Student Handbook

2026 - 2027

Central Maine
COMMUNITY COLLEGE



Message from the Vice President & Dean of Students



Welcome to Central Maine Community College! We understand that you have many choices on where to pursue education, and I feel honored that you chose CMCC. CMCC is committed to helping every student succeed regardless of if you are a first-time college student, a transfer student with some college experience or a degree or returning to college from the workforce to enhance your skills and education. CMCC is where you belong, and you now have faculty and staff dedicated to supporting you to be successful. CMCC has many resources to help students. College classes are rigorous and can be challenging.

The information and resources outlined in the Student Handbook are available to help you be successful.

Don't hesitate to stop by Student Services in Jalbert Hall (2 doors down from the Dining Commons) and introduce yourself. On behalf of all of us at CMCC, welcome and please let us know how we can help you be successful and reach your goals.

Nicholas Hamel
Vice President & Dean of Students

Introduction

Central Maine Community College traces its origin to 1963 when the 101st Maine Legislature submitted to public referendum the question of establishing a postsecondary vocational training program in Androscoggin County. The voters of Maine gave their consent in November, l963, and in September, l964, Androscoggin State Vocational Institute opened at 385 Main Street, Lewiston. In 1965 the State Board of Education renamed the institution Central Maine Vocational Technical Institute (CMVTI) and in January 1966, CMVTI was moved to the present campus on Turner Street in Auburn.

During its first year, the institution enrolled 48 students in four programs (Auto Mechanics, Building Construction, Industrial Electricity, and Architectural Drafting) and was staffed by 13 persons, of whom seven were instructors. The first graduating class, consisting of six students, received diplomas in June 1965.

The Legislature changed the name of Central Maine Vocational Technical Institute to Central Maine Technical College (CMTC) in 1989 to reflect CMTC's role and status as a comprehensive institution of higher education. On July 1, 2003, CMTC became Central Maine Community College (CMCC), offering transfer degrees in the arts and sciences as well as career and technical programs.

Today there are approximately 5,500 students enrolled in Central Maine Community College courses. In addition, an estimated 1,000 area residents participate each year in conferences, courses and programs offered through the Center for Workforce and Professional Development Division of the College. The students are served by approximately 150 faculty and staff members. Every year approximately 700 students graduate with an associate's degree or certificate.

The College offers educational opportunities for both transfer to baccalaureate programs and career preparation. CMCC's associate in arts and associate in science degrees are designed as the first two years of a more advanced degree. The associate in applied science degree and certificates are designed to prepare students for direct entry into the workplace. All graduates are expected to have a set of core competencies that will enable them to be qualified and productive members of the workforce and to continue their education after they graduate and throughout their lives.

Mission

Central Maine Community College provides quality, accessible college education and lifelong learning opportunities to a diverse population of students by offering: career and technical education; educational transfer; and services to support local and global workforce development.

To achieve the mission, Central Maine Community College offers:

- Education that prepares students for employment and continued learning.
- Lifelong learning opportunities to improve workplace skills, enhance job and career prospects, and enrich lives.

- Support for economic development, community vitality, and cultural diversity.
- High-quality services while maintaining broad accessibility to our students and community through online, in-person, and hybrid learning environments.

Vision

Central Maine Community College strives to achieve excellence in providing our diverse student population with an enriched and inclusive learning environment. With a focus on developing resources to prepare students for future learning, career planning and personal success, CMCC will continue to establish and strengthen our partnerships with valued community members to enhance the quality of the curriculum we teach, the faculty and staff we employ and the opportunities we offer to our students.

Values

Quality
The College is committed to the highest standards of excellence to ensure that there is alignment across the College to support student success.

Integrity
The College upholds the foundational principles of equity, respect and personal integrity as well as honesty and responsibility in scholarship.

Professionalism
College faculty and staff model exemplary professional behavior, exercise judgments that are fair, consistent, and equitable, and maintain a focus on the best interest of the students and communities we serve.

