



**EASTERN MAINE
COMMUNITY COLLEGE**

STUDENT HANDBOOK

2008-2009

**Prepared by:
Office of Enrollment Management
and Institutional Research**

The 2008-2009 EMCC Student Handbook is primarily an online publication. For those who prefer not to read from the computer, there are printed copies on reserve in the College Library and in the Enrollment Center.

You may also request a printed copy by contacting Nancy Burns in the Enrollment Center, 207-974-4604 or nburns@emcc.edu.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-974-4633.

**2008-2009
ACADEMIC CALENDAR
2-5-08 (APPROVED BY COLLEGE SENATE)**

AUGUST

21 Faculty Development Day (a.m. session)
25 Classes Start

SEPTEMBER

1 Labor Day—No Classes
2 Add-Drop Ends

OCTOBER

3 Early Warnings
13 Columbus Day—No Classes
Harvest Breakfast
17 Withdrawal Ends

NOVEMBER

11 Veterans Day-Staff Holiday—No Classes
26-28 Thanksgiving Break—No Classes

DECEMBER

10 Day Classes (Lecture/Labs End)
11-12 Final Exams (Day Classes)
11 Evening Classes End
15 Winter Session Begins

JANUARY

5 MR Classes Start
8 Faculty Development Day (A.M. Session)
12 Classes Start
19 Martin Luther King Day—No Classes
20 Add-Drop Ends

FEBRUARY

Winterfest— No Afternoon Classes
16 February Break Begins
23 Classes Resume
27 Early Warnings

MARCH

13 Withdrawal Ends
30 Spring Break Begins

APRIL

6 Classes Resume
20 Patriots Day—Classes in Session
Tech Day—No Classes

MAY

13 Day Classes (Lecture/Labs end)
14-15 Final Exams (Day Classes)
14 Evening Classes End
15 Nursing Pinning Ceremony
16 Commencement
18 Medical Radiography Clinical Starts
18 Summer Session I (May Term) begins
25 Memorial Day—No Classes

JUNE

8 Summer Session II begins
19 Medical Radiography Graduation

JULY

2 Medical Radiography Clinical Ends
3 Independence Day—No Classes

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Introduction

WELCOME to Eastern Maine Community College, commonly known as EMCC. This Student Handbook is informational only and is subject to all applicable laws or policies of Eastern Maine Community College and the Maine Community College System. This is a guide to student's rights, responsibilities, and resources. The Handbook spells out the expectations for behavior and conduct by Eastern Maine Community College students and outlines the procedures to be followed in a variety of circumstances.

EMCC students are asked to read the Student Handbook carefully as it can help them maneuver through the system. Special attention should be given to the Student Code of Conduct section.

For additional information regarding the Student Handbook, please contact the Enrollment Center Office at 207-974-4604 or by e-mail at nburns@emcc.edu.

Main Campus Address:

Eastern Maine Community College
354 Hogan Road
Bangor, ME 04401

Off-Campus Center Addresses:

Hancock County Higher Education Center
248 State Street, Suite 1
Ellsworth, ME 04605

Katahdin Region Higher Education Center
One Industrial Drive
East Millinocket, ME 04430

Penquis Higher Education Center
50 Mayo Street
Dover Foxcroft, ME 04426

RESERVE CLAUSE

Eastern Maine Community College reserves the right to change any provisions, regulations, policies, procedures, costs, or requirements set forth herein and the right to withdraw or amend any services as may be required or desirable by circumstances.

This handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the college's discretion.

Eastern Maine Community College
Bangor, East Millinocket, Ellsworth, Dover-Foxcroft

Current Mission Statement

Eastern Maine Community College provides the highest quality post-secondary technical, career, and transfer education and serves as a dynamic community and economic development resource.

Purpose Statements

To achieve this mission, Eastern Maine Community College

- provides access to affordable technical, career and transfer education.
- awards Associate in Applied Science, Associate in Science, Associate in Arts degrees; diplomas; advanced certificates; and certificates for credit instruction.
- offers non-credit, customized courses and programs.
- offers post-secondary programs leading to employment in technical and other career fields.
- provides opportunities for transfer to other post-secondary institutions.
- customizes and provides short-term education and training opportunities for Maine's employers.
- encourages citizenship, leadership, ethical decision-making, and reliable problem solving and offers courses, activities and student services that reinforce those qualities.
- offers skills development in research, writing, reading, and critical thinking needed for continuous learning required in the modern world of work.
- fosters personal and professional development of all employees.
- engages proactively in partnerships with the communities and businesses served by the College.

References:
Replaces: All prior policies and procedures

Effective Date: September 1, 1999
Reviewed: 3/30/2006; 4/16/2008

Philosophy

Eastern Maine Community College awards Associate in Applied Science, Associate in Science and Associate in Arts Degrees; Diplomas; Certificates; and documents of completion for customized short-term programs and courses.

Eastern Maine Community College is dedicated to providing all students with a well-balanced education focused on problem solving, decision-making, communications, social understanding, computer applications, mathematics, and science. Liberal arts courses are required of all programs to form the foundation for lifelong learning. Technology programs include concentrated studies in both technical theory and application in the area of specialization. Programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of the complex problems faced by a changing society.

Civility Statement

The dictionary describes civility as follows:

- A politeness
- A courtesy
- A polite act or expression
- Not deficient in common sense
- Adhering to the norms of polite social exchange

There will be times that each student, administrator, faculty member or staff personnel will experience frustration to a high degree. When this occurs, and it will, we encourage each person experiencing this high level of frustration to step back, walk away, and return later to discuss the situation. Seek out someone to act as a third party with respect to conflict resolution.

We encourage all individuals who are in any way part of the college community to think **CIVILITY** on a daily basis. We want to be:

- A college where respect is expected!
- A college where respect is obvious.
- A college where we all treat each other as we would wish to be treated.
- A college where conflict resolution is the rule of thumb.
- A college where we all feel that someone is available to assist when needed.
- A college where all community members have the same goal — a peaceful and tranquil campus to pursue an education.

References:

Effective Date: September 1, 1999

Replaces: All prior policies and procedures

Reviewed: May 13, 2002



Message from the President

Dear Student:

Values guide the activities, decisions and actions of any entity, whether a person, a group of people or an organization. Eastern Maine Community College uses the following values to guide its decisions and its work.

Truth

with honesty, trust and openness

Fairness

with just action, integrity, and ethical behavior

Respect

with compassion and concern for others and self at all times

In addition to these core values, Eastern Maine Community College values our students, employers and all Maine citizens. We demonstrate this through a strong commitment to our mission and work. Our mission to provide high quality technical, career and transfer education is a commitment to anyone who enters our doors.

By focusing on our mission, we create the opportunity for students to:

- gain the specific technical and career skills to obtain gainful employment,
- continue education beyond the programs offered at the College,
- become active participants in the social and civic life of your communities,
- develop skills for leadership and advancement, and
- increase opportunities for a successful future.

We believe that the quality of your experience depends on successful implementation of our mission and reinforcement of our values. Success results from active partnerships and involvement by both the employees of the College and you, the students. In this way, we can ensure that your educational experience at Eastern Maine Community College is a high quality investment in your future.

Joyce B. Hedlund
President



Message from the Dean of Student and Academic Services

The administration, staff, and faculty at Eastern Maine Community College welcome you to the College. You have chosen wisely!

Though academics will be your focus while attending Eastern Maine Community College, we offer you so much more. Services, programs, and activities are also vital parts of the college experience. You have the opportunity to become involved in activities, to request and to take advantage of student services, and to offer suggestions regarding how these services could better meet your needs. I hope that you will connect with Eastern Maine Community College in at least one of these three areas. This is your time to flourish as an individual and as a student. Get involved and make a difference!

At Eastern Maine Community College, we do our best to assist students with any questions or problems you may have. Do not hesitate to discuss your concerns with me or with another member of the College.

W. Gregory Swett
Dean of Student and Academic Services

Academic Information

The following pages include academic information that is important to all students. The Enrollment Center encourages students to also access the Eastern Maine Community College Catalog for additional academic policies and procedures.

Academic Dismissal

Matriculated students will be dismissed for failure to earn the minimum acceptable cumulative grade point average:

Less than 1.50 for 6 to 23 credit hours carried,
Less than 1.75 for 24 to 35 credit hours carried,
Less than 1.90 for 36 to 47 hours carried, and
Less than 2.00 for 48 credit hours carried, to end of program, or

Students who fail to meet the minimum requirements specified by a particular department for a major but who have minimum acceptable cumulative grade point averages as indicated above will be dismissed from the major, but may apply for admission to a different major.

Students who have withdrawn from the same course more than twice are required to meet with the Academic Dean. If appropriate, the Dean may choose to dismiss the student.

Students may also be dismissed for violations of the Code of Student Conduct.

Dismissed students will receive notification in writing from the Office of Academic Affairs, and the transcript of those students will carry the words "Academic Dismissal," with the semester of dismissal. Dismissal requires students to be un-enrolled for a minimum of one semester. Students may appeal the dismissal decision to the Academic Dean.

Academic Probation

Probation is a means of identifying those students who are in academic jeopardy, and must show academic improvement in order to continue their studies. Probationary status will be determined by cumulative grade point averages below 2.0 for six credit hours or more of course work. Probationary status is removed when students raise their (cumulative) grade point average to 2.0 or better.

Students will be sent notification of probationary status and must meet with the Academic Dean at the beginning of the next semester. The Academic Dean may impose conditions that are academically appropriate for continuation of studies. In addition, the student's permanent record will carry the words "Academic Probation" with the semester of probation.

Accreditation

Eastern Maine Community College is accredited by the New England Association of Schools and Colleges, Inc., 209 Burlington Road, Bedford, MA 01730-1433; (781) 271-0022; <http://www.neasc.org>.

The Radiology Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 1-312-704-5300.

The Nursing Program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC), 61 Broadway, 33rd floor, New York, NY 10006; 1-800-669-1656 extension 153 or 1-212-363-5555.

The Welding Center is accredited by the American Welding Society, PO Box 440367, Miami, FL, 33144-0367; 1-800-443-9353 extension 273.

The Surgical Technology Program is accredited by Accreditation Review Committee on Education in Surgical Technology (ARC-ST), Six West Dry Creek Circle, Suite 210, Littleton, CO 80120 (303-694-9262).

Challenge Exam Policy

EMCC offers Challenge Exams to students with specific knowledge for courses which have been approved by the Academic Dean and the Department Chair for the department that specifically offers the course(s).

Challenge Examinations will be given only in those courses specified by the Academic Dean and individual technology and academic departments as being acceptable courses for credit by examination.

Procedures

- I. Maintenance of List
 - A. A list of courses offering challenge exams is maintained by the Academic Affairs Office. An update of this list is requested once annually from Department Chairs by the Academic Dean.

II. Examination Administration

- A. Permission to take an examination must be obtained from the chair of the department administering the examination. The exams are scheduled at a time and place of the Department Chair's choosing. The exam will be offered by the Department Chair or designate. The Department Chair completes a form for students which designates the name and identification of the course being challenged, the name of the student, and the time and place of the examination. This form is taken to the Student Accounts Office by the student where payment is made. The receipt from the Student Accounts Office must be shown to the Department Chair before the student is permitted to take the exam.
- B. Students having previously failed or withdrawn from a course are not permitted to obtain credit for that course by examination unless the student can demonstrate to the responsible Department Chairs that substantial study has occurred since the student failed the course.
- C. The charge for taking a challenge exam is published by the Student Accounts Office. This fee will vary by the number of the credits, by any lab components involved in the challenge exam, and by the complexity of the exam. If the challenge exam is passed, then the recording fee for the course is one-fourth of the normal tuition charge for the course.
- D. Credit for the course will be granted upon successful completion of the required examination, as determined by the course, and will be recorded on the transcript as "Pass, Credit by Examination." Credit by examination shall be limited to a maximum number of credit hours such that the combination of transfer credit and credit by examination shall meet the criteria listed in the current college catalog.

Change in Level of Program

In cases of programs offered at more than one level (eg, certificate to degree), students may change from one level to another with the permission of the Director of Admissions. Forms are available in the Enrollment Center located in Katahdin Hall.

Change From One Program To Another

Students wishing to change to a completely different program must fill out a "Change of Major" form and are encouraged to seek advice from an Admissions Counselor. Available space, academic preparation, and commitment to the desired program are among the factors considered in granting a change of major.

Dean's List

For the purpose of recognizing academic excellence among full-time matriculated students, each semester the Academic Dean will prepare a list of those students who have earned a semester grade point average of 3.25 or higher with no course grade below a C. Full-time students are registered for at least 12 credit hours for the semester.

Final Examination Schedule and Procedures

The final two days of the fall and spring semester are set aside in two-hour blocks for final exams. The waiving of final exams is at the discretion of the instructor. If instructors give comprehensive finals, they will be given during these periods.

Full-Time/Part-Time Student Status

Matriculated students who are registered for at least 12 credit hours of instruction per semester for courses in their academic program curriculum are considered full-time students. Conversely, matriculated students who are registered for fewer than 12 credit hours of course work per semester are part-time students. Students should note that most programs require more than 12 credit hours per semester in order to graduate in two years or less.

Grades and Grade Point Averages

Semester grades indicate levels of achievement and appear as letters with plus or minus options. Student grades can be viewed and printed from studentOne on the EMCC website.

Letter grades represent the following categories.

- A Highest Honors
- B Honors
- C Satisfactory
- D Minimum passing grade
- F Failure to meet course objectives
- P Satisfactory completion of an ungraded course. No quality points for computation of grade point average (G.P.A.) are assigned, but credit hours are applicable toward graduation requirements.

- AF Dropped from a course for reasons other than poor grade performance. This designation equals the grade of F and is computed as such in the GPA.
- W Withdrawal from a course after add/drop period or for reasons of health or other extenuating circumstances. No quality point value is assigned, nor is it used in computing the GPA
- I Incomplete - All course work is expected to be completed by the end of the semester. ***In exceptional circumstances, and with permission of the course instructor, students may be given an "I" (incomplete) grade if they fail to complete their course work on time.*** Two additional semesters are provided to the students to complete their "I" grade. At the end of these semesters, an "I" grade will be converted to an "F" (failing) grade if the student has not completed missing coursework and if the instructor has not submitted a grade change to the Office of Institutional Research and Student Data.
- AU Students may audit EMCC courses provided that they meet the course prerequisites. They must pay normal tuition and lab fees for the courses. Students auditing a course receive no credit and no grade for completion of the course. Their academic transcripts will reflect the course with a grade of "AU" for audit. Permission to audit courses may be withheld due to class size limitations, as students taking courses for credit have first registration priority. Requests to audit a course must occur within the add-drop period. Request to change status from credit to audit must occur by the mid-point of the semester.

Grade reports are not mailed to students. Students are responsible for obtaining their course grades on-line using studentOne at www.emcc.edu.

Letter grades equal the following point values, which are used to calculate term and cumulative grade point averages (G.P.A.).

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00	D- = 0.67	F = 0.00
AF = 0					

A grade point average is calculated by multiplying the point value (0.00 to 4.00) for the letter grade earned (A to F) by the number of credit hours per course. The products are totaled and are then divided by the total number of credits hours carried during the semester.

Grade point averages computed by the semester are referred to as term grade point averages. Grade point averages computed for all courses taken to date are referred to as cumulative point averages.

Only Eastern Maine Community College courses are used to determine grade point averages.

Graduation Application

In order to receive their degree/diploma/certificate and/or participate in Commencement, students are required to complete an Application for Graduation. The form is available through the Academic Dean's Office in Room 132 Maine Hall, through your program advisor, or on-line. It is recommended that these forms be completed at the end of the fall semester prior to anticipated May graduation.

Honorable Mention

Eastern Maine Community College recognizes and applauds the academic accomplishments of its part-time, matriculated students through the Honorable Mention List.

All of the following criteria must be met for a student to be eligible for the Honorable Mention List: must be matriculated; must be enrolled in 6-11 credit hours; must have earned a C or better in every course; and must have earned a semester grade point average of at least 3.25.

Honors and High Honors

Graduating students meeting a 75% residency requirement at EMCC will be eligible for the awards of Honors and High Honors if they attain the requisite accumulative GPAs. The Honors award requires an accumulative GPA of 3.25-3.74; the High Honors award requires an accumulative GPA of 3.75-4.00.

Matriculation Student Status

A student who is admitted to a particular program of study and who continues to make satisfactory academic progress is considered to be a matriculated student. Loss of matriculation status will result in retraction of financial aid.

Maximum Course Load Policy

No student will be permitted to enroll in more than 21 credit hours per semester without the written permission of the Academic Dean.

Mid-Semester Grades/Academic Warnings

By the seventh or eighth week of each semester, the Academic Dean may notify in writing those students whose grades are failing or near failing. These students are encouraged to meet with their instructors and/or department chairs to discuss course work improvement and to use the services of the Academic Support Center.

Although mid-semester grades do not become part of permanent records, they do remain in student files as long as these students are enrolled at Eastern Maine Community College.

Military Leave Of Absence Application Process

Eastern Maine Community College recognizes the educational rights of its students and their spouses who are called to active military duty. Students currently in the military, who are called to active duty, will be eligible for financial waiver for their credit coursework. Students who are spouses of military personnel called to active duty during a time of national or international crisis will be eligible for financial waiver for their credit coursework with proven hardship.

