



**Central Maine**  
**COMMUNITY COLLEGE**

# **STUDENT HANDBOOK**

**2022-2023**

# EMERGENCY PHONE NUMBERS

Auburn Fire Department or Police Emergency.....	911
Auburn Police Department (non-emergency).....	(207) 784-7331
Campus Security.....	(207) 212-8566
Poison Control Center.....	(800) 442-6305
State Police.....	(800) 482-0730
Ambulance Service.....	(207) 777-6000
Central Maine Medical Center.....	(207) 795-2200
St. Mary's Regional Medical Center.....	(207) 777-8120
Mental Health Crisis Hotline (24/7).....	(888) 568-1112

## HELP AT A GLANCE

Absences	Department or Academic Affairs	(207) 755-5277
Academic Tutoring	Jalbert 400/TRIO trio@cmcc.edu	(207) 755-5205
ADA Compliance Officer	Business Office humanresources@cmcc.edu	(207) 755-5396
Admissions	Tower enroll@cmcc.edu	(207) 755-5273
Advertising/Marketing	Jalbert 312 publicrelations@cmcc.edu	(207) 755-5248
Advising (general)	Jalbert 400B advising@cmcc.edu	(207) 755-5380
Affirmative Action Officer	Business Office humanresources@cmcc.edu	(207) 755-5396
Alumni Relations	Jalbert 308 adaniels@cmcc.edu	(207) 755-5233
Athletics	Athletics Office - Kirk Hall dgonyea@cmcc.edu	(207) 755-5251
Bulletin Board Use	Student Services studentservices@cmcc.edu	(207) 755-5239
Campus Crime	Athletics Office - Kirk Hall dgonyea@cmcc.edu	(207) 755-5251
Campus Communications	Jalbert 312 publicrelations@cmcc.edu	(207) 755-5248
Childcare Financial Assistance	Financial Aid finaid@cmcc.edu	(207) 755-5328
Counseling (Personal)	Student Services studentservices@cmcc.edu	(207) 440-5968
Counseling (Career)	Student Services studentservices@cmcc.edu	(207) 755-5239
Counseling (Academic)	Program Department or LAC Advising Staff	(207) 755-5380
Course Schedule	Advisor Office or Registrar registrar@cmcc.edu	(207) 755-5292
Dining Services	Dining Commons	(207) 755-5236
Disabilities Coordinator	Academic Affairs disabilityservices@cmcc.edu	(207) 755-5277
Emergency Loans	Financial Aid finaid@cmcc.edu	(207) 755-5328
External Fundraising/ CM Education Foundation	Jalbert 308 cmfoundation@cmcc.edu	(207) 755-5233
Financial Aid	Financial Aid finaid@cmcc.edu	(207) 755-5432
First-Year Student Program	Academic Affairs jlyons@cmcc.edu	(207) 755-5277
Health Services	Student Services studentservices@cmcc.edu	(207) 755-5290

Housing/Residence Hall Matters	Athletics Office - Kirk Hall dgonyea@cmcc.edu	(207) 755-5251
International Student Affairs	Admissions enroll@cmcc.edu	(207) 755-5273
Insurance	Business Office businessoffice@cmcc.edu	(207) 755-5219
Job Placement Services	Student Services eoken@cmcc.edu	(207) 755-5239
Learning Commons/Library	Learning Commons reference@cmcc.edu	(207) 755-5218
Phi Theta Kappa	Student Services jmoreno@cmcc.edu	(207) 755-5265
Placement Testing	Office of Admissions enroll@cmcc.edu	(207) 755-5273
Recreation Room	Fortin Hall	(207) 755-5351
Room Reservation (on-campus groups)	Registrar registrar@cmcc.edu	(207) 755-5292
Student Activities	Student Services tcrossley@cmcc.edu	(207) 755-5434
Student Employment	Financial Aid finaid@cmcc.edu	(207) 755-5328
Student Senate	Student Services	(207) 755-5290
Student I.D.s	Central Services centralservices@cmcc.edu	(207) 755-5294
Textbooks	College Store	(207) 755-5315
Title IX Coordinator	Student Services nhamel@cmcc.edu	(207) 755-5284
Transfer Services for TRIO Students	TRIO Success Center trio@cmcc.edu	(207) 755-5238
Transfer Services for other students	Student Services eoken@cmcc.edu	(207) 755-5239
Traffic Violations (on campus)	Athletics Office - Kirk Hall dgonyea@cmcc.edu	(207) 755-5251
Tuition & Fees	Business Office businessoffice@cmcc.edu	(207) 755-5219
Transcripts	Registrar registrar@cmcc.edu	(207) 755-5292
Veterans' Services	Financial Aid finaid@cmcc.edu	(207) 755-5432
Withdrawal from College	Registrar registrar@cmcc.edu	(207) 755-5292
Workforce & Professional Development	Lapoint 107 workforcedevelopment@cmcc.edu	(207) 755-5370

# ACADEMIC CALENDAR 2022-2023

## Fall 2022

Thursday, August 25.....  
Monday, August 29.....  
Wednesday, August 31.....

Friday, September 2.....  
Monday, September 5.....  
Tuesday, September 6.....

