



**STUDENT
HANDBOOK**

2007-2008



Central Maine
COMMUNITY COLLEGE

Central Maine Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, 1250 Turner Street, Auburn, ME 04210, (207) 755-5100 or (800) 891-2002, e-mail bowen@cmcc.edu, Internet <http://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>; and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, Internet <http://www.eeoc.gov/>. The College does not discriminate on the basis of sexual preference or marital, parental, or veteran's status. Inquiries about the College's policies that prohibit discrimination on these bases may be direction to the Affirmative Action Officer or MHRC identified above.

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ACADEMIC CALENDAR 2007-2008

FALL 2007 Semester

Thursday, August 30	Faculty & Staff Meetings
Monday, September 3	Labor Day (no classes)
Tuesday, September 4	First day of classes
Tuesday, September 11	Last day to add courses without permission from instructor
Tuesday, September 18	Last day to drop or challenge courses
Monday, October 8	Columbus Day (no classes)
Friday, November 2	Mid-semester and last day to drop courses without academic penalty
Monday, November 12	Veterans Day, CLASSES IN SESSION
Tuesday, November 20	Thanksgiving recess (begins after all classes)
Monday, November 26	Classes resume
Saturday, December 22	End of Semester (after all classes)

SPRING 2008 Semester

Wednesday, January 14	First day of classes
Monday, January 21	Martin Luther King Jr. Day (no classes)
Tuesday, January 22	Last day to add classes without permission from instructor
Tuesday, January 29	Last day to drop classes and challenge classes
Monday, February 18	Presidents Day (no classes)
Friday, March 14	Mid-semester and last day to drop courses without academic penalty
Saturday, March 15	Spring Recess (begins after all classes)
Monday, March 24	Classes resume
Monday, April 21	Patriots Day, CLASSES IN SESSION
Wednesday, May 7	End of Semester (after all classes)
Friday, May 9	Commencement

SUMMER 2008 (7.5 weeks model)

Monday, May 12	Session 1 begins
Monday, May 26	Memorial Day (no classes)
Wednesday, July 4	Independence Day (no classes)
Monday, July 7	End of Session 1

SUMMER 2008 (7.5 weeks model)

Tuesday, July 8	Session 2 begins
Wednesday, August 27	End of session 2

SUMMER 2008 (15 weeks model)

Monday, May 12	Session 3 begins (15 weeks)
Monday, May 26	Memorial Day (no classes)
Wednesday, July 4	Independence Day (no classes)
Wednesday, August 27	End of session 3

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

MISSION STATEMENT

Central Maine Community College provides quality, accessible college education and lifelong learning opportunities. Therefore, we provide career and technical education; education for transfer to baccalaureate programs; and services to support economic development and community vitality.

GOVERNANCE

A Board of Trustees appointed by the Governor governs the Maine Community College System. Policies and decisions of the Board are implemented through the President of the System, who has an office in Augusta and serves as the System's chief executive officer.

THE PRESIDENT

The President of the College serves as the chief executive officer and official spokesperson for the College.

THE DEAN OF ACADEMIC AFFAIRS

The Academic Dean is in charge of the academic programs at Central Maine Community College. Questions about courses, grades and transfer of credit, which cannot be answered by the Registrar, should be addressed to him/her.

THE DEAN OF STUDENT SERVICES

The Dean of Students administers the Division of Student Affairs. Questions about housing, food service, admissions, financial aid, athletics, counseling, veteran's affairs, should be addressed to him/her.

THE DEAN OF CORPORATE AND COMMUNITY SERVICES

Dean of CCS administers the Corporate and Community Services division. Questions regarding non-credit courses, conferences and training can be addressed to CCS Department.

THE DEAN OF FINANCE AND ADMINISTRATION

The Dean of Finance administers the financial affairs of Central Maine Community College. Questions related to bills, charges for individual programs and payment of work-study checks should be addressed to the Business Office.

THE DEAN OF INSTITUTIONAL RESEARCH, PLANNING, AND PUBLIC AFFAIRS

The Dean of Institutional Research, Planning, and Public Affairs is responsible for external fundraising and public information. The Dean of Institutional Research, Planning, and Public Affairs coordinates solicitations for outside funds, press releases and other publicity about the College including student events.

THE DIRECTOR FOR THE CENTER FOR RETENTION AND TRANSFER

The Center for Retention and Transfer manages a Title III Department of Education grant designed to provide a First Year Experience Program and Transfer Services to Associate of Arts students.

HELP AT A GLANCE IF YOU NEED INFORMATION...

ABOUT

Absences
Admissions
Advertising (purchased)
Associate Degree
Alumni Association
Athletics
Bulletin Board Use
Campus Crime
Corporate & Community Service
Childcare financial assistance
Counseling (Personal)
Student Services Counseling (Career)
Course Schedule
Dining Hall
Emergency Loans
External Fundraising
First Year Student Program
Health Services
Improving Study Skills
International Student Affairs
Insurance
Job Placement Services
Library
Mail Service
Organizations
Placement Testing
Recreation Room (Fortin Hall)
Residence Hall
Registration of Vehicle
Resident Hall Room Changes
Room Reservation for outside groups
Room Reservation for on-campus groups
Student Activities
Student Government
Student I.D.'s
Textbooks
Transfer Information
Transfer Services for AA students
Traffic Violation (on Campus)
Tuition Fees
Transcripts
Veterans Services
Withdrawal from College
Work Study Program

SEE

Instructor
Betsy Libby
Barbara Livingston
Department Chairperson
Roger Philippon
Dave Gonyea
Randall Lee
Dave Gonyea
Diane Dostie
Monique Schreiber
Dean of Student Services Office
Dean of Student Services Office
Advisors
Bob Daigle
Monique Schreiber
Roger Philippon
Rite Pare-Peters
Dean of Student Services Office
Success Center Tutors
Betsy Libby
Betty Foster
Dean of Student Services Office
Judith Frost
Michelle Hawley
Dean of Student Services Office
Joan Nichols
Resident Assistants
Dave Gonyea
Dean of Student Services Office
Dave Gonyea
Jennifer Lyons
Ronald Bolstridge
Dean of Student Services Office
Dean of Student Services Office
Dean of Student Services Office
Chris Morin
Mary Fraser
Liz Oken
Gary Webber
Gary Webber
Ronald Bolstridge
Monique Schreiber
Ronald Bolstridge
Monique Schreiber

WHERE

Department
Admissions
Jalbert Hall
Department
Student Services
Athletic Office
Student Services
Student Services
CCS Kirk Hall
Financial Aid Office
Student Services
Student Services
Registrar
Cafeteria
Financial Aid Office
Jalbert Hall
Center for Retention & Transfer
Student Services
Success Center
Admissions
Business Office
Student Services
Library
Reception Desk
Student Services
Admissions
Residence Hall
Residence Hall
Student Services
Student Services
CCS Kirk Hall
Registrar
Student Services
Student Services
Student Services
Bookstore
Success Center
Center for Retention & Transfer
Business Office
Business Office
Registrar's Office
Financial Aid Office
Registrar's Office
Financial Aid Office

Faculty And Staff Directory

Applied Technical Studies

TBD Assistant Dean of Academic Affairs 755-5284

Architectural & Civil Engineering Technology

Richard F. Bastow Chairperson 755-5240

Dan Moreno Instructor 755-5330

Automotive Technology

Paul Gagnon Chairperson 755-5320

Carl Hinkley Instructor 755-5321

Albert White Instructor 755-5260

Automotive Technology/Ford Asset

Lester Ordway Instructor 755-5274

Matthew Walsh Instructor 755-5374

Building Construction Technology

Mark Cadrette Chairperson 755-5354

Business Administration & Management

Michael Henry Chairperson 755-5225

Denis Bouttenot Instructor 755-5249

Timothy Kenny Instructor 755-5287

Laurie Lopez Instructor 755-5259

Computer Technology

Kevin Cook Chairperson 755-5214

Philip Fleury Instructor 755-5213

Ashley Hayes Instructor 755-5242

Culinary Arts

Donald Rossignol Chairperson 755-5243

Nancy Couture Assistant 755-5243

Electromechanical Technology

Maurice Nadeau Chairperson 755-5268

Kevin Latendresse Instructor 755-5237

David Stone Instructor 755-5271

Early Childhood Education/Education

Kathy Stead Chairperson 755-5278

Karen White Instructor 755-5376

Graphic Arts Technology

John Wilson Chairperson 755-5337

Terrance Brann Instructor 755-5323

Donna Dancause Instructor 755-5326

Ronald Dyer Instructor 755-5244

Humanities

Lucy Coombs Chairperson 755-5317

John Blois Instructor 755-5305

Kate Dionne Instructor 755-5313

TBD Instructor

Human Services

TBD Chairperson

Learning Resources Department

Mary Fraser	Director	755-5238
TBD	Academic & Transfer Advisor, TRIO	755-5206
Sheila Lawlor	Retention Advisor	755-5209

Liberal Studies

TBD	Chairperson	755-5306
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Machine Tool Technology

Lloyd Pulsifer	Chairperson	755-5210
Frederick Donovan	Instructor	755-5332
Yvon Gilbert	Instructor	755-5333
Bradley Record	Instructor	755-5331