The following procedures apply to the above students to protect their rights:

- A. Students must call or meet with the Dean of Student and Academic Services prior to departure, and complete the appropriate withdrawal form. The telephone number is 207-974-4605, and the office is located in Room 132, Maine Hall.
- B. In general, students will receive grades of "W" for interrupted courses. However, students who are at the end of a semester should consult with the Dean of Student and Academic Services in order to make other academic accommodations.
- C. When students return from active duty, they will receive a waiver for the tuition and fees for the number of credits carried at the time of departure and for which they have paid. In the case of resident students, room and board charges will be credited on a prorated basis.
- D. Returning students will be given slots in their original courses or programs of study, provided that space is available and that the college is notified in a timely manner to accomplish enrollment and registration up to one year after student's return. The College implements the following guidelines to address this point:
 1. Eastern Maine Community College will work proactively to assist students, but cannot guarantee reentry into a high demand technology. Reentry into the technology courses is on a space-available basis. Students may be required to take new or additional courses in the technology if these courses are added to the program of study during the time students are on leave.
 2. Students must contact the Enrollment Center when they are ready to return to EMCC. This request must be made 60 days prior to the beginning of the semester of re-enrollment.
 3. If students wish to extend their leave of absence, they must submit written requests to the Dean of Student and Academic Services prior to the end of leave.
 4. If students' leave of absence runs out, and they do not request an extension, they will not be eligible for the financial waiver and must reapply for admissions.

Placement Policy (Effective January, 2009)

Students will be placed, following admission into programs, into courses on the basis of previous college experiences, high school records, SAT. and other standardized tests, and placement tests that may be required by EMCC.

The placement process will consist of the following elements:

A. Students with a demonstrated record of success will be placed in regular college courses. A demonstrated record of success consists of:

1. Students with grades of C or better in college level courses that are pre-requisites for required math and writing courses. Pre-requisites are set by the appropriate academic departments and the Vice President/Academic Dean.
2. Students with A's and B's in specified high school math and writing courses will be placed in regular college courses. These specified high school courses are defined by the Director of Admissions with the input of the Math-Science, English, and other appropriate academic departments.
3. Students with SAT scores above specified cut-offs for verbal and writing scores will be placed in regular college courses. These cut-offs are defined by the Vice President/Academic Dean with the input of the Math-Science, English, and other appropriate academic departments.

B. Students without a demonstrated record of success will be placed following the procedures described below.

1. Students who do not meet the requirements of "A" above must take placement tests in the appropriate areas.
2. The Vice President/Academic Dean is responsible for coordinating the development of materials and the Director of Admissions is responsible for developing procedures that include the following:
 - a. Prior to scheduling placement tests, students will be provided with materials and advising that stresses the important purposes of placement tests.
 - b. Review materials will be provided and students will be strongly encouraged to study these materials prior to taking placement tests.
 - c. Students will provide confirmation at the time of testing that they received materials stressing the importance of review before taking their placement tests.
3. Students will be provided with placement recommendations based on cutoff scores established by the Academic Dean with input from the appropriate academic departments.

4. Students may choose to waive placement recommendations as long as they sign release statements that specify that the students are choosing to waive recommendations against the advice of the College.

C. Commitment to continuous improvement

1. Annually the effectiveness of the placement process will be evaluated by a Placement Process Committee appointed by the Vice President/Academic Dean which includes a minimum of four faculty members and the Director of Admissions.
2. The Placement Process Committee will report to the Faculty Senate the results of the committee's study of effectiveness.
3. The Placement Process Committee will make consensus recommendations to the Faculty Senate for changes in Placement Policies.

President's List

At the end of each semester the Academic Dean prepares for the President a list of those full-time Dean's List students who have earned a grade point average of 4.0. The President offers special recognition to these students.

Residency

A student is classified as a Maine resident or non-resident for tuition purposes at the time of admission to the College. No student, once having registered as a non-resident student, is eligible for resident classification unless he/she has been a bona fide domiciliary of the State of Maine for at least one year immediately prior to registration for the term for which resident status is claimed.

If the student is enrolled for a full academic program, as defined by the College, it will be presumed that the student is in Maine for educational purposes and that the student is not in Maine to establish a domicile as a permanent resident; thus, the burden will be on the student to prove that he/she has established a Maine domicile by the time of such registration. The domicile of a student who is claimed as a dependent for tax purposes follows that of the parents or legally appointed guardian of the student. If a student classified as a non-resident, marries a person who is domiciled in Maine and asserts the establishment of a domicile in Maine, the student shall be presumed to be eligible for resident status at such student's next registration period.

In general, members of the Armed Forces and their dependents are normally granted resident status during the period of active duty.

Student Exchange Experiences

Eastern Maine Community College will offer up to three college credits for student exchange experiences in other countries. In order to earn credit, students are required to satisfy predetermined goals and objectives. Sixty hours of on-site experiences will be worth one credit hour, with a maximum of three credit hours for any single exchange experience. The final grade will be pass or fail.

Transcript of Academic Record

The Office of Institutional Research and Student Data maintains the official academic record of each student in perpetuity. Transcripts of these records are not furnished to individuals, other institutions, or prospective employers without the written consent of the student. Each graduate receives one complimentary official transcript with the diploma. There is no charge for an academic transcript unless the transcript must be faxed (\$10.00 prepaid cost) or provided within a 24-hour turnaround time (\$10.00 prepaid cost). No transcripts are printed on a walk-in basis. These fees are not refundable.

No partial transcripts or copies of transcripts from other institutions (including high schools) are issued. Voice or email requests will not be honored, as a signed transcript request forms must be submitted in order to provide a transcript.

Transcript Request forms are available in the Enrollment Center, on line at www.emcc.edu, or a student may mail or fax a signed request to the Office of Institutional Research and Student Data.

Transfer Agreements from Eastern Maine Community College to Other Colleges and Universities

Because Eastern Maine Community College is accredited by the New England Association of Schools and Colleges, Inc., most academic credits will transfer to other colleges and universities. Arts and science courses usually transfer more easily than technical courses. It is important to remember that the receiving school has the right to determine whether or not credits will transfer.

Transfer Credit To Eastern Maine Community College

Students may transfer credits earned at other regionally accredited colleges prior to beginning their programs of study. The responsibility rests with students to provide the Admissions Office with an official copy of each college transcript, mailed directly from each college to the Admissions Office. A copy of the college catalog(s) may be requested. Students will receive a transfer credit evaluation prior to the beginning of the semester.

Generally, courses with grades of C (2.0) or better which are judged by Eastern Maine Community College to be equivalent to Eastern Maine Community College course offerings will be transferred. On occasion, examinations may be required to show competency of subject material. Students may transfer courses not to exceed

1. 75% of the total required credits and
2. 65% of the total technical course credits in a major field.

In general, only courses taken within the past 10 years are reviewed. Courses older than 10 years may require additional documentation in order for transfer credit review to occur. Eastern Maine Community College is the final judge regarding awarding of transfer credit from other institutions.

Withdrawal from Eastern Maine Community College

Absence from classes or departure from the College does not constitute an official withdrawal from the College. Withdrawing from the College constitutes a critical decision for the student.

To voluntarily withdraw from the College, matriculated students must complete the Student Status Change Form obtained through the Dean of Student and Academic Services, located in Room 132 of Maine Hall. There are four steps to this process. Students are advised to:

1. Review the College Catalog to see what grades and refunds they will receive if they leave the College;
2. Talk with a financial aid counselor regarding how their financial aid will be impacted;
3. Discuss their decision to withdraw with their department chairperson and advisor;
4. Meet with the Dean of Student and Academic Services, or his/her designee, to complete the withdrawal process including the required paperwork.

These steps are especially critical to put necessary closure on the student's departure and to receive appropriate refunds. The student will also strengthen his/her application for readmission to Eastern Maine Community College in the same program or another program of study by following these steps.

The student who completes these steps will likely be seen as being responsible by other higher education institutions or employers. Students who fail to officially withdraw from the College will receive an Administrative Failure or an "F" for all courses on their transcript that semester.

Withdrawal from College Housing

Additionally, if a student lives on campus and wishes to move out of the residence halls, the student must meet with the Director of Student Life and Facilities Management, or his/her Resident Director to complete the necessary paperwork in order to be eligible for a refund. The checkout procedure identified in this handbook must be followed. The Director of Student Life and Facilities Management and/or the Resident Director will then notify Student Accounts, and the student may be eligible for a room and board refund. Room and board refunds are based on the Student Bill Adjustment Policy as outlined in this handbook.

Information Technology

Computer Use Policy

Purpose: To promote and ensure the responsible use of computers by or through Eastern Maine Community College.

EMCC seeks to enhance opportunities for individual and collaborative learning and research. As a public institution with limited resources and distinct policy and legal obligations, EMCC also needs to ensure that such uses are consistent with those resources and obligations. The goal of this Policy is to balance these interests and promote responsible and secure use for all.

Application:

This policy applies to:

- A. each Center and any other entity of EMCC;
- B. all computing resources owned or operated by EMCC including, but not limited to, all hardware, software, peripherals, networks, network components, accounts, physical and logical data, e-mail and all other data or information transmitted by such equipment (“computers”);
- C. all employees, students and other persons who use such computers (“users”); and
- D. in addition to any other computer use policy adopted by entities of EMCC, and by entities outside EMCC that operate resources accessed through or from EMCC.

General Rules:

Educational Priority.

The priority use of EMCC’s computers is to provide direct support for learning, teaching and administration of programs. Such priority will govern access to EMCC’s computers.

Use is a Privilege, Not a Right.

Users do not have a right to use EMCC computers or accounts thereon. Users are granted a privilege to use such computers and accounts. This privilege is limited by the provisions of this Policy, any other pertinent policy or law, and may be withdrawn for violation thereof.

Limited Right of Privacy.

Users may not have an expectation of privacy in their use of EMCC’s computers or networks. For example, EMCC reserves the following rights:

1. Periodic Network Monitoring. EMCC reserves the right to monitor periodically, randomly and without notice use rates, patterns, speed and system capacity to ensure the efficiency or integrity of the EMCC network and its computers. Such monitoring may proceed only by a person expressly authorized by the College president.
2. Inspection of a Particular Account or Computer. EMCC reserves the right to inspect for reasonable cause those accounts, computers or files that EMCC has reason to believe are misused, corrupt or damaged. Such inspection may proceed only by a person expressly authorized by the College president and as advised by the MCCS General Counsel.
3. Search and Seizure by Law Enforcement Agencies. User accounts, computers or files may also be subject to search and seizure by law enforcement agencies for law enforcement purposes.

Time, Manner and Place Limitations.

EMCC reserves the right to limit certain uses on or through EMCC computers at those times and locations that EMCC determines are necessary to regulate system capacity and speed. These limitations apply, but are not limited, to downloads of video, music, photographic and other large data files.

Examples of Specific Prohibitions

Conduct that violates this Policy includes, but is not limited to, the following:

- A. Unauthorized access to computers;
- B. Unauthorized use of a computer account;
- C. Connecting unauthorized equipment to the EMCC network;
- D. Unauthorized attempts to circumvent data protection or security including, but not limited to, creating or running programs that identify security loopholes or decrypt secure data;
- E. Knowingly or recklessly performing an act that will interfere with the regular operation of a computer;
- F. Knowingly or recklessly running or installing a program that, by intent or effect, damages a computer, system or network. This includes, but is not limited to, programs known as computer “viruses”, “Trojan horses” and “worms”;
- G. Knowingly or recklessly wasting computing resources;
- H. Knowingly or recklessly overloading computing resources, such as running excessive programs that use relatively substantial bandwidth and other resources. This includes, but is not limited to, peer-to-peer applications.
- I. Violating terms of applicable software licensing agreements;
- J. Violating copyright laws, including their fair use provisions, through unlawful reproduction or dissemination of copyrighted text, images and other protected materials;
- K. Using System computers for commercial activity, such as selling products or services;

- L. Using electronic mail to harass or threaten another person or organization;
- M. Initiating or perpetuating electronic chain letters or unauthorized mass mailings. This includes, but is not limited to: multiple mailings to news groups, mailing lists or individuals; “spamming;” “flooding;” and “bombing”;
- N. Forging the identity of a person or computer in an electronic communication;
- O. Transmitting or reproducing materials that are libelous, slanderous or defamatory;
- P. Displaying, downloading, printing or distributing obscene, lewd, sexually explicit or sexually offensive images or text in a manner that constitutes sexual harassment or other violation of law;
- Q. Unauthorized monitoring of another user’s electronic communications; or reading, copying, changing or deleting another user’s files or software without authority; and
- R. Otherwise violating existing laws or EMCC policies.

GOVERNANCE & ORGANIZATION

Enforcement

Violation of this Policy may result in the loss of computing and/or network access; other disciplinary action; or appropriate civil or criminal legal action.

Security

The EMCC Director of Information Technology shall work with the MCCS Director of Finance and Administration to develop and adopt standards that provide adequate uniform security for all System computers and networks.

Computer Facilities

Computer labs for general use are located in the following areas: Katahdin Hall - Library; Maine Hall – across from the College Store; Acadia Hall – First Floor; and Rangeley Hall – seating area outside of room 516. Wireless access is available in most common areas including the Maine Hall student lounge, Rangeley Hall, and the Katahdin Hall dining area.

Students are encouraged to make use of these facilities and to become familiar with the policies and procedures governing their use. Computer classrooms generally provide computer access when classes are not in session.

ITUNES IS CHEAPER THAN A LAWSUIT: **MAINE COMMUNITY COLLEGE STUDENTS SUED FOR MUSIC DOWNLOADS**

Maine Community College students who upload, download, copy or otherwise share copyrighted music are now being targeted by the Recording Industry Association of America (RIAA) (see the RIAA website at <http://www.riaa.org>).

As the Portland Press Herald recently reported, over twenty University of Maine System students -- and, now, several Maine Community College System students -- are currently being sued.

These suits will likely cost these students a lot of money to defend and/or settle (see http://pressherald.mainetoday.com/story_pf.php?id=143628&ac=PHnws).

If your computer is used to illegally upload, download, copy or otherwise share copyrighted music, videos or other protected materials, you can be liable for copyright violations. In the past, the RIAA only targeted individuals who shared large amounts of music through peer-to-peer (p2p) file sharing networks. But RIAA's current approach is much more aggressive:

- Violators are now being sued for sharing individual songs;
- There is no warning, just a pre-litigation letter that requires a settlement fee or court appearance; and
- It may cost you thousands of dollars if you are caught sharing files illegally, even if it's your first time or it's just one song.

Digital video distribution companies are also increasing pursuit and punishment of individuals who share movies, games and software. If the RIAA or these other lawful copyright holders subpoena the College to identify your name and address in order to match the I.P. address they have for you, the College is required by law to provide that and related information. By law, the College must first notify any student that it has received such a subpoena but, unless the Court orders the College not to disclose your identity, the College must disclose that information.

Our College does not routinely monitor the College network for content and does not generate warnings. Each student is responsible for his or her own use of the network and is personally liable for any copyright violations. Likewise, any student who receives a pre-litigation settlement letter is personally responsible for responding.

Students who receive such letters are encouraged to seek legal counsel immediately before taking any action.

studentOne

studentOne is Eastern Maine Community College's premier communication web portal for its students, faculty, staff and alumni. Some of the features that you will be able to access from studentOne include:

- Grades
- Schedules
- Billing Information
- Current Address
- E-Mail
- Available Courses
- Student Accident and Sickness Insurance Waiver

In addition EMCC also provides discussion boards for students to communicate with each other. EMCC also posts the latest announcements and events in studentOne.

In order to use studentOne you must first subscribe to its services. You can subscribe by clicking the "Subscribe" button on the studentOne screen. If you have forgotten your "PIN" you will need to contact the studentOne helpdesk at (207) 974-4678 for assistance.

Please note that by logging in you agree to the **End User Access Agreement**. Please note that EMCC also records security information on login attempts.

studentOne may be access by going to www.emcc.edu and clicking on the studentOne tab.

Financial Information

Check Cashing

Checks may be cashed in the EMCC College Store if funds are available.

Fees

College Activity Fee: The College Activity Fee is \$3 per credit hour. The College Activity Fee supports student activities at Eastern Maine Community College including sanctioned clubs and organizations, student senate, special events, the *Eagle Eye* student newspaper, recreation, and commuter services.

College Comprehensive Fee: The College Comprehensive Fee is \$8.00 per credit hour. The College Comprehensive Fee supports student services at Eastern Maine Community College including health services, personal counseling, intercollegiate sports, registration, grades and transcripts, graduate job services, and student IDs. The fee does not cover technology, orientation, graduation, lab, health and accident insurance, residence hall recreation, or liability insurance fees.

Information Technology Fee: The College Information Technology Fee is \$9.00 per credit hour. This fee supports computer services for students and provides all students with on-campus access to the internet and e-mail. In addition, it helps to fund on-line library resources.

Student Accident and Sickness Insurance Fee: A \$288 fee for this coverage is billed to all students; however, the fee may be waived upon providing proof of insurance on-line. The fee for students beginning classes in January, 2008 will be \$193. This fee is not refundable.

Liability Insurance Fee: The \$12.90 fee per year for \$1,000,000 malpractice liability insurance is mandatory for students in standard health occupation programs. The cost for \$1,000,000 coverage for students in higher risk health specialty programs is \$54.29 per year. This fee is not refundable.

Matriculation Fee: The \$70 Matriculation Fee is a one-time fee charged at the time of initial enrollment as a matriculated student. This fee covers costs associated with new student orientation and graduation. This is a one-time fee.

Residence Hall Recreation Fee: A residence hall fee of \$65 per semester is required of all residents. Proceeds from this fee support activities and programs in the residence halls and includes basic cable television service to residents' rooms and lounges.

Residence Hall Security Deposit: The fee is \$100.

Technology Fees—Per Semester: These fees vary by program to cover costs of supplies and materials. In addition, some technologies require special fees for national or state tests. Students are advised that these fees may change without notice. **These fees are charged on a per credit hour basis by technology course.**

Parking Decals: Student vehicles on campus must display a current College decal. Parking decals are available in the Facilities Management Office in Room 101 Maine Hall, between the hours of 8 a.m.-4:30 p.m., Monday-Friday.