Adaptability
College faculty and staff prepare students for a rapidly changing economic landscape by building and providing the academic, career and technical skills needed to ensure success in future study or employment.

Accessibility
The College is committed to keeping costs low and to ensuring that all programs and services are readily available to all learners. The College works to ensure an equitable opportunity for all to attend and succeed in order to build a promising future and a vibrant workforce and economy.

Student Centered – Student Success
The College values diversity, inclusiveness, and a learning environment that promotes success and recognizes the unique backgrounds, perspectives, and talents of our students.

Campus Stewardship
The College is committed to the sustainability and maintenance of a safe, clean and modern campus that maximizes the learning experience of our students. The College will continue to commit to provide up-to-date technology to enhance instruction and support the future of the workplace.

Collaborative Approach
College faculty and staff are committed to working together as faculty, staff and administrators to facilitate student success and to strengthen and improve our college community through mutual support.

Notice of Non-Discrimination

It is the policy of Central Maine Community College that no discrimination on the grounds of race, color, religion, sex, sexual orientation, including gender identity or expression, ancestry or national origin, disability, age, familial status, genetic information, or status as a Vietnam-era veteran will exist in any area of the College. Sexual harassment of either employees or students is a violation of federal and state laws. Central Maine Community College does not discriminate and is an equal opportunity/affirmative action employer. For more information, please call 207-755-5396 or email cmcchr@mainecc.edu.

Enrollment Notice

Students are 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.

Emergency 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

Directory

Absences	Department of Academic Affairs	(207) 755-5277
Academic Tutoring	Jalbert 400/TRIO cmcctrio@mainecc.edu	(207) 755-5205
Accessibility Coordinator	Academic Affairs jlyons@mainecc.edu	(207) 755-5277
ADA Compliance Officer	Lapoint Center 206 cmcchr@ mainecc.edu	(207) 755-5396
Admissions	Tower cmccadmissions@mainecc.edu	(207) 755-5273
Advertising/Marketing	Jalbert 312 cmccpublicrelations@mainecc.edu	(207) 755-5448
Advising (general)	Center for Advising & Registration cmccadvising@mainecc.edu	(207) 755-5380
Affirmative Action Officer	Lapoint Center 206 cmcchr@mainecc.edu	(207) 755-5396
Alumni Relations	Jalbert 308 adaniels@mainecc.edu	(207) 755-5233
Athletics	Athletics Office - Kirk Hall dgonyea@mainecc.edu	(207) 755-5251
Bulletin Board Use	Student Services cmccstudentservices@mainecc.edu	(207) 755-5239
Campus Communications	Jalbert 312 cmccpublicrelations@mainecc.edu	(207) 755-5448
Campus Crime	Director of Campus Safety & Security swatkins@mainecc.edu	(207) 755-5244
Childcare Financial	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5328
Assistance Counseling (Personal)	Student Services cmcccounseling@mainecc.edu	(207) 440-5438
Counseling (Career)	Center for Advising & Registration eoken@mainecc.edu	(207) 755-5438
Counseling (Academic)	Center for Advising & Registration cmccadvising@mainecc.edu	(207) 755-5380
Course Schedule	Center for Advising & Registration cmccadvising@mainecc.edu	(207) 755-5292
Dining Services	Dining Commons	(207) 755-5236
Emergency Loans	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5328
External Fundraising/ CM Education Foundation	Jalbert 308 cmfoundation@mainecc.edu	(207) 755-5233
Financial Aid	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5432
First-Year Student Program	Academic Affairs jlyons@mainecc.edu	(207) 755-5277
Health Services	Student Services cmccstudentservices@mainecc.edu	(207) 755-5293