Mathematics and Science Department

Gary Rattray	Chairperson	755-5228
Doug Carbone	Instructor	755-5222
Susan Carbone	Instructor	755-5304
James Luthy	Instructor	755-5322
Maria Hays	Instructor	755-5340

Medical Assistant

TBD	Chairperson	755-5420
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Medical Coding

Michael Henry	Chairperson	755-5225
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Medical Transcription

Michael Henry	Chairperson	755-5225
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Nursing

Anne Schuettinger	Chairperson	755-5408
Karen Saucier-Renner	Instructor	755-5412
Beverly McCann	Instructor	755-5422
Kathleen McManus	Instructor	755-5426
Patricia Richards	Instructor	755-5421
Donna Walker	Instructor	755-5411
Michelle Ramsey	Instructor	755-5406

Occupational Health & Safety

Thomas Ryan	Chairperson	755-5413
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Radiologic Technology

Judy Ripley	Central Maine Medical Center	795-2428
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Social Science

Karl Trautman	Chairperson	755-5316
Frankie Holt	Instructor	755-5309

Trade and Technical Occupations

TBD	Assistant Dean of Academic Affairs	755-5284
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Office of the President

Scott E. Knapp	President	755-5230
Barbara Owen	Executive Assistant to the President /Human Resources Coordinator	755-5233

Academic Affairs

Judy Wilder	Dean of Academic Affairs	755-5250
TBD	Assistant Dean of Academic Affairs	755-5284
TBD	Secretary to the Dean of Academic Affairs	755-5231

Admissions

Betsy Libby	Director	755-5334
Sonya Sampson	Admissions Representative	755-5382
Todd Crossley	Admissions Representative	75-5220
Joan Nichols	Senior Office Assistant	755-5273

Affirmative Action

Barbara Owen	Affirmative Action Officer	755-5233
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Bookstore

Christine Morin	Manager	755-5215
Nancy Carr	Storekeeper	755-5215

Building & Grounds

Raymond Masse	Maintenance Supervisor	755-5258
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Buisness Office

Gary Webber	Dean of Finance	755-5224
Gina Blanchard	Personnel/Payroll	755-5223
Tracey Farmer	Student Billing	755-5234
Betty Foster	Business Manager	755-5235
Christina Desjardins	Accounts Payable	755-5263

Center for Retention & Transfer

Linda Gallahan	Center Director & Assistant Dean	755-5286
Elizabeth Oken	Director of Transfer Services	755-5239
Rita Pare-Peters	First Year Experience Coordinator	755-5355
Pat Grondin	Secretary to the Assistant Dean for Transfer Services	755-5380

Corporate & Community Services

Diane Dostie	Dean of Corporate & Community Services	755-5281
Susan Lavers	Corporate Training Coordinator	755-5282
Jennifer Lyons	Secretary to Corporate Community Services	755-5280

Dining Hall

Robert Daigle	Food Service Manager	755-5236
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Disabilities Services

Laura Rifkin	Coordinator	755-5277
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Emergency Services Telephone Number

Fire, Medical, Police	9-911
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Financial Aid

Monique Schreiber	Director of Financial Aid	755-5255
Marge Parent	Assistant Director of Financial Aid	755-5269
Bobbi Jean Foster	Financial Aid Representative	755-5328

Information Technology

Bob Boucher	Director	755-5241
Lenore Charest	Information System Support Specialist II	755-5336
David Descoteaux	Information Support Specialist I	755-5336

Library Services

Judith Frost	Director of Library Services	755-5266
Judith Moreno	Public Service Librarian	755-5265
Valerie Okrent	Associate Librarian	755-5335

Planning, Development and Public Relations

Roger Philippon	Director	755-5357
Barbara Livingston	Publications & Marketing	743-9322

Denis Fortier	Coordinator of Institutional Research	755-5348
Catherine Carson-Gabriel	Communications Coordinator	755-5366
<u>Receptionist</u>		
Michelle Hawley	Receptionist	755-5100
<u>Registrar</u>		
Ron Bolstridge	Director of Records & Registration Office	755-5246
Jessica Hughes	Assistant Director of Records & Registration Office	755-5291/5292
Karla Bransford	Office Assitant to Registrar's Office	755-5292
<u>Student Services</u>		
Randall Lee	Dean of Student Services	755-5253
David Gonyea	Director of Housing, Athletics & Security	755-5251
Deidre Dickerson	Resident Director	755-5351
Braden Zamore	Resident Director	755-5375
Kathleen Harrison	Gender Equity Corrdinator	755-5325
Walter Ridlon	Director of Career Pathways	755-5409
<u>Western Maine Center (Oxford Hills)</u>		
Barbara Livingston	Coordinator	743-9322

ACADEMIC CONFLICT RESOLUTION/GRIEVANCE PROCEDURES

Whenever an academic question or difference arises between an instructor and a student, the following procedure will be followed:

1. The student will discuss the issues with the instructor if unresolved,
2. The matter may be discussed with the Department Head, or Program Advisor if still unresolved,
3. The matter may be appealed to the Dean of Academic Affairs for a final decision,

If the issue in question relates to the teaching process, and is not resolved at the Academic Dean's level, students may request a review by the Academic Standards Committee which may serve as an appeals board in such matters. Such requests, in writing, should be addressed to the Committee Chairperson and must state the nature of the problem. In hearing appeals, the Committee will follow a procedure similar to that, which is outlined in Section VIII, H of the Student Code of Conduct.

Appeal procedures have also been developed for resolving conflicts relating to affirmative action and discipline matters. These procedures are described in the Affirmative Action Plan and the Student Code of Conduct. Additional details are available from the Division of Student Services.

NON-ACADEMIC CONFLICT RESOLUTION/GRIEVANCE PROCEDURES

Whenever a non-academic question or difference arises between a CMCC employee and a student, the following procedure will be followed:

1. The student will discuss the issues with the CMCC employee; if unresolved,
2. The matter may be discussed with the employee's supervisor; If still unresolved,
3. The matter may be appealed to the Dean of Student Services for a final decision,

Appeal procedures have also been developed for resolving conflicts relating to affirmative action and discipline matters. These procedures are described in the Affirmative Action Plan and the Student Code of Conduct. Additional details are available from the Division of Student Services.

GRADE REPORTS

Printed grade reports are not mailed to students unless specifically requested. As of the spring 2004 semester, students can login to see, and print if necessary, their grades as needed. Students wishing to access their academic transcript should go to www.cmcc.edu. Once there, click on "MyCM/Student login". This will bring you to the log in screen where the transcript can be accessed. For log on problems contact the Registrar's Office @ 207-755-5292. Final grades cannot be secured in advance from the Registrar. Failure to pay a bill for fees and charges within the prescribed period may

keep a student from receiving grades. For an explanation of Grades, Symbols and Codes, see page 32, Table 1 of the College catalog. For an explanation of GPA, see Table 2.

ACADEMIC PROBATION

At the end of each semester, students must achieve the cumulative grade point average outlined in the College catalog in order to remain in good academic standing. Students with grade point averages lower than those listed will be placed on academic probation, suspension or dismissed from the College. A semester grade point average falling below 1.500 will, at a minimum, place the student on academic probation.

Any student on probation must achieve a semester grade point average of at least 2.000 or risk academic suspension or dismissal.

ACADEMIC HONORS

At the end of each semester an Honors List is published for the purpose of recognizing the achievement of matriculated students who have carried a minimum of 6 credit hours and earned a minimum semester grade point average (GPA) of 3.300. No course grade within the term may be below a "C" and no "P" grades may be counted toward the minimum 6 credit hours carried. Any term with an "I" grade will be ineligible for Honors recognition. The 3 categories of Academic Honors are: Honors - 3.300 to 3.599; High Honors - 3.600 to 3.899; President's Honors - 3.900 to 4.000.

ACADEMIC SUSPENSION

Students who have two consecutive semesters of probationary standing may be suspended at the discretion of the Dean of Academic Affairs. In addition, a student may be suspended by the Dean of Academic Affairs if the semester grade point average falls below 1.500 or if the cumulative grade point average falls below probationary standing as listed in the Academic Standards table 3. While under suspension students may not take course work, either at Central Maine Community College or at other institutions, to be applied for credit at Central Maine Community College without permission of the Dean of Academic Affairs. Academic suspensions are imposed for a length of one academic semester. Other conditions of suspension are outlined in the letter to the student from the Dean of Academic Affairs. For details concerning disciplinary suspension and dismissal, consult the Student Code of Conduct in the Student Handbook.

RE-ENROLLMENT AFTER ACADEMIC SUSPENSION

Students who have been matriculated in catalog programs are eligible for re-enrollment at the College in accordance with the conditions outlined in their letters of suspension. Unless noted otherwise in the letter of suspension, the student may request reinstatement after one academic semester.

UNSATISFACTORY PROGRESS

A student who is a matriculate in a catalog program is expected to complete and pass the courses for which he or she is registered during a given semester. A student who fails or withdraws from more than two courses during a semester may be placed on academic probation or suspended by the Dean of Academic Affairs in consultation with the Academic Advisor and appropriate Department Head.

