



STUDENT HANDBOOK

2023-2024



NOTICES FROM THE COLLEGE

Enrollment Notice

The Student is expected to become familiar with and abide by the College's policies and procedures. Failure to assume responsibility for the College's policies and procedures does not constitute a waiver. Enrollment implies that the student understands and accepts the obligations to comply with the College's policies and procedures. Residential students should read, understand, sign and abide by the Residence Hall Agreement during their time living on campus.

Notice of Non-Discrimination

It is the policy of Central Maine Community College that no discrimination on the grounds of race, color, religion, sex, disability, age, or national origin will exist in any area of the College. Sexual harassment of either employees or students is a violation of federal and state laws.

Emergency Phone Numbers

| | |
|---|----------------|
| Auburn Fire Department or Police Emergency | 911 |
| Auburn Police Department (Non-Emergency) | (207) 784-7331 |
| Campus Safety and Security | (207) 755-5244 |
| Poison Control Center | (800) 222-1222 |
| State Police | (800) 452-4664 |
| Ambulance Service | (207) 777-6000 |
| Central Maine Medical Center Emergency Department | (207) 795-2200 |
| St. Mary's Regional Medical Center Emergency Department | (207) 777-8120 |
| Mental Health Crises Hotline | (888) 568-1112 |
| Suicide & Crises Lifeline | 988 |

HELP AT A GLANCE

| | | |
|---|---|----------------|
| Absences | Department of Academic Affairs | (207) 755-5277 |
| Academic Tutoring | Jalbert 400/TRIO trio@cmcc.edu | (207) 755-5205 |
| Accessibility Coordinator | Academic Affairs accessibility@cmcc.edu | (207) 755-5277 |
| ADA Compliance Officer | Student Financial Services cm-sfs@cmcc.edu | (207) 755-5328 |
| Admissions | Tower enroll@cmcc.edu | (207) 755-5273 |
| Advertising/Marketing | Jalbert 312 publicrelations@cmcc.edu | (207) 755-5448 |
| 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 Communications | Jalbert 312 publicrelations@cmcc.edu | (207) 755-5448 |
| Campus Crime | Director of Campus Safety & Security swatkins@cmcc.edu | (207) 755-5244 |
| Childcare Financial Assistance | Student Financial Services cm-sfs@cmcc.edu | (207) 755-5328 |
| Counseling (Personal) | Student Services studentservices@cmcc.edu | (207) 440-5293 |
| 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 |
| Emergency Loans | Student Financial Services cm-sfs@cmcc.edu | (207) 755-5328 |
| External Fundraising/ CM Education Foundation | Jalbert 308 cmfoundation@cmcc.edu | (207) 755-5233 |
| Financial Aid | Student Financial Services cm-sfs@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 | Student Services reslife@cmcc.edu | (207) 755-5351 |
| 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 | Student Financial Services cm-sfs@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) | Director of Campus Safety & Security swatkins@cmcc.edu | (207) 755-5244 |
| Tuition & Fees | Student Financial Services cm-sfs@cmcc.edu | (207) 755-5328 |
| Transcripts | Registrar registrar@cmcc.edu | (207) 755-5292 |
| Veterans' Services | Student Financial Services cm-sfs@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 2023 - 2024