Housing/Residence Hall Matters	Student Services cmccreslife@mainecc.edu	(207) 755-5351
International Student Affairs	Admissions cmccadmissions@mainecc.edu	(207) 755-5273
Insurance	Student Services cmccstudentservices@mainecc.edu	(207) 755-5219
Job Placement Services	Center for Advising & Registration eoken@mainecc.edu	(207) 755-5239
Learning Commons/Library	Learning Commons cmcclearningcommons@mainecc.edu	(207) 755-5218
Phi Theta Kappa	Learning Commons jmoreno@mainecc.edu	(207) 755-5265
Recreation Room	Fortin Hall cmccreslife@mainecc.edu	(207) 755-5351
Room Reservation (on-campus groups)	Center for Advising & Registration cmccregistrar@mainecc.edu	(207) 755-5292
Student Activities	Student Services cmccstudentservices@mainecc.edu	(207) 755-5434
Student Employment	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5328
Student Financial Services	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5432
Student Senate	Student Services cmccstudentservices@mainecc.edu	(207) 755-5293
Student I.D.s	Central Services cmcccentralservices@mainecc.edu	(207) 755-5294
Textbooks	College Store	(207) 755-5315
Title IX Coordinator	Student Services nhamel@mainecc.edu	(207) 755-5284
Transfer Services for TRIO Students	TRIO Success Center cmcctrio@mainecc.edu	(207) 755-5238
Transfer Services for other students	Center for Advising & Registration eoken@mainecc.edu	(207) 755-5239
Traffic Violations (on campus)	Director of Campus Safety & Security swatkins@mainecc.edu	(207) 755-5244
Tuition & Fees	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5219
Transcripts	Center for Advising & Registration cmccregistrar@mainecc.edu	(207) 755-5292
Veterans' Services	Student Financial Services cmccsfs@mainecc.edu	(207) 755-5432
Withdrawal from College	Center for Advising & Registration cmccregistrar@mainecc.edu	(207) 755-5292
Workforce & Professional Development	Lapoint Center 107 cmccworkforce@mainecc.edu	(207) 755-5370