ACADEMIC DISMISSAL

Students faced with academic suspension for a second time are dismissed from the College. In rare cases, students may be readmitted after being dismissed if they can provide evidence of significant academic improvement to the Dean of Academic Affairs. Such evidence would normally include high quality academic course work at another institution. For details of disciplinary dismissal, consult the Student Code of Conduct.

ACADEMIC APPEAL

Students wishing to appeal an Academic Suspension or Dismissal must make the appeal, in writing, through the Dean of Academic Affairs. The appeal will be presented to the Academic Standards Committee and, if the appeal is granted, the student will be placed on Academic Probation for the semester identified in the request. If the appeal is not granted, the student may apply for reinstatement to the College after meeting the terms of the suspension or dismissal.

ACADEMIC ETHICS

Honesty in all academic work is expected at Central Maine Community College. Any student who is suspected of academic dishonesty will face investigation and possible disciplinary action, which may include dismissal from the College. Academic dishonesty includes, but is not limited to: using unauthorized aids, copying another person's work on exams, quizzes, and assignments, and taking language, information or ideas from another person or source without noting the appropriate reference. A teacher who suspects or discovers an incident of academic dishonesty may deal with the situation directly with a fair and appropriate sanction, postpone action until consultation with other College officials takes place, or refer the incident to the College Disciplinary Officer for review and action.

ACADEMIC STANDARDS

Minimum cumulative grade point averages for all catalog programs of the College are as follows:

For Students Pursuing the Award of:	Good Standing	Probationary Standing
Certificate		
0-15 credit hours attempted	1.800	1.500
16-36 credit hours attempted	2.000	1.800
Diploma		
0-36 credit hours attempted	1.800	1.500
37-72 credit hours attempted	2.000	1.800
Associate Degree		
0-36 credit hours attempted	1.800	1.500
37-72 credit hours attempted	2.000	1.800

ACADEMIC RECORD CHANGES

Considerable care is taken to ensure course registration and grades entered on a student's permanent record are accurate. Any student who suspects an error has been made should take the matter up immediately with the Registrar's Office. Records are assumed correct if a student does not report to the Registrar's Office within one year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

ATTENDANCE POLICY

Students are expected to attend all classes. Punctuality is expected. If an absence is necessary due to illness or emergency, the student is responsible for contacting the instructor to make up any missed work. In cases of excessive absenteeism, the instructor can recommend to the Dean of Academic Affairs that the student be dismissed from the course or the program. Athletes must notify their instructors one-week before any absence. Excused absences are given for participating in varsity athletic contests only. Athletes are responsible for all work missed. The instructor and athlete will make every reasonable effort to establish an acceptable make-up procedure. If no reasonable alternative for make-up is possible, academic standing should have priority over athletic participation.

ADD/DROP POLICIES (FOR CATALOG COURSES)

Adding a course: Courses may be added only during the first 5 days of a semester without faculty permission.

Dropping a course:

During the first 10 class days of a semester: (First 5 days during the summer session) Courses may be dropped. Tuition is refunded. No grade will appear on transcript.

After the first 10 class days, but before mid-semester: Courses may be dropped. No refund. A "W" will appear on the transcript and will not be figured into the grade point average.

After mid-semester: Courses may be dropped, but a grade of "F" will be recorded by the Registrar. This grade will be figured into the grade point average. In extraordinary circumstances (e.g. health, personal hardship) the Academic Dean may authorize an Administrative Withdrawal ("AW") which will not affect the grade point average.

The date that properly completed Add/Drop forms are received and date-stamped by the Registrar's Office will be considered the official date of record. Students who do not officially drop courses within the Add/Drop period (the first 10 class days of a semester) assume all financial obligations for tuition and fees.

Please Note: Central Maine Community College reserves the right without notice to extend the Add/Drop period of 10 class days because of weather related cancellations or other extraordinary circumstances. Student Add/Drop requests for courses scheduled to meet for less than a full academic semester will be considered on an individual, case by case basis by the Registrar.

Students who find their names missing from the instructor's official class list (after the Add/Drop period) should work with the Registrar's Office to make necessary corrections in the registration records.

ADD/DROP PROCEDURES

For Students Admitted (Matriculates) and Enrolled in a Catalog Program

To Add a Course:

1. Discuss your plans with your Academic Advisor, complete the Add form and obtain his/her signature and date on the form;
2. Contact the course instructor or Department Head and obtain her/his signature with the date on the Add form;
3. Submit the completed and dated Add form to the Registrar's Office (Room. J-6) as quickly as possible.

To Drop a Course:

1. Discuss your plans with your Academic Advisor, complete the Drop form and obtain his/her signature and date on the form;
2. If possible, notify the instructor of the course or the appropriate Department Head;
3. Submit completed and dated Drop form to the Registrar's Office as soon as possible.

For Non matriculates (Not Enrolled in a Catalog Program)

To Add a Course:

Discuss your plans with a Counselor in Student Services or the personnel in the Academic Affairs Division Office and complete the appropriate form(s).

To Drop a Course:

Discuss your plans with a Counselor in Student Services or the personnel in the Academic Affairs Division Office, complete the Drop form and obtain her/his signature and date on the form;

1. If possible, notify the instructor of the course or the appropriate Department Head;
2. Submit completed and dated Drop form to the Registrar's Office as soon as possible.

BILLING OFFICE

Matriculating students are billed by semester for tuition, room and board charges, and fees. Bills are payable in full in August for the fall semester and in December for the spring semester. The late payment fee is \$25.00 per month. Failure to pay a bill within the prescribed period may keep a student from receiving grades, degrees, diplomas and transcripts and/or completing registration or being included on official class lists. Central Maine Community College offers an interest free payment plan for which the fee is \$35.00 and \$50.00 if the account is delinquent.

The College does not otherwise carry open student accounts. Students may not attend classes unless they have paid all bills or have made payment plan arrangements with the Business Office for deferred payments.

Non-matriculating part-time students must make full payment of tuition and fees at the time of course registration. A purchase order or letter authorizing sponsorship must be submitted to the Business Office in order to defer payment.

CANCELLATION OF CLASSES

If severe weather conditions or other emergency situations make it necessary to cancel classes, the following radio and TV stations will be asked to make announcements by 6 AM:

Radio:

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

Television:

Channels 6, 8, 13 and The Fox network
Call the college switchboard at 755-5100 and listen for the prompt or the Storm Line at **755-5476**

The College website, www.cmcc.edu will also post notices about College cancellations.

CHALLENGE EXAMINATIONS

Central Maine Community College provides matriculated students with the opportunity to challenge some catalog courses of the College for which they believe they are qualified. Credit by Challenge Examinations will not be offered for those courses in which a CLEP examination exists. Course Challenge Examinations are prepared and administered by the appropriate College faculty. If a student obtains a C or better, the credit earned will be awarded toward the student's degree. This credit will not be included in computing the grade point average. Requests for course challenge exams are approved by Department chairs or the Academic Dean.

CLEP EXAMINATION

(College Level Examination Program) Students can earn credits toward a degree by passing CLEP exams in a wide variety of subject areas such as English, Math, Biology, Chemistry, Psychology, Sociology, Economics, Accounting, Marketing, Business Law, etc. To apply, contact the Central Maine Community College registrar for information on CLEP exams. The student must make their own arrangements to take the exam(s) and have the scores sent directly to Central Maine Community College. These standardized exams are conducted several times throughout the year at the University locations in Maine and across the country.

CONFIDENTIALITY POLICY

The College complies totally with the Family Rights and Privacy Act of 1974 (the Buckley Amendment). No one outside the institution shall have access to, nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in an emergency in order to protect the health or safety of students or other persons. All the exceptions are permitted under the Act. At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act. Such information may include: name, address, date of birth, telephone number, dates of attendance, class, previous institution attended, field of study, awards, honors, degrees, as well as participation in officially recognized sports and activities. Currently enrolled students may withhold disclosure of any category of Directory Information under the Act. To withhold disclosure, written notification must be received in the Registrar's Office.

COURSE WORK AT OTHER INSTITUTIONS

Matriculated students at the College are expected to secure written approval from his/her faculty advisor prior to taking course work at other accredited institutions. Approved credit courses taken at other institutions will count towards total degree hours required but will not be figured in the student's cumulative grade point average.

EFFECTIVE CATALOG FOR GRADUATION REQUIREMENTS

New students must satisfy the graduation requirements set out in the catalog in effect for the first semester of their attendance as a matriculated (admitted) student. Students whose matriculation at the College has expired forfeit the right to pursue an award according to the provisions of the original catalog and are bound instead by the catalog in effect for the first semester of attendance as a readmitted student. At the student's choice, a later catalog may be selected for graduation requirements but a student may not select an earlier catalog.

EXPLANATION OF GRADES, SYMBOLS AND CODES

The quality of performance in any academic course is reported by a letter grade. The letters are translated to grade points for calculating semester and cumulative averages. These grades denote the character of work and are assigned grade points as follows:

Letter	Grade Description	Grade Points
A	Excellent	4.00
A		3.67
B+		3.33
B	Good	3.00
B		2.67
C+		2.33
C	Satisfactory	2.00
C		1.67
D+		1.33
D	Poor/Low level achievement	1.00
F	Failure to meet the minimum course objectives	0.00
L	Failure because student stopped attending class	0.00

See Catalog for other grades and symbols which may appear on a student's transcript.