Health & Security Fee: All matriculated and non-matriculated students, faculty and staff must obtain a parking pass. The Safety and Security Fee helps cover the cost of day and evening security personnel for students on both the Bangor campus and our campus Centers. The annual College Safety and Security Fee is \$2.50 per credit hour. Students who use multiple vehicles may obtain up to two (2) decals. A third decal may be purchased for \$5.

Parking Fines: A \$100 fine per offense will be assessed for parking in Handicapped parking spaces. A \$50 fine will be assessed for parking in a fire lane. A \$25 fine per offense will be assessed to students whose vehicle is parked in unauthorized areas. Grades and transcripts will be withheld if students fail to pay fines.

Tuition (per credit hour) - In State.....	\$ 82.00
Tuition (per credit hour) - Out-of-State.....	\$ 164.00
Tuition (per credit hour) - Apple.....	\$ 123.00
Room Charge—Acadia Hall (per semester).....	\$1,250.00
Room Charge—Acadia/Single (per semester).....	\$1,874.00
Room Charge – Kineo Hall (per semester).....	\$2,150.00
Meal Plan A (Gold).....	\$1,930.00
Meal Plan B (Silver)	\$1,532.00

STUDENT BILL ADJUSTMENT POLICY

Definitions: Bill Adjustment—Financial change made to a student’s bill/account.

Deposits—Charges held for a particular reason. For example, deposits are used to hold a student’s space in a program of study in a technology or in a residence hall.

Semester-long Day Course—A course which is offered for the entire length of the semester, usually 16 weeks. Semester-long courses are usually general education courses such as mathematics, English, social sciences, and science courses. A number of technology courses are semester-long.

Modular Course—A course that does not follow a standard day schedule. Modular courses vary in length, instructional time and day. Frequently, these courses are offered in a sequence over the course of a semester.

Summer/Evening/Weekend Course—Course taught after 5 p.m. or taught at a time other than the fall and spring semesters, Monday through Friday format.

Bill Adjustment Schedule for Students Enrolled in Credit Study (Tuition, Room and Board, Comprehensive Fees, Course Fees, and Technology Fees): Bills will be adjusted when a student withdraws from a course or college, following college procedures and within 20 instructional days of the beginning of the semester. The stated course, add/drop, and college withdrawal procedures ensure that all offices are informed of the enrollment status of a student and that bill adjustments are completed correctly.

The following schedule is based on college policy and is used to adjust tuition, room and board, residence hall recreation fees, comprehensive fees, course fees, and technology fees.

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100%	Prior to first instructional day of course	Withdrawal from college or schedule adjustments - Go to Enrollment Center (Katahdin Hall)
100%	Within 12.5% of course instructional time (10 days for semester-long)	Add/Drop - continued enrollment in college - Go to Enrollment Center (Katahdin Hall)
80%	Within 12.5% of course instructional time (10 days for semester-long)	Withdrawal from college or all classes - Go to Dean of Student & Academic Services (Maine Hall)
50%	Between 12.5-25% of course instructional time (11-20 days for semester-long)	Withdrawal from class continued enrollment in college - Go to Enrollment Center (Katahdin Hall)
50%	Between 12.5-25% of course instructional time (11-20 days for semester-long)	Withdrawal from college or classes - Go to Dean of Student and Academic Services (Maine Hall)
0%	After 25% of course instructional time	
*Required deposits will be retained by the college.		

Modular courses may be prerequisites for subsequent modular courses. Students enrolled in modular courses, who either drop enrollment in their technology or fail a module, may not be allowed to attend other modular courses in the sequence. In such cases, the student bill will be adjusted using the bill adjustment schedule.

Note: Federal Title IV financial aid recipients may lose financial aid and/or be required to repay financial aid if enrollment and cost of attendance are decreased. It is wise to consult with a financial aid advisor prior to making any adjustments to enrollment status or course enrollment.

Bill Adjustment for Matriculation Fee: The Matriculation Fee is a one time administrative fee charged at the time of initial enrollment as a matriculated student. No adjustment for this fee will be made to the student account after the beginning of the

semester or completion of orientation. If a student chooses not to attend orientation or graduation, the student is not exempt from this fee.

Bill Adjustment for Deposits: Deposits are addressed in various ways.

Tuition Deposit for Newly Accepted Students: A tuition deposit of \$75 is required upon notification of acceptance into a program of study. This deposit is credited to the semester bill. Newly accepted students are asked to send this deposit to hold a place in the program of study.

On occasion, newly admitted students may change their educational plans and not enroll. In order to receive a full refund of the tuition deposit, these students must notify the Enrollment Center by May 1 for fall semester enrollment and by September 15 for spring enrollment.

Students admitted and making a deposit after these deadlines will have 30 days from the date of acceptance to request a refund. Following the first day of the semester, adjustment to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Room Deposit: A Residence Hall Deposit of \$100 is required of all students who plan to live in a residence hall. Returning students must submit this deposit by May 1 for fall enrollment. This deposit will be credited to the semester bill, and is non-refundable.

On occasion, students may make other plans rather than enrolling at Eastern Maine Community College. In order to receive a refund of the residence hall deposit, these students must notify the Director of Student Life and Facilities Management by May 1 for fall residency and by September 15 for spring semester residency.

Students admitted and making a deposit after these deadlines will have 30 days from the date of acceptance to request a refund. Following the first day of the semester, adjustment to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Security Deposit: The Residence Hall Security Deposit of \$100 is held until the end of the academic year. In the event that a student damages a residence hall, the security deposit will be used to pay the damage. If a student withdraws from the residence hall, the security deposit will be used to pay unpaid balances on a student's account or will be refunded in full, provided there has been no residence hall damage for which the student is liable. Should damage be assessed, the student's bill will be adjusted for the cost of that damage.

Bill Adjustment Schedule for Non-Credit Courses, Seminars, and Workshops: Both matriculated and non-matriculated students may enroll in non-credit courses. Selected non-credit courses have registration fees, which are retained by the College. The bill adjustment schedule for non-credit courses is as follows.

Percentage of Costs Credited To Bill*	Conditions	Length of Course
100%	Course canceled by the College	Any length
100%	Student withdrawal prior to the start of course	Any length
80%	Within 12.5% of instructional time	Over 15 hours
50%	12.5-25% of instructional time	Over 15 hours
0%	Over 25% of instructional time	Over 15 hours
0%	After start of instructional time	Less than 15 hours

Bill Adjustment for Workshops, Seminars, and Conferences: Full refunds will be issued for seminars, workshops and conferences if notice is received 5 days prior to the day of the program. A non-refundable registration fee may be charged for workshops, seminars, and conferences.

If, for unusual circumstances (i.e. medical problems, death in the family), a student withdraws from a non-credit course, workshop, seminar, or conference, and if a student so requests, a credit for a future offering of the same course, workshop, seminar, or conference may be given at the discretion of the program coordinator in place of the bill adjustment.

Bill Adjustment for Customized Training: The College offers a number of customized training activities through special contracts for businesses. The conditions of bill adjustments are negotiated with the individual businesses.

Agency Funding for Attendance at Eastern Maine Community College

Many Eastern Maine Community College students directly benefit from off-campus funding sources or agencies. Agencies such as the Training Resource Center (TRC), the Trade Adjustment Act (TAA), Coastal Economic Development (CED), Parents as Scholars (PAS/DHS), and Workforce Development, who may provide assistance for a variety of expenses such as tuition, fees, books, supplies, child care, transportation and maintenance costs. Students are always encouraged to contact these agencies directly for guidelines and availability of funding. Students who receive funds or benefits from agencies should note that agencies have a variety of policies which may affect a student's eligibility. For example, some agencies have student contracts which indicate that they will pay for a student's tuition LESS any student financial aid grant assistance (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, State of Maine grant Program, etc.). Students are strongly urged to contact the agency to make sure that they clearly understand how their agency funding will be affected if they receive student financial aid grant assistance.

Native American Tuition Waiver

Eastern Maine Community College waives tuition for eligible Maine Native Americans who are matriculated students. The College also waives room and board charges for Maine Native American matriculated students who choose to live on campus. Students must provide proper documentation of eligibility. Applications are available from the Student Aid Office. Fees are not covered by this waiver and are the student's responsibility.

Overdue Bills

Those students who have not met their financial obligations to the College may be assessed a \$50 late fee per billing cycle. All college services may be discontinued such as but not limited to a hold on student account to prevent computer access, may not be allowed to attend classes, may not receive semester grades or transcripts, residence hall access discontinued, and ability to use meal plan may be subject to inactivity. Students should always communicate with the Student Accounts Office in advance of deadlines regarding their inability to make payments.

Treatment of Outside Sources of Assistance

It is the student's responsibility to notify the Eastern Maine Community College Student Aid Office of all financial aid assistance from any outside sources. These sources include private scholarships, tuition waivers, agency sponsorship, veterans' benefits as well as other types of aid not offered through Eastern Maine Community College. The College will allow the student to receive full benefit of the outside aid by first applying that amount to the unmet need.

Unmet financial need is the difference between the College's estimate of student costs and the College's aid offer. Occasionally, a student's outside aid will exceed the unmet financial need. In this event, the loan or work study portion of the student's financial aid package will be reduced before any grant or scholarship amounts.

Student Aid

The Student Aid Office administers a variety of programs to help students finance their education when their families' resources are inadequate. To apply, students must annually complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Paper versions of the FAFSA are also available at the EMCC Enrollment Center and may be available at high school guidance offices. Financial assistance available to students at Eastern Maine Community College includes:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grants (SEOG)
- Quality Child Care Scholarship
- GEAR UP
- College Scholarships
- State of Maine Grants
- Federal Work Study
- Student Employment and Federal Stafford Student Loan Programs

All awards are made on a rolling basis based on the information supplied on the FAFSA. Awards and evaluation of academic standing are based on the student's enrollment status of full-time (12 or more credit hours), three-fourths time (9-11 credit hours), or half-time (6-8 credit hours) in the courses that are part of their academic program.

Students can check their financial aid status twenty-four hours a day, seven days a week on the Financial Aid web page at www.emcc.edu.

Students must be making satisfactory academic progress to receive financial aid. Students not meeting the following standards will be ineligible to receive aid. The following chart describes satisfactory academic progress.

Satisfactory Academic Progress Guidelines for Financial Aid Recipients

Two-Year Programs	
<u>MINIMUM GRADE POINT AVERAGE</u>	<u>CREDITS CARRIED</u>
1.50	0-23 credit hours
1.75	24-35 credit hours
1.90	36-47 credit hours
2.00	48 and above
One-Year Programs*	
1.50	0-12 credit hours
2.00	13 and above

Maximum Time Frame to Complete Program

The maximum time allowed to receive financial aid is not extended for a student who changes academic programs or levels prior to graduation from their original program of study. Students enrolled in developmental courses may receive financial aid only for credit hour courses that are accepted as part of their planned program. Time frames for completion of academic requirements have been established for both full- and part-time students. A part-time student is a student who consistently carries less than 24 credit hours in a 12-month period. Financial aid awards are prorated for part-time students.

Full-Time Study

AAS, AS, and AA Degrees
Two-Year Diploma Programs
One-Year Certificate/One-Year Diploma

Completing Program Within

3 Years
3 Years
1.5 Years

Part-Time Study

AAS, AS, and AA Degrees
Two-Year Diploma Programs
One-Year Certificate/One-Year Diploma

Completing Program Within

6 Years
6 Years
3 Years

Pell Grants, FSEOG, State of Maine Grants, and EMCC Grants, and other Institutional Grants

Grants are posted to the student's account at the end of the fourth week of each semester after confirmation of semester credit hours. Grant refund checks are available to students approximately six weeks into the semester.

Please refer to the Student Aid Award Letter which states the dollar amount that will be credited to the student's account each semester. Please note that a Federal Pell Grant is based on full-time attendance (12 or more credits per semester). If enrolled for fewer than 12 credits in any semester, the amount of a Pell Grant will be reduced accordingly. If a student drops below six credits at any point, aid eligibility will cease altogether.

Stafford Student Loans

Loan funds arrive approximately 30 days after the first day of classes. If a loan creates a credit balance, that amount will be refunded to the student after the Add/Drop period. Any questions regarding refunds should be directed to the Student Accounts Office in the Enrollment Office.

Work Study (Federal)

The student will be compensated for hours worked on campus. Students receive a bi-weekly paycheck through direct deposit. These funds are not applied to the student's semester bill.

Disbursement of Funds

Financial aid funds are disbursed at different times throughout the year. In order for these funds to be credited to the student account, all requested information must be returned to the Student Aid Office. It is the student's responsibility to make sure that everything is submitted.

Eastern Maine Community College policy states that the first money received by the Student Accounts Office must be used to pay outstanding tuition, fees, or room and board charges on a student's account. Financial Aid such as Pell Grants, FSEOG, Federal Stafford Loans, College grants, etc. will not be credited to the student account until after the fourth week of the semester. Once your balance is paid in full, any additional loans or grants will be considered a credit and a refund check will be mailed to the student.

Appeals Process: Students not meeting the Satisfactory Academic Progress Guidelines on a qualitative and/or quantitative basis will be given written notice of their ineligibility for financial aid. The student can submit a written appeal within ten working days of their receipt of their letter to the Student Aid Office. Appeals are evaluated by the Student Aid Appeals Team.

Audited Courses: Financial aid is not available for audited courses; therefore, an audited course is not included in the term total credits carried.

Mitigating Circumstances: It is recognized that a student might not meet the academic standards due to some unusual personal circumstances. Appeal forms are available in the Enrollment Center Office and are evaluated by the Student Aid Advisory Committee.

Repetitions: Students who must repeat a course because of failure, withdrawal, or having obtained a grade lower than that required for a particular subject will continue on financial aid **ONLY** if their total progress is within the guidelines of the Satisfactory Academic Progress Guidelines.

Student Withdrawal, Refunds and Return of Student Financial Aid Funds

Students who receive Title IV federal financial aid and completely withdraw from Eastern Maine Community College on or before the sixty percent (60%) point in the term (in calendar days) are entitled to keep only the portion of Title IV federal student aid earned to the point of withdrawal from the College. If a student receiving federal financial aid withdraws after the sixty percent (60%) point of the term, s/he is considered to have earned all of their federal student aid for that semester.

Federal law mandates that a student must earn his/her federal student aid or the funds must be returned to the federal financial aid programs. If any federal aid was disbursed directly to the student, s/he is responsible for returning unearned funds to the federal financial aid programs within a timely manner. Failure to do so may result in the student's ineligibility for future federal student aid.

Title IV federal financial aid includes: Federal Pell Grants, Federal SEOG, Federal Stafford Loans (subsidized and unsubsidized), and PLUS Loans. Federal Work Study is excluded.

For Title IV eligible students who officially withdraw from College, the withdrawal date is either the date the student began the College's withdrawal process, or officially notified the Dean of Student and Academic Services Office of the intent to withdraw. Per federal regulations, if the student does not officially withdraw, the date is either the midpoint of the semester or a date determined by documented academically related activity.

Students who withdraw from the College before the end of the fourth week of either the fall or spring semester, are entitled to a partial adjustment of tuition, room and board, and certain fees under the College's standard Bill Adjustment Policy. Adjustments of eighty percent (80%) are made for withdrawals during the first two weeks of the fall or spring semester and fifty percent (50%) during the third or fourth week. **After the fourth week, no adjustments to the charges will be made.**

Refunds to the student and/or to the federal financial aid programs by the student or the College, will be made within thirty (30) days of the date that the College determines the student has withdrawn.

The following chart will help explain how refunds are calculated. Refer to the column, which applies to a student's withdrawal/federal student aid status at Eastern Maine Community College. The left column shows the percentage of charges to be adjusted. The right column shows the approximate percentage of Title IV aid unearned. The College will calculate a student's refund (return of Title IV aid) under the policy, which applies to a student's status and withdrawal.

Note that when a student fully withdraws, any charges that have not been paid are still owed to the College.

Federal Title IV regulations state that a student who fails to earn any credit in at least one semester-length course and has not officially withdrawn from the College, may be determined to have unofficially withdrawn from the College at the mid-point of the semester. This could result in a return of unearned Title IV aid to the Federal Aid program.

Refund/Unearned Federal Aid Percentage Chart

Fall & Spring Semesters	Percentages of College Charges to be Adjusted	Percentages of Unearned Title IV Aid*
Before classes begin	100%	100%
Week 1	80 %	94 %
Week 2	80 %	88 %
Week 3	50 %	81 %
Week 4	50 %	75 %
Week 5	0 %	69 %
Week 6	0 %	63 %
Week 7	0 %	56 %
Week 8	0 %	50 %
Week 9	0 %	44 %
Week 10-16	0 %	0 %

* Approximate percentages due to use of calendar days and represents the amount of student aid that is unearned at the point of withdrawal and may be returned to the federal student aid programs.

Additional information about the return of Title IV Federal Student Aid and withdrawal is available from the Student Aid Office.

Non-Academic Information

Address and Name Change

To ensure that our students receive their grades, transcripts, and other information from the College, we request that students with address or name changes notify the Enrollment Center immediately. The Enrollment Center is located in Katahdin Hall. Students may also update this information themselves by accessing their account on studentOne. **Student employees must also notify the Payroll Department. The Payroll Department is located in Maine Hall.**

Cancellation of College Activities and Emergencies

The College will be open unless conditions on campus present an unsafe or adverse environment for students and employees. This applies to all College Centers.