Monday, September 12.....  
Friday, September 23.....  
Monday, October 10.....  
Monday, October 10-11.....  
Wednesday, October 12.....  
Friday, October 21.....

Monday, October 24.....  
Wednesday, October 26.....

Friday, October 28.....  
Monday, October 31.....  
Monday, November 7.....  
Friday, November 11.....  
Friday, November 18.....  
Monday, November 21.....  
Wednesday, November 23-25.....  
Monday, November 28.....  
Friday, December 16.....

Faculty & Staff Meetings  
First day of full Fall & Fall I semester classes  
Last day to add fall I courses without instructor permission  
Last day to drop fall I courses and receive 100% refund  
Last day to drop fall I courses without record and receive 50% refund  
Labor Day – no classes  
Last day to add full Fall courses without instructor permission  
Last day to drop full Fall courses and receive 100% refund  
Last day to drop full Fall courses without record and receive 50% refund  
Last day to drop Fall I courses without academic penalty  
Indigenous Peoples Day - no classes  
Fall recess - no classes  
Classes resume  
Mid-semester of full Fall courses  
Last day to drop full Fall courses without academic penalty  
End of Fall I semester: Final grades are due 48 hours after last class  
First day of Fall II semester classes  
Last day to add Fall II courses without instructor permission  
Last day to drop Fall II courses and receive 100% refund  
Last day to drop Fall II courses without record and receive 50% refund  
Spring registration opens for current degree-seeking students with 30 or more credits  
Spring registration opens for current degree-seeking students with fewer than 30 credits  
Veterans Day - no classes  
Last day to drop Fall II courses without academic penalty  
Spring registration opens for non-degree-seeking and new students  
Thanksgiving recess - no classes  
Classes resume  
End of full Fall and Fall II semesters: Final grades are due 48 hours after last class

## Winter 2022

Wednesday, December 21.....

Monday, January 9.....

First day of Winter classes  
Last day to add/drop and receive a refund  
Last day of Winter classes

## Spring 2023

Wednesday, January 11.....  
Thursday, January 12.....  
Monday, January 16.....  
Tuesday, January 17.....  
Thursday, January 19.....

Monday, January 23.....  
Tuesday, January 24.....

Monday, January 30.....  
Friday, February 10.....  
Monday, February 20.....  
Monday, March 6.....  
Friday, March 10.....

Monday, March 13-17.....  
Monday, March 20.....

Wednesday, March 22.....

Friday, March 24.....  
Monday, March 27.....  
Monday, April 10.....  
Friday, April 14.....  
Monday, April 17.....  
Monday, May 8.....  
Thursday, May 1.....

Faculty & Staff Meetings  
Faculty & Staff Meetings  
Martin Luther King Day - no classes  
First day of full Spring and Spring I semester classes  
Last day to add Spring I courses without instructor permission  
Last day to drop Spring I courses and receive 100% refund  
Last day to drop Spring I courses without record and receive 50% refund  
Last day to add full Spring courses without instructor permission  
Last day to drop full Spring courses and receive 100% refund  
Last day to drop full Spring courses without record and receive 50% refund  
Last day to drop Spring I courses without academic penalty  
President's Day - no classes  
Summer and Fall registration opens for current degree-seeking students with 30 or more credits  
Mid-semester of full Spring courses  
Last day to drop full Spring courses without academic penalty  
End of Spring I semester: Final grades are due 48 hours after last class  
Spring recess - no classes  
Classes resume  
First day of Spring II semester classes  
Summer and Fall registration opens for current degree-seeking students with fewer than 30 credits  
Last day to add Spring II courses without instructor permission  
Last day to drop Spring II courses and receive 100% refund  
Last day to drop Spring II courses without record and receive 50% refund  
Summer and Fall registration opens for new students  
Summer registration opens for non-degree-seeking students  
Last day to drop Spring II courses without academic penalty  
Patriots Day - classes in session  
End of full Spring and Spring II: Final grades are due 48 hours after last class  
Commencement

## Summer 2023

Monday, May 22.....  
Wednesday, May 24.....

Friday, May 26.....  
Monday, May 29.....  
Tuesday, May 30.....

Monday, June 5.....  
Friday, June 16.....  
Monday, June 19.....  
Friday, June 30.....

Monday, July 3.....  
Tuesday, July 4.....  
Thursday, July 6.....

Monday, July 10.....  
Friday, July 28.....  
Friday, August 18.....

First day of full Summer and Summer I term classes  
Last day to add Summer I courses without instructor permission  
Last day to drop Summer I courses and receive 100% refund  
Last day to drop Summer I courses without record and receive 50% refund  
Memorial Day - no classes  
Last day to add full Summer courses without instructor permission  
Last day to drop full Summer courses and receive 100% refund  
Last day to drop full Summer courses without record and receive 50% refund  
Last day to drop Summer I courses without academic penalty  
Juneteenth - no classes  
Mid-term of full Summer courses  
End of Summer I term: Final grades are due 48 hours after last class  
First day of Summer II term classes  
Independence Day - no classes  
Last day to add Summer II courses without instructor permission  
Last day to drop Summer II courses and receive 100% refund  
Last day to drop Summer II courses without record and receive 50% refund  
Last day to withdraw from Summer II courses without academic penalty  
End of full Summer and Summer II term: Final grades are due 48 hours after last class

## ACCREDITATION

Central Maine Community College is accredited by the New England Commission of Higher Education.

