to create a social media account must make the request to the Associate Dean of Student Services prior to creation of the account. If the Associate Dean deems the page viable, s/he will bring the request to Planning and Public Affairs. A member of the department of Planning and Public Affairs will also be an administrator on all accounts.
 - As common interest groups, authorized clubs and organizations will be approved for a Facebook Group only. Clubs and organizations are not authorized to have other types of social media accounts at this time.
 - Due to the fluid nature of clubs and organizations on campus and the need for monitoring, the Director of Communications or authorized Student Services staff member will create all authorized groups. Designated faculty will be assigned administrator privileges. Designated students will be assigned moderator privileges. Designated individuals will be solely responsible for maintaining the group.
 - Social media accounts considered inactive will be given a warning. After three warnings the social media account may be removed at the discretion of Planning and Public Affairs in consultation with Student Services.
 - Open (public) groups will be considered inactive after one week with no postings.
 - Closed (someone must request to join) groups will be considered inactive after three weeks with no postings.

Social Media Content Guidelines

- All accounts are representative of the College as a whole. Do not use first person singular language. This applies to post content, comments, hashtags, etc.
- All photos and videos must be of high quality (no selfies).
- Do not post photos or videos of minors.
- Do not post photos or videos of any students who have a FERPA restriction. Refer to MCCS Policy 502.
- Any posted videos must include captioning in order to comply with ADA requirements*. All accounts are individually responsible for securing and paying for closed captioning. We recommend the following for captioning services:
 - REV: <https://www.rev.com/caption>
 - Facebook: <https://www.facebook.com/help/261764017354370>
 - YouTube: <https://support.google.com/youtube/answer/2734796?hl=en>

*Do not share native videos on Twitter, as they cannot be captioned as either video overlay or through a text caption.

COMMUNITY INFORMATION & RESOURCES

REFERENCES: 20-A M.R.S.A. §12706(7); The Campus SaVE Act (§304 of the re-authorized Violence Against Women Act of 2013 (VAWA); 20 U.S.C. §1092(f)(8) (Clery); MCCS Policies 501 and 807; MCCS s 501.2
DATE ADOPTED: June 24, 2014
DATE(S) AMENDED: _

APPENDIX SEXUAL ASSAULT SUPPORT SERVICES

Maine Coalition Against Sexual Assault (MeCASA)
24 hour statewide sexual assault crisis and support line
1-800-871-7741 (voice) 711 (Maine Relay)
www.mecasa.org

The regional sexual assault crisis and support centers that comprise the Maine Coalition Against Sexual Assault are:

Sexual Assault Response Services of Southern Maine

York and Cumberland Counties
24 hour support line: 1-800-313-9900
www.sarsonline.org

Sexual Assault Support Services of Midcoast Maine

Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties
24 hour support line: 1-800-822-5999
Anywhere in Maine: 1-800-871-7742
TTY: 1-888-458-5599
www.sassmm.org

Sexual Assault Prevention & Response Team

Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison
24 hour helpline: 1-888-871-7741
TTY: 1-888-458-5599
www.sapars.org

Sexual Assault Crisis & Support Center

Kennebec and Somerset Counties
24 hour support line: 1-800-871-7741
www.silentnomore.org

Rape Response Services

Penobscot and Piscataquis Counties
24 hour hotline: 1-800-310-0000
TDD: 1-888-458-5599
www.rrsonline.org

AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties
(207)-498-6431
www.amhc.org

United Somali Women of Maine
Androscoggin and Cumberland Counties
(207) 753-0061
www.uswofmaine.wordpress.com

Other Maine-based Sexual Violence Services
Maliseet Domestic Violence and Sexual Assault Program
(207) 532-6401

Penobscot Nation, Domestic Violence and Sexual Assault Services
(207) 631-4886

Passamaquoddy Peaceful Relations
1-877-853-2613

National Resources

National Sexual Assault Hotline: 1-800-656-HOPE

National Sexual Assault Online Hotline :
<https://ohl.rainn.org/online/>

For a list of resources with particular focus on the needs of LGBTQ persons, see:
<http://barcc.org/information/resources-online/glbtc>