Bangor Campus, Day Classes: The President, Vice-president, and the Director of Student Life and Facilities Management will determine if campus conditions warrant the delay or cancellation of normal activities and operations. The Vice-president is responsible for implementing the decision by arranging for the notification of radio and television stations. Back-up for Vice-president will be the Director of Student Life and Facilities Management, followed by the Dean of Information Technology.

College Centers: The decision to limit operations of College Centers will be made by the Vice President in consultation with Center Directors. The Center Directors are responsible for implementing the decision and for ensuring the local radio and television stations have been notified. The Center Directors are responsible for placing the proper notification on telephone answering systems and websites in the event of inclement weather.

Classes at other than College Locations: Classes held in local high schools or other educational centers will be cancelled if the high school/center is closed due to inclement weather or other emergency.

Off Campus Clinicals: Clinicals at surrounding medical facilities will be cancelled if the College closes unless the faculty have made other provisions.

Evening and Off-Peak Courses: The decision to impact College evening or weekend operations will be made by the Vice President and the Director of Student Life and Facilities Management in consultation with the responsible event administrator. The Vice President is responsible for implementing the decision and notifying all Senior Managers of the actions being taken.

Business & Industry Campus-based Training Services: Customized training will be handled on a case by case basis determined by the Director of Development and Business Services and the Director of Student Life and Facilities Management.

Food Services: Food Services will use brunch/buffet style offerings during closures. In unusual circumstances, resident hall deliveries will be provided with approval of the Director of Finance.

Status of Operation:

Cancellations: Decisions to close the College and/or College Centers for the day will be made prior to 5:30 a.m. Cancellations after classes have started will be as follows: afternoon class cancellation prior to 10:00 a.m. and evening by 3:00 p.m. If classes are cancelled for the day, they will also be cancelled for the evening. Some emergencies are not predictable and each will be handled on a case-by-case basis.

Extracurricular Activities and Travel: If the College is closed, all activities and travel are cancelled.

Delayed Opening: Depending on conditions, the College may choose to delay the beginning of classes. Delayed openings will be consistently applied and include the following times: 10 a.m.; 12 noon; 2 p.m.; 4 p.m. and 6 p.m. Delayed openings will be handled as if the College is in full operation for the entire day. For example, if a delayed opening is at 10:00 a.m., students and employees are to report to the activity normally scheduled at 10:00 a.m. Regardless of the beginning or end time of the class, if it is normally in session at 10:00, students and faculty will report to that class.

Essential Personnel

Bangor Campus: In the event that the College is closed for adverse conditions, the following persons will report to the College as directed by the President, and are considered essential personnel:

- President and Vice-President (Other Cabinet members may be called as needed.)
- Director of Student Life and Facilities Management
- Director of Development and Business Services (if training is occurring on campus)
- Plant Maintenance Engineer
- Custodial, Maintenance, and Security Workers, as determined by the Director of Student Life and Facilities Management.
- Residential Life Director
- Resident Assistants, as determined by the Residential Life Director

College Centers: Center Directors are considered essential personnel depending on the type of emergency. The Vice-president will make the decision regarding this status in consultation with the Center Director.

Announcements: The Vice President is responsible for posting notices on radio and television stations.

The Director of Student Life and Facilities Management is responsible for posting closing announcements on the Honeywell Notification System.

The Dean for Information and Communications Technology is responsible for ensuring the telephone and website messages for students and the public are placed on the College emergency (storm) line, on the website, and on StudentOne.

Cell Phone Use—Governance and Organization

Eastern Maine Community College does not condone the use of cell phones in the classroom or other instructional settings by either its employees or its students.

Cell phone use in the classroom or other instructional settings is allowed with prior permission of the faculty member responsible for that class. Employees have the right to limit and/or prohibit the use of cell phones in or near instructional areas. Cell phone use is prohibited in the library. Students and employees entering the library must turn off their cell phones.

Guests at College Functions

Students must assume responsibility for their guests' behavior.

Identification Cards

The Department of Information Technology (IT) oversees creating identification cards for Eastern Maine Community College students. Check the Maine Hall lobby and the **Eagle Eye** for ID schedule.

Identification cards are issued to all students who are enrolled in credit courses. Students must present their student identification card when cashing checks in the EMCC College Store, picking up work-study checks from the Student Account's Office removing books from the library, attending athletic events, and conducting various on-campus business. Kineo Hall residents will use their ID card as keys to the building.

Identification cards serve as meal tickets for resident students and the card must be presented when going through the serving line. Residents will not be served without an identification card unless the student pays cash for the meal.

If the student has misplaced or lost their identification card, they may receive a replacement card from the Information Technology Department. There will be a \$10 charge, payable at Student Accounts in the Enrollment Center for replacement identification cards.

Students must return their student identification cards to the Dean of Student and Academic Services upon withdrawing from the College. Residents are required to turn in their identification cards to the Director of Student Housing, Athletics and Activities when they check out of the residence halls.

Non-Enrolled Minors in the College Environment

Non-enrolled minors (any individual under the age of 14) must be accompanied by a parent, guardian, College employee, or sponsored group, at all times, while they are on campus. Employees, who find a minor in any location of the College, will talk with the minor to ascertain the possible location of the responsible adult and assure that the minor is in a safe location. During daytime hours, the Office of Facilities Management will be contacted to locate the responsible adult and to ensure that the minor is properly supervised. During evening hours, the Evening Program Coordinator will be notified to take the appropriate action. Center Directors and staff members will be responsible for taking action on this matter at the College's off-campus centers.

The College discourages parents or guardians from bringing their children to scheduled classes. If emergency circumstances require special consideration, students must receive prior permission from the course instructors for all courses before a child may attend any class with his/her parent or guardian. Parents or guardians, who violate this policy repeatedly, will be subject to the Student Code of Conduct.

Personal Property

The College is not responsible for loss or damage to personal property, including vehicles, contents of lockers, or residence hall room, and does not carry any insurance on personal property. Individuals should keep a personal record of serial numbers and other identifying information about those articles. In the event of lost or stolen property, or damage to personal property, contact the Office of Safety & Security at 974-4853.

Right to Privacy

The Family Education Rights and Privacy Act of 1974, known as the "Buckley Amendment," requires that Eastern Maine Community College obtain consent in writing before releasing your education record, except to specified parties. The intent of the act is to protect the privacy of students with regard to access to records and to providing release of such records. The opportunity for a hearing to challenge such records should be obtained from the Office for Enrollment Management and Institutional Research in the Enrollment Center. Third parties who may have access to educational records of students without prior written consent include:

- A. Eastern Maine Community College officials who have legitimate educational interests;
- B. Officials of other schools in which the student seeks or intends to enroll;

- C. Certain authorized federal agencies;
- D. Persons in connection with the student's application for, or receipt of, financial aid;
- E. Organizations conducting studies for, or on behalf of, educational agencies or institutions;
- F. Accrediting organizations;
- G. Parents of a dependent student as defined by the Internal Revenue Service Code of 1954; and
- H. Judicial authorities.

Under the Solomon Amendment enacted in 1996, the College is required to provide directory-type information for students at least 17 years of age upon request by representatives of the Department of Defense for military recruiting purposes.

The Office for Enrollment Management and Institutional Research makes available the student's name, class, major, home address, and local address as well as telephone numbers. You may request that your current year's directory information be suppressed from public distribution by contacting the Enrollment Center and completing the appropriate form no later than September 30 (January 31 for those students beginning their program of study in January) of the current school year.

If you request that public directory information be suppressed, then any request from parents, relatives, friends, student organizations, and all others who may wish to contact you will be denied. Only in emergency situations will we release information concerning your whereabouts to other than those persons authorized under the Act.

Sales And Solicitation -- Fundraising By Students Or Employees EMCC 215.2

The Development Office is responsible for oversight of all college fundraising. Students or employees wishing to conduct fundraising on or off campus will consult with that office, prior to conducting any fundraising, to determine if the proposed activity is in conflict with official college or Foundation fundraising efforts. Anyone wishing to raise funds will complete the Application for Fundraising Activities Form, available in the Development Office, and submit it to the Development Office for approval. The persons proposing the project are responsible for ensuring compliance with all state laws and are not allowed to raise funds for personal gain. Any changes in fundraising plans must be reported to the Development Office immediately.

Definition: Fundraising refers to any activity meant to take in money or in-kind contributions for use by a club, organization, technology, person, and college sanctioned, philanthropic community service. This includes basket bingo, silent auctions, raffles and direct sales of specialty items such as candles.

Sexual Harassment And Consensual Relations -- GOVERNANCE AND ORGANIZATION

PURPOSE: To prevent sexual harassment and prohibit certain consensual sexual relationships.

A. Sexual Harassment

Sexual harassment of employees or students is a violation of state and federal law, and a violation of this policy. Any employee or student who violates this policy or those laws will be subject to disciplinary action.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational benefits;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment; and
- a person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

It is the policy of the Maine Community College System to ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the Maine Community College System as a whole. College presidents are directed to take appropriate steps to distribute this policy statement and to inform students and employees of procedures for making complaints.

Individuals who believe that they have been victims of sexual harassment or have been accused of sexual harassment should contact their college's Affirmative Action Officer for information on their college's sexual harassment guidance procedure. Additionally, these individuals may also file sexual harassment charges with the Maine Human Rights Commission within six months of the alleged incident. Further information is available from the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, 207.287.2326, and/or from the United States Department of Education, Office of Civil Rights, 33 Arch Street, Suite 900, Boston, Massachusetts 02110, tel. 617.289.0111, TTY/TTD 617.289.0063, and fax 617.289.0150.

B. Consensual Sexual Relations

Sexual relationships between employees and students or between certain employees within the MCCS that begin consensually can end acrimoniously. Such endings can and do subsequently lead to claims of unprofessional conduct, sexual harassment in violation of this policy, and/or a conflict of interest in violation of MCCS Policy Section 410. Such claims, even if ultimately determined to be without merit, are often expensive and time-consuming for the MCCS, and difficult for the individuals involved. Accordingly, the MCCS prohibits consensual romantic or sexual, relationships between employees when one employee supervises or otherwise has authority over the other employee, and between an employee and a student when the employee instructs, advises or otherwise has authority over the student. Employees who violate these prohibitions are subject to counseling and/or disciplinary action.

In addition, consensual romantic or sexual relationships between an employee and a student located on the same campus, even when the employee does not instruct, advise or otherwise have authority over the student, can give rise to the same claims described above. Consequently, the MCCS strongly discourages such relationships between an employee and a student located on the same campus.

Source and duplicate: MCCS Policy Manual, Governance and Organization, Section 211

Smoking Policy

Eastern Maine Community College strives to provide a healthful, comfortable, and productive learning and work environment for its students, staff, and faculty. The United States Surgeon General, in *The Health Effects of Involuntary Smoking*, concluded that: "Involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers. The simple separation of smokers and non-smokers in the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke."

In light of these findings, all Eastern Maine Community College buildings shall be entirely smoke-free. **Entrances to buildings are not designated smoking areas.** Designated smoking areas are available on the campus. Residents will be charged a \$25.00 fine daily if they smoke in non-smoking areas.

Smoking is permitted in the designated smoking huts **ONLY!** **The use of chewing tobacco is prohibited in all Eastern Maine Community College buildings.**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All persons in the community share in the responsibility for adhering to and enforcing the policy. If violations are observed, the person should first object directly to the violator. If there is not a complying response, a complaint should be filed with the violator's immediate supervisor or department chairperson.

Drug and Alcohol Guidelines

Drugs and Alcoholic Beverages

Eastern Maine Community College is invested in the health, safety, and academic success of its students.

Those students who repeatedly abuse or are dependent on chemicals are likely to exhibit learning difficulties directly connected to their use of drugs or alcohol. Not only is motivation for learning altered, but there can be significant impairment in the ability to process information presented in class, and to recall important information later as needed.

Absenteeism, tardiness, diminished quality of assignments, trouble with peers in the classroom, hostility towards staff persons, inappropriate appearance, or other behaviors may demand attention and hinder student progress. Some students, if not helped, are at risk for academic failure due to their inability to perform academically, inappropriate behavior in the residence halls and at college functions, or involvement with the law enforcement agencies.

All students should be familiar with and are subject to the Maine State laws, the Eastern Maine Community College policies, and the Eastern Maine Community College Student Code of Conduct pertaining to the possession and consumption of alcoholic beverages and other drugs. Violations of the laws, codes, or policies may result in referral to the alcohol and drug awareness program; termination of residence hall contracts; disciplinary action, including possible dismissal from the College; restriction from participating in students' school programs; and/or legal action.

Although Eastern Maine Community College neither condemns nor condones drinking alcoholic beverages by legally-sanctioned adults, it is concerned that those choosing to drink do so within the confines of Maine State Law and college regulations, and with the understanding of potential consequences. The College also affirms the right of individuals to choose not to drink alcoholic beverages, and the right to be socially supported by the college community for making that choice. Individuals using illegal drugs (including alcohol for those under age 21), or abusing legal drugs, will not be exonerated from the legal consequences of their action. Individuals are expected to assume responsibility for their behavior while drinking or using any drug and must understand that being intoxicated or impaired in no way lessens their accountability.

Alcohol and Drug Policy

Eastern Maine Community College accepts responsibility for adhering to state and local laws concerning the use and/or possession of alcoholic beverages and seeks to ensure the safety, health, and welfare of the members of the college community on campus and at all higher education centers.

Those students who repeatedly abuse or are dependent on chemicals are likely to exhibit learning difficulties directly connected to their use of drugs or alcohol. Not only is motivation for learning altered, but there can be significant impairment in the ability to process information presented in class, and to recall important information later as needed.

Absenteeism, tardiness, diminished quality of assignments, trouble with peers in the classroom, hostility towards staff persons, inappropriate appearance, or other behaviors may demand attention and hinder student progress. Some students, if not helped, are at risk for academic failure due to their inability to perform academically, inappropriate behavior in the residence halls and at college functions, or involvement with the law enforcement agencies.

PART 1 — Maine State Laws Concerning the Use and Possession of Alcoholic Beverages and Controlled Substances

Persons must be at least 21 years old to purchase, possess, or consume alcoholic beverages. (MRSA 28;2, 11, 28; 155, 28, 303)

Persons must not present false identification, neither written nor oral, in order to obtain alcoholic beverages. (MRSA 28; 303)

Persons of legal drinking age must not provide alcoholic beverages to underage individuals. (MRSA 28; 1058)

Unlicensed sale of alcohol on campus in any form is illegal and expressly forbidden. (MRSA 28; 1, 15)

PART 1 — Maine State Laws Concerning the Use and Possession of Alcoholic Beverages and Controlled Substances

Persons/organizations who serve alcoholic beverages are responsible for the damages, to the person and the property, of those served. (MRSA 28; 1312 “The Little Dram Act.”)

Persons must not possess, traffic, make, grow, furnish, sell or trade any controlled substance or counterfeit drug.

Possession of up to 1 1/2 ounces of marijuana is considered a misdemeanor.

It is unlawful for any person to use, or to possess with the intent to use, drug paraphernalia; to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.

PART 2 — Additional Eastern Maine Community College Rules Governing the Use and Possession of Alcoholic Beverages and Controlled Substances

1. Students and their guests are not permitted to possess and/or consume alcoholic beverages, regardless of age, anywhere on the Eastern Maine Community College campus, or at any college-sponsored activity off-campus such as sporting events and student conventions. This applies to any and all functions open to the public such as entertainment, dances, athletic events, and any out-of-doors activities on any part of the campus. This policy also applies to the residence halls where compliance with the section of the Alcohol and Drug Policy is the joint responsibility of the room occupant(s) and any visitor(s). The College President may decide to lift this restriction for special events.
2. Intoxication on campus will not be tolerated. Any person who is suspected to be “under the influence” (as described in part three) may have disciplinary action taken against him/her.
3. Due to the statistics concerning drinking and driving and due to the strict drunk driving laws in the State of Maine, Eastern Maine Community College is committed to preventing intoxicated persons from driving. Eastern Maine Community College students, staff, and faculty members are encouraged to do everything possible to prevent an intoxicated person from driving.
4. Commuters and other guests who visit the residence halls are expected to be familiar with and follow all rules and regulations in place.
5. Students who appear unable to safely use dangerous equipment in their respective technology labs or shops will be asked by faculty to leave the area and may be required, at the request of the faculty, to meet with a professional counselor for further assessment before being allowed to return to the shop or lab.
6. Those students who are having problems as a result of their use of alcohol and other drugs are offered referral services through the Student Life and Facilities Management Office; services include educational programs, individual or group counseling, or referral for formal treatment (if needed). The goal is to help students resolve the use of alcohol and other drugs that interfere with academic and personal progress at Eastern Maine Community College. However, participation in such programs does not free students from any sanctions that would normally be imposed. In addition, students who continue to violate the Eastern Maine Community College Alcohol and Drug Policy, despite participation in these services, face serious sanctions including dismissal from the residence halls and dismissal from the College.
7. Parents of students under the age of 21 will be notified of any violations of the alcohol and drug policy in writing by Residential Life staff.
8. Intoxication, on or off campus, resulting in police or security officer intervention, will lead to disciplinary sanctions by Eastern Maine Community College.

9. Consumption, usage, storage and/or sale of alcohol in one's room in the residence halls or on campus is a violation of the housing contract and may cancel one's housing contract.
10. Consumption, usage, storage and/or sale of illegal drugs in one's room in the residence halls or on campus is a violation of the housing contract and will cancel one's housing contract.
11. Intoxication will not be accepted as a defense or as an excuse for disorderly conduct and/or damage to property on campus.
12. Resident Directors, Resident Assistants, and members of the Eastern Maine Community College administration have the right to inspect bags or packages on campus that they suspect may contain drugs and/or alcohol.
13. Residents are not allowed to store or display containers (full or empty) of alcohol in their rooms in the residence halls, nor display other alcohol/drug paraphernalia in the windows or on the doors of their rooms.
14. No possession or consumption of controlled substances is permitted on campus in accordance with state laws.