GRADE POINT AVERAGE

Academic standing is reported at the end of each semester by using the grade point average, which is determined by multiplying the grade point grade (0.0 to 4.0) for each course by the number of credits earned in the course, totaling the grade points so obtained, and dividing the sum by the total number of credits attempted for the semester. (See College catalog for example)

MATRICULATED STATUS

A matriculated student is one who has met prescribed admission requirements and has been officially admitted to a catalog

log program and has registered for a course in the curriculum. Matriculated students (admitted to catalog programs) maintain their status for ten calendar years from the first semester of course registration at the College. A minimum of three credit hours of appropriate Central Maine Community College course work must be successfully completed each calendar year or an application for re-admission must be filed with the Admissions Office.

Central Maine Community College is accredited through the New England Association of Schools and Colleges, Inc. In addition, many programs are accredited at the national level. Along with other colleges and universities in New England and throughout the country, we have adopted a commitment to the improvement of student learning. In order to gauge our progress in this area, the College conducts periodic assessment activities during the course of the year. Therefore, students will be asked to complete surveys and/or be asked to participate in standardized testing, providing necessary information pertaining to the learning process. Students can be assured that participation in these activities will in no way effect the grading process. Participation however, is required for graduation. Questions may be addressed to the Office of Academic Affairs.

MID-SEMESTER PROGRESS REPORTS

Notices are issued when deemed appropriate during the semester by faculty to students whose performance is unsatisfactory. The notice is in the form of a written report which describes deficiencies and suggests appropriate remedial action. Students who receive such notices should meet with their instructor(s) to discuss the problem(s) in more detail. Progress reports calling attention to outstanding, or satisfactory achievement are also issued by faculty.

MULTIPLE DEGREES

Central Maine Community College students may only be matriculated into one major and/or degree at one time. Once one degree has been earned a student may reapply for another degree and all previous course work may be used to help meet the requirements of additional awards.

ACADEMIC SERVICES (Lapoint Center)

Academic Advising

All students (full or part-time) who have been admitted (matriculated) into catalog programs 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 (Associate Degree, Diploma or Certificate). 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. Department Chairpersons or the Dean of Academic Affairs assigns students to Academic Advisors. 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.

Learning Resources (Jalbert Hall)

Learning Resources is responsible for providing academic support services to Central Maine Community College students. It supports student learning by providing a wide variety of activities including Testing Services, TRIO, the Success Center (Jalbert Hall, Room J 415), specialty courses and Developmental Studies course work.

Program Director, Mary Fraser, 755-5238, Room-J415, mfraser@cmcc.edu;

Academic & Transfer Advisor, Mary Fraser, 755-5248, Room-J415, mfraser@cmcc.edu;

Instructor, Phil Perreault, 755-5248, Room-J415, pperrea@cmcc.edu;

Retention Advisor, Sheila Lawler, 755-5209, Room-J415, slawlor@cmcc.edu;

CENTER FOR RETENTION & TRANSFER

The Center for Retention and Transfer, located 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 CM students. The two primary services offered by the Center include the First Year Experience Program and A.A. Transfer Services. For general information about the Center, please contact the center's director, Linda Gallahan, Assistant Dean of Academic Affairs at (207)755-7286, lgallahan@cmcc.edu, or visit the Center for Retention and Transfer in Jalbert Hall, Suite 409.

First Year Experience Program

For first year students, the Center offers a 3-hour, non-credit course in the Fall, "The First Year Connection," as well as peer mentoring, tutoring referral, academic advising, and personal support services. Students interested in learning more about the First Year Experience program should contact its Coordinator, Rita Pare, at (207)755-5355, or rpate@cmcc.edu.

Transfer Services for A.A. Students

For General and Liberal Studies students interested in transferring to other programs, college or institutions, the Center offers resources to identify academic programs, articulation agreements to guide institutions, the Center 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. AA students interested in learning more about transfer options, should contact the Center's Director of Transfer, Liz Oken, at (207) 755-5239, eoken@cmcc.edu.

TRANSFER AGREEMENTS (FROM CENTRAL MAINE COMMUNITY COLLEGE TO OTHER COLLEGES AND UNIVERSITIES)

Because Central Maine Community College is accredited by the New England Association of Schools & Colleges, Inc., most academic credits will transfer to other colleges and universities. Liberal Arts (general education) courses usually transfer more easily than technical courses. It is important to note that the receiving school has the right to determine whether academic credit will transfer. Central Maine Community College has direct transfer agreements with the University of Maine System through the AdvantageU Program. In addition, the College has transfer agreements with other colleges and universities in Maine as well as institutions outside the state. These agreements facilitate transfer of graduates from Central Maine Community College to the senior institutions and assure that students will be accepted with advanced standing and that their Central Maine Community College degree course will apply toward the Baccalaureate Degree. For specific information regarding transfer of credit, the student should consult the Center for Retention and Transfer and with representatives at the institution to which he/she wishes to transfer.

TRIO

TRIO provides a variety of resources for students who demonstrate academic need. These services include placement or assessment testing, evaluation, tutoring, advising and individual academic support. TRIO participants must meet certain eligibility guidelines before participating in the Program. Students interested in finding out more about TRIO should contact the Program Director at (207) 755-5206 or visit the TRIO Office in Jalbert Hall, room J-415.

Success Center (Jalbert Hall)

The Success Center located in J-415 is a quiet study area open to all Central Maine Community College students. It offers academic resources such as computers, learning carrels, adaptive equipment, tutoring and special programs.

Developmental Studies (Jalbert Hall)

Developmental Studies is formal course work designed to improve study and learning habits, reading skills, writing competence, and mathematics abilities. Basic skills are expected to be developed to satisfactory levels within two academic semesters. Developmental courses (ENG 021, ENG 030, ENG 050, MAT 030, MAT 050, LER 010, LER 011 and LER 025) are listed in the course descriptions section of the current College catalog.

Library (Jalbert Hall)

The Library supports the mission and curriculum of the College and works in partnership with the faculty, staff and students to create lifelong learners and experienced information users. Recognizing the vital role the Library plays in the educational development of the student, the Librarians acquire, store, disseminate, and interpret information in multiple

formats to support the academic goals of the College.

Distance Learning

Central Maine Community College offers some courses for academic credit via the Internet. Students communicate with their instructors through electronic mail and receive their assignments through course materials posted on the World Wide Web. Some courses may require a textbook and/or a CD-ROM disc. The College currently offers the Occupational Health and Safety curriculum over the Internet. To the extent possible, students enrolled in this program observe the same policies and procedures as other registered students.

Writing Center (Lapoint Center)

The Writing Center provides, at no additional charge, non-credit, and individualized instruction to students working on writing assignments for any Central Maine Community College course, as well as resumes and cover letters, essays for scholarships and college admission. The Writing Center is staffed by professional writers and experienced writing instructors. Students are encouraged to make appointments, but drop-in service is also available. The Writing Center is a program of the Humanities Department.

TRANSCRIPT OF THE PERMANENT ACADEMIC RECORD

The permanent academic record is maintained by the Office of the Registrar for all students of the College. While the grade report is the official notification to the student, the Academic Dean, and advisor of the student's academic achievements for a given semester, the only true and valid documentation of academic work and student status is an official transcript of the academic record, stamped and embossed with the seal of the College. The transcript is available only with the permission and signature of the student and will be released to that student or a designee only if there are no outstanding charges against his or her account with the Business Office.

TRANSFER CREDIT

Students may transfer credits from other regionally accredited colleges into a Central Maine Community College catalog program provided they earn a grade of C (not C-) or better, and that the credits are relevant to the Central Maine Community College degree program. To apply, students must contact other colleges they have attended and arrange for official transcripts and course descriptions to be sent to Central Maine Community College's Registrar's Office. Students who are transferring courses within Central Maine Community College may transfer any course applicable to the new major program of study along with all the grades they previously earned. The student's academic advisor, program chairperson and the Registrar will work with the student to insure an appropriate transition. Note: Students requesting Veteran's Educational Assistance are required to have all previous post-secondary educational experience evaluated for possible transfer credit in order to be eligible for benefits.

WITHDRAWAL FROM THE COLLEGE

To officially withdraw from the College, a student must obtain and complete a form from the Registrar's Office. If a student withdraws from the College during the first 10 class days of a semester, there will be no grades recorded. Withdrawal forms are available from the Registrar's Office. If a student officially withdraws from the College during the first ten class days of a semester (five days during the summer session), there will be no grades recorded. Students who do not officially withdraw from the College (fail to complete the withdrawal form) are subject to grades of "F". Students receiving financial aid may owe a refund of federal funds disbursed based upon the approved federal refund policy. *(Please also refer to the College Refund Policy on page 15 of the College catalog).* Note: For purposes of calculating refunds, the attendance period begins on the first day of the academic semester **AND ENDS ON THE DATE THE STUDENT NOTIFIES THE REGISTRAR'S OFFICE IN WRITING OF HER/HIS WITHDRAWAL.**

Resident students who must move out of the residence halls to participate in a field experience internship to meet a curriculum requirement may be eligible for a refund of the unused portion of room and board expenses.