Police Departments

Central Maine Community College

Auburn Police Department
60 Court Street
Auburn, Maine 04210
(207) 333-6650

Eastern Maine Community College

Bangor Police Department
240 Main Street
Bangor, Maine 04401
(207) 947-7382

Kennebec Valley Community College

Fairfield Police Department
One Police Plaza
Fairfield, Maine 04937
(207) 453-9321

Northern Maine Community College

Presque Isle Police Department
(207) 764-4476
43 North Street, Suite 2
Presque Isle, Maine 04769

COMMUNITY INFORMATION & RESOURCES

Southern Maine Community College

South Portland, Maine
30 Anthoine Street
South Portland, Maine 04106
(207) 799-5511

Washington County Community College

Calais Police Department
North Street
Calais, Maine 04619
(207) 454-2721

York County Community College

Wells Police Department
1563 Post Road
Wells, Maine 04090
(207) 646-9354

Medical Hospitals

Blue Hill Memorial Hospital

57 Water Street, Blue Hill, Maine 04614
(207) 374-3400
<http://www.bhmh.org>

Bridgton Hospital

10 Hospital Drive, Bridgton, Maine 04009
(207) 647-6000
<http://www.bridgtonhospital.org/>

C.A. Dean Memorial Hospital

364 Pritham Avenue, Greenville, Maine 04441
(207) 695-5200
<http://www.cadean.org/>

Calais Regional Hospital

24 Hospital Lane, Calais, Maine 04619
(207) 454-7521
<http://www.calaishospital.com/>

Cary Medical Center

163 Van Buren Road, Suite #1, Caribou, Maine 04736
(207) 498-3111
<http://www.carymedicalcenter.org/>

Central Maine Medical Center

300 Main Street, Lewiston, Maine 04240
(207) 795-0111
<http://www.cmmc.org>

Down East Community Hospital

11 Hospital Drive, Machias, Maine 04654
(207) 255-3356
<http://www.dech.org/>

Eastern Maine Medical Center

489 State St., Bangor, Maine 04402
(207) 973-7000
<http://www.emmc.org>

Franklin Memorial Hospital

111 Franklin Health Commons, Farmington, Maine 04938
(207) 778-6031
<http://www.fchn.org>

Houlton Regional Hospital

20 Hartford Street, Houlton, Maine 04730
(207) 532-2900
<http://www2.houltonregional.org/>

Inland Hospital

200 Kennedy Memorial Drive, Waterville, Maine 04901
(207) 861-3000
<http://www.inlandhospital.org/>

Lincoln Health

35 Miles St., Damariscotta, Maine 04543
(207) 563-1234
<http://www.lchcare.org>

Maine Coast Memorial Hospital

50 Union Street, Ellsworth, Maine 04605
(207) 667-5311
<http://www.mainehospital.org>

MaineGeneral Medical Center

35 Medical Center Parkway, Augusta, Maine 04330
(207) 626-1000
<http://www.mainegeneral.org/>

Maine Medical Center

22 Bramhall Street, Portland, Maine 04102
(207) 662-0111
<http://www.mmc.org/>

Mayo Regional Hospital

897 West Main Street, Dover-Foxcroft, Maine 04426
(207) 564-8401
<http://www.mayohospital.com/>

Mercy Hospital

144 State Street, Portland, Maine 04101
(207) 879-3000
<http://www.mercyhospitalstories.org/>

COMMUNITY INFORMATION & RESOURCES

Mid Coast Hospital

123 Medical Center Drive, Brunswick, Maine
04011
(207) 729- 0181
<http://www.midcoasthealth.com/>

Millinocket Regional Hospital

200 Somerset Street, Millinocket , Maine 04462
(207) 723-5161
<http://www.mrhme.org>

Mt. Desert Island Hospital

10 Wayman Lane, Bar Harbor, Maine 04609
(207) 288-5081
<http://mdihospital.org/site/>

Northern Maine Medical Center