PART 3 — Explanation of Disciplinary Action Taken as a Result of Violations of the Alcohol and Drug Policy

Students exhibiting one or more signs or behaviors which are indicative of alcohol or drug use will be considered "under the influence". These include, but are not limited to, an odor of alcohol or marijuana; slurred speech; glassy or bloodshot eyes; a staggering or unsteady gait; a loss of fine motor skills; loud or disruptive behavior, including complaints from faculty, staff, the public, or other students and/or swearing or disorderly conduct. Students found in violation of the Alcohol and Drug Policy, Maine State Law and/or local ordinances may result in one or more of the following:

1. fined a fee which will be used to sponsor alcohol-free events for all students.
2. prohibited from attending any school-sponsored activities or events
3. required to seek educational assistance, if academic status indicates a need
4. required to meet with an off-campus professional counselor for a confidential evaluation of his/her alcohol or other drug use
5. parents of students under the age of 21 will be notified of the violation, in writing, by Resident Life staff.

Students found in violation of the Alcohol and Drug Policy, Maine State Law and/or local ordinances will result in one or more of the following:

1. required to participate in an alcohol and drug educational program
2. required to attend activities sponsored by the Residential Life Department
3. required to write a detailed Success Plan outlining personal and professional goals and the measures needed to achieve them
4. required to do community service

GUESTS: Students are responsible for their guest's behavior; therefore, if students allow their guests to bring alcohol on campus they will be subject to the same disciplinary action as if they violated the Alcohol and Drug Policy themselves. Nonresident guests who are in possession of alcohol or other drugs on campus property will receive a written and/or verbal warning and will be prohibited from campus property for a minimum of one year. If they return to the campus during that year, they will be charged with criminal trespassing.

Eastern Maine Community College recognizes the importance of an educational component to the Alcohol and Drug Policy. Therefore, minor violations will be handled according to those disciplinary actions outlined above, providing the opportunity for guidance, assistance and additional education for students. The College does reserve the right to immediately cancel housing contracts, as well as implement further sanctions for major violations of this policy.

Alcohol and Drug Education and Assessment Programs

Eastern Maine Community College offers referral services to students experiencing difficulties with their alcohol and/or drug use. These services may take the form of educational programs, which may include teaching low risk use of alcohol, support for those choosing abstinence, individual counseling, or group counseling. Participation in such programs is confidential and offered free of charge for up to three visits. The Dean of Enrollment Management may approve additional visits. Eastern Maine Community College's Student Accident and Sickness Insurance, if the student subscribes, may allow further visits.

The Drug and Alcohol Coalition coordinates alcohol and drug education and awareness programs for Eastern Maine Community College. Together with concerned faculty, staff and students, programming for increased community awareness and knowledge of issues surrounding drug and alcohol abuse will be provided.

How to Seek Help for a Colleague or Student Abusing Alcohol or other Chemicals at Eastern Maine Community College

Eastern Maine Community College endorses a drug-free environment for its students, staff, and faculty while recognizing that there are members of our community struggling with alcohol and drug abuse. Acknowledging that means providing channels through which persons in our community abusing drugs (including alcohol) at work, in class, in College housing, or during Eastern Maine Community College social events, may be directed toward receiving assistance in dealing with their problem. Therefore, it is recommended that members of the campus community being negatively affected by

another's abuse of drugs or alcohol, (i.e., in class, in the office, in a residence hall room, or on the shop floor) choose one of the several options listed below to address this issue:

- Speak directly to the person about your concern regarding his/her chemical abuse with encouragement for this person to seek help. For specific information about an effective approach, the Residential Life Office has resources available. Informational brochures are available in the Enrollment Center.
- Speak to that person's supervisor, administrator, teacher, or other persons with the authority to take action.
- Speak with a member of the Alcohol and Other Drug Abuse Prevention Team.

Health and Safety

Campus Crime Reporting

In compliance with the Student Right to Know and Campus Security Act, which was signed into law in November 1990, Eastern Maine Community College is required to make available to all prospective students and employees information regarding crime statistics on the College campus and all off-campus locations. This information is available in the Enrollment Center, the Library, the Residential Life Offices, the office of Student Life and Facilities Management, the Human Resource office, and on the EMCC website at www.emcc.edu.

To report a crime, contact the Safety & Security officer at 207-974-4853. In an emergency, dial 8-911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name.

College Emergency Notification

In an attempt to provide up-to-date information in emergency situations, Eastern Maine Community College utilizes the Honeywell Instant Alert notification service to quickly provide details and direction to students, faculty and staff during emergencies.

The service allows administrators to broadcast voice or text messages to any communication device—telephone, cell phone, e-mail, pager or PDA—which will help the College connect with people on and off campus, and improve response times for emergency personnel.

All students, staff, and faculty members are encouraged to enroll in this program.

1. Log onto: <http://www.envoyprofiles.com/MCCS>
2. Type your *first name and last name with a period in between (Example: John.Smith)
3. Enter your password with your first initial (UPPERcase), then period, last initial (LOWERcase), and the last four digits of your student identification number. (Example: J.s.1234)
4. Enter the contact information

For additional information, please contact the Security Line at 207-745-6090.

Crisis Management Plan

In the event of a suicide, suicide attempt, severe injury, violent attack, or accidental death of a student, administrator, staff, faculty member, visitor or guest, taking place on or off campus, the following people should be notified by the person first aware of the incident so that other key people can be contacted and a Crisis Management Team meeting can be arranged:

- ▶ If a residential life student or guest: first contact the Director of Student Life and Facilities Management at 974-4664.
- ▶ If a commuter student or guest: first contact the Director of Student Life and Facilities Management at 974-4664.
- ▶ If staff, faculty or administrator or guest: first contact the President's Office at 974-4691.

In the event of suicide or accidental death, immediate support needs to be offered to roommates, family members, instructors, friends, colleagues and classmates by those of the Eastern Maine Community College community closest to the situations as previously mentioned. The Crisis Management Team will implement an action plan.

The President or her designee will serve as spokesperson to deal with the media. In the event of attempted suicide and certain other violent acts (such as rape), protecting the privacy of the individual and his/her family by only giving out information on a "need to know" basis will be given the highest priority.

Where appropriate, the Crisis Management Team will alert our College community of on-going danger due to criminal activity.

Emergency Situations

In an emergency, dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Answer all of the questions and let the operator hang up first.

Evening Security

An evening security officer is available from 5:00 p.m. to 7:00 a.m, Monday through Friday, and 7:00 p.m. to 7:00 p.m. on Saturday and Sundays during the school year . Should you require assistance or need to report an incident or suspicious event, contact 745-6090. If the situation is an emergency, contact 911. The Security Officer is based out of 101 Maine Hall when he/she is not patrolling the campus.

Fire Arms

Since firearms and ammunition create a potential safety hazard, they are not permitted on the Eastern Maine Community College campus. The use or possession of firecrackers, fireworks, gun powder, BB guns, fusion caps, primers, chemicals, or any other type of explosive in the residence halls or other buildings and areas of the campus is prohibited. Furthermore, shooting guns or other firearms, or the use of other forms of weapons, is not permitted on campus, the nearby wooded area, or anywhere else within the Bangor city limits.

Fire Drills

At the sound of the fire bell — 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 room.

Safety and Accidents

Safety consciousness must be both an attitude and a practice for everyone associated with Eastern Maine Community College. Faculty and staff will insist upon and enforce strict safety precautions and procedures. Students must understand the reason for employing proper safety procedures in general and the specific procedures appropriate to each technology in particular. As a student, it is important that you learn and practice the safety procedures taught by faculty and staff.

Students who are injured on campus must call the Security Officer at 207-974-4853, if no answer, call the security cell phone at 745-6090 to complete an accident report form.

Safety Whistles

Safety whistles with the general assistance contact number (745-6090) are available free of charge in Room 101, Maine Hall and in the College Store.

Vehicles

Permission to operate a vehicle on campus is a privilege granted to students, employees and visitors at the College. Students must register all vehicles that they drive and park on campus at any of the college locations. All vehicles will display parking permit, current valid registration tags and display current inspection stickers.

Students will comply with all state motor vehicle regulations. All vehicles will be operated in a safe and prudent manner. The following are requirements for Vehicle and Traffic Safety.

- ☒ Drivers must adhere to the 15-mile per hour speed limit.
- ☒ Drivers will refrain from making excessive noise with vehicles.
- ☒ Drivers will always operate a motor vehicle in a safe manner.
- ☒ Drivers will adhere to the driving regulations of the State of Maine.

Students who observe a vehicle operating in an unsafe manner, should report it to the Safety & Security officer. The officer will send a warning letter to the individual, who owns the vehicle. Subsequent reports will lead to implementation of the Discipline Code. Sanctions will be imposed according to the Student Code of Conduct. The Discipline Officer may impose the following sanctions:

- ☒ Suspend parking and driving privileges on campus.
- ☒ Impose a fine or community service hours.
- ☒ Recommend dismissal from the College.
- ☒ Recommend other disciplinary action as the Student Code of Conduct allows.

Snow Removal

On the day of and the day after a snowstorm, vehicles on campus must be parked in a plowed parking area from 8:00 a.m. to 12:00 noon and from 4:00 pm to 8:00 p.m. However, the maintenance staff and/or the plowing crew may request that vehicles be moved for additional hours. Those who do not cooperate risk having their vehicles towed away at their own expense.

Registration and Display of Decals

Vehicle registration will be done during registration or orientation; subsequently, registration forms may be obtained from the Student Life and Facilities Management Office in Room 101 of Maine Hall during regular business hours. Vehicles not displaying decals by the end of the first week of classes will be ticketed. Students must notify the Safety and Security Officer of the Office of Student Life and Facilities Management of their motor vehicle registration. Furthermore, if students bring vehicles on campus, which do not have decals, they should immediately receive temporary decals from the Safety and Security officer.

Enforcement Authorities

The campus Safety and Security officer, with the direction of The Director of Student Life and Facilities Management, oversees all campus parking and parking regulations. Department offices are located Room 101 of Maine Hall.

Inoperative Vehicles

Unregistered or inoperative vehicles are not allowed on EMCC property. Individuals will be allowed 48 hours to remove, repair or register the vehicle or it will be towed off campus at the owner's expense.

Recreational Vehicles

No off-road motorcycles and snowmobiles etc. are allowed on any College property unless approved by the Director of Student Life and Facilities Management or the Safety and Security Officer.

Towing

When it is necessary to call a tow truck for a student's vehicle, students will incur the expense at the time of the call. Students will be held responsible for the charges even if the vehicle is moved before the tow truck arrives. The College reserves the right to remove, or have removed, any vehicle that is parked in such manner as to constitute a hazard, which impedes vehicular or pedestrian traffic movement, and/or the making of essential College property repairs. Owners or registrants will be required to pay all costs involved in the removal and storage of their vehicles.

Violation Penalties

Vehicles parked in unauthorized areas will be ticketed or towed at the owner's expense, without warning. Unauthorized areas include: parking in a "No Parking Zone," parking on the roadway, hindering snow removal, not displaying current Eastern Maine Community College decals, occupying more than one parking space, parking in handicap spaces without proper identification, and commuters that park in residents' spaces.

Violators will be charged \$25.00 for each parking offense and an additional \$100.00 for parking in a handicap space and will have seven (7) days to make payment at the Eastern Maine Community College Student Accounts Office in the Enrollment Center. Grades and transcripts will be withheld, and course registration may be affected, if students fail to pay fines.

Failure by students to comply with school or state motor vehicle regulations may result in revocation of permit and/or other disciplinary action. Having or operating a vehicle on campus after suspension of privileges will result in further disciplinary action, including possible dismissal from the College.

Services for Students

Academic Support Center

The Academic Support Center provides a variety of services designed to help students succeed in their courses of study and achieve their academic goals. Students use the services of the Center to improve their basic skills in reading comprehension, writing, math, and keyboarding as well as to achieve excellence in a particular course. The Center offers small group instruction, one-on-one tutoring, and group tutoring as well as a meeting site for study groups.

Students may take advantage of these services by contacting the Academic Support Center Director, Elizabeth Worden, on the second floor of Maine Hall, in room 261. There is no charge for services at the Academic Support Center.

Career Services

Limited assistance can be obtained in the Dean for Enrollment Management and Institutional Research Office, located in room 124, Katahdin Hall. The Eastern Maine Community College Library Career Center is also a valuable resource. The faculty are often excellent resources.

Employment opportunities are posted on the Eastern Maine Community College website: www.emcc.edu.

Employment statistics, including the average salary by technology, are available from the Dean for Enrollment Management and Institutional Research.

Eastern Maine Community College offers no guarantee of employment. Graduates assume the primary responsibility for their own searches.

College Store

The EMCC College Store is located in Maine Hall. The hours are 7:30 a.m. to 4:00 p.m., Monday through Thursday, and 7:30 a.m. to 2:00 p.m. on Friday. During the first week of each semester, the college store is open from 7:30 a.m. to 6:00 p.m., Monday through Thursday, and 7:30 a.m. to 2:00 p.m. on Friday. In addition to textbooks and supplies, the college store carries a wide variety of school clothing, giftware, greeting cards, health and beauty aids, laundry detergent, and postage stamps. Checks may be cashed in the EMCC College Store when funds are available.

Communications

Posting Notices

With the exception of notices posted on bulletin boards located in public areas of each campus building, distribution of flyers, posters, notices, and any other material is prohibited unless advance approval is received from the appropriate office as follows:

If you wish to distribute materials in Kineo Hall, see the Resident Director of Kineo Hall; in the Gym or Acadia Hall, see the Resident Director of Acadia Hall; in Katahdin Hall, see the Dean of Enrollment Management; in Maine Hall, see the Dean of Student and Academic Services; in Penobscot Hall, see the Dean of Student and Academic Services; in Schoodic Hall, see the Dean of Student and Academic Services; and in Rangeley Hall, see the President's Office.

You are responsible for removing posters, notices, etc. the day after the event.

Telephones

There is a pay telephone located in Maine Hall for student use. There are also pay telephones located in the lobbies of Penobscot, Schoodic, Acadia and Rangeley Halls. Separate courtesy telephones are located throughout the campus in many buildings.

Commuter Services

The Director of Student Life and Facilities Management plans to create a student board for commuters during the 2008-2009 academic year. This group of commuter students will discuss and resolve (if possible), issues important to commuter students.

Counseling Services

Fully aware that the value of the college experience for students is greatly affected by personal problems, needs, and interests, the administration and faculty regard counseling services as an integral part of the total educational program. Our faculty make a conscientious effort to get to know and to treat students as individuals. The following counseling services are available to our students:

Academic Counseling For help with any problems you may have with your academic work, you should see either your advisor, your instructors, a member of the Academic Support Center staff, or the Academic Dean.

Career Counseling Eastern Maine Community College does not have a career placement office. The College does, however, announce employment opportunities on the College website — www.emcc.edu, and through academic departments. The College offers no guarantee of employment; however, faculty often work with students to secure employment within their technologies. Graduates assume the responsibility for their own searches.

Faculty Advising All matriculated students are assigned an advisor or core of advisors to review curricular and scholastic standing. Advisors also assist students with adjusting to college or refer them to appropriate College personnel for assistance. If you have not been assigned an advisor, contact your department chairperson or Candace Ward, Associate Dean of Students and Director of Advising.

Personal Counseling Professional individual counseling is available to all Eastern Maine Community College students through off-campus providers. Students can get information on the personal counselors on studentOne or in the Enrollment Center.

Dining Facilities

Great food, great service and great people are what you will experience when you dine on campus at Eastern Maine Community College.

EMCC gives college food new meaning. We offer a delicious array of traditional, ethnic and vegetarian choices at every meal. Whether you're in hurry or you want to “dine in”, *Flik* Independent Schools by Chartwells can accommodate you. McCorkill Dining Room in Katahdin Hall features popular options including a complete breakfast buffet, full salad bar, hot entrée and “Grab and Go” stations, pizza and pasta bar, made-to-order deli sandwich offerings, desserts, and much more, all with friendly service and relaxed seating.

2008-2009 Academic Year Hours of operation

Monday through Friday	7:00AM	--	7:00PM
Breakfast Service:	7:00AM	--	9:00AM
Lunch Service:	11:00AM	--	1:00PM
Dinner Service:	4:30PM	--	6:00PM

Saturday and Sunday	10:00AM	--	6:00PM
Brunch Service:	10:00AM	--	12:00PM
Dinner Service:	4:00PM	--	5:30PM (Sundays until 6:00PM)

The Dining Hall remains open between meal service hours for a la carte dining options, beverages, and snacks. Our operating schedule follows EMCC’s calendar, and abbreviated service hours are in effect during school holidays, vacations, cancellations due to weather, etc.

Meal Plan Options

All EMCC resident students must purchase a Resident Meal Plan which is honored during hours of Operation. You may choose from one of the following plans according to your needs:

The Weekday/Five Day Plan: Three meals (breakfast, lunch and dinner) per day, Monday through Friday only. Bar coded items are excluded from purchase under this plan, but are available by cash purchase at any time. \$1532.00 per semester

The Seven Day Plan: Three meals (breakfast, lunch and dinner) per day, Monday through Friday, PLUS two meals (brunch and dinner) per day on Saturday and Sunday. Bar coded items are excluded from purchase under this plan, but are available by cash purchase at any time. \$1930.00 per semester

Commuter, Faculty, and Staff Meal Plan Options: We offer two meal plans perfect for dining in or eating “on the run”. Balances available on either selection may be renewed as needed.