Fall 2023

| | |
|---------------------------------|---|
| Thursday, August 24 | Faculty & Staff Meetings |
| Monday, August 28 | First day of full Fall & Fall I semester classes |
| Wednesday, August 30 | Last day to add Fall I courses without instructor permission |
| | Last day to drop Fall I courses and receive 100% refund |
| Friday, September 1 | Last day to drop Fall I courses without record and receive 50% refund |
| Monday, September 4 | Labor Day – no classes |
| Tuesday, September 5 | Last day to add full Fall courses without instructor permission |
| | Last day to drop full Fall courses and receive 100% refund |
| Monday, September 11 | Last day to drop full Fall courses without record and receive 50% refund |
| Friday, September 22 | Last day to drop Fall I courses without academic penalty |
| Monday, October 9 | Indigenous Peoples' Day - no classes |
| Monday, October 9-10 | Fall recess - no classes |
| Wednesday, October 11 | Classes resume |
| Friday, October 20 | 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 |
| Monday, October 23 | First day of Fall II semester |
| Wednesday, October 25 | Last day to add Fall II courses without instructor permission |
| | Last day to drop Fall II courses and receive 100% refund |
| Friday, October 27 | Last day to drop Fall II courses without record and receive 50% refund |
| Monday, October 30 | Spring registration opens for current matriculated students with 30 or more credits and students matriculated in an online degree program |
| | Spring registration opens for current students with fewer than 30 credits |
| Monday, November 6 | Veteran's Day observed - no classes |
| Friday, November 10 | Last day to drop Fall II courses without academic penalty |
| Friday, November 17 | Spring registration opens for non-matriculated and new students |
| Monday, November 20 | Thanksgiving Recess - no classes |
| Wednesday, November 22-24 | Classes resume |
| Monday, November 27 | End of Fall and Fall II semesters; final grades are due 48 hours after last class |
| Friday, December 15 | |

Winter 2023

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|------------------------------|---|
| Wednesday, December 20 | First day of Winter courses |
| | Last day to add/drop and receive a refund |
| Monday, January 8 | Last day of Winter courses |

Spring 2024

| | |
|--------------------------------|---|
| Wednesday, January 10-11 | Faculty & Staff Meetings |
| Monday, January 15 | Martin Luther King Jr. Day - no classes |
| Tuesday, January 16 | First day of full Spring and Spring I courses |
| Thursday, January 18 | Last day to add Spring I courses without instructor permission |
| | Last day to drop Spring I courses and receive 100% refund |
| Monday, January 22 | Last day to drop Spring I courses without record and receive 50% refund |
| Tuesday, January 23 | Last day to add full Spring courses without instructor permission |
| | Last day to drop full Spring courses and receive 100% refund |
| Monday, January 29 | Last day to drop full Spring courses and receive 50% refund |

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|---------------------------|--|
| Friday, February 9 | Last day to drop Spring I courses without academic penalty |
| Monday, February 19 | President's Day - no classes |
| Monday, March 4 | Summer and Fall registration opens for current matriculated students with 30 or more credits and students matriculated in an online degree program |
| | Mid-semester of full Spring courses |
| Friday, March 8 | Last day to drop full Spring courses without academic penalty |
| | End of Spring I semester; final grades are due 48 hours after last class |
| Monday, March 11-15 | Spring Recess - no classes |
| Monday, March 18 | Classes resume |
| | First day of Spring II courses |
| | Summer and Fall registration opens for current matriculated students with fewer than 30 credits |
| Wednesday, March 20 | Last day to add Spring II courses without instructor permission |
| | Last day to drop Spring II courses and receive 100% refund |
| Friday, March 22 | Last day to drop Spring II courses without record and receive 50% refund |
| Monday, March 25 | Summer and Fall registration opens for new students |
| Monday, April 8 | Summer and Fall registration opens for non-matriculated students |
| Friday, April 12 | Last day to drop Spring II courses without academic penalty |
| Monday, April 15 | Patriot's Day - classes in session |
| Monday, May 6 | End of full Spring and Spring II semesters; final grades are due 48 hours after last class |
| Thursday, May 9 | Commencement |