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

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

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

New England Commission of Higher Education  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514

(781) 425-7785

## COLLEGE POLICIES

Academic college policies

**[www.cmcc.edu/collegecatalog](http://www.cmcc.edu/collegecatalog)**

Policies to note include but are not limited to:

- Official Withdrawal Process
- Add-Drop
- Satisfactory Academic Process (SAP)
- Refund Policy
- Grade/Billing Appeal Process
- Adjustment of Attendance Policy and Procedures <sup>(1)</sup>

Other Central Maine Community College and select Maine Community College System policies: **[www.cmcc.edu/policiesandprocedures](http://www.cmcc.edu/policiesandprocedures)**

Policies to note include but are not limited to:

- COVID Return to Campus Plan
- CMCC Affirmative Action Plan
- CMCC Student Handbook
- Copyright Guidance - HEOA Compliance
- Disability Services
- Family Rights and Privacy Act
- Make Your Move Brochure
- MCCS Policy 202: Sexual Harassment
- MCCS Procedure 201.1/202.1: College Procedure for Discrimination, Harassment, Sexual Harassment, and Affirmative Action Complaints
- MCCS Policy 501: Student Code of Conduct
- MCCS Procedure 501.1: Student Sexual Misconduct and Assault, Stalking, and Relationship Violence
- Tobacco-Free Campus Policy

# COLLEGE-WIDE CLOSINGS AND CANCELLATIONS

## Website

If severe weather conditions or other emergency situations make it necessary to cancel classes, an announcement will be posted immediately to the CMCC website at **[www.cmcc.edu](http://www.cmcc.edu)**.

## Emergency Notification System

In the event of a weather closing, emergency, or other unexpected occurrence where College operations are affected, students and employees will be sent a message through the emergency notification system. The message can be received via phone, email and/or text. Students and employees should verify their personal contact information is correct by logging into *CMConnect* and selecting the "Alerts and Contact Info" tab in the left column. Updating contact information in this location does not update your student record information.

## CMCC Storm Line

(207) 755-5476

Students are encouraged to call the Storm Line for updates and information specifically to college-wide closings and cancellations due to weather.

## Media

The College will release weather cancellation information to the following radio and TV stations will be asked to make announcements by 6 A.M.

### RADIO

Farmington WKTJ

Gardiner WABK

Lewiston WLAM, WTHH

Norway WOXC

Portland WBLM, WGAN, WPOR

### TELEVISION

Channels 6, 8, 13 and Fox

## Social Media

Students *should not* rely on official college social media accounts for up to the minute college-wide closings and cancellations. See "Notifications" above.

## Off-Campus Courses and Online Courses

Courses in off-campus locations follow the closing and cancellation policies of the specific off-campus location. College-wide closings and cancellations affect on-campus courses only.

# CMCONNECT AND EMAIL

Log in to *CMConnect*: **[cmconnect.cmcc.edu](http://cmconnect.cmcc.edu)**.

*CMConnect*, an online student portal, is a hub of information.

Students can log in to view schedules, grades, policies, billing information, activities and register for courses, among many other options.

Students are issued a *CMConnect* email address upon registration of their first course. The College uses the student's *CMConnect* email to send important announcements and notifications, therefore, students are required to check it regularly. Students should use their *CMConnect* email for all correspondence to College officials. A *CMConnect* user guide is downloadable from the *CMConnect* homepage.



# ACADEMIC SERVICES

## Academic Advising

All students full- or part-time who have been admitted (matriculated) are assigned an academic advisor. The primary role of the academic advisor is to guide the student (advisee) toward the accomplishment of the student's academic goal. The primary function of the academic advisors are to meet with the student periodically to review the student's academic status and progress; review and approve registrations for official enrollment with the Office of the Registrar; review and provide advice on student plans for "adding or dropping" previously approved courses; maintain "matriculation worksheets" based upon the Central Maine Community College academic program catalog requirements in effect in the first semester of the student's enrollment as a matriculate; and refer advisees to appropriate College personnel when necessary. Advisor assignments are made after the student is admitted to a program. Changes of advisors are approved by department heads or the dean of academic affairs and written notification made to the registrar.

## Advising Office Jalbert 400B

The Learning and Advising Center (LAC) offers students enrolled in the General Studies program a variety of support services, and works closely with other College programs to ensure the long-term success of all CMCC students. The services offered include registration in place of the academic advisor, the First-Year Experience Program and more. For general information please visit Jalbert Hall, Suite 400B, call (207) 755-5380, or email [advising@cmcc.edu](mailto:advising@cmcc.edu).

## Disability Services Jalbert Hall 13

*For full Disability Services procedure and documentation, including policy and procedures for substitution/waiver of a program course requirement for students with a disability, and grievance procedure, see the official CMCC Academic Catalog at [www.cmcc.edu/academiccatalog](http://www.cmcc.edu/academiccatalog).*

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

It is the student's responsibility to make the disabilities coordinator aware of the student's disability and possible need for accommodation. Please refer to the official CMCC Academic Catalog for more detailed information, including the grievance procedure that must be used by students for complaints regarding

claims of disability and requests for accommodation.