Frequent Diner Plan: Designed for people who will visit the Dining Hall 3-4 times per week throughout the semester, this option costs \$315.00 and you receive a 10% bonus, or \$346.50 as your starting balance. Bar coded items are available for purchase at any time under this plan.

Convenience Plan: If your schedule permits you to just stop in for the occasional snack or cup of coffee, this plan better suits your needs. At a cost of \$50, you will also receive a 10% bonus, or \$55.00 as your starting balance. Bar coded items are available for purchase under this plan as well.

To select your meal plan, please visit the Student Accounts office in Katahdin Hall. If you have been awarded financial aid in excess of your college charges, your plan may be added to your semester bill.

Please Note: Accommodations may be made for individuals with medically-necessary dietary restrictions. Please contact the Director of Dining Services at 974-4688 with any questions or concerns you may have. We welcome your suggestions, and look forward to serving you.

Eagle Eye

The **Eagle Eye** is the student newspaper of Eastern Maine Community College. It contains campus news, student and faculty opinion pieces, and it publicizes dates and times for meetings and special events. Students, faculty, and staff are encouraged to submit items of interest to the campus. The **Eagle Eye** is your communication tool while attending Eastern Maine Community College.

The **Eagle Eye** staff welcomes all students who wish to write for the newspaper. Students enrolled in the Journalism Seminar (ENG116) serve as full-time staff for the paper. Staff meetings are open to all. An e-mail address for submitting items is published in every edition of the **Eagle Eye**. The **Eagle Eye** is available at the receptionist's desk, the Enrollment Center, and the library. Copies are also distributed to Rangeley Hall, Schoodic Hall, Katahdin Hall, and Penobscot Hall. Resident students may pick up copies in the lobby of Acadia Hall and Kineo Hall. Carol Lewandowski (in the English Department) is the **Eagle Eye** advisor.

Immunization Information

Maine state law requires that all entering students furnish proof of immunization against measles, mumps, rubella and diphtheria/tetanus. Students shall have a physician, nurse, or other health care provider complete and sign a Health History Form. Students may also present a copy of an immunization certificate in place of having a health care provider complete and sign the Health History Form. The immunization certificate must contain the dates immunizations were given as well as the signature of the health care provider. Students in Emergency Medical Services must have a health care provider in a doctor's office sign the form and initial each immunization. Students enrolled in health care programs are required to provide verification of additional vaccines and/or titers. Students born before January 1, 1957 are except from proof of measles, mumps, and rubella.

Immunization records are kept on file in the Dean for Enrollment Management and Institutional Research, Room 124, Katahdin Hall for five years from the last date of attendance. To obtain a copy of immunization records, students must send written request to the Dean for Enrollment Management and Institutional Research Office.

Questions regarding immunization information should be forwarded to the Dean for Enrollment Management and Institutional Research Office at 207-974-4604.

Library

The Library is located on the second floor of Katahdin Hall, housing a collection of technical books, journals, and online resources to support students in both technical programs and liberal studies courses. Library staff members offer services designed to help students locate and evaluate diverse materials to meet their information needs. A wide variety of newspapers and reference materials is available in print and online formats. A selection of bestsellers and a pay photocopier are also available. The Library houses a Business Resource Center collection, providing information for those interested in researching small business operations. Books in the regular collection circulate for a period of two weeks and back issues of periodicals may be taken out for one week. Materials placed on reserve by instructors are found at the Circulation & Information desk and may be used in-house only. Students may submit online requests through MINERVA, a statewide shared library catalog, for books not owned by the EMCC library.

Books not available in Maine, and articles not available in print or online, may be borrowed via interlibrary loan service with assistance from library staff. Computers for library research and class assignments are located in the Information Commons. Library orientations and information literacy training sessions are scheduled throughout the year in the library classroom to help students make the best use of a myriad of available library resources and services. For individual assistance, consult with the librarian on duty. An excellent place for individual or group study, the library offers several types of reading and study areas, and is open Monday through Thursday 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 5:00 p.m. during regular semesters. Vacation and summer hours will be announced. Additional information about the library, including current hours and access to online resources, can be found on the library website: <http://www.emcc.edu> - click on Library, or by calling 974-4640, or by e-mail: library@emcc.edu.

Lockers

Students may claim any locker that is not already occupied. Students are expected to provide their own lock and the College is not responsible for damage or loss of items stored in the lockers.

Students are expected to clean out their lockers in the spring. The housekeeping staff will cut locks and clean out lockers after May 20th.

Lost and Found

There is a box of "lost and found" items at the Facilities Management Office Room 101, Maine Hall. If you have lost items, you are encouraged to check with the Facilities office in Maine Hall. If you find lost items, please turn them in to the Facilities Management Office in Room 101 in Maine Hall.

Lounges and Study Areas

There are several student lounges, study areas, and computer rooms located in most buildings throughout the campus. The newest student lounge is located in Maine Hall, near the College store. Vending machines are conveniently located nearby.

Off-Campus Health Services

Eastern Maine Community College offers to all students, outpatient health services through Eastern Maine Medical Center's Center for Family Medicine. These services are free of charge to all Eastern Maine Community College students who set up their appointments with the Dean of Enrollment Management Office, located in the Enrollment Center in Katahdin Hall. Students may contact Nancy Burns at 974-4604 to schedule an appointment. **Appointments are mandatory to receive the services.** Charges will be made for lab tests and x-rays. Students who are enrolled in the Student Accident and Sickness Insurance Plan may submit medical claims to the Dean of Enrollment Management Office for these lab tests and x-rays.

Eastern Maine Community College offers no on-campus health services. Services provided by Eastern Maine Medical Center/Family Practice include: treatment of acute illnesses, treatment of injuries, counseling and testing for various health-related issues, and referrals as needed.

Student Accident and Sickness Insurance

DEADLINE TO WAIVE INSURANCE: September 12, 2008 (Fall)

It is essential to have accident and sickness insurance while attending Eastern Maine Community College. Payment of \$288 automatically provides coverage beginning August 15, 2008. The Student Accident and Sickness Insurance Plan is provided by Cross Insurance. For more information about this plan, visit <http://www.crossagency.com/emcc>.

The \$288 charge will be included as part of your bill unless the coverage is waived on-line on studentOne by the student prior to September 12, 2008.

You will have only one opportunity to waive this insurance. Submitting the information below constitutes refusal of student group accident and sickness insurance. If you refuse student accident and sickness insurance, you must provide evidence of other insurance with a minimum coverage of \$10,000 for accident and sickness. Upon cancellation of other insurance it is the student's responsibility to notify the College immediately.

If you need to make any change in your election to waive the coverage prior to September 12, 2008 you must contact the Student Accounts office at 974-4630.

If you do not waive the insurance plan by the deadline (September 12, 2008) you will automatically be enrolled in the plan and billed for the Student Accident and Sickness Insurance Plan. Once enrolled, you may not cancel the insurance and no refund is available. Coverage continues until August 15, 2009.

This waiver must be submitted every academic year, regardless of point of attendance.

Transportation

The Bangor Area Transportation (BAT) bus stops on its regular route at Eastern Maine Community College. To contact the BAT, call 992-4670. The BAT stops near Katahdin Hall at five of the hour from 6:55 a.m. to 5:55 p.m. Monday through Friday. You may also visit the BAT at www.bangormaine.gov or send an e-mail to BAT@bgrme.org.

Vending Machines

All campus buildings, except Katahdin Hall, have snack and drink vending machines. Concerns or problems with the vending machines should be addressed to the Eastern Maine Community College Business Office, located in Maine Hall.

Activities, Clubs and Organizations—Student Life

Students interested in organizing a group should contact the Director for Student Life and Facilities Management. All clubs are sanctioned by the Director of Student Life and Facilities Management. It is appropriate to request money from the Student Senate for club activities.

Clubs and student organizations must select an advisor and report the advisor's name to the Director of Student Life and Facilities Management. The advisor will be a faculty or staff member at the College unless another person is approved by the Director of Student Life and Facilities Management. Times and meeting places may be announced in the **Eagle Eye**.

Clubs and organizations that operate with a budget are assigned to a staff person in the Business Office to manage their money transactions. The organization must complete appropriate forms for withdrawals from their account with the Business Office at least one day in advance.

Alumni Association: Membership is open to all graduates, employees past and present, and to matriculating students of Eastern Maine Community College. The Association is organized for the purpose of promoting the welfare of Eastern Maine Community College and to promote and carry out gatherings of alumni and their friends. Contact the Development Office at 974-4801 for additional information.

AWS Student Chapter: The American Welding Society (AWS) Student Chapter is open to all Eastern Maine Community College Welding/Pipe Fabrication students. Students attend seminars and tour facilities related to the welding industry. In the past, students have completed welding projects for non-profit organizations such as the American Heart Association, YMCA, YWCA, and local schools. The lead advisor is welding faculty members Stan Siviski, with support from welding faculty Rick Brooker, Roland Clukey, and Chris Maseychik.

AGC Student Chapter: The Associated General Contractors (AGC) Student Chapter was established as an organization to promote the interests of students studying the construction trades. Building Construction instructor, Steve Goodwin, is the advisor.

Food Committee: The Director of Dining Services for the College organizes the College's Food Committee in September to provide input on menu planning, special events, and dining hall procedures. The Food Committee consists of the Dean of Students, Director of Residential Services, and invited faculty, staff and student body representatives. Meetings are scheduled on a monthly basis, or as otherwise necessary. The Food Committee provides a means of keeping up with students' needs and desires. The Director of Dining Services informally surveys customers on an on-going basis, and where appropriate, implements changes to the Dining Hall's operations to meet faculty, staff and student concerns.

Eastern Maine Community College Student Chapter of the National Association of Homebuilders: The Eastern Maine Community College Student Chapter of the National Association of Homebuilders provides an opportunity for interested students to meet and become familiar with local contractors and the problems and concerns of the construction industries in Maine today. Students also participate in helping the community in various service projects. Building Construction instructor, Steve Goodwin, is the advisor.

House Council: A House Council is organized in September for the primary purpose of planning social and educational activities for the students living on campus. The Council consists of representatives from each section of the residence halls and meetings will be scheduled monthly. The Council's budget is derived from the residents' recreation fees and money earned through fundraising. This budget is used to carry out hall activities. Residents are encouraged to become members of the Council or to communicate their concerns and suggestions through their section representative. Activity of this council is determined by the interest of residents.

Student Nurses' Association: The Student Nurses' Association (SNA) is an organization committed to "Helping others" and "Improving the quality of life" as these are common goals shared by future nurses. The SNA meets regularly to organize and present ideas for community service and fundraisers. Funds raised are used for community service projects as well as funding member attendance at the NSNA National Convention. Students have the opportunity to participate in this organization at the school, state and national levels. Students are introduced to professional development at many levels within this organization utilizing a team approach and building knowledge of the leadership role. Information regarding the Student Nurses' Association may be obtained by contacting the Nursing Department Faculty. Prill Bisher serves as the advisor of the Student Nurses' Association.

Phi Theta Kappa National Honor Society: The purpose of Phi Theta Kappa is the recognition and encouragement of scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest for continuing academic excellence.

Membership is extended by invitation. To be considered for membership, a student must:

- * be enrolled during the semester that the invitation is being extended;
- * have completed a minimum of 12 academic credit hours (in 100-level courses);
- * have a grade point average of 3.5 or higher;
- * be of good moral character and possess recognized qualities of citizenship;
and
- * be recommended by at least two faculty members.

Membership is recognition of intellectual achievement while students are enrolled in college, as they continue their education, and as they seek employment. Membership provides opportunities for leadership and service locally, regionally, and nationally.

The membership fees are the sole resource by which Phi Theta Kappa is able to provide education and cultural programs and services for its members.

Advisors for Phi Theta Kappa are Kim Campbell, Hope Holyoke, Ed Raymaker, and Bill Dorrity.

Senior Council: The Senior Council, a sub-committee of the Student Senate, is formed in January of each year for those students graduating in May. The Council coordinates the graduation banquet and may be called upon by the College President or Academic Dean to participate in some decision-making regarding graduation.

The Council is organized by Student Senate and the residential life staff. The advisor acts on behalf of the Academic Dean, the Dean of Students, and the College President. The Student Senate President or designee serves as the chairperson of the Council. The Senate Vice President is a non-voting council member. All interested first and second-year students are encouraged to serve on the Council.

Skills USA: Skills-USA was created to raise the quality of education for students in trade, industrial, technical, and health occupation programs. Skills-USA helps student members become world-class workers and responsible American citizens.

By joining Skills-USA, students will learn to set their own career priorities and work with other students who have the same goals and interests. As one of more than 260,000 members nationwide, students will learn to work as a team player and develop management skills as they carry out community service projects and fundraising activities.

Interest by students will determine whether this club functions in 2008-2009. One or more faculty will serve as the advisor(s) for Skills USA. See the Dean of Student and Academic Services with any questions.

Student Senate: The EMCC Student Senate promotes and supports student activities on campus. The Student Senate represents the official voice of the student body, serving as a link between the students, faculty, and administration. Meeting Wednesdays twice a month, these student leaders seek to fulfill the Student Senate objectives. These objectives include promoting the general college welfare, serving the students' best interests, and helping to provide a lively college spirit. All students are invited to attend Student Senate meetings and provide ideas for the betterment of the College community. Student organizations may petition the Senate for monies to carry out their activities.

The Student Senate is composed of at least one first-year student and one second-year student from each technology area, plus at least one student representing evening students, when interest exists. Representatives are elected by students in the technology department during the third week of classes in the fall semester. The Student Senate derives its funds from the College Activity Fee. It sponsors and finances school activities such as the ski passes at Hermon Mountain, Winter Carnival, Tech Day, holiday celebrations, a fall Red Cross Blood Drive, and other social and public service activities.

The Student Senate is advised by residential life staff. Student Senate meeting locations will be announced.

Athletics and Recreation

Programs and Services

Ever changing to meet student needs, the Athletics and Recreation Department at Eastern Maine Community College works hard to please you, the student. The base for most activities is the Johnston Gymnasium, located on campus behind Maine Hall.

The Johnston Gym is scheduled for drop-in use, with hours subject to change according to use of the facility and availability. These hours are posted outside the Gym, as well as in the Eagle Eye, and in the residence halls. Activities offered to students at the gym include table tennis, pool table, volleyball, basketball, badminton, and darts. We also feature a weight room with free weights and a universal machine, in addition to cardio equipment to meet a variety of fitness needs. Outdoor facilities include horseshoe pits, a soccer field, and winter access to cross country trails. Gym usage is free to all EMCC students. You must have your ID card to use the gym, no exceptions. Students may bring guests; however, all guests must pay \$2.00 per visit or inquire about a per-semester rate.

Below is a brief description of the major elements of the Recreational Sports program at Eastern Maine Community College.

Intramural programs consist of organized tournaments in team, dual, and individual competitive sports for men's, women's, and co-ed leagues. Though awards are sometimes given to the champions of each activity, the emphasis is on participation and the fun of competition.

Special events are held to target non-traditional students or students who cannot make the commitment to intramural or intercollegiate activities. Your Kids Activities Week, a service coinciding with public school vacation in April, is extremely popular with this group.

Equipment Rentals are also available to interested students. A student identification card is required and recreation staff will field any questions you may have. Some examples include: cross-country skis, tents, canoes.

Club sports are contingent on student interest. These clubs are self-supporting with fund raisers being done by the club members. Club opportunities could include: indoor soccer, volleyball, ice hockey, baseball, and softball, among other things.

Wellness activities are organized and offered each semester contingent upon student interest.

Student Activities Policy

Eastern Maine Community College recognizes the importance of student activities as an integral part of the educational process, and supports the development of activities for all students with assistance from professional staff, equipment, facilities, and funding where appropriate. Eastern Maine Community College students have opportunities to expand leadership skills, practice civic-mindedness, develop lifelong physical fitness habits, be exposed to new social and cultural settings, experience athletic competition, and apply academic theory to real world situations.

While every attempt is made to schedule activities when classes are not in session, inevitably conflicts will arise. It is the intention of the college that students be permitted to participate in school-sponsored activities without any explicit academic penalty. However, the college also recognizes that without careful guidance, missing lectures or laboratory time could adversely affect learning, and could result in a declined academic standing.

Students that travel representing Eastern Maine Community College, with or without an advisor or coach, must complete all necessary paperwork with the advisor or coach.

Intercollegiate Athletics

We are happy to say that improvements have and will continued to be made ensure a competitive intercollegiate athletic program returns to EMCC. With the 2007-2008 athletic seasons being cancelled after the flooding of Johnston Gymnasium, comes much anticipation in continuing the athletic tradition and spirit at EMCC. Sports offered on an intercollegiate level at EMCC are soccer (co-ed), golf (co-ed), Women's Basketball and Men's Basketball. Information will be updated on the athletics link of the EMCC website as things progress.

Eligibility Policy for Intercollegiate Athletics

To be eligible to participate in Intercollegiate Athletics at Eastern Maine Community College, the first-time student athlete must be enrolled in a minimum of 12 credit hours during the semester of participation. Transfer student athletes must have successfully completed 12 credit hours in each of the two most recent terms at the prior college. All student athletes must achieve a 2.0 grade point average (GPA) or better for the most recently completed term and a 2.0 cumulative grade point average for all terms. Students placed on social probation may be denied the privilege of participating in intercollegiate sports.

Students are encouraged to contact the resident director of Acadia Hall, who supervises activities at the Johnston Gym, 974-4696.

RIGHTS AND RESPONSIBILITIES

Your Right to Appeal

Eastern Maine Community College is dedicated to providing students with fair and equal adjudication of student grievances. The steps must be made in order of progression, and all information and decisions are made available to the next level of appeal.*

The appeal rights under the following provisions apply to cases where Eastern Maine Community College has not invoked the Student Code of Conduct or is not a residential life contract violation. In those cases where the College does not invoke the Student Code of Conduct or in which a residential life contract violation has not occurred, the appeal rights of the following provisions apply in lieu of, and not in addition to, the appeal rights accorded in the Student Code of Conduct.