Academic Calendar

Fall 2026	
Monday, August 31	First day of full Fall & Fall I semester classes
Wednesday, September 2	Last day to add Fall I courses without instructor permission Last day to drop Fall I courses and receive 100% refund
Friday, September 4	Last day to drop Fall I courses without record and receive 50% refund
Monday, September 7	Labor Day – No Classes
Tuesday, September 8	Last day to add full Fall courses without instructor permission Last day to drop full Fall courses and receive 100% refund
Monday, September 14	Last day to drop full Fall courses without record and receive 50% refund
Friday, September 25	Last day to drop Fall I courses without academic penalty
Monday, October 12	Indigenous Peoples' Day - No Classes
Monday, October 12-13	Fall recess - No Classes
Wednesday, October 14	Classes resume
Friday, October 23	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 26	First day of Fall II semester classes
Monday, October 26	Spring registration opens for current matriculated students with 30 or more credits
Wednesday, October 28	Last day to add Fall II courses without instructor permission Last day to drop Fall II courses and receive 100% refund
Friday, October 30	Last day to drop Fall II courses without record and receive 50% refund
Monday, November 2	Spring registration opens for current matriculated students with fewer than 30 credits
Wednesday, November 11	Veterans Day – No Classes
Monday, November 16	Spring registration opens for non-matriculated and new students
Monday, November 23	Last day to drop Fall II courses without academic penalty
Wednesday, November 25-27	Thanksgiving recess – No Classes
Monday, November 30	Classes resume
Friday, December 18	End of full Fall and Fall II semesters: Final grades are due 48 hours after last class
Winter 2026	
Monday, December 21	First day of Winter courses Last day to add/drop and receive a refund
Friday, January 15	Last day of Winter courses
Spring 2027	
Monday, January 18	Martin Luther King Day - No Classes
Tuesday, January 19	First day of full Spring and Spring I semester classes
Thursday, January 21	Last day to add Spring I courses without instructor permission Last day to drop Spring I courses and receive 100% refund
Monday, January 25	Last day to drop Spring I courses without record and receive 50% refund
Tuesday, January 26	Last day to add full Spring courses without instructor permission Last day to drop full Spring courses and receive 100% refund
Monday, February 1	Last day to drop full Spring courses without record and receive 50% refund
Friday, February 12	Last day to drop Spring I courses without academic penalty
Monday, February 15	Presidents' Day – No Classes
Monday, March 1	Summer and Fall registration opens for current matriculated students with 30 or more credits
Friday, March 12	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
Monday, March 15-19	Spring recess – No Classes
Monday, March 22	Classes resume First day of Spring II semester classes Summer and Fall registration opens for current matriculated students with fewer than 30 credits
Wednesday, March 24	Last day to add Spring II courses without instructor permission Last day to drop Spring II courses and receive 100% refund
Friday, March 26	Last day to drop Spring II courses without record and receive 50% refund
Monday, March 29	Summer and Fall registration opens for new students
Friday, April 9	Last day to drop Spring II courses without academic penalty
Monday, April 12	Summer and Fall registration opens for non-matriculated students
Monday, April 19	Patriots Day – Classes in Session
Monday, May 10	End of full Spring and Spring II: Final grades are due 48 hours after last class.
Thursday, May 13	Commencement
Summer 2027	
Monday, May 24	First day of full Summer and Summer I term classes
Wednesday, May 26	Last day to add Summer I courses without instructor permission Last day to drop Summer I courses and receive 100% refund
Friday, May 28	Last day to drop Summer I courses without record and receive 50% refund
Monday, May 31	Memorial Day – No Classes
Tuesday, June 1	Last day to add full Summer courses without instructor permission Last day to drop full Summer courses and receive 100% refund
Monday, June 7	Last day to drop full Summer courses without record and receive 50% refund
Friday, June 11	Last day to drop Summer I courses without academic penalty
Friday, June 18	Juneteenth – No Classes
Friday, July 2	Mid-term of full Summer courses Last day to drop full Summer courses without academic penalty End of Summer I term: Final grades are due 48 hours after last class
Monday, July 5	Independence Day – No Classes
Tuesday, July 6	First day of Summer II term classes
Thursday, July 8	Last day to add Summer II courses without instructor permission Last day to drop Summer II courses and receive 100% refund
Friday, July 9	Last day to drop Summer II courses without record and receive 50% refund
Friday, July 30	Last day to withdraw from Summer II courses without academic penalty
Friday, August 20	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 (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied though 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
info@neche.org

Academic Success



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.

The Center for Advising and Registration

Jalbert 400A

The Center for Advising and Registration 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@mainecc.edu.

Accessibility Coordinator

Jalbert 20

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.

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 cmcc.edu.

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 at accessibility@mainecc.edu or (207) 755-5277.

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 7

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, TRIO Office, Jalbert Hall, Room 7; or email cmccTRIO@mainecc.edu.

Academic Conflict Resolution/Grievance Procedures

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

1. The student will discuss the issues with the instructor; if unresolved,
2. The matter may be discussed with the department chair or program administrator which the class is offered; if still unresolved,
3. The matter may be appealed to the dean of academics for a final decision.

Student Grade Appeals and Academic Misconduct

Grade Appeals

An instructor has the authority to assign the grade that the instructor reasonably determines the student has earned. Each college shall also establish a procedure that allows students to appeal the instructor's grade to the department chair and, if not satisfied, to the college's chief academic officer. Under that appeal procedure, each decision-maker shall give due regard to the instructor's professional judgment. The academic officer shall have the final authority to enter the grade on the college's official transcript for any student, regardless of whether an appeal is so taken.