Accommodations are not retroactive and must be requested every semester. It is the student's responsibility to contact the disability coordinator if there are questions or concerns about granting accommodations. Examples of possible accommodations may be:

- Extra time on tests and quizzes
- Reduced distraction testing Environment
- Notetaking assistance
- Tape recorder
- Auxiliary aides and assistive technology
- Sign language interpreters
- Readers and/or scribes on exams

## Service Animal Guidelines

For guidance on the use of service animals on campus, contact the Disability Services Office. See "Help at a Glance" on page six.

## Temporary Handicapped Parking Permit

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

## First-Year Experience Program

For first-year students, the Office of Academic Affairs offers a one-hour, one-credit course, "LER: First-Year Seminar".

## Tutoring

Tutoring is available in the Learning Commons with the Math Science Center or Writing Center.

## TRIO Student Support Services Jalbert Hall 415

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





## THE LEARNING COMMONS, LIBRARY AND REFERENCE SUPPORT

The Learning Commons in Jalbert Hall at CMCC provides academic and computer support services to students in a welcoming attractive space.

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

Professional staff and student peer tutors are available to assist students with their information needs through one on one consultations, workshops, in class visits, and electronically through the phone, email, chat, and social media.

The collection consists of several eBook subscriptions, electronic databases, and print titles. A conference room and Smart board can be reserved for group study. Several digital touch interactive tables and screens, computer stations, a printer, and a self-service copier are available to students.

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

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

# ACCEPTABLE USE POLICY FOR COLLEGE COMPUTERS AND PAY FOR PRINT

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

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

## *Policy Specifics*

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

## *Violation of Policy*

Any user who does not adhere to the Acceptable Use Policy for the computer resources they are connected to may have their access to the Central Maine Community College network terminated. The use of Central Maine Community College computer resources is a privilege, not a right. The College reserves the right to take whatever actions necessary to prevent a user from violating the rights of other computer users. The violation(s) could also result in other disciplinary action; and/or appropriate civil or criminal legal action.

Questions or problems: instructors, advisors, and supervisors can help clarify this policy or help to resolve any other problems encountered in using Central Maine Community College computing services and facilities. Central Maine Community College policies recognize and amplify the MCCC Computer Network Acceptable Use Policy.

## *Pay for Print*

The College charges for printing. Funds collected support computer labs with toner, paper and printer maintenance. Print cards are available in the Business Office, Central Services and the Office of the Registrar. The charge is \$5.00 for 100 prints. Print directions are available in computer labs and kiosks.

## PLACEMENT, CAREER, AND TRANSFER SERVICES

### Transfer Services

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

### Career Counseling

The College provides career counseling in areas of career exploration, career planning and choice of major, in addition to resume and cover letter assistance. Likewise, career resources are available under the "Life After CMCC" section at [www.cmcc.edu](http://www.cmcc.edu).

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

### Job Listings

For the latest job listings, check the college website at

**[www.cmcc.edu/communitypartnerjobs](http://www.cmcc.edu/communitypartnerjobs)**.

Community Partner Jobs is home to job openings posted by area employers seeking CMCC students and graduates.

### Contact

Director of Placement and Transfer Services

Liz Oken

(207) 755-5239

**[eoken@cmcc.edu](mailto:eoken@cmcc.edu)**

## SUBSTANCE, ABUSE, AND MENTAL HEALTH SERVICES

### Substance/Abuse Assistance

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

Safe Voices (domestic violence support) 1 (800) 559-2927
Fellowship House (substance abuse) (207) 784-2901
Sexual Assault Crisis Center 1 (800) 871-7741
Tri-County Mental Health Services (207) 795-4007
Family and Marriage Counseling Services (207) 784-0157
AIDS Line 1 (800) 851-2437
Sexually Transmitted Disease Clinic (207) 795-4019
Alcoholics Anonymous (207) 795-5844

### Alcohol and Drug-Free Policy Statement

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

### Student Counseling

Student counseling is available in the Student Services office. Personal issues and concerns can be discussed confidentially in order for students to deal with issues that hinder their ability to fully attend to their studies. Professional counseling is provided in collaboration with and via referrals to a local health care provider. See the associate dean of student services or call (207) 755-5290 for more information.

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

## CAMPUS SECURITY

Auburn Police Department and Campus Security enforces all rules and regulations relating to campus security and vehicle traffic/parking.

### Security Escort to Vehicles

Security escorts in the evening are available. Contact the evening administrator at (207) 755-5434 or (207) 212-6192.

### Non-Emergency Incidents or Witness of Potentially Dangerous Situations

Senior Security Officer  
(207) 212-8566

Director of Housing, Athletics, and Security  
(207) 755-5251

Dean of Students  
(207) 755-5284

In compliance with the Student Right to Know <sup>(3)</sup> and Campus Security Act <sup>(4)</sup>, Central Maine Community College makes information available regarding crime statistics on the college campus and all satellite locations.

### Student Right to Know

**[www.cmcc.edu/student-right-to-know/](http://www.cmcc.edu/student-right-to-know/)**

### CLERY Act

**[www.cmcc.edu/clery](http://www.cmcc.edu/clery)**

## MOTOR VEHICLES/PARKING PERMITS/PARKING

The College does not issue parking permits. Parking is available on a first-come, first-serve basis. Regulations and fines are established in accordance with Maine state laws and are enforceable by College security personnel and by state and local law enforcement agencies subject to appeal to the District Court.