STUDENT SERVICES (Jalbert Hall)

FINANCIAL AID (Jalbert Hall)

Central Maine Community College is committed to assisting students finance their education. A basic principle of financial aid programs is that the student and his/her family are expected to contribute, when able, from income and assets to meet college costs. However, approximately two thirds of our students receive financial assistance to help them meet these costs in the form of grants, scholarships, loans and work opportunities. The Office of Student Financial Aid exists to advise and assist students. Counselors are available to help with financial aid problems. Students are encouraged to make use of the office whether or not they are receiving direct financial aid assistance. If funds are not available from

Central Maine Community College, the Office of Student Financial Aid helps students explore other potential sources of aid.

ELIGIBILITY

While students and their parents share the primary responsibility for financing a post-secondary education, a number of federal, state and institutional financial aid programs are available to supplement the family contribution where need exists. Within the limits of its resources, Central Maine Community College awards financial assistance to students with need in the form of federal grants, state, institutional, and privately funded scholarships, federal work-study and loans. To receive financial assistance, a student must be admitted to the College and, in most instances, must be enrolled for at least six credit hours.

The majority of financial assistance provided by the College is awarded on the basis of financial need. Students apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) electronically through the web site at www.fafsa.ed.gov or they may pick up a FAFSA paper application from the Financial Aid Office. Students are encouraged to apply for the FAFSA over the web due to its ease of use and faster response time. Students will be offered financial aid subject to the availability of funds. Review of student aid applications begins in early spring. **THE IMPORTANCE OF FILING THE FAFSA CANNOT BE OVEREMPHASIZED. THE FAFSA SERVES AS THE BASIS FOR ALL FINANCIAL AID DECISIONS MADE AT THE COLLEGE.**

Satisfactory Academic Progress:

In order to receive financial aid under Title IV of the Higher Education Act as amended; a student must maintain satisfactory academic progress (SAP) in her or his course of study according to the standards and practices of the College. Student academic records will be reviewed at the end of each semester to determine that each student is making satisfactory academic progress. Two measures will be used, each bearing equal weight in determining the student's status.

Qualitative Measure:

This is a measure of the student's grade point average. This measure is reviewed at the conclusion of each semester. Qualitative measure is not affected by full or part-time enrollment status. Students will be placed on financial aid probation for one semester if they do not meet the following cumulative GPA requirements. Students who fail to regain satisfactory academic status for a subsequent semester will be placed on financial aid suspension and lose their financial aid.

Financial Aid Probation:

No probationary status assigned for 1-11 attempted credit hours; Cumulative GPA of 1.51 to 1.74 for 12 to 23 attempted credit hours; Cumulative GPA of 1.75 to 1.90 for 24 to 35 attempted credit hours; Cumulative GPA of 1.91 to 1.99 for 36 or more attempted credit hours.

Financial Aid Suspension:

Cumulative GPA of 1.50 or less for 12 to 23 attempted credit hours;
Cumulative GPA of 1.74 or less for 24 to 35 attempted credit hours;
Cumulative GPA of 1.90 or less for 36 to 47 attempted credit hours;
Cumulative GPA of 1.99 or less for 48 attempted credit hours to the end of the degree program.

Quantitative Measure:

The maximum time for matriculated students to complete a program and receive financial aid must be no more than 150% of the length of their academic program and falls into one of the following categories:

Certificate (15-45 credit hours) 3 semesters

Associate Degree (15-90 credit hours) 6 semesters

Students who continually withdraw from classes after the drop period may be negatively impacted by this measure. If a student plans to drop a class they should do so during the drop period as published in the academic calendar.

Students will be evaluated at the end of each semester to determine if they are making satisfactory academic progress (SAP). SAP will be applied to all students, regardless of full-time or part-time status. A credit is defined as attempted when it is on the student's enrollment schedule at the end of the official Add/Drop period.

Transfer credits, advanced placement credits and credit by examination will be included in the cumulative quantitative total calculations when the credits are officially transferred to fulfill the College's requirements. These credits do not carry

quality points and are not included in the qualitative analysis of SAP. An "incomplete" grade will be monitored by the SAP process once a letter grade has been established. Remedial work in developmental courses may qualify for financial aid if the courses are measured in credit hours and required as part of the student's planned program.

Students failing to meet the College's satisfactory academic standards do have the right to appeal based on mitigating circumstances such as:

Death in the family; Injury or illness to the student; Family emergency; or other extenuating circumstances.

The Financial Aid Office reserves the right to accept or reject any appeal for continued financial aid assistance.

NOTE: If a student withdraws from the College in an academic term during which they are ineligible for financial aid due to not maintaining satisfactory academic progress, they remain ineligible for financial aid until such time that they once again make SAP. In other words, you may not re-enter the College with new financial aid eligibility if at the time you withdrew you were not meeting SAP requirements.

TYPES OF AID AVAILABLE

Federal Pell Grants

The Federal Pell Grant program is designed to provide financial assistance to high need students attending post secondary educational institutions. Federal Pell Grants do not have to be repaid. Awards range from \$400 to \$4310, as determined by the cost of education, need and credit hours enrolled.

Federal Supplemental Education Opportunity Grants (SEOG)

This is a federally funded program to assist needy students. SEOG grants do not have to be repaid. Grants vary between \$100 and \$300 per academic year.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides jobs for students who wish to earn a portion of their educational expenses. While most students work on campus, a percentage of FWS funds must be allocated to support community service activities.

Maine State Grant Program

The Maine State Grant Program (formerly Maine Student Incentive Scholarship Program) is designed to provide financial assistance to undergraduate Maine students. Eligible students will receive up to \$1,200 for the 2007-2008 academic year. All Maine students should apply annually by submitting the Free Application for Federal Student Aid (FAFSA) prior to the May 1 deadline.

Central Maine Community College Foundation Scholarships

Central Maine Community College is able to offer scholarships and emergency loans made possible through the fundraising efforts of the community-based Central Maine Community Education Foundation, a private, non-profit corporation organized for the purpose of supporting Central Maine Community College programs and students. Foundation scholarships and emergency loans are available to Central Maine Community College students through the College's Financial Aid Office.

Bernard Osher Foundation Scholarships

Scholarship awards ranging from \$500 to \$1,000 for eligible students enrolled in the General Studies Associate in Arts degree program.

The Osher Scholarship for Associate in Arts Students Scholarship awards for students who have been out of high school or college for at least one year and are enrolled in the Associate in Arts program.

Technical Scholarships

The Board of Trustees of the Maine Community College System allocates scholarship funds from biennial legislative appropriations to each Community College. During the 2007-2008 academic year, eligible students will receive awards in amounts ranging from \$100 to \$500.

Native American Program

Central Maine Community College will waive tuition charges for qualified Native Americans residing in Maine. An applicant must meet the academic qualifications of the program and must establish proof of tribal eligibility. Eligible applicants include (1) persons whose names appear on the current tribal census of the Passamaquoddy or Penobscot tribes and (2) persons who have resided in Maine for at least one year and at least one of whose parents or grandparents either was included on the census of a North American tribe or held a band number of the Maliseet or Micmac tribes.

Children of Law Enforcement Officials and Fire Fighters Killed in the Line of Duty

Central Maine Community College will waive tuition, fees and room and board charges for qualifying students.

Canada Student Loan Program

Central Maine Community College has been approved for designation as a specified institution under the Canada Student Loans Program.

Veteran's Administration Assistance Program

Central Maine Community College is an approved institution for the training of veterans and their dependents. Under the various veterans educational assistance acts (more commonly known as the GI Bill), eligible individuals qualify for financial assistance according to their form of military service.

Anyone requesting veterans educational assistance is required to have all previous post-secondary educational experience evaluated for possible transfer credit in order to be eligible for benefits.

To receive additional information, a prospective student should contact the Veterans Administration Center, Togus, Maine 04330, (1-800-827-1000) or the Veterans Certification Officer at Central Maine Community College or call 1-888-442-4551 (1-888-GIBILL-1) or visit their web site at www.GIBILL.VA.GOV

Veteran's Dependents and Survivors

Education benefits for up to 45 months may be paid to a student whose parent was permanently disabled or died from service connected disabilities. These benefits are also extended to the wives, widows, or widowers of such veterans. Similar allowances are granted to dependents of veterans with non-service connected disabilities. For additional information, students should contact the Veterans Administration Center, Togus, Maine 04330 (1-800-827-1000).

FEDERAL FAMILY EDUCATION LOAN (FFEL) PROGRAMS*

Federal Stafford Loan Program

Through a loan, students are in effect, investing their future earnings in their education. Loan eligibility is determined when the student files the FAFSA and is initially reviewed for financial aid by the College's Financial Aid Office.

The U.S. Government will pay the interest during a student's enrollment and deferment periods. Repayment of the principal and interest begins 6 months after the student graduates. Students may borrow up to a maximum of \$3,500 in their first year of study and up to \$4500 in their second year.

An Unsubsidized Federal Stafford Loan is available with the same terms and conditions as Stafford Loans, except that the borrower is responsible for interest that accrues while he/she is in school.

Federal Parent Loans (PLUS)

This program allows parent(s) to secure relatively low-cost loans. Contact your local bank, credit union, or savings and loan institution for more information.