Academic Misconduct

CMCC's standards of academic integrity prohibit conduct that constitutes academic misconduct, and conduct that intentionally or knowingly helps or attempts to help another to commit an act of academic misconduct. For purposes of this policy, "academic misconduct" is defined as cheating or dishonesty of any kind in the performance of academic work, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, or the fabrication of information. Common examples of academic misconduct include, but are not limited to, the following:

- Cheating: the intentional use or attempted use of unauthorized materials, information or study aids in any academic exercise; unauthorized copying from another student's work; representing material prepared by another as one's own work; the use of uncited work by artificial intelligence (AI); violating rules governing the administration of examinations; or violating any rules relating to academic conduct of a course or program
- Plagiarism: the intentional representation of the words, problem/design solutions, concepts, processes, procedures, compositions, ideas or sequence of ideas of another's as one's own. It includes failing to attribute to the actual author any quotations, paraphrases or the author's ideas
- Fabrication: the intentional and unauthorized falsification or invention of any data, information or citation in academic work
- Forgery: the falsification or alteration of an allegedly genuine document, or forging a signature on any academic document or record

The Learning Commons

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. Automated Email reminders are sent as a courtesy. Students may opt into convenient text message notifications to help keep track of material. If material is not returned by the due date, students receive an invoice for the replacement cost. Minerva borrowing privileges are suspended and outstanding charges are added to students' records in Student Financial Services.

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.

Student Services



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. Questions may be directed to Student Services at (207) 755-5293.

Confidential Resource Advisor – The Confidential Resource Advisor (CRA)is the person you can go to if you need confidential supports and resources on issues of sexual assault, dating violence, interpersonal violence, stalking, or related issues. The CRA also provides information and education on all things sexual violence prevention, dating violence prevention, and sexual and relationship wellness. The CRA can be contacted via email and phone: MCCSCRA@mainecc.edu and (207) 629-4095.

CMCC Off-Campus Health Resources

St. Mary's Urgent Care.....(207) 330-3900
791 Turner Street
Auburn, ME 04210

Concentra Urgent Care..... (207) 784-1680
59 East Ave
Lewiston, ME 04240

St. Mary's Regional Medical Center..... (207) 795-2200
93 Campus Ave
Lewiston, ME 04240

Central Maine Medical Center..... (207) 777-6000
300 Main St
Lewiston, ME 04240

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

Confidential Resource Advisor.....(207) 629-4095
MCCSCRA@mainecc.edu

Mental Health, Substance Abuse, and Domestic Abuse

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 207-755-5438 or email at CMCCcounseling@mainecc.edu.

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

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.

Substance/Domestic Abuse Assistance

Students who have personal, family, or substance/domestic 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.....1 (800) 643-9618

Immunizations

Immunization information is per MCCS Policy 810.

Maine law requires most MCCS 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.

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@mainecc.edu

Campus Security

Campus Safety & Security

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

Security Escorts to Vehicles are available in the evening. 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 and Campus Security Act, 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, and 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.

Motor Vehicle/Parking Information:

- 25 mph, 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 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

The Mustang 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. Mustang Bucks may be added to the Student ID card, via the Dining Commons, 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.

Other Campus Resources

Central Services
J100

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
J100

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 door of the College Store and at cmcc.bncollege.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

While at CMCC, students have free access to the Mustang Fitness Center and are given 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 utilization. The Fitness Center is located in Kirk Hall and hours are posted at the start of each semester.

Student Life



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 CMCC website, MCCS Mobile, 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 CMCCstudentservices@mainecc.edu.

Housing

Five residence halls provide campus accommodations for CMCC students. Rancourt Hall accommodates 150 students in a double room format with a private bathroom. Fortin Hall accommodates 60 students and contains dormitory rooms for double occupancy. The Apartments consist of four single bedrooms, a common living room, and a bathroom and accommodates 43 students. Mustang Hall is CMCC's off campus residential building that accommodates 178 students. It is located at 170 Center St. in Auburn and consists of a double occupancy room with a 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 is available in the dorm buildings to students living on-campus. 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 Residence Life and Resident Directors live on-campus and are available to assist student residents.

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.

Visit cmmustangs.com to keep up with CMCC's teams!

CENTRAL MAINE COMMUNITY COLLEGE
MUSTANGS

USCAA YSCC ACHA
AMERICAN COLLEGIATE HOCKEY ASSOCIATION

Code of Conduct



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, 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 oneself 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

C1. 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.