194 East Main Street, Fort Kent, Maine 04743
(207) 834-3155
<http://www.nmmc.org/>

Parkview Adventist Medical Center

329 Maine Street, Brunswick, Maine 04011
(207) 373-2000
<http://www.parkviewamc.org>

Pen Bay Medical Center

6 Glen Cove Drive, Rockport, Maine 04856
(207) 596-8000
<http://www.penbayhealthcare.org/penbaymedicalcenter/>

Penobscot Valley Hospital

Box 368, Lincoln, Maine 04457
(207) 794-3321
<http://www.pvhme.org/>

Redington-Fairview General Hospital

46 Fairview Avenue, Skowhegan , Maine 04976
(207) 474-5121
<http://www.rfgh.net/>

Rumford Hospital

420 Franklin Street, Rumford, Maine 04276
(207) 369-1000
<http://www.rumfordhospital.org/>

Sebasticook Valley Health

447 North Main Street, Pittsfield, Maine 04967
(207) 487-4000
<http://www.sebasticookvalleyhealth.org/>

Southern Maine Health Care-Sanford Medical Center

25 June Street, Sanford, Maine 04073
(207) 283-7000
<http://www.smmc.org/>

St. Joseph Hospital

PO Box 403, Bangor, Maine 04401
(207) 262-1000
<http://www.stjoeshealing.org>

St. Mary's Regional Medical Center

P.O. Box 291, Lewiston, Maine 04243
(207) 777-8100
<http://www.stmarysmaine.com/>

Stephens Memorial Hospital

181 Main Street, Norway, Maine 04268
(207) 743-5933
<http://www.wmhcc.org>

The Aroostook Medical Center

140 Academy Street, Presque Isle, Maine 04769
(207) 768-4000
<http://www.tamc.org/>

Waldo County General Hospital

PO Box 287, Belfast, Maine 04915
(207) 338-2500
<http://www.wcgh.org/index.html>

York Hospital

15 Hospital Drive, York, Maine 03909
(207) 363-4321
<http://www.yorkhospital.com/>

Legal Services

Pine Tree Legal Services

Free legal services for low –income Maine residents for non-criminal matters

Augusta Office

Somerset, Lincoln and Knox Counties
39 Green Street
P.O. Box 2429
Augusta, Maine 04338-2429
(207) 622-4731 or (207) 623-7777

Bangor Office

Penobscot, Piscataquis and Waldo
115 Main Street, 2nd floor
Bangor, Maine 04401
(207) 942-8241

Lewiston Office

Androscoggin, Oxford and Franklin
37 Park Street, Suite 401
Lewiston, Maine 04243-0398
(207) 784-1558

COMMUNITY INFORMATION & RESOURCES

Machias Office

Washington and Hancock
13 Cooper Street
P.O. Box 278
Machias, Maine 04654
(207) 255-8656

Portland Office

Cumberland, York, Sagadahoc,
Androscoggin, Oxford, Franklin, Lincoln
and Knox
88 Federal Street
P.O. Box 547
Portland, Maine 04112
(207) 774-8211

Presque Isle Office

Aroostook County
373 Main Street
Presque Isle, Maine 04769
(207) 764-4349

All Offices

TTY: 711

<http://www.ptla.org>

Cumberland Legal Aid Clinic

A legal aid clinic operated by the University of Maine School of Law. Services provided to low-income individuals with legal cases in Southern Maine courts (Cumberland, parts of York, Sagadahoc and Androscoggin counties) for most types of civil, criminal, juvenile and family matters.

Greater Portland area – (207) 780-4370

Toll free: (877)-780-2522

<http://mainelaw.maine.edu/public-service/clac/>

Maine Lawyer Referral Service

A referral service operated by the Maine State Bar Association.

1-800-860-1460

<http://www.mainebar.org>

Maine Volunteer Lawyers Project

Free legal information and pro bono legal representation for qualifying low-income individuals state-wide.