- 25mph, or otherwise designated, speed limit on all College property.
- Except for College vehicles, vehicle traffic is restricted to paved, non-sidewalk, surfaces.
- Parking is allowed in designated parking spaces only. All other paved surfaces and grassed areas are deemed to be fire lanes.
- Visitor/guest parking is marked. Employees and students are prohibited from parking in these areas at all times.
- Individuals must hold handicapped validation in accordance with Maine laws to park in handicapped designated parking spaces.

Tickets are issued for cars parked in violation. The College, in its sole discretion, reserves the right to tow vehicles that are improperly parked.

Students in violation of parking regulations may also be in violation of the Student Code of Conduct and as such may be subject to action administered by the College's disciplinary officer. Employees in violation of parking regulations are subject to disciplinary action as outlined by MCCS policy.

## FIREARMS AND WEAPONS

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

## **FIREWORKS**

Fireworks are not allowed on campus in any capacity.

## **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.

## **LOST AND FOUND**

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

## **MISSING PERSON**

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

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

## **FOOD SERVICE**

### *Jalbert Hall*

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

## **PERSONAL PROPERTY**

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





## HOUSING

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

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

Please see "At a Glance" on page six for Housing contact information.

## IMMUNIZATIONS

Immunization information is per MCCS Policy 810.

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

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

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

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

A student is exempt from the above requirements if the student, or the parent or guardian if the student is a minor, provides a written statement from a licensed physician, nurse practitioner or physician assistant that, in the physician's, nurse practitioner's or physician assistant's professional judgement, immunization against one or more of the diseases may be medically inadvisable.

Any student who does not comply with these requirements or qualify for a medical exception may be excluded from a college. Each college shall keep records of the immunizations and immunization status of each student. Such records shall be part of the student's permanent records.



## HEALTH SERVICES

Central Maine Community College is in close proximity to two major hospitals and other walk-in/urgent care clinics.

Off-campus resources are independent third-parties and are not associated with Central Maine Community College. Individuals are responsible for all costs associated with using these and other off-campus health resources. Residence hall students who need healthcare services are encouraged to carry health insurance coverage.

CMCC Off-Campus Health Resources	
St. Mary's Urgent Care 791 Turner Street Auburn, ME 04210	(207) 330-3900
Concentra Urgent Care 59 East Ave Lewiston, ME 04240	(207) 784-1680
Maine Urgent Care 685 Sabattus Street Lewiston, ME 04240	(207) 795-5050
St. Mary's Regional Medical Center 93 Campus Ave Lewiston, ME 04240	(207) 795-2200
Central Maine Medical Center 300 Main St Lewiston, ME 04240	(207) 777-6000

# SMOKING/TOBACCO-FREE POLICY

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

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

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

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

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

## Resources

*Maine Tobacco Helpline*  
1-800-207-1230.

*The Quit Link*  
**thequitlink.com**

*Healthy Androscoggin*  
**healthyandroscoggin.org/healthy-androscoggin/tobacco-use/**

*Partnership for a Tobacco-Free Maine*  
**tobaccofreemaine.org/**

*American Cancer Society*  
**cancer.org/healthy/stayawayfromtobacco/index**

How to Quit (Centers for Disease Control)  
**cdc.gov/tobacco/quit\_smoking/how\_to\_quit/index.htm**



## OTHER CAMPUS RESOURCES

### ATM

#### *Jalbert Hall*

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

### College Store

#### *Jalbert Hall 100 Wing - Lower Level*

The College Store sells required textbooks, course tools, supplies, and novelty items. The College Store is located in Jalbert Hall. Within six days of the first day of the semester, clean, unmarked books are returnable with a receipt for a full refund. After six days of the start of the semester books are considered used. Hours of operation are posted on the door of the College Store and at [cmcc.bnccollege.com](http://cmcc.bnccollege.com).

### Central Services

#### *Jalbert Hall 100 Wing - Lower Level*

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

## ATHLETICS

Fulltime students have the opportunity to try out for intercollegiate sports.

Any other intercollegiate sports or club sports are formed on a student interest basis. Open gym is available to all students when no events are scheduled. Students must meet athletic and academic eligibility requirements to participate in intercollegiate athletics. A fitness center is available to all at no charge. A nominal fee may be charged to those participating in group exercise classes. The fitness center is located in Kirk Hall and hours are posted at the start of each semester.

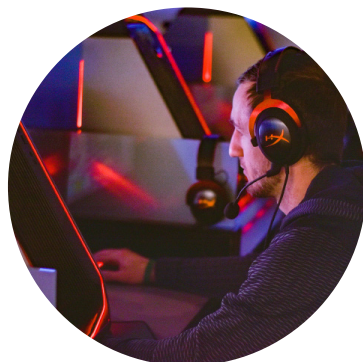


### MEN

BASEBALL  
BASKETBALL  
CROSS COUNTRY  
TRACK & FIELD  
ESPORTS  
HOCKEY  
SOCCER

### WOMEN

BASKETBALL  
CROSS COUNTRY  
TRACK & FIELD  
ESPORTS  
SOCCER  
SOFTBALL  
VOLLEYBALL



## **STUDENT ACTIVITIES**

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

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

## **PHI THETA KAPPA HONOR SOCIETY**

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

## **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 Student Senate is comprised of students elected by ballot and has responsibility for allocating funds received from the activity fee assessed by all students for the support of student activities and organizations. The Student Senate also serves as a clearinghouse for student requests for activities. Other functions include organizing student activities and sponsoring public service activities.