Summer 2024

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|--------------------------|--|
| Monday, May 20 | First day of full Summer and Summer I courses |
| Wednesday, May 22 | Last day to add Summer I courses without instructor permission |
| | Last day to drop Summer I courses and receive 100% refund |
| Friday, May 24 | Last day to drop Summer I courses without record and receive 50% refund |
| Monday, May 27 | Memorial Day - no classes |
| Tuesday, May 28 | Last day to add full Summer courses without instructor permission |
| | Last day to drop full Summer courses and receive 100% refund |
| Monday, June 3 | Last day to drop full Summer courses and receive 50% refund |
| Friday, June 14 | Last day to drop Summer I courses without academic penalty |
| Wednesday, June 19 | Juneteenth - no classes |
| Thursday, July 4 | Independence Day - no classes |
| Friday, July 5 | Mid-term of full Summer courses |
| | Last day to drop full Summer courses without academic penalty |
| Monday, July 8 | End of Summer I term; final grades due 48 hours after last class |
| Wednesday, July 10 | First day of Summer II courses |
| | Last day to add Summer II courses without instructor permission |
| Friday, July 12 | Last day to drop Summer II courses and receive 100% refund |
| Friday, July 26 | Last day to drop Summer II courses without record and receive 50% refund |
| Friday, August 16 | Last day to withdraw from Summer II courses without academic penalty |
| | End of full Summer and Summer II semesters; 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

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⁽¹⁾

Other Central Maine Community College and select Maine Community College System policies: **www.cmcc.edu/policiesandprocedures**

Policies and procedures to note include but are not limited to:

- CMCC Affirmative Action Plan
- CMCC College Catalog
- Copyright Guidance - HEOA Compliance
- Accessibility Services
- Family Educational Rights and Privacy Act (FERPA)
- Make Your Move Brochure
- MCCS Procedure 201.1/202.1: College Procedure for Discrimination, Harassment, Sexual Harassment, and Affirmative Action Complaints
- MCCS Policy 202: Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking
- MCCS Procedure 202.2: Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking
- MCCS Policy 501: Student Code of Conduct
- 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**.

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 WOXX

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**.

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, degree seeking 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; 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.

Accessibility Coordinator

Jalbert Hall 20

For full Accessibility 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.

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 accessibility 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 accessibility 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
- Note taking 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 Accessibility 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 per-week, 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.



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, the Lisa Gorman English Language Learning Center, library & reference support, study pods, and an open computer lab, in one convenient location. This technology-rich space offers students the ability to collaborate, connect, learn, and share knowledge with their peers and teachers.

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

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

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

Students are responsible for returning library material on

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

The Lisa Gorman English Language Learning Center offers FREE academic assistance to English Language Learners to increase their English language skills in reading, writing, speaking, and listening. The center's aim is to strengthen the CMCC community by breaking language and cultural barriers and celebrating all voices. Tutors provide instructional support that helps to meet the individual learning needs of the students.

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 and Central Services. 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.

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**. 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



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 to St. Francis Recovery Center
(207) 784-2901

Sexual Assault Crisis Center
1 (800) 871-7741

Tri-County Mental Health Services
(207) 783-9141

AIDS Line
1 (800) 851-2437

Sexually Transmitted Disease Clinic
(207) 922-3222

Alcoholics Anonymous
(800) 643-9618

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

On-campus student counseling is available to any student needing mental health support. To access on-campus Student Counseling, a student should contact Student Services by either dropping into the Student Services office or contacting via phone at 207-755-5293 or email at studentsupport@cmcc.edu.

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

Dean of Students
(207) 755-5284

Director of Campus Safety & Security
(207) 755-5244

Student Ambassador/Emergency Cell Phone
(207) 212-8566

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

Student Right to Know

www.cmcc.edu/student-right-to-know/

CLERY Act

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 MCCC 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 Student Financial Services at (207) 755-5328.

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

Five 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. Mustang Hall is CMCC's off campus residential building that accommodates 126 students. It is located at 170 Center St., in Auburn and consists of a double room with private 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. Laundry equipment are available in the dorm buildings to students living on-campus.. Rooms are assigned to full-time CMCC students with preference given to students who live 20 or more miles away from campus and are registered for six or more in-person credit hours. Students not meeting these preferences are assigned rooms based 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 two for Housing contact information.

IMMUNIZATIONS

Immunization information is per MCCC Policy 810.