TITLE IV FUNDS Title IV Financial Aid Refund Procedures

Students who receive Title IV funding are subject to mandated federal refund procedures upon withdrawal from school. A portion of Title IV grant or loan funds (not including Federal Work Study) must be returned to the Title IV programs for a student who officially withdraws before the 60 percent point in the payment period or period of enrollment. Up through the 60 percent point in time, the percentage of Title IV aid earned is equal to the percentage of the period of enrollment for which it was awarded and that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60 percent point in the period of enrollment, then they have earned 100 percent of their Title IV aid assistance. The date the student withdraws (as determined by the school), is the date that the student returns a completed withdrawal form to the Registrar's office or otherwise provides official notification to the institution of his or her intent to withdraw. If the student does not notify the institution of the intent to withdraw, then the official withdrawal date will be considered to be the midpoint of the enrollment period.

Offers of financial aid are conditional upon receipt of funds from all funding sources. The Financial Aid Director reserves the right to revise offers of financial aid at any time during the year based on availability of funds and/or changes in regulation or procedures mandated by the College, State, or Federal authorities.

ACCIDENT PREVENTION

Goggles and other forms of head and eye protection must be worn during the performance of all operations involving

hazards to the head or eyes.

ACCEPTABLE USE POLICY FOR COLLEGE COMPUTERS AND 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 firm 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 or alteration 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

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(ies) for the computer resources that the user is connected to may have his/her access to the Central Maine Community College work 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.

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.

ADULT EDUCATION

A wide variety of non-credit recreational courses are offered by Lewiston Adult Education, 794-4141 and Auburn Adult Education, 784-9220. Call to obtain schedules.

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

More resources are listed and available through 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.

ATHLETICS (Kirk Hall)

All Central Maine Community College 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. Central Maine Community College offers golf, baseball and softball in the fall, men's and women's basketball in the winter. The baseball, softball, men's and women's basketball and golf teams all play in the Yankee Small College Conference as well as participate in the USCAA. 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.

AUTOMATED TELLER MACHINE (ATM)

The ATM is located in the hallway adjacent to the entrance foyer of Jalbert Hall. It is owned and operated by Five County Credit Union. Five County members as well as members of almost all other Maine credit unions will not be charged a fee for a transaction. The charge for a transaction from a bank or out of state credit union is \$2.00. The fee will be disclosed prior to the completion of any transaction. If you have questions or problems with the ATM see someone in the College Business Office.

BOOKSTORE (Jalbert Hall)

The bookstore sells required textbooks, course tools and supplies, and novelty items. The bookstore, located in Jalbert Hall, has posted hours of operation. Within two weeks after the beginning of a course, clean, unmarked books are returnable with a receipt for a full refund. After two weeks, books are considered used.

BULLETIN BOARDS

Bulletin boards at central points keep everyone fully informed. The boards are located near the classrooms and in the residence halls. The secretary to the Dean of Students in the Student Services Office must sign authorized material.

CAMPUS CRIME REPORTING

In compliance with the Student Right to Know and Campus Security Act, Central Maine Community College is required to make available to all prospective students and employees information regarding crime statistics on the college campus and all satellite locations. This information is available in the Student Services Office as well as at: www.opc.edu/Security/instDetail.asp?UNITID=161077. To report a crime on campus, contact the Dean of Students Office at 755-5232.

CAMPUS SECURITY

The campus security will enforce all rules and regulations relating to campus security and traffic regulations. Tickets will be issued for cars parked in violation and fees will be charged. Unpaid campus fines will be attached to your final bill. A security officer is available evenings to escort students to their vehicles. Students can arrange for security escorts at the Registrar's Office in Jalbert hall or by calling extension 292 on a campus security telephone. Students who witness potentially dangerous situations on campus should notify security immediately. (See Emergency phone numbers on next page)

STUDENT COUNSELING (Jalbert Hall)

Student counseling is available during the week with office hours by appointment 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.

Department heads, faculty, and Student Services personnel offer academic counseling. The Dean of Academic Affairs is also available to assist students with academic issues. Assistance with health concerns is available through Student Services in Jalbert Hall.

CAREER PLANNING, COUNSELING & PLACEMENT SERVICES (Jalbert Hall)

The Dean of Student Services Office provides career counseling in areas of career exploration, career planning, and choice of major. A variety of assessment instruments are offered along with computerized career guidance software to provide additional career exploration assistance. The career library in Student Services may also be helpful for students. Day and evening hours are available by appointment. Central Maine Community College takes pride in the excellent placement record of its graduates. Job placement services for students are provided with business and industry to develop opportunities for positions throughout the State. Many department heads and faculty have close working relationships with community businesses, and they assist and advise students regarding placement in occupations relating to students' training. Part-time and summer positions are also available to students who want to work while attending college. For the latest job listings, visit the Student Services Center or the college website, www.cmcc.edu.

DISABILITY SERVICES (Jalbert Hall)

Central Maine Community College is committed to providing the means to enable equal access to education for students with disabilities. Pursuant to federal law (section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with

Disabilities Act of 1990) individuals with disabilities (those defined as having "a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment") who are otherwise qualified, may be eligible to receive academic support and/or accommodation(s). Eligibility is based on 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. Essential components of any course of study may not be eliminated or circumvented. These accommodations are intended to promote equal access, not special privilege.

It is the student's responsibility to make the Disabilities Coordinator aware of his/her disability and possible need for accommodation. The Disabilities Coordinator may be reached by calling 755-5277, or by appointment. Please refer to more detailed information on the website at www.cmcc.edu/student resources or in the student handbook.

EMERGENCY PHONE NUMBERS (Must dial "9" first")

Auburn Fire Department 911
Auburn Police Department 911(non-emergency 784-7331)
Campus Security campus ext. 292
Poison Control Center 1-800-442-6305
State Police 1-800-482-0730
Ambulance Service 783-2219
Central Maine Medical Center 795-2200
St. Mary's Regional Medical Center 777-8120

FIRST YEAR EXPERIENCE PROGRAM (Jalbert Hall)

The Center for Retention & Transfer offers a First Year Experience program to all new Associate of Arts students at CM. This program includes the fall semester course, LER 101: "The First Year Connection," mentoring and specialized course advising for AA students in the course, and tutoring. Testing, and transfer referral services.

FIREARMS AND WEAPONS

Central Maine Community College does not permit weapons, firearms and/or ammunition or any other explosives in any of its campus buildings. Furthermore, discharging guns or other firearms, or the use of other forms of weapons, is not permitted on campus or anywhere else within the area.

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.

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. The dining hall is open Monday through Friday for commuting students

and seven days a week for those who live on campus.

HEALTH INSURANCE

Students living on campus must have health insurance coverage. For students with no coverage, a student health insurance plan can be purchased through the Central Maine Community College Business Office located in Jalbert Hall.

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 Students 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.

HEALTH & WELLNESS

Students may access information and resources on alcohol and other drug awareness, physical exercise, healthy diets, stress management, and healthy relationships by contacting the Health & Wellness information Office at 755-5251.

Central Maine's Substance Abuse Prevention Coalition (Jalbert Hall)

Central Maine Community College strives to prevent illegal drug use and high-risk alcohol use from negatively impacting its students, campus, and community. As part of its participation in the Maine Higher Education Alcohol Prevention Project, Central Maine Community College has a coalition of students, faculty, staff, and community members to address substance abuse prevention. The coalition is involved with planning campus activities and programs, as well as advising on college policy and substance abuse related issues. If you would like more information about Central Maine Community College Substance Abuse Prevention Coalition, please see the Alcohol and Drug Prevention Coordinator in the Health/Wellness Information Office or call 755-5310.

HOTELS AND MOTELS

For out-of-town guests, there are many motels and hotels in the Lewiston/Auburn area. Three convenient ones are: Fireside Inn Auburn Executive Inn Hilton Garden Inn Exit 12, Maine Turnpike Center Street, Auburn 14 Great Falls Plaza, Auburn 1-207-777-1777 1-800-470-9494 or 1331 1-800-445-8667 or 784-4433 Find other accommodations by visiting the "Visitors" section of our website www.cmcc.edu.

HOUSING (Kirk Hall)

Three residence halls provide on-campus accommodations for Central Maine Community College students. Fortin Hall contains dormitory rooms for double or triple occupancy; the other two halls contain apartment units, each consisting of four 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. Coin-operated laundry equipment is available. Rooms are assigned to full-time Central Maine Community College students, with preference given to first-year students, and selected second year students on a space-available basis. Central Maine Community College makes every effort to provide access to individuals with disabilities. Please contact the Dean of Student Services for more information.

A Residence Hall Council, consisting of Resident Assistants and interested resident students, plans activities throughout the year. A Resident Director lives on-campus and is available to assist student residents.

INSURANCE

Two plans of insurance are available to Central Maine Community College students. **Plan I** covers students for medical costs incurred as a result of accidents during the school year. All students taking at least

12 credit hours in the fall semester are enrolled due to the intensive shop, laboratory, and field activities, which are inherent to the training programs offered at Central Maine Community College. A nominal fee is charged.