For a full copy of the Student Senate Constitution or Student Senate By-Laws please email [studentservices@cmcc.edu](mailto:studentservices@cmcc.edu).

# STUDENT CODE OF CONDUCT

MCCS Policy 501

## STUDENT CODE OF CONDUCT

PURPOSE: To establish a uniform Student Code of Conduct

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

### I. Purpose of Code

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

- ensure the orderly administration of the College's academic, athletic and social offerings
- secure the opportunity of all students to
- pursue peacefully their educational objectives
- protect the health, safety and welfare of the College and the members of its community
- 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:

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

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

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

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

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

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



# STUDENT CODE OF CONDUCT

College policy

6. being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events
7. action prohibited by health or safety regulations
8. creation of a fire hazard or other dangerous condition
9. restriction of vehicular or pedestrian traffic flow into or out of College property or facilities
10. action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community
11. intentionally placing a person or persons in reasonable fear of physical harm
12. lewd or indecent behavior
13. tampering with fire or safety equipment
14. parking violations
15. disobeying the lawful order of College personnel
16. any other conduct that threatens or endangers the health or safety of one's self or others.

## *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
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. interference with or interruptions of classes and other college activities
2. failure to comply with a sanction imposed by the College
3. interference or refusal to cooperate with an inquiry under the Code
4. continuous violations of the Code
5. aiding, abetting or inciting others to commit or cover-up a violation of the Code
6. retaliation against a person for reporting an alleged violation of the Code
7. acts of discrimination in violation of College or System policy

8. conduct prohibited by civil or criminal law (including, but not limited to, acts of domestic violence, stalking and other acts of violence occurring within a dating relationship)
9. conduct prohibited by College or System policy.

*E. Sexual misconduct and sexual assault, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.*

*F. Sexual harassment, as defined in MCCS Policy 202 and governed by MCCS Procedure 201.1/202.1 and MCCS Procedure 202.2.*

*G. Dating violence, domestic violence and stalking, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1. Acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking within the scope of Title IX's prohibitions are governed by MCCS Procedure 202.2. All other such conduct, excluding sexual harassment, is governed by MCCS Procedure 501.1. Sexual harassment outside the scope of Title IX is governed by MCCS Procedure 201.1/202.1. The College will determine the applicable procedure after review of the alleged conduct.*

## *IV. Sanctions for Code Violations*

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

1. an apology
2. reprimand
3. probation
4. work or service requirement
5. restitution
6. fine
7. prohibition from College classes, functions or facilities
8. forfeiture of room fee, room deposit and security deposit
9. suspension or dismissal from a portion of the College
10. suspension or dismissal from the whole of the College
11. revocation of admission or a degree
12. withholding a degree
13. any other action as the College deems appropriate.  
The dean of students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of



# STUDENT CODE OF CONDUCT

harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College president.

## V. Procedure

### A. General

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

### B. Stage One

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

### C. Stage Two

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation

(such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer's decision either to dismiss or impose a relatively low sanction in the case.

#### 1. Request

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

#### 2. Committee

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

#### 3. Hearing

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

#### 4. Decision

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

# STUDENT CODE OF CONDUCT

unless otherwise specified. A majority of committee members present and voting will prevail.

## *D. Stage Three*

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

## *VI. Notice and Receipt of Notice*

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

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

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

## *VIII. Certain Athletic Determinations*

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College dean of students. For purposes of this provision, "conduct

detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

## *IX. Traffic Violations*

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

## *X. Definitions*

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

## DESCRIPTIONS OF FOUR MCCS POLICIES

The following policies and procedures may be accessed at [www.cmcc.edu/policiesandprocedures](http://www.cmcc.edu/policiesandprocedures).

The following are the titles and descriptions of each policy and/or procedure.

- Student Sexual Misconduct and Assault, Stalking and Relationship Violence (Policy 501.1)
- Sexual Harassment (202)
- Title IX Sexual Harassment Procedure (202.2)
- College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (Policy 201.1/202.1)

### Student Sexual Misconduct and Assault, Stalking and Relationship Violence (Policy 501.1)

#### PURPOSE:

To define and proscribe non-consensual sexual activities, stalking, dating violence and domestic violence not governed by Title IX A. Introduction This procedure governs acts by students of nonconsensual sexual conduct, dating and domestic violence and stalking that do not fall within the scope of Title IX of the Education Amendments of 1972. Such acts within the scope of Title IX are governed by MCCS Procedure 202.2. This procedure supplements the MCCS Student Code of Conduct ("Code") by defining the prohibited acts of non-consensual sexual conduct, dating and domestic violence, and stalking governed by this procedure; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The definitions of prohibited conduct governed by this procedure reflect Maine law where applicable and may differ from the federal definitions required in Procedure 202.2.