When a student has reason to question an administrative, staff or faculty decision, the following procedures shall apply.

Step One. The student should first discuss the concern with the person he/she has the concern. This must be discussed within five (5) working days of the decision. Maximum efforts should be made toward resolution of concerns on this informal level. However, if the concern persists, then the student should proceed to Step Two.

Step Two. The student may appeal to the immediate supervisor of the administrator, staff person or faculty member involved. This appeal must be made within five (5) working days of the decision in question. The person receiving the appeal must respond in writing within five (5) working days of receiving the appeal. Step Two will be the final step in the appeal process.

Step Three. The appeal process may continue through to the level of the Eastern Maine Community College President using the process described in Step Two above.

- The Affirmative Action Officer will assist the student through the grievance process. Please see the document beginning on page _____, Policies and Procedures Regarding Harassment, Sexual Harassment, Non-Discrimination and Affirmative Action.

MCCS STUDENT CODE OF CONDUCT

I. Purpose of Code

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

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

II. Persons Governed by Code

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

III. Conduct Governed by Code

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

- A. Fraudulent conduct**, which includes, but is not limited to: 1) plagiarism; 2) cheating; 3) supplying or assisting to supply false information to College personnel; 4) violating a professional code of conduct or ethics; 5) unauthorized representation of the College or its personnel; 6) failing to identify oneself to College personnel; and/or 7) tampering with or falsifying official document or records.
- B. Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety of any person in the College community.
- C. Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.
- D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation of College or System policy; and/or 6) conduct prohibited by law, College or System policy.

IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) revocation of admission or a degree; 12) withholding a degree; and/or 13) any other action as the College deems appropriate.

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

V. Procedure

A. Investigator

The College Dean of Students ("Dean") and/or disciplinary officer ("Officer") (collectively "Investigators") shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator's findings of fact, Code provision(s) violated, if any, and sanction(s), if any. The Investigator's decision shall take effect when so noted. Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

Disciplinary Committee

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

1. Appeal

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

2. Hearing

After receiving the student's appeal, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, in the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. The student may be assisted by a person during the hearing and attendant proceedings and that person may advise, but not speak on behalf of, the student. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

3. Decision

The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority vote of Committee members present and voting will prevail.

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

C. College President

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

VI. Notice and Receipt of Notice

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

VII. Definitions

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

"Code" means this Student Code of Conduct. **"College"** means a college of the Maine Community College System; **"College Activity"** means an activity under the auspices of the College, including activities of students and student organizations; **"College Community"** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **"College Personnel"** means any instructor, administrator, employee, committee or contractor of the College or System; **"Course"** means any class of instruction, regardless of credit, offered by the College; **"President"** means the College President or the President's designee; **"Property"** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; **"School Day"** means a day that the College is open for instruction; **"Student"** means a person enrolled in a course of the College and includes, unless otherwise noted, student organizations; **"Student Organization"** means an organization that acts or purports to act for a student in matters regarding the College; and **"System"** means the Maine Community College System. [MCCS section #506 and the effective date of November 14, 2007](#)

Grievance Procedure

Eastern Maine Community College is committed to providing students with fair and equitable treatment. Discrimination on the basis of race, color, national origin, sex, disability, age, sexual preference or marital, parental, or veteran's status is prohibited.

Sexual harassment of students is a violation of state and federal laws. It is the policy of the College that no member of the College community may sexually harass another. Any questions, concerns, complaints and/or grievances about any of these areas "...should be directed to the Affirmative Action/Nondiscrimination Officer, President's Office, Rangeley Hall. Telephone number 207.974.4691."

The Affirmative Action/Nondiscrimination Officer will assist the student through the grievance process.

Americans with Disabilities Act: Compliance Statements and College Contacts

Eastern Maine Community College does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. Eastern Maine Community College does not discriminate on the basis of disability in its hiring or employment practices.

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, the College is committed to helping qualified students with disabilities achieve their individual educational goals. Upon request and documentation, the College provides to qualified students reasonable accommodations to premeditate the competitive disadvantage that a disability can create in our collegiate setting. Students with disabilities who are entitled to and are requesting reasonable accommodations must contact Elizabeth Worden, the Coordinator of Disability Services and 504 Coordinator, in Room 239, Maine Hall, phone 207-974-4658, e-mail eworden@emcc.edu. The College's ADA Facilities Access Coordinator is Dan Belyea, Director of Student Life and Facilities Management at 207-974-4664, email dbelyea@emcc.edu.

**POLICIES AND PROCEDURES
REGARDING HARASSMENT,
SEXUAL HARASSMENT,
NON-DISCRIMINATION
AND AFFIRMATIVE ACTION**

Eastern Maine Community College

Revised: April 20, 2006

May 3, 2007 (update names only)

May 28, 2008 (update names/titles only)

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1.0 INTRODUCTION

Harassment and sexual harassment (hereinafter collectively called “harassment”) and discrimination on the basis of race, color, national origin, age, ancestry, sex, religion, veteran status, sexual orientation, familial status and physical or mental disability (hereinafter called “discrimination”) are a violation of certain federal and/or state laws, as well as certain Maine Community College System (“MCCS”) and College policies. In addition, federal and/or state law require in some, and permit in other, instances the MCCS and Colleges to engage in affirmative action in its educational and employment activities.

Eastern Maine Community College respects the legal rights of each person to work and learn in an environment that is free from unlawful discrimination and harassment. The College pledges to eliminate any existing vestiges of policy or practice that tend to discriminate upon the grounds proscribed by the state and federal laws. The College pledges to take affirmative action to recruit, employ and educate qualified members of those groups presently underrepresented.

This document explains the College’s commitment to these values and the processes that it uses to further their implementation.

2.0 DISSEMINATION OF THIS DOCUMENT

This document must be available to all employees in a location clearly designated by the College; included in the College’s Student handbook; and posted on each College’s website. Notice of the College’s non-discrimination statement and contact information of the College’s Non-Discrimination/Affirmative Action Officer (ND/AA Officer) and ADA compliance officer must also be posted in conspicuous locations on campus.

3.0 NON-DISCRIMINATION

3.1 College Commitment to Non-Discrimination

The College respects the legal rights of each person to work and learn in an environment that is free from unlawful discrimination. The College is committed to complying with all federal and state laws, rules, and regulations which exist regarding these civil rights, specifically those regarding the treatment of persons on the basis of race, color, national origin, age, ancestry, sex, religion, veteran status, sexual orientation, familial status and physical or mental disability. This commitment is monitored regularly for compliance with, for example, Title VI of The Civil Rights Act of 1964; Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of The Americans with Disabilities Act of 1990; and the Maine Human Rights Act.

3.2 Legal Notices of Non-discrimination

The College provides notice of its commitment to non-discrimination in two ways.

3.2.1 Complete Form Notice

The following constitutes the College's Complete Form Notice of Non-discrimination:

NOTICE OF NON-DISCRIMINATION

Eastern Maine Community College (EMCC) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
Noah Lundy
Room 137, Maine Hall
354 Hogan Road, ME 04401
Telephone: 207-974-4633
Maine Relay Service: 800-457-1220
Fax: 207-974-4884
E-mail: nlundy@emcc.edu
Internet: www.emcc.edu

and/or

United States Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax: 617-289-0150
E-mail: OCR.Boston@ed.gov
Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>

and/or

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051

Telephone: 207-624-6050
TTY/TDD: 207-624-6064
Fax: 207-624-6063
Internet: <http://www.state.me.us/mhrc/index.shtml>

and/or

Equal Employment Opportunity Commission
475 Government Center
Boston, MA 02203
Telephone: 617-565-3200 1-800-669-4000
TTY: 617-565-3204 1-800-669-6820
Fax: 617-565-3196
Internet: <http://www.eeoc.gov/>

3.2.2 When to Use

This Complete Form Notice must be used on all internet and intranet websites, catalogues, handbooks, DVD promotions and other substantial publications whose length enables the Complete Form Notice to be practically accommodated.

3.2.3 Where to Place

The Complete Form Notice must be located in a “prominent place” in those websites and publications identified above. For websites, this means a link, preferably styled as the Abbreviated Form Notice cited below, at the very top or very bottom of the homepage of each website. For printed publications, this means the very beginning or very end of the publications.

3.2.4 Transition

Until stocks of existing printed publications and forms are depleted, copies of the new Complete Form Notice should be, to the extent practically and financially feasible, inserted in or attached to such existing publications and forms. However, the new Complete Form Notice must be included in all electronic publications and forms, including any internet sites, immediately.

3.3 Abbreviated Form Legal Form Notice

For those pamphlets, brochures, employment and admission applications, print advertisements, flyers, newsletters, posters, course guides and any other short publications whose length prevents use of the Complete Form

Notice cited above, the College may use verbatim the following Abbreviated Form Notice.

3.3.1 Abbreviated Form Notice

The following constitutes the College's Abbreviated Form Notice of non-discrimination:

“Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-974-4633”

3.3.2 Where to Place and Transition

This Abbreviated Form Notice must be located in a “prominent place” in those publications identified above. This means in the very beginning or very end of the publication.

As with the Complete Form Notice, until stocks of existing printed publications and forms are depleted, copies of the new Abbreviated Form Notice should be, to the extent practically and financially feasible, inserted in or attached to such existing publications and forms. However, the new Abbreviated Form Notice must be included in all electronic publications and forms, including any internet sites, immediately.

4.0 HARASSMENT AND SEXUAL HARASSMENT

4.1 Harassment Prohibited

The College recognizes the dignity and right of individuals to work, learn, play and live in an environment which is free of substantial unlawful interference.

Consequently, the College is committed to preventing and responding promptly and effectively to harassment of College students, employees, volunteers or visitors.

4.2. Sexual Harassment Prohibited

Sexual harassment is prohibited at the College under both state and federal laws and College and MCCS policies. Sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits;

- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational or living environment; and
- such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or
- a person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

5.0 AFFIRMATIVE ACTION

The College pledges to take affirmative action to recruit, employ and educate qualified members of those groups presently under-represented. The College is committed to an Affirmative Action Program designed to increase as practicable the members of gender or minority groups in employment positions where they are under-represented; increase the numbers of gender or minority groups in educational programs and activities where they are under-represented; and administer College policies and procedures in accordance with these goals.

5.1 Recruitment and Selection of Employees

5.1.1 Goal

It is the goal of the College to seek and retain the best-qualified persons available for its employees. The College will act affirmatively to employ throughout the College individuals from traditionally under-represented groups.

It is the goal of the College to establish fair and meaningful criteria to be used for selection of all job applicants. Any standards or criteria which have had the effect of excluding gender or minority groups shall be eliminated unless the College can demonstrate that such standards or criteria are conditions of successful performance in the particular position involved.

5.1.2 Objectives

In filling openings, the College will act affirmatively to recruit in such a way that individuals from traditionally under-represented groups will have notice of, and an opportunity to be considered for, employment.

When possible, under-represented groups will be included on all selection committees. All questions asked of candidates will remain as consistent and job-related as practicable throughout the selection process.

5.1.3 Activities

To recruit internal candidates, announcements of the job vacancies and the College's Non-Discrimination Policy Statement will be sent to Maine's Community Colleges' Human Resource Offices according to the guidelines established in negotiated contracts.

External candidates are recruited through advertisements in the Bangor Daily News, Portland Press Herald, Lewiston Sun Journal, Kennebec Journal, Waterville Sentinel, Maine Sunday Telegram, the Boston Globe, and Maine Job Service, as well as publications and agencies found to serve the under-represented groups. Job descriptions will be stated in terms of the bona fide minimum qualifications, duties, skills and abilities required to carry out the responsibilities of the position.

Members of employment search committees will have diversity/non-discrimination training. Prior to each interview process, a list of questions to be asked consistently of each interviewee will be developed by the search committee.

Applicant flow data will be maintained by the College Human Resources Officer and will be available for review by the Chair of the College's Affirmative Action Committee. This data will include the date of application, gender and ethnicity information, if known, and the action taken.

5.2 Student Admissions and Services

5.2.1 Goal

It is a goal of the College to act affirmatively to admit and serve students from traditionally under-represented groups. The College embraces the educational values served by a diverse student body. Any standards or criteria which have had the effect of excluding gender or minority groups shall be eliminated unless the College can demonstrate that such standards or criteria are conditions of successful performance in the particular field of study.

5.2.2 Objective

All applicants will be evaluated for admission based on the criteria and standards established for College programs.

5.2.3 Activities

Recruitment program presentations will reflect the College's Equal Opportunity Admissions Policy. The College will maintain a data file on the number of under-represented groups enrolled in each course of instruction. A file will be kept in the Enrollment Management and Institutional Research Office. The Coordinator of Disability Services will also maintain data regarding individuals with disabilities. Recruitment literature will be used that encourages applications of traditionally under-represented groups to non-traditional technologies.

Policies and regulations with regard to equal access of student services will be reviewed before the printing of each new college catalog and student handbook. Student activities will be made known to students through the college catalog, student handbook, school newspapers and other college publications. The College will maintain various committees to respond to student needs and concerns regarding equal access to services.

6.0 IMPLEMENTATION RESPONSIBILITIES

The policies and procedures of this document will be implemented as follows.

6.1 College President

Each College President has the responsibility for overseeing development and implementation of the policies and procedures contained in this document as consistent with state and federal laws governing employment and educational practices.

6.2 College Compliance Officers

The College President will appoint one or more compliance officers who shall have responsibility for overseeing and implementing the procedures outlined in this document. In addition, the compliance officers will support the development and implementation of an effective equal opportunity and affirmative action program. The compliance officers will:

- a. interact with local, state and national minority and under-represented groups;
- b. implement recruitment activities designed to improve the employment and education application rates of individuals from such groups;
- c. annually disseminate this document;

- d. conduct periodic review of education and employment activities to remove impediments for attainment of equal opportunity/affirmative action goals and objectives;
- e. conduct regular discussions with faculty and staff to ensure that College policies are understood and followed;
- f. conduct periodic audits to ensure that policy statements are properly displayed and published;
- g. monitor progress toward affirmative action goals and objectives;
- h. identify program deficiencies and recommendation of corrective actions;
- i. monitor complaints and investigations;
- j. conduct the data analysis necessary to perform the above tasks;
- k. design, implement and maintain a monitoring system; determine progress toward affirmative action goals and objectives; and identify program deficiencies and recommendation of corrective actions; and
- l. design and deliver training and educational programs.

6.3 MCCS General Counsel and MCCS Director of Human Resources

The MCCS General Counsel and MCCS Director of Human Resources will develop and maintain MCCS employment and education policies and procedures governing harassment, sexual harassment, non-discrimination and affirmative action which are consistent with current state and federal laws; coordinate and monitor complaints and investigations; design and deliver training and educational programs; disseminate information concerning state and federal laws, regulations and recent court decisions; and otherwise assist the Colleges as necessary..

7.0 COMPLAINT PROCEDURES

This section governs procedures for filing and responding to complaints regarding harassment, sexual harassment, discrimination and/or affirmative action.

7.1 Report of Complaint

7.1.1 Where to Report

Any person who believes that he or she has been discriminated against or harassed (“complainant”) must make a timely report to the College’s ND/AA Officer as set forth herein. The ND/AA Officer may be contacted at Room 146, Maine Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 974-4633, voice/TDD 974-4658, fax number 974-4666, nlundy@emcc.edu, <http://www.emcc.edu>;

If the ND/AA Officer is the person alleged to have discriminated against or sexually harassed, the complainant should report the

complaint to the College President. The College President will then assign a person other than the ND/AA Officer to investigate the complaint. The College President may be contacted at President's Office, Rangeley Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4691, fax number 207-974-4888, jhedlund@emcc.edu, <http://www.emcc.edu>.

If the College President is the person alleged to have discriminated against or harassed, the role of the College President in this Procedure will be executed by the MCCS Director of Human Resources, who may be contacted at 323 State Street, Augusta, Maine, 04330; ph: 207-629-4000, or that Director's designee.

7.1.2 When to Report

A complainant should report their complaint as soon as possible after the first date of the alleged discrimination or harassment, and must report, if at all, not later than 180 calendar days after the last date of the alleged discrimination or harassment.

7.1.3 How to Report

A complaint may be made orally or in writing, and it must be particular. It must disclose the identity of the person(s) alleged to have engaged in discrimination or harassment ("respondent"), and the location(s), date(s) and description of the alleged acts. If a complainant discusses a complaint with an employee of the College, that employee should promptly refer the complainant to the ND/AA Officer and inform that Officer of that employee's knowledge of that complaint.

The College cannot take complaints "off the record." Once the College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the complainant does not want the College to do either. Unless the complainant signs a written statement specifying withdrawal of the complaint, the complainant may not be deemed to have withdrawn her or his complaint.

A report filed under this Procedure will not be deemed to be a "grievance" under any applicable collective bargaining agreement. If a complainant seeks to file a collective bargaining-based grievance, the complainant must do so in addition to complying with this Procedure.

7.1.4 Disability Accommodation Complaints

A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer. The College's ADA or Disability Coordinator may be contacted at Room 146, Maine Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 974-4633, voice/TDD 974-4658, fax number 974-4666, nlundy@emcc.edu, <http://www.emcc.edu>;

7.2 Investigation of Complaints

The following procedures apply to the investigation of discrimination and harassment complaints. In some instances, the College President or MCCS Director of Human Resources may authorize a qualified person other than the ND/AA Officer to conduct the investigation and/or act upon its findings, which person shall then assume the ND/AA's duties as designated.

7.2.1 Informal Procedure

The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent.