Maine law requires most MCCC students to provide proof of immunization or immunity for certain diseases. Degree Seeking 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.

**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.

Need an immunization to register for on-campus classes? Contact Central Maine Conditioning Clinic for on-campus immunization shots at (207) 783-0018 to schedule an appointment.

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.

Accident Insurance – Maine Community College System provides all enrolled students Accidental Medical Expense Benefits. Policy details are located on CMConnect on the Payments and Student Billing link. Questions may be directed to Student Services at (207) 755-5293.

| 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 |
| Convenient MD 590 Center St Auburn, ME 04210 | (207) 955-5565 |

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.

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.

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.

Esports Arena

Kirk Hall

The CMCC Esports Arena is located in Kirk Hall and includes 30 high-end gaming PCs with 27" monitors. The arena also includes 5 console stations with PS5, Xbox Series X, and Nintendo Switch. The Arena is the dedicated practice and gaming venue for Esport teams. The arena posts set hours when it is open to the student body for non-competitive gaming.

Mustang Fitness Center

Kirk Hall

The Mustang Fitness Center is overseen by professionals from Central Maine Conditioning Clinic and is a great resource to students to live a stronger, healthier lifestyle. Students may use the Mustang Fitness Center free while attending CMCC and have one additional free year after graduation. The fitness Center includes a Cardio Room, Weight Room, and a Group Exercise Room. A Mustang Fitness Center orientation is required before using the fitness center. The Fitness Center is located in Kirk Hall and hours are posted at the start of each semester.

ATHLETICS

Full-time 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.



MEN

BASEBALL
BASKETBALL
CROSS COUNTRY
ESPORTS
GOLF
HOCKEY
SOCCER
TRACK & FIELD

WOMEN

BASKETBALL
CROSS COUNTRY
ESPORTS
GOLF
HOCKEY
SOCCER
SOFTBALL
TRACK & FIELD
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.

THE NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS

CMCC's chapter of the National Society of Leadership and Success (NSLS) is available to students with a 2.75 GPA or higher. Students invited and choosing to join the NSLS will have access to a virtual, self-paced leadership curriculum and campus gatherings. Interested students should inquire in Student Services.

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

As used in this Code, "student" means any person who a) has been notified of admission to a College; b) is taking courses or otherwise pursuing studies at or through a College; c) has a continuing relationship with a College even if not officially enrolled for a particular term; or d) has withdrawn from a College while a disciplinary matter is pending.

This Code applies to 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. 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 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,

STUDENT CODE OF CONDUCT

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

CI. 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 or special terms and conditions of admission, enrollment and/or participation 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
9. conduct that constitutes "special circumstances" as set forth in MCCS Policy 504, Section B.3.a-g
10. conduct prohibited by College or System policy

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

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.

The College will determine the applicable procedure for sexual harassment, sexual assault, dating violence, domestic violence and stalking after a 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. special terms and conditions of enrollment and/or participation
9. forfeiture of room fee, room deposit and security deposit
10. suspension or dismissal from a portion of the College
11. suspension or dismissal from the whole of the College
12. revocation of admission or a degree
13. withholding a degree
14. any other action as the College deems appropriate

The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

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

STUDENT CODE OF CONDUCT

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. If a student does not reasonably respond to interview requests or does not attend a scheduled interview, the Investigator may continue with the investigation.

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 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

STUDENT CODE OF CONDUCT

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 involves “special circumstances” as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

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 of 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.

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

- Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking (Policy 202)
- College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (Procedures 201.1/202.1)
- Sexual Harassment, Sexual Assault and Other Sex-Based Conduct, Relationship Violence, and Stalking (Procedure 202.2)

Sexual Harassment, Sexual Assault and Other Sex Based Conduct, Relationship Violence, and Stalking (Policy 202)

PURPOSE:

To define, prohibit, and prevent sexual harassment, sexual assault and certain other acts of a sexual nature, domestic and dating violence and certain other acts within an intimate relationship, sexual violence and stalking. This Policy includes Confidentiality, Protective and No Contact Orders and provisions around Retaliation and Immunity.