### Sexual Harassment (202)

#### PURPOSE:

To define and prevent sexual harassment. Sexual harassment, a form of sex discrimination, is a violation of state and federal law and a violation of this policy when engaged in by employees or students. For purposes of this policy, "sex" includes gender as well as sexual orientation, gender identity and gender expression. Any Maine Community College System employee or student who violates this policy or the applicable laws will be subject to disciplinary action.

### Title IX Sexual Harassment Procedure (201.1/202.1)

#### PURPOSE:

To define and proscribe sexual harassment.

This Procedure applies solely to allegations of sexual harassment that fall within the scope of Title IX of the Education Amendments of 1972. Under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. The purpose of this Procedure is to define the reporting, investigation and adjudication procedures that govern MCCS' handling of sexual harassment allegations within the scope of Title IX and to provide guidance on the application of those procedures. Allegations of sexual harassment outside the scope of Title IX are governed by MCCS Procedure 201.1/202.1.

### College Procedure for Discrimination, Harassment, Sexual harassment and Affirmative Action Complaints (Policy 201.1/202.1)

#### PURPOSE:

To establish a procedure for each College when receiving and investigating student, employee, applicant and any other complaints regarding discrimination, harassment, sexual harassment and affirmative action. This procedure does not apply to allegations that meet the Title IX definition of sexual harassment as set forth in MCCS Policy 202 section B. Such allegations are governed by MCCS Procedure 202.2. Harassment, including sexual harassment, (hereinafter collectively called "harassment") and discrimination (including retaliation, intimidation and coercion) on the basis of race, color, national origin, age, ancestry, genetic information, sex, religion, veteran status, sexual orientation, including gender identity or expression, familial status and disability (hereinafter called "discrimination") are a violation of certain federal and/or state laws, as well as certain Maine Community College System ("MCCS") and College policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and employment activities. Except as otherwise provided, this document establishes the procedure for each College in receiving and investigating complaints brought by a student, employee, applicant or any other person (hereinafter the "complainant") that allege harassment or discrimination by a College student, employee, contractor or other agent (hereinafter the "respondent"). This procedure also applies to complaints regarding the College's use of affirmative action which, for purposes of this procedure, shall be processed in the same manner as a complaint alleging discrimination.

# CMCC SOCIAL MEDIA ACCOUNT MANAGEMENT

## CENTRAL MAINE COMMUNITY COLLEGE SOCIAL MEDIA MANAGEMENT GUIDELINES

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

### CREATION AUTHORIZATION

All new social media accounts related to a service, group, club, department, athletic or academic program at CMCC must be approved by the director of marketing and communications prior to creation. Students may not create official college social media accounts. Accounts created without the approval from the director of marketing and communications may require termination. The director of marketing and communications must have current login/password information at all times for social media without multiple user personalized logins.

**Contact the director of marketing and communications at [publicrelations@cmcc.edu](mailto:publicrelations@cmcc.edu) prior to any official account creation. Individuals must review and agree to full CMCC and MCCS social media management guidelines and policies, available upon request.**

## COMMUNITY INFORMATION AND RESOURCES

Below are resources individuals may need in our community. Medical and police resources listed are relative to the CMCC Auburn and Lincoln County locations.

### SEXUAL ASSAULT SUPPORT SERVICES

#### Maine Coalition Against Sexual Assault (MeCASA)

24 hour statewide sexual assault crisis and support line  
1-800-871-7741 (voice) 711 (Maine Relay)

[www.mecasa.org](http://www.mecasa.org)

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

#### Sexual Assault Response Services of Southern Maine

York and Cumberland Counties

24 hour support line: 1-800-313-9900

[www.sarsonline.org](http://www.sarsonline.org)

#### Sexual Assault Support Services of Midcoast Maine

Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties

24 hour support line: 1-800-822-5999

Anywhere in Maine: 1-800-871-7742

TTY: 1-888-458-5599

[www.sassmm.org](http://www.sassmm.org)

#### Sexual Assault Prevention & Response Services

Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison

24 hour helpline: 1-800-871-7741

TTY: 1-888-458-5599

[www.sapars.org](http://www.sapars.org)

#### Sexual Assault Crisis & Support Center

Kennebec and Somerset Counties

24 hour support line: 1-800-871-7741

[www.silentnomore.org](http://www.silentnomore.org)

#### Rape Response Services

Penobscot and Piscataquis Counties

24 hour hotline: 1-800-871-7741

TDD: 1-888-458-5599

[www.rsonline.org](http://www.rsonline.org)

#### AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties

(207) 498-6431

[www.amhc.org](http://www.amhc.org)

#### United Somali Women of Maine

Androscoggin and Cumberland Counties

(207) 753-0061

[www.uswofmaine.wordpress.com](http://www.uswofmaine.wordpress.com)

#### Other Maine-based Sexual Violence Services

Maliseet Domestic Violence and Sexual Assault Program

(207) 532-6401

#### Penobscot Nation, Domestic Violence and Sexual Assault Services

(207) 631-4886

#### Passamaquoddy Peaceful Relations

1-877-853-2613

### NATIONAL RESOURCES

#### National Sexual Assault Hotline

1-800-656-HOPE

#### National Sexual Assault Online Hotline

<https://ohl.rainn.org/online/>

### PARTICULAR FOCUS ON THE NEEDS OF LGBTQ PERSONS

#### Boston Area Rape Crisis Center

<http://barcc.org/information/resources-online/glb>

### POLICE DEPARTMENT

Auburn Police Department partners with Central Maine Community College for police needs.