Portland: (207) 774-4348

Toll free: (800)-442-4293

<http://www.vlp.org>

AFFIRMATIVE ACTION

AFFIRMATIVE ACTION

It is the policy of Central Maine Community College to ensure equal employment, educational opportunities, and affirmative action regardless of race, sexual orientation, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation. As the term Affirmative Action implies, Central Maine Community College will make strong, good faith efforts to recruit, employ, and promote members of minority groups and women as well as efforts to recruit and enroll students from the same groups. Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information please call 755-5233. For more information, please consult the [College's Affirmative Action Plan](#) online.

COMPLAINT PROCEDURE

Discrimination, including sexual harassment, is a violation of the Student Code of Conduct and the Policies of Central Maine Community College. Any student or employee, who believes he or she has been discriminated against, must make a report to the Affirmative Action Officer ("Officer"). While a student or employee is free to disclose his or her complaint to instructors or other employees, and while instructors and other employees are encouraged to refer such disclosures to the Officer, a student or employee must not rely on disclosures to persons other than the Officer. If a student or employee discusses a complaint with any Executive Officer of the College, or with any person with supervisory or disciplinary authority over the alleged perpetrator(s) of the discrimination, that person must in turn report it to the Affirmative Action Officer. The Affirmative Action Officer (Barbara Owen) will notify the President of each such complaint. The Officer may be contacted in Jalbert Hall, Room 308 or at (207) 755-5233. Every effort will be made to resolve a complaint of discrimination in as informal a manner as possible by talking with the person or persons alleged to have violated the policy of nondiscrimination.

The following complaint procedure must be used for complaints of discrimination:

1. Filing a Complaint

A person who believes he or she has been discriminated against must provide timely notice to the Officer; timely notice generally means within 20 calendar days of the alleged violation. The complainant must disclose the identity of alleged violator, and location, date(s) and description of the alleged discrimination.

2. Investigation

Within 10 calendar days, the Officer will meet with the complainant to discuss the complaint and will conduct an investigation into the facts of the matter and will determine whether or not unlawful discrimination occurred. Within 10 calendar days of completing the investigation the Officer will report findings to the complainant and the alleged perpetrator and to the appropriate disciplinary authority for action if a violation has occurred. If a disciplinary action is taken as a result of a grievance decision, that action will be taken utilizing procedures established by collective bargaining agreements or the Student Code of Conduct. The Officer may refer a misconduct report to other College personnel for review or to solicit assistance for the victim. At the discretion of the President of the College, the matter may be referred to CENTRAL MAINE COMMUNITY COLLEGE General Counsel.

3. Appeals to College President

Within fifteen (15) calendar days after receiving the Officer's decision, any party to the complaint who is aggrieved by the decision may appeal to the College President or designee.

4. Decision of the College President

Within 15 calendar days of receipt of the appeal, the College President or designee will meet with the student to discuss the appeal. As soon as practical after the meeting, the College President or designee will issue in a format accessible to the student a final decision regarding the grievance.

LIST OF CITED DOCUMENT LINKS

- (1) Page 7: Adjustment of Attendance Policies and Procedures: http://www.cmcc.edu/Portals/0/Docs/Academics_Registration/AttendanceAdjustmentPolicyandProcedures.pdf
- (2) Page 11: Health and Safety Section 804: http://mymccs.me.edu/ICS/icsfs/Policy_804.pdf?target=dfa54b25-0312-4f43-8a6a-044ee96983f8
- (3) Page 11: Student Right to Know: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (4) Page 11: Campus Security Act: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (5) Page 18: General Administration Section 201.1/202.1 College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints: <http://mymccs.me.edu/ICS/icsfs/201.1-202.1.pdf?target=81dffbac-8015-48b0-8df0-cae73a43accf>
- (6) Page 32: Student Sexual Misconduct and Assault: <https://mymccs.me.edu/ICS/icsfs/501.1.pdf?target=72e5b97f-0cb7-4cae-bbd3-847e48ab7257>
- (7) Page 40: Affirmative Action Plan: <http://www.cmcc.edu/Portals/0/Docs/About/AffirmativeActionPlan2-14-2008.pdf>

Central Maine Community College is an equal opportunity/affirmative action institution and employer.
For more information call (207) 755-5233.