College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints (Procedures 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 definitions of sexual harassment as set forth in MCCS Policy 202 section B. Such allegations are governed by MCCS Procedure 202.2.

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 (hereafter 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.

Sexual Harassment, Sexual Assault and Other Sex-Based Conduct, Relationship Violence, and Stalking (Procedure 202.2)

PURPOSE:

The purpose of this Procedure is to define and to describe the reporting, investigation and adjudication procedures that govern MCCS' handling of allegations of sexual harassment as defined by Title IX of the Education Amendments of 1972, and allegations of sexual violence, intimate partner violence and stalking as defined by state law, and to provide guidance on the application of those procedures. This Procedure applies uniformly to conduct constituting sexual harassment, including sexual assault, dating violence, domestic violence and stalking as defined by Title IX, and sexual violence, intimate partner violence and stalking as defined by Maine law. These categories of conduct are collectively referred to herein as "prohibited conduct."

As set forth in MCCS Policy 202, under Title IX, discrimination in the form of sexual harassment is conduct, on 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 and domestic violence are collectively defined as "intimate partner violence," and sexual offenses, including sexual harassment, are collectively defined as "sexual violence ." Stalking also has differing definitions under Title IX and state law.

The Complete Policies and Procedures are located in the Discover Tab on the CMCC website at www.cmcc.edu.

Reports of prohibited conduct are to be made to the Title IX Coordinator at CMCC:

Nicholas Hamel
Vice President and Dean of Student Services
NHamel@cmcc.edu
(207) 755-5284

Students needing support due to prohibited conduct and not wanting to report to the Title IX Coordinator can access support through a Confidential Resource Advisor (CRA):

Shawna Austin
Sexual Assault Prevention and Response Services (SAPARS)
Shawna.austin@sapars.org

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 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

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

Sexual Assault Response Services of Southern Maine

York and Cumberland Counties

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

www.sarsonline.org

Sexual Assault Support Services of Midcoast Maine

Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties

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

Anywhere in Maine: 1-800-871-7742

TTY: 1-888-458-5599

www.sassmm.org

Sexual Assault Prevention & Response Team

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

24 hour helpline: 1-888-458-5599

TTY: 1-888-458-5599

www.sapars.org

Sexual Assault Crisis & Support Center

Kennebec and Somerset Counties

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

www.silentnomore.org

Rape Response Services

Penobscot and Piscataquis Counties

24 hour hotline: 1-800-310-0000

TDD: 1-888-458-5599

www.rrsonline.org

AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties

(207) 498-6431

www.amhc.org

United Somali Women of Maine

Androscoggin and Cumberland Counties

(207) 753-0061

www.uswofmaine.org

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/>

DOMESTIC VIOLENCE SERVICES

Safe Voices

Franklin, Oxford and Androscoggin Counties

24 hour Helpline: 1-800-559-2927

<https://safevoices.org/>

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>

MaineGeneral Medical Center

35 Medical Center Parkway, Augusta, Maine 04330

COMMUNITY INFORMATION AND RESOURCES

(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 Student Financial Services, at (207) 755-5328, or emailed at 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

- (2) Page 11: Health and Safety Section 804: http://mymccs.me.edu/ICS/icsfs/Policy_804.pdf?target=dfa54b25-0312-4f43-8a6a-044ee96983f8
- (3) Page 11: Student Right to Know: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (4) Page 11: Campus Security Act: <http://www.cmcc.edu/About/ABOUTCMCC/SecuritySafety.aspx>
- (5) Page 18: General Administration Section 201.1 /202.1 College Procedure for Discrimination, Harassment, Sexual Harassment and Affirmative Action Complaints: <http://mymccs.me.edu/ICS/icsfs/201.1-202.1.pdf?target=81dffbac-8015-48b0-8df0-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: Human Resources, 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

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