H. Prohibition of Injurious Hazing, as defined in and governed by MCCS Procedure 802 Section C.

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 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 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.

Policies and Procedures



Title IX Policies and Procedures

Violence Against Women Act (VAWA) Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sex discrimination and sexual misconduct in the form of hostile work environment, sexual harassment, domestic violence, dating violence, stalking, sexual violence (rape, sexual assault, and sexual abuse), and gender/sex-based harassment or discrimination, represent conduct that is prohibited by CMCC/MCCS policy as those terms are defined for purpose of the Clery Act and in accordance with Title IX.

This section of the report informs the campus community of CMCC programs designed to address domestic violence, dating violence, sexual assault and stalking. This section also includes the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, when it is reported to a college official.

CMCC provides intentional programs and campaigns intended to prevent or end dating violence, domestic violence, sexual assault and stalking. Training programs for all new students consist of prevention engagement during New Student Orientation and includes definitions of terms, prevention strategies, and victim resources both on and off campus. New employees are required to complete online training on sexual assault, domestic violence, dating violence and stalking.

Risk reduction training consists of self-examination of healthy choices and dangers in contextual situations where domestic violence, dating violence, sexual assault and stalking occur. This training includes risk assessment and awareness. Further support resources are provided for students in both on-campus and off-campus context.

Active bystander training is addressed in New Student Orientation and training campaigns throughout the year. Residential students receive active bystander training throughout the year with active bystander messages posted around campus to maintain awareness of the training and role of active bystanders in keeping the CMCC community safe.

Title IX Policy on Sexual Harassment and Sexual Assault

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent also cannot be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

Victims of sexual offenses can work with a Confidential Resource Advisor (CRA) and/or counseling support. Both services are available on campus or remote access. If the student desires, the College can also arrange police assistance. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the APD, the Director of Campus Safety & Security, or the Vice President and Dean of Students. Reports made to the Director of Campus Safety & Security are shared with the Vice President and Dean of Students for disciplinary review or action.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the Sexual Assault Crisis Center by calling (800) 871-7741.

CMCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct and are prompt, fair, and impartial. The College's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings.

For further information about the disciplinary system, contact the Dean of Students at (207) 755-5284.

College Procedures for Investigating and Resolving Sexual Assault & Other Sex Based Conduct Complaints

Below is a summary of the process for allegations that meet the Title IX definition of sexual harassment. Allegations that meet Title IX definition must contain:

- Alleged conduct that constitutes sexual harassment if proved;
- Alleged conduct was against a person in the United States;
- Alleged conduct was against a person participating, or attempting to participate, in a CMCC educational program or activity; or
- Alleged conduct was at a CMCC location, during a CMCC activity or program, or when CMCC had substantial control over both the respondent and the context.

Complaints against students that are subject to mandatory dismissal from Title IX jurisdiction may still fall under this Procedure if the allegation meets the applicable Maine law definitions.
Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person. Reports should be made to the Title IX Coordinator, Nicholas Hamel at
nhamel@mainecc.edu or (207) 755-5284.

If allegations meet the Title IX or Maine law definitions, then the ensuing investigation and resolution of a complaint will prompt, fair, impartial, and conducted by officials with the appropriate training. The process will include the following elements:

- Supportive measures offered to a person at the time of a report
- Notice of formal complaint to the complainant and the respondent
- Emergency removal of respondent (if necessary)
- Informal resolution (only if both parties agree)
- Investigation: The investigation has 60 days from the filing of formal complaint to a draft report. Final report due to all parties 10 days before a live hearing.
- Live hearing
- Findings: The standard of evidence is preponderance of the evidence. Both parties shall be notified simultaneously in writing and provided with the written findings.
- Appeals: The president or designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

The Decision Maker, in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings shall use the preponderance of the evidence standard.

College Procedures for Receiving, Investigating, and Resolving Sexual Harassment Complaints

Below is a summary of the process for allegations that do not meet the Title IX or Maine law definitions of sexual harassment. Individuals who believe that they are victims of sexual harassment must contact the Title IX Coordinator or the EO Officer. The Title IX Coordinator will determine the applicable procedure after review of the allegations.