#### Auburn Police Department

60 Court Street

Auburn, Maine 04210

(207) 333-6650

### MEDICAL HOSPITALS

#### Central Maine Medical Center

300 Main Street, Lewiston, Maine 04240

(207) 795-0111

<http://www.cmmc.org>

#### Lincoln Health

35 Miles St., Damariscotta, Maine 04543

(207) 563-1234

<http://www.lchcare.org>

## COMMUNITY INFORMATION AND RESOURCES

### **MaineGeneral Medical Center**

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

### **Maine Medical Center**

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

### **Mercy Hospital**

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

### **Mid Coast Hospital**

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

### **St. Mary's Regional Medical Center**

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

## **LEGAL SERVICES**

### **Pine Tree Legal Services**

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

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

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

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

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

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

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

All Offices  
TTY: 711  
<http://www.ptla.org>

### **Cumberland Legal Aid Clinic**

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

Greater Portland area – (207) 780-4370  
Toll free: (877) 780-2522  
<http://mainelaw.maine.edu/public-service/clac/>

### **Maine Lawyer Referral Service**

A referral service operated by the Maine State Bar Association.  
1-800-860-1460  
<http://www.mainebar.org>

### **Maine Volunteer Lawyers Project**

Free legal information and pro bono legal representation for qualifying low-income individuals state-wide.  
Portland: (207) 774-4348  
Toll free: (800) 442-4293  
<http://www.vlp.org>



# AFFIRMATIVE ACTION

## AFFIRMATIVE ACTION

It is the policy of Central Maine Community College to ensure equal employment, educational opportunities, and affirmative action regardless of race, sexual orientation, color, national origin, marital status, religion, age or disability in accordance with all federal and state legislation. As the term Affirmative Action implies, Central Maine Community College will make strong, good faith efforts to recruit, employ, and promote members of minority groups and women as well as efforts to recruit and enroll students from the same groups. Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information please call 755-5396. For more information, please consult the [College's Affirmative Action Plan](#) online.

## COMPLAINT PROCEDURE

Discrimination, including sexual harassment, is a violation of the Student Code of Conduct and the Policies of Central Maine Community College. Any student or employee, who believes he or she has been discriminated against, must make a report to the affirmative action officer ("AAO"). 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 AAO, a student or employee must not rely on disclosures to persons other than the AAO. 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 AAO. The AAO will notify the president of each such complaint. The AAO may be contacted in Jalbert Hall, located in the Business Office, at (207) 755-5396, or emailed at [humanresources@cmcc.edu](mailto:humanresources@cmcc.edu). 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.



## CITED DOCUMENT LINKS

- (1) Page 7: Adjustment of Attendance Policies and Procedures: [http://www.cmcc.edu/Portals/0/Docs/Academics\\_Registration/AttendanceAdjustmentPolicyandProcedures.pdf](http://www.cmcc.edu/Portals/0/Docs/Academics_Registration/AttendanceAdjustmentPolicyandProcedures.pdf)
- (2) Page 11: Health and Safety Section 804: [http://mymccs.me.edu/ICS/icsfs/Policy\\_804.pdf?target=dfa54b25-0312-4f43-8a6a-044ee96983f8](http://mymccs.me.edu/ICS/icsfs/Policy_804.pdf?target=dfa54b25-0312-4f43-8a6a-044ee96983f8)
- (3) Page 11: Student Right to Know: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (4) Page 11: Campus Security Act: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (5) Page 18: General Administration Section 201.1/202.1 College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints: <http://mymccs.me.edu/ICS/icsfs/201.1-202.1.pdf?target=81dffbac-8015-48b0-8df0-cae73a43acdf>
- (6) Page 32: Student Sexual Misconduct and Assault: <https://mymccs.me.edu/ICS/icsfs/501.1.pdf?target=72e5b97f-0cb7-4cae-bbd3-847e48ab7257>
- (7) Page 40: Affirmative Action Plan: <http://www.cmcc.edu/Portals/0/Docs/About/AffirmativeActionPlan2-14-2008.pdf>

## NON-DISCRIMINATION STATEMENT

Central Maine Community College (CMCC) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, gender identity, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the college's compliance with, and policies that prohibit discrimination, including admission and hiring, on these bases may be directed to: Suzanna Gallant, Affirmative Action Officer, Jalbert Hall, CMCC, 1250 Turner Street, Auburn, ME 04210. Telephone: 207-755-5100 or (800) 891-2002. Maine Relay Service: 800-457-1220. Fax: 207-755-5491. Email: **humanresources@cmcc.edu**. Internet: **www.cmcc.edu**. United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110. Telephone: 617-289-0111. TTY/TDD: 617-289-0063. Fax: 617-289-0150. Email: **OCR.Boston@ed.gov**. Internet: **<http://www.ed.gov/about/offices/list/ocr/index.html>**. 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>**.



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

Updated March 31, 2022