Plan II extends the coverage of Plan I to 12 months, and reimburses actual medical expenses according to schedules for illnesses covered. It is optional. Clinical Lab Science, Early Childhood Education, and Nursing students are required to purchase professional liability insurance through Central Maine Community College, which provides coverage for these students during their clinical experience. Students in the Associate Degree Nursing Program are required to provide their own professional liability insurance as LPNs, as well as purchase liability insurance through Central Maine Community

College

as

students.

Special Note: With regard to the school insurance extended coverage policy be advised that: pregnancy or childbirth, false pregnancy, termination of pregnancy, related medical conditions and recovery therefore, shall be payable as any other sickness. Questions concerning the above should be directed to the Director of Finance or Dean of Students.

LEGAL AID

If you are in need of legal advice but don't have the financial means to hire legal assistance, contact: Pine Tree Legal Assistance, Inc. - Lewiston, 784-1558

LIBRARY SERVICES (Jalbert Hall)

The Library provides space, equipment and staff to support students' research and course work as well as helping to educate students to be effective and efficient users of information. The Librarians are available during Library hours to assist students one-on-one with reference and research as well as to provide faculty and students with in class instruction on the use of Library resources.

The Library's collection consists of books and periodicals in print, audio and video material and electronic access to the online catalog; indexed and full text journal articles; and general internet access. The Library space has 22 computers for research and coursework and is a wireless hotspot for internet access. There are a variety of study areas, a conference room, a pay photocopier and audio-visual equipment for course work and research.

To check out books, or request books electronically from other libraries in Maine, students need to have a student ID with the 14-digit barcode on the back of the ID, activated by the Library.

Students are responsible for managing all the material borrowed from the CM library and other libraries. For all material borrowed from CM's Library, overdue notices are sent as a courtesy. Non receipt of notices does not absolve students of their responsibility. If the material is not returned, the Library assumes the material is lost and a bill for the replacement cost of the item plus a non-refundable \$15.00 processing charge is mailed. **Books:** Overdue notices are sent on the 1st and 8th days after the material is due and a bill is mailed 21 days after the material is due. **Media:** Overdue notices are sent on the 1st and 8th days after the material is due and a bill is mailed 15 days after the item is due. **Reserves:** Overdue notices are sent on the 1st and 2nd days after the material is due and a bill is sent on the 3rd day after the item is due. Students are also responsible for items borrowed from other libraries and any fees or fines that may accrue from that library as well as the non-refundable \$15.00 CM processing fee.

Bills are forwarded to the Business Office to be added to a student's record for payment. If a student returns a billed CM Library item, the replacement cost is refundable, the processing fee, however, is not. Students who have any outstanding library fines and/or fees will have their borrowing privileges suspended, they will also not be able to register for classes, receive their grades, diplomas, and transcripts.

The Library hours during the fall and spring terms are 8:00am to 8:00pm, Monday through Thursday; Fridays 8:00am to 4:30pm and Saturdays 8:30am to 12:00pm. Hours change during breaks. Changes in hours are posted on the Library door and/or website

LOST AND FOUND

If you have lost or found something, please check with the Receptionist in Jalbert Hall.

MOTOR VEHICLES

Students wishing to use a motor vehicle on campus must register the vehicle with the Dean of Students Office and obtain a free parking decal. Vehicles and all other personal property on campus are the sole responsibility of their owners. Off-road vehicles are not permitted on campus.

PARKING REGULATIONS

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.

1. 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.
2. All vehicles must stop for pedestrians in marked crosswalks.
3. All vehicles must stop at all posted stop signs.
4. 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.
5. Visitor/guest parking is designated as such. Employees and students are prohibited from parking in these areas at all times.

6. The College campus is closed to all individuals, except resident students and authorized employees, between the hours of 11:00 p.m. and 5:00 a.m. without the permission of the Director of Athletics, Housing and Security.
7. Only individuals with handicapped validation in accordance with Maine laws are allowed to park in handicapped designated parking spaces.

Penalties for Violations

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, Item # 8, 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 does not, under any circumstances, assume the responsibility 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

Central Maine Community College established Alpha Phi Xi, a chapter of Phi Theta Kappa, the international honor society for two-year colleges. Students who have earned a minimum of twelve credits at the College and have achieved an accumulative grade point average of 3.6 in an associate degree program are eligible for membership.

RECREATION

The Kirk Hall gymnasium has posted hours for recreational activities. In addition to Kirk Hall gymnasium, all students have free access to the YMCA in Auburn with a valid Central Maine Community College ID.

RESIDENT LIFE REGULATIONS

Students visiting or living in the residence halls must be familiar with the rights and responsibilities of residential life as outlined in the most recent Residential Life Handbook. These handbooks are given to campus residents at their residential life orientation. Copies of this handbook are also on file in the Library, the Dean of Students Office, and the Office of Housing and Residential Life.

Service Animal Guidelines

For guidance on the use of service animals on campus, contact the Disabilities Services Office at 755-5277 or (800) 8912002 ext. 227 or TTY (207) 755-5377.

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 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.

SMOKING POLICY

Central Maine Community College wishes to provide a healthful, comfortable and productive learning and working environment for its students, faculty, and staff. The United States Surgeon General, in *The Health Effects of Involuntary Smoking*, concluded that: "Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers in the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke." Smoking is prohibited in all areas of Jalbert Hall, Lapoint Center, Kirk Hall and the Culinary Arts Center. The College has set up four designated smoking areas on campus. Smoking is permitted only in these four areas or a person's vehicle. The smoking areas are clearly marked and can be found outside Jalbert

Halls 200 wing, behind the cafeteria in the wooden shelter adjacent to parking area E, outside the side entrance to the Lapoint Center near Jalbert Hall, and outside Kirk Hall parking lot entrance. Students smoking in other areas are in violation of College policy and will be subject to disciplinary actions.

STUDENT ACTIVITIES

Many major activities and events on campus are initiated by Central Maine Community College's Student Senate, made up each year of student representatives from each college major. 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. The Kirk Hall Gymnasium has posted hours for recreational activities. With support from the Dean of Students Office, commuting and residential students at Central Maine Community College may organize activities and events. Scheduled events are announced on Central Maine Community College's electronic bulletin board, which can be found in most campus buildings. The College provides students with free memberships to the YMCA and students may participate regularly in the activities of that facility.

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.

Other student clubs and organizations that have been available from year to year for students include an Outing Club; Lakeside Players (Central Maine Community College's own Drama Club); Women in Technology; American Society of Safety Engineers, Intramural activities, an International Student Club, and Mixed Nuts - a publication of creative works by and for students.

STUDENT DRESS

It is expected that good taste will be exercised. Students will be required to conform to safety regulations consistent with existing industrial standards.

TELEPHONES

There are pay telephones in two locations; the Student Lounge in Kirk Hall, and in Jalbert Hall 400 Wing.

CELL PHONES

We strongly encourage users of cell phones, pagers, and other electronic communication devices to set them to vibrate mode and make and receive calls outside the classroom. College staff can direct those needing to make calls to an area that will not disturb others. We reserve the right to ask anyone to leave an area when their phone conversations are disturbing others.

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 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.

THE STUDENT SENATE CONSTITUTION AND BY-LAWS

PREAMBLE

We the undergraduate students of Central Maine Community College 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, sex, 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. SECTION VI Allocate and authorize 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 duly elected representatives; one from the first year and one from the second year student populations of each program, one representative from the Residence Council and one representative from the Continuing Education Division. SECTION 2 Membership in the Senate is limited to Central Maine Community College students who are in good standing with the College and have paid an activity fee. SECTION 3 Each elected representative shall have an elected alternate who may attend Senate meetings as a substitute and who will have full privileges in this role. 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.

ARTICLE IV-ADMINISTRATIVE OVERSIGHT COMMITTEE

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

ARTICLE V-SENATE OFFICERS

SECTION 1 The Senate shall elect a President, a Vice-President, a Treasurer and a Secretary from the Senate membership. 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 2/3-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 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 2/3 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 A quorum shall consist of at least 25% of the active Senate membership including the President or Vice-President. Business shall not be conducted at Senate meetings unless a quorum is established. SECTION 6 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 \$1500 may be referred for referendum by a 2/3 majority vote of the Senate.

ARTICLE IX-AMENDMENTS

SECTION 1 The Senate Constitution may be amended by a 3/4 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 2/3-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.

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.

CENTRAL MAINE COMMUNITY COLLEGE STUDENT SENATE BY-LAWS

ARTICLES I-DUTIES OF THE REPRESENTATIVES

SECTION 1 Representatives from the programs and at-large 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 A representative who is unable to attend a regularly scheduled meeting is responsible for informing his/her alternate. SECTION 4 Each program is expected to have at least one first year and one second year representative or alternate(s) at each scheduled meeting. If either a first or second year is unrepresented and unexcused for a total of three meetings per semester, then that program's year will be suspended from senate membership for a thirty day period during which time it must reorganize and present itself to the Senate for reinstatement. Programs that run for one year or every other year are required to provide only one representative for their program, also programs required to perform class work or labs during Senate meetings will be exempt from "Mandatory Attendance" for the period they are performing. Failing this, the program will be suspended for the rest of the academic year. SECTION 5 A program that is reinstated is considered to be on probation. As such, if two additional meetings are missed, the program is suspended from Senate membership for the remainder of the academic semester. SECTION 6 Representatives are expected to remain in good standing with the College and to adhere to the Student Code of Conduct.