The investigation and resolution will have the following elements:

- Informal procedure (only if both parties agree)
- Within ten working days of receiving the complaint
    - Meet with complainant to discuss the complaint
    - Provide notice to the respondent. Formal Procedure will be completed in 60 calendar days from receipt of a complaint within the first 10 working days of receiving a complaint.
    - Begin formal investigation
    - Interview the respondent
    - Appeals of College Response to Complaint - Appeals request can be made of the College President or MCCS Director of Human Resources
- An investigation is complete when the pertinent supervisor, EO Officer, or Student Code of Conduct Officer determine that no additional fact finding is required
- Action upon findings from the investigation

Supportive Measures Offered at the time of Sexual Assault Report and Formal Complaint

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. CMCC shall maintain confidentiality for any student receiving supportive measures that they receive, to the extent possible. The Title IX Coordinator will implement and monitor the supportive measures.

Confidentiality Statement

The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. The College will be required to disclose the Complainant's name, statements and allegations to the Respondent. The College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

The College strongly recommends that victims of sexual assault:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection
- Report such acts to the Director of Campus Safety & Security, Title IX Coordinator, Resident Directors or Resident Assistants (for resident students), and/or the APD. Filing a report with the police provides the opportunity for collection of evidence helpful in prosecution that cannot be obtained later
- Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel
- At the victim's request, college administrators will assist in the notification of local law enforcement. The College's disciplinary system may proceed against any alleged violator of CMCC policy, whether or not state or federal criminal proceedings exist or are pending
- Seek counseling and/or emotional assistance and support. The Student Services office can assist with this. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma

The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution. The College will consider requests for changes in on-campus living accommodations on a space available basis. Further training and engagement are provided to residential students during the first week of the fall and spring semesters.

Important Phone Numbers for Victims of Sexual Assault

Sexual Assault Helpline.....(800) 871-7741

Auburn Police Department (Non-Emergency).....(207) 784-7331

Auburn Police Department (Emergency)..... 911

CMCC Director of Campus Safety & Security.....(207) 212-8566

Office of Housing and Residence Life.....(207) 755-5351

Title IX Coordinator.....(207) 755-5284
(Nicholas Hamel, Vice President & Dean of Students)

Confidential Resource Advisor.....(207) 629-4095

College Policies

Academic College Policies

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

Other Central Maine Community and select Maine Community College System policies: 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 that affects College operations, students and employees will be sent a message through the emergency notification system. Students and employees should verify that their personal contact information is correct by logging into Rave at www.cmcc.edu/rave. Once logged in, click on the profile icon in the upper-right corner, then select "My Account" to update your contact 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 TV stations. Announcements should be made by 6 A.M.

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 "Emergency Notification System" 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.

Your Student Portal and Email

Log in to your Student Portal: www.cmcc.edu/myportal

The Student Portal is your gateway to Central Maine Community College's information and services.

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

Students are issued an @MaineCC.edu email address upon registration of their first course. The College uses the student's @MaineCC.edu email to send important announcements and notifications, therefore, students are required to check it regularly. Students should use their @MaineCC.edu email for all correspondence to College officials.

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 encouragesd 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 MCCS Computer Network Acceptable Use Policy.

Pay for Print

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

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.



MCCS Policies

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

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.

View the full policy at www.cmcc.edu/policy.

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

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.

View the full policy at www.cmcc.edu/policy.

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

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.

View the full policy at www.cmcc.edu/policy.

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

Nicholas Hamel
Vice President & Dean of Students
nhamel@mainecc.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):

MCCSCRA@mainecc.edu
(207) 629-4095

CMCC Social Media Management

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 cmccpublicrelations@mainecc.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.

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 via phone, (207) 755-5396, or email, cmcchr@mainecc.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.

Notes


Central Maine
COMMUNITY COLLEGE