If the parties agree to use this Informal Procedure, such Procedure will be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

If either the complainant or respondent declines to use the Informal Procedure, or such Informal Procedure is not otherwise successful, the ND/AA Officer will use the following Formal Procedure.

7.2.2 Formal Procedure

The Formal Procedure, if used, will be completed within 60 calendar days of the ND/AA Officer receipt of a complaint under this Procedure.

1. Within 10 working days of receiving the complaint

Within 10 working days of receiving the complaint, the ND/AA Officer will:

- a. meet with the complainant to discuss the complaint;
- b. provide to the respondent that notice of the complaint as may be required by either the Student Code of Conduct or the collective bargaining agreement;
- c. begin to collect evidence and arrange interviews of witnesses; and
- d. interview the respondent.

2. Within 5 working days of completing the investigation

An investigation is complete when the pertinent supervisor and ND/AA Officer determine that no additional fact finding is required. Within 5 working days of completing the investigation, the College will decide upon its response to the complaint and so inform the complainant and respondent of the nature of that response. Student and employee privacy obligations may prevent the College from disclosing to the complainant the details of the specific action that the College will take.

3. Extension and Coordination of Above Timeframes

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

In addition, this Formal Procedure must be applied as consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective bargaining agreements. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

7.2.3 Interim Steps

While a complaint is under review, the ND/AA Officer may recommend to the appropriate supervising authority at the College that such authority take, consistent with the applicable procedures and standards set forth in the College's Student Code of Conduct and/or any employment policy or agreement, any appropriate or necessary interim action such as removing the complainant from contact with the respondent.

7.2.4 Limit on Confidentiality

The College may need, as part of its investigation, to disclose the complainant's name, statements and allegations to certain relevant other persons, including the alleged discriminator or harasser.

7.3 Action Upon Findings from the Investigation

If the College determines that it will take disciplinary or other responsive action as a result of its investigation that action will be taken without undue delay as follows.

7.3.1 Action Against a Student

To implement discipline or other action in response to complaints against a student, the College will use the MCCS Student Code of Conduct.

7.3.2 Action Against an Employee

To implement discipline or other action in response to complaints against an employee, the College will use the applicable collective bargaining agreement or other pertinent employment policy.

7.3.3 Action Against Others

To implement discipline or other action in response to complaints against a contractor or other party, the College will consult with the College President.

7.3.4 Action to Address Disability Accommodations

To address the College's provision of disability accommodation, the College will follow its pertinent ADA or Disability Services protocol.

7.4 Appeals of College Response to Complaint

Any appeals from action taken under Section 7.3 above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply. Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision (“appellant”) may appeal to the College President (or to the MCCS Director of Human Resources if the College President is the respondent to the complaint; see Section 7.1.1.). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President’s decision on the appeal.

Such timeframes may be extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

7.5 External Complaint Procedures

In addition to, or in place of, filing a complaint through this Procedure, a complainant has the right to file a private lawsuit or a complaint with outside agencies. For example, a complaint alleging discrimination in the College’s education programs and/or activities under Title VI of the Civil Rights Act of 1964 (race, color, national origin), the Age Discrimination Act of 1975 (age), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and/or Title II of the Americans with Disabilities Act of 1990 (disability) may be filed with the United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail OCR.Boston@ed.gov, internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. The Federal government agency that has the responsibility for enforcing anti-discrimination laws in regard to employment is the United States Equal Employment Opportunity Commission, which may be contacted at 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The State agency in Maine that has the responsibility for enforcing anti-discrimination laws is the Maine Human Rights Commission, which may be contacted at 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>.

7.6 Retaliation

Retaliation against any person who in good faith either files a discrimination or harassment complaint or otherwise participates in the complaint process is a violation of law and MCCS policy. Complaints alleging retaliation of any kind shall be reported immediately to the ND/AA Officer as set forth in *Section 7.1*.

7.7 Other Provisions

7.7.1. Communication with Disabled Persons

In implementing this Procedure, the College must communicate with a complainant who has a disability in a format accessible to the complainant.

7.7.2. Record Retention

Unless otherwise directed by the MCCS Human Resources Director or MCCS General Counsel, the AA/ND College will retain a record of all information, complaints, decisions, appeals and responses handled under this Procedure for at least three (3) years.

7.7.3. Interpretation of this Procedure

This Procedure intends to make as clear and consistent as practical the College's best practices in complying with state and federal laws. This Procedure is not intended, and shall not be construed, to create or expand substantive or procedural rights under any law.

8.0 ADDITIONS TO THIS DOCUMENT

The College may from time to time add to the above provisions by attaching an Appendix of Additions. Such additions may include, for example, specific delineation of the duties of the College's Affirmative Action or other pertinent Committees. All additions must be approved by the MCCS General Counsel.

9.0 LIST OF RESPONSIBLE INDIVIDUALS FOR ACADEMIC YEAR 2008-09

COLLEGE PRESIDENT

Joyce B. Hedlund, President, 207-974-4691, jhedlund@emcc.edu

AFFIRMATIVE ACTION OFFICER

Noah Lundy, Human Resources Director, 207-974-4633, nlundy@emcc.edu

GENDER EQUITY COORDINATOR

Renate Ebner-Caraballo, Gender Equity Coordinator, rebner-caraballo@emcc.edu

STUDENT DISCIPLINARY OFFICER

Daniel Belyea, Director of Student Life and Facilities Management, 207-974-4664, dbelyea@emcc.edu (For Student Life Issues)

Ronald E. Turner, Vice President and Academic Dean, 974-4603, rturner@emcc.edu (For Academic and outside class issues)

ADA COMPLIANCE COORDINATOR

Noah Lundy, Human Resources Director, 207-974-4633, nlundy@emcc.edu

AFFIRMATIVE ACTION COMMITTEE MEMBERS

Dan P. Belyea, Director of Student Life and Facilities Management, 974-4664, dbelyea@emcc.edu

Christopher W. Maseychik, Instructor, 974-4643, cmaseychik@emcc.edu

Roland W. Clukey, Instructor, 974-4643, rclukey@emcc.edu

Debora J. Rountree, Director of Katahdin Regional Higher Education Center, 1-800-498-8200, drountree@emcc.edu

Noah Lundy, Interim Human Resources and Employee Benefits Manager/Affirmative Action Officer, 974-4633 nlundy@emcc.edu

Elizabeth C. Worden, Director of Academic Support, 974-4658, eworden@emcc.edu

MCCS HUMAN RESOURCES DIRECTOR

Kimberly A. Ehrlich, Director of Human Resources, 629-4000, kehrlich@mccs.me.edu

MCCS GENERAL COUNSEL

Derek Langhauser, General Counsel, 207-767-0116 dlanghauser@mccs.me.edu

DISCIPLINARY OFFICERS

Ronald E. Turner, Vice President/Academic Dean, 974-4601, rturner@emcc.edu (Academic violations and concerns)

Daniel Belyea, Director of Student Life and Facilities Management, 974-4664, dbelyea@emcc.edu (Student life issues)

Stan Carson, Faculty Member, Discipline Committee Chair, 974-4612, scarson@emcc.edu

Dr. Joyce B. Hedlund, President, 974-4691, jhedlund@emcc.edu (Personnel Issues, Staff and Faculty violations and concerns) and/or

Ronald E. Turner, Vice President/Academic Dean, 974-4601, rturner@emcc.edu (Staff and Faculty violations and concerns)

Who's Who at EMCC?

President's Cabinet

Joyce B. Hedlund	President
Ronald E. Turner	Vice President/Academic Dean
W. Gregory Swett	Dean of Student and Academic Services
Michael Osborne	Director of Finance
Tim Conroy	Dean for Information and Communications Technology
Dan Belyea	Director of Student Life and Facilities Management
Mike Ballesteros	Director of Development/President of EMCC Foundation
Elizabeth Clayton	Director of Marketing and Public Relations
Dan Crocker	Dean of Enrollment Management and Institutional Research

President's Office

Joyce B. Hedlund	President
Terri Adam	Administrative Assistant
Michael Ballesteros	Director of Development/President of EMCC Foundation
Michael Beale	Accountant II
Elizabeth Clayton	Director of Public Relations and Marketing

Academic Affairs Division

Ron Turner	Vice President/Academic Dean
W. Gregory Swett	Dean of Student and Academic Services
Ann Delaney	Interim Assistant Academic Dean
Debra Perro	Administrative Secretary

Library

Janet Blood	Associate Dean for Library and Media Services
Dian Stratton	Public Services Librarian
Vacant	Associate Librarian of Circulation

Faculty Members

Academic Support Center

Elizabeth Worden	Director of Academic Support Services/504 Coordinator
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Automotive and Diesel, Truck, and Heavy Equipment

Gene Fadrigon	Department Chairperson
Michael Beland	Instructor
Lowell Gardner	Instructor

Building Construction

Les Stackpole	Department Chairperson
Steve Goodwin	Instructor

Business Management/Office Administration

Stan Carson	Co-Department Chairperson
Maia Fowler	Co-Department Chairperson
Kim Campbell	Instructor
William Dorrity	Instructor

Civil Engineering

Mark Nisbett	Department Chairperson
John "Jack" Liimakka	Instructor

Computer Aided Drafting and Design

Mark Nisbett	Department Chairperson
Troy Blodgett	Instructor
Rick Brooker	Instructor
John Ianelli	Instructor

Computer Integrated Machining

Charlie Whorton	Department Chairperson
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Computer Systems

Paul Mayer	Department Chairperson
Simon Hassis	Instructor
Guy Theriault	Instructor

Culinary Arts

Mark Janicki	Department Chairperson
Jay Demers	Instructor
Diane Lynott	Teacher's Aide

Early Childhood Education/Education

Connie Ronco	Department Chairperson
Jane Loxterkamp	Instructor
Cynthia Geaghan	Instructor

Electrical and Automation Technology/Electrician's Technology

Richard Reardon	Department Chairperson
Vacant	Instructor

Emergency Medical Services

Sarina Roche	Department Chairperson/EMS and Nursing
Rick Petrie	EMS Regional Coordinator

English

Carol Lewandowski	Department Chairperson
John Goldfine	Instructor
Devin Wood	Instructor
Leslie Gillis	Instructor

Fine Arts and Languages

Leslie Gillis Department Chair

General Technology and Trade & Technical Occupations

Bill Dorrity Department Chairperson

Liberal Studies

Candace Ward Department Chairperson
Jane Loxterkamp Coordinator of Liberal Studies

Mathematics/Sciences

Christopher Easton Department Chairperson, Biology Instructor
William Hillery Mathematics Instructor
Changsu Lee Mathematics Instructor
Gil Marquis Physics Instructor
Jeff Melmed Physics Instructor
Anne Merkel Biology Instructor
Gabriel Perrow Mathematics Instructor

Medical Assistant

Sarina Roche Department Chairperson

Medical Radiography

Susan Roeder Department Chairperson/Program Director
Donna McLaughlin Clinical Coordinator
Heather Merrill Clinical Coordinator

Medical Transcription

Maia Fowler Department Chairperson

Nursing

Sarina Roche Department Chairperson
Priscilla Bisher Instructor
Darlyne Giggey Instructor
Carol Harriman Instructor
Doreen Garber Instructor
Marleen Athorp Instructor

Refrigeration, Air Conditioning and Heating

Jim Peary Co-Department Chairperson
Charlie Veilleux Co-Department Chairperson

Social Sciences

Ed Raymaker Department Chairperson
Thom Amnotte Instructor
Robert Freeman Instructor

Welding/Pipe Fabrication

Roland Clukey	Instructor
Stan Siviski	Instructor
Chris Maseychik	Department Chairperson
Tom Giles	Welding Test Center Director

Fire Science/Training (SMCC Program)

Bill Leighton	Fire Science/Training
Cheryl Fox-Briggs	Senior Clerk/Maine Fire Training
Cheryl Nason	Senior Office Assistant/Maine Fire Training
Frank Hammond	FD Service Supervisor
Bruce Hensler	Deputy Administrator

Finance Administration Division

Michael Osborne	Director of Finance
Noah Lundy	Interim Director of Human Resources
Karen Shorette	Accountant III
Lonna Seguin	Accountant I (Accounts Payable/Purchasing)
	Accountant I (Payroll)
Marcie Grant	EMCC College Store Manager
Jane K. Swett	EMCC College Store Assistant

Information Technology Division

Tim Conroy	Dean for Information and Communications Technology
Joe Devou	Information Systems Support Manager
Jeremy Martin	Computer Programmer
Eric Clark	Information Systems Support Specialist I
Christopher Whalen	Information Systems Support Technician

Facilities Management Division

Dan Belyea	Director of Student Life and Facilities Management
Dusty Packard-Adams	Accountant II
Simon L. Brown	Plant Maintenance Engineer III
Brad Chesson	Carpenter
Kent Corey	Resident Director
Larry Cossar	Campus Safety and Security Officer
Brent Delong	Custodial Worker
Alissa Downing	Resident Director
Donald Drewry	Custodial Worker II – Evenings
Tim McDonald	Carpenter/Painter
Mike Prickett, Sr.	Building Custodian – Days
Kathy Roney	Custodial Worker – Evenings
Seth Sands	HVAC Technician
David Schumaker	Custodial Worker II – Evenings
Joshua York	Custodial Worker II – Evenings

Outreach Services

Bangor Business & Industry Center

E. Michael Ballesteros Director of Development, Bangor Region Business & Industry
Arlene MacLeod Administrative Secretary

Hancock County Center (Ellsworth)

Bonnie Sparks Director of Hancock County Center
Peggy Staples

Penquis Higher Education Center (Dover-Foxcroft)

Merlene Sanborn Director of Penquis Higher Education Center
Helen Kelly Senior Staff Assistant

Katahdin Regional Higher Education Center (East Millinocket)

Debora Rountree Coordinator of Student Services and Director of the Katahdin Region Higher
Education Center
Amy Willard Senior Staff Assistant
Carolyn Kettle Senior Office Assistant

Enrollment Management Division

Dan Crocker Dean of Enrollment Management and Institutional Research
Eleanor Miller Planning & Research Associate
Toby Pelletier Senior Office Associate/Data Entry
Darlene Gladu Senior Office Assistant
Elizabeth Castro Senior Office Assistant
Amy Eastman Senior Office Assistant
Susan Beaulieu Accounting Technician
Nancy Burns Administrative Secretary
Candace Ward Associate Dean of Students/Student Aid Director/ Veteran's
Coordinator/Work Study Coordinator/Notary Public
Lew Miller Assistant Director of Student Aid
Cathy Johnson Senior Office Assistant, Financial Aid
Elizabeth Russell Associate Dean of Enrollment Management/Director of Admissions
Rita Broad Associate Director of Admissions
Stacy Green Admissions Representative

PROGRAM CODES

<i>Major Code</i>	<i>Technology</i>	<i>Level Code</i>	<i>Level</i>
AT	Automotive Technology	A	Associate Degree
ATC	Automotive Certificate in Basic Systems (academic years ending in even numbers)	C	1 Year Certificate
ATE	Automotive Certificate in Engines (academic years ending in odd numbers)	C	1 -Year Certificate
BC	Building Construction	A	Associate Degree
BCC	Building Construction	C	1-Year Certificate
BCS	Building Construction	S	Associate in Science Degree
BM	Business Management	A	Associate Degree
BMH	Business Management/Health Care Secretary	C	Certificate
BMM	Business Management/ Medical Transcription	A	Associate Degree
BMS	Business Management/Small Bus. Development	C	Certificate
BRM	Business/Restaurant Management	A	Associate Degree
CD	Computer Aided Drafting and Design	A	Associate in Science Degree
CDC	Computer Aided Drafting and Design	C	1 -Year Certificate
CE	Civil Engineering Technology	A	Associate in Science Degree
CL	Culinary Arts	A	Associate Degree
CLC	Food Service Specialist	C	1 -Year Certificate
CM	Computer Integrated Machining Tech (formerly Machine Tool)	A	Associate Degree
CMC	Machining and CNC Fundamentals (formerly Machine Tool)	C	1 -Year Certificate
CRC	Computer Repair Technology	C	1 -Year Certificate
CS	Computer Systems Technology	A	Associate Degree
DHC	Diesel and Hydraulics (academic years ending in even numbers)	C	1 -Year Certificate
DT	Diesel, Truck and Heavy Equipment	A	Associate Degree
EA	Electrical and Automation	A	Associate Degree
EC	Early Childhood Education	A	Associate Degree
ECC	Early Childhood Education	C	Certificate
ED	Education	A	Associate Degree
ELD	Electricians Technology (pt eves only)	D	Diploma
EM	Emergency Medical Services	A	Associate Degree
EMC	Emergency Medical Services	C	Certificate
GNT	General Technology	A	Associate Degree
HTC	Heavy Truck and Equipment Systems (academic years ending in odd numbers)	C	1 -Year Certificate
IE	Integrative English Training Program	N	Non-Degree
LS	Associate in Arts in Liberal Studies	R	Associate in Arts Degree
MA	Medical Assistant	A	Associate Degree
MR	Medical Radiography	A	Associate in Science Degree
NR	Nursing (Registered Nurse)	A	Associate in Science Degree
NRU	Nursing Upgrade	A	Associate in Science Degree
OTC	Office Technology	C	Certificate
RA	Refrigeration, Air Conditioning, & Heating	A	Associate Degree
RFC	Refrigeration	C	1-Year Certificate
ST	Surgical Technology	A	Associate Degree
TC	Traditional and Contemporary Crafts	A	Associate Degree
TEL	Telecommunications-Verizon (corp. spec.)	A	Associate Degree
TTO	Trade and Technical Occupations	A	Associate Degree
WL	Welding	A	Associate Degree
WLO	Welding	D	1 -Year Diploma

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