ARTICLE II DUTIES OF THE OFFICERS

SECTION 1-*President*

- A. Calls and presides over all meetings of the Senate.
- B. 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.
- C. Is an ex-officio member of standing and ad-hoc committees of the Senate.
- D. Establishes committees and selects chairpersons with the approval of the Senate.
- E. Installs all elected officers.
- F. Chairs the Executive Board and reports on all Executive Board findings and actions to the Senate.
- G. Does not vote in Senate proceedings except in the case of a tie or upon relinquishment of the Chair to another Executive Board member.
- H. Establishes the agenda for all Senate meetings and ensures that the agenda is posted at least 2 working days before any scheduled meeting.
- I. 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.

- J. Performs all other duties common to the office as defined by the Senate Constitution and By-Laws.

SECTION 2-*Vice President*

- A. 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.
- B. 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.
- C. With the committee chairperson may dismiss any committee member with sufficient cause.
- D. May excuse elected representatives from meeting attendance at his/her discretion.
- E. Approves the provision for absentee ballots.
- F. Oversees all clubs and groups recognized by the Senate, assisting them in accomplishing their goals and ensuring that they adhere to their constitutions.
- G. Shall assume the Office of President should the President resign, be removed or otherwise be unable to continue.
- H. May vote in all matters before the Senate except when presiding over the Senate.

SECTION 3-*Treasurer*

- A. Provides for the uniform and efficient operation of the financial affairs of the Senate and its agencies.
- B. Advises the President and the Senate on all matter concerning disbursement of student activity fees.
- C. 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).
- D. Receives and analyzes monthly financial reports from all Senate funded organizations and has the authority to suspend an organizations budget if he/she finds that their finances are not in order.
- E. 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.
- F. Has primary responsibility for all Senate property and maintains an accurate inventory of same.
- G. May vote in all matters before the Senate, except those concerning budgets and finance.

SECTION 4-*Secretary*

- A. 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.
- B. With the President, is responsible for ensuring that the agendas for Senate meetings are available at least 2 working days before the regularly scheduled meetings are convened.
- C. Is responsible for all correspondence of the Senate and maintains accurate and complete files of all Senate documents.
- D. Issues absentee ballots to programs with the approval of the Vice-President.
- E. Certifies all petitions for referendums and provides technical support in certifying elections.
- F. Has overall responsibility for publicizing Senate activities.
- G. Manages the Senate bulletin board and approves the placement of all notices.
- H. May vote in all matters before the Senate.
- I. Mediates any constitutional dispute among Senate members and is the final authority in interpreting rules of order.
- J. 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.

ARTICLE III-DUTIES OF THE ADMINISTRATIVE OVERSIGHT COMMITTEE

SECTION I-*Student Senate Advisor(s)*

- A. Advises the Senate President on fiscal matters.
- B. Signs all contracts and approves all expenditures.
- C. Assists in preparing and approves the annual Senate budget.
- D. When necessary, administratively approves or denies all proposals for senate sponsored events.
- E. Approves orders for Senate supplies.
- F. Attends Senate meetings as needed.
- G. Meets monthly with the College Finance Director concerning Senate fiscal affairs with input from the Senate Treasurer as needed.
- H. Hears and acts on appeals of decisions made by the Senate Coordinator regarding Senate affairs.
- I. 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.
- J. 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.

- K. Is not a voting member of the Senate but may address the Senate at meetings when recognized by the Chair.
- L. Serves as the next level of appeal when grievance is not resolved within the Senate.
- M. Advises, makes recommendations and serves as a sounding board concerning publicity for Senate activities.
- N. 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, this decision to be documented in writing.

ARTICLE IV ELECTIONS

SECTION 1 During the first two weeks of the fall semester, each program will elect four representatives to the Senate. Voting representatives will be one freshman and one senior. The other two representatives will be alternates who will not vote unless designated but who may take part in Senate discussion and who will be eligible for committee membership.

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 students voting. Department Chairs will certify elections and forward results to the Senate Secretary or to the Senate Coordinator in the Secretary's absence.

SECTION 3 Senate officers will be nominated from the active membership of the Senate during the last meeting in September. Nominations will be restricted to active members of the Senate who are in good standing with the College. Elections of Senate officers will be held during the first meeting in October. Those candidates receiving the largest number of votes from the Senate membership will be the elected officers.

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.

SECTION 6 Interim Senate officers will be nominated the second week in April. Nominations will be restricted to active members of the Senate who are in good standing with the College. Elections will be held the following week. Those receiving the largest number of votes from the Senate candidate's membership will be elected Interim officers.

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-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 VIII-STUDENT ORGANIZATIONS

SECTION 1 Any organization, which is comprised, of six or more full-time Central Maine Community College students may apply to the Senate for official recognition. To gain recognition, the following steps must be taken:

- A. Secure a faculty advisor.
- B. Draft a constitution and by-laws clearly stating the organizations purpose, objectives, structure and openness to the student body.
- C. Petition the Senate for recognition by submitting necessary documentation to the Senate Vice-President.
- D. Receive a positive majority vote from the Senate.
- E. Receive the approval of the Senate Coordinator.

SECTION 2 A student organization, which gains Senate recognition, may be eligible to use Central Maine Community College in its correspondence and may use Central Maine Community College 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 monthly reports 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.

ARTICLE IX-CONDUCT OF BUSINESS

SECTION 1- Agenda

- A. 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 2 working days prior to the Call to order.
- B. 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.
- C. 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 weeks 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:

- A. Call to Order
- B. Roll Call
- C. Acceptance of the Minutes
- D. Treasurer's Reports
- E. Old Business
- F. New Business
- G. Open Floor (if time permits)
- H. 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.

ARTICLE X-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 XI-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 a vote taken by secret ballot. The candidate receiving the greatest number of votes from the Senate membership will be the elected officer.

ARTICLE XII-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 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. SECTION 6 All monies on the Student Senate yearly budget not spent by the Senate by the end of the academic year are to be allocated to the "Student Union Account" fund. This fund is established to build a facility on campus for recreational and multiuse by the students.

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 to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) 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; and/or 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) plagiarism; 2) cheating; 3) supplying or assisting to supply false information to College personnel; 4) violating a professional code of conduct or ethics; 5) unauthorized representation of the College or its personnel; 6) failing to identify oneself to College personnel; and/or 7) tampering with or falsifying official documents or records.
- 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, 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; and/or 16) any other conduct that threatens or endangers the health or safety of any person in the College community.
- C. 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; and/or 3) violation of College or System computer use policies.

- D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation of College or System policy; and/or 6) conduct prohibited by law, 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; and/or 13) any other action as the College deems appropriate. The Dean may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to a person or 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 President.

V. Procedure

A. Investigator

The College Dean of Students ("Dean") and/or disciplinary officer ("Officer") (collectively "Investigators") 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 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.

B. Disciplinary Committee

The Disciplinary Committee ("Committee") shall consist of at least three and not more than five members, each appointed by the President. At least one member shall be a faculty member and one member may be a student. The President shall appoint a Chair.

1. Appeal

The student may appeal to the Committee the findings or decisions of an Investigator. A written appeal must be submitted to the Dean within two (2) school days following the day when the student receives the Investigator's written decision, and must state specifically the grounds for appeal. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may grant a request by a person materially affected by the alleged Code violation to have the Disciplinary Committee review a decision of the Disciplinary Officer to dismiss a case or to impose a relatively low sanction.

2. Hearing

After receiving the student's appeal, 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, in 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. The student may be assisted by a person during the hearing and attendant proceedings and that person may advise, but not speak on behalf of, the student. 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.

3. 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 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 vote of Committee members present and voting will prevail.

After the hearing, the Committee shall notify the student in writing of the facts found to be true; the Code section(s) violated; the disciplinary sanction; and the student's limited opportunity to appeal to the College President.

C. College President

A student may appeal to the 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. 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 the College President or the President's designee; **"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"** means a person enrolled in a course of the College and includes, unless otherwise noted, student organizations; **"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.

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.

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 will notify the President of each such complaint. The Officer may be contacted at Central Maine Community College, Affirmative Action Office, and Jalbert Hall, and Room (20), (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.

APPENDIX A

DISABILITY SERVICE PROCEDURE & DOCUMENTATION

Under federal law (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) 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. It must be current for the disability (for learning disability, within three 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 applicable).
2. Date first diagnosed and beginning treatments or services. A general history and clinical interview should be included.
3. A description of the comprehensive diagnostic tests/methods used, including specific test scores (including standardized 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 the extent to which the disability substantially limits a major life activity (as defined in the ADA). Explanation of functional and substantial 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 review it and determine 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 III, preferred, other comparable accepted)
2. Achievement Component (WAIT II, preferred, other comparable accepted)
3. Information Processing Component (WMSIII, 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.

SERVICE ANIMAL GUIDELINES

Service animals for persons with a documented disability are permitted on the grounds and facilities of Central Maine Community College in accordance with the Americans with Disabilities Act (ADA). The ADA defines service animals as "any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." **The service the animal is providing must be directly related to the functional limitation of the person's disability.** For further information on

service animals, please contact the Disabilities Coordinator at this college.