



**Prepared By:
Student Life Office**

The 2018-2019 EMCC Student Handbook is primarily an on-line publication. If you 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 the Student Life Office, 105-Maine Hall or by calling 207-974-4690.

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

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2018-2019

ACADEMIC CALENDAR: 2018-2019

AUGUST

- 20 New Student Orientation
- 24 Move In for New Residents
- 27 First day of Fall Semester

SEPTEMBER

- 1 Add/Drop Ends
- 3 Labor Day – Offices Closed/No Classes

OCTOBER

- 8 Columbus Day Observed - Offices Closed/No Classes

NOVEMBER

- 2 Withdrawal Ends
- 12 Veterans' Day – Offices Closed/No Classes
- 21-23 Thanksgiving Holiday Break – Offices Closed/No Classes

DECEMBER

- 13-14 Final Exam Days
- 14 Last Day of Fall Day Classes
- 14 Evening Classes End
- 25 Christmas Observed - Offices Closed

JANUARY

- 1 New Year's Day– Offices Closed
- 13 Move in for Residential Students
- 14 First Day of Spring Day/Evening Classes
- 19 Add/Drop Ends
- 21 Martin Luther King Day – Offices Closed/No Classes

FEBRUARY

- 18 President's Day – Offices Closed/No Classes
- 18-22 Winter Break – No Classes

MARCH

- 29 Withdrawal Ends

APRIL

- 1-5 Spring Break – No Classes
- 9 Classes Resume
- 15 Patriot's Day – Day and Evening Classes in Session (Staff Holiday)

MAY

- 9-10 Final Exam Days
- 10 Day Classes End
- 10 Evening Classes End
- 10 Commencement

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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 students' 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 this 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 Student Life Office at 207-974-4690.

Main Campus Address:

Eastern Maine Community College
354 Hogan Road
Bangor, ME 04401
www.emcc.edu

Off-Campus Center Addresses:

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

Katahdin Region Higher Education Center
One Dirigo Drive, Suite 1
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.

In the event that any statement in the EMCC College Catalog contradicts with one herein, that which is printed in the College Catalog will be the authority on the matter.

MISSION STATEMENT

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

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.

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; 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.

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

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 providing access to students with disabilities who are otherwise qualified so that they are granted their civil right to an equal opportunity to learn and achieve as they work towards their individual academic goals. Upon request and documentation, the College provides otherwise qualified students with reasonable accommodations so that their access to their courses, their texts and their tests is as equivalent as possible to the access had by any student.

Students with disabilities may request reasonable accommodations by contacting the Dean of Students, EJ Roach at (207) 974-4664 / ejroach@emcc.edu to schedule an intake meeting. The Dean's office is located in room 105 of Maine Hall. The College's ADA Compliance Officer is the Dean of Students.

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 where there is no residential life contract violation. The appeal rights of the following procedures apply in place 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.

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, Jody Vail in Maine Hall. Telephone number, 207-974-4633.

MAINE COMMUNITY COLLEGE **STUDENT CODE OF CONDUCT**

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

I. Purpose of Code

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

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

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

III. Conduct Governed by Code

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

- A. **Fraudulent conduct**, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code

of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records.

Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

- B. **Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one's self or others.
- C. **Sexual Misconduct and Sexual Assault**, as defined in and governed by the MCCS Student Sexual Misconduct and Assault Procedure.
- D. **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.
- E. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to 1) interference with or interruptions of classes and other college activities; 2) failure to comply with a sanction or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law (including, but not limited to, acts of domestic violence, stalking and other acts of violence occurring within a dating relationship); 9) conduct that constitutes "special circumstances" as set forth in MCCS Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by 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) special terms and conditions of enrollment and/or participation; 9) forfeiture of room fee, room deposit and security deposit; 10) suspension or dismissal from a portion of the College; 11) suspension or dismissal from the whole of the College; 12) revocation of admission or a degree; 13) withholding a degree; and/or 14) any other action as the College deems appropriate. The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

V. Procedure

A. General

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

B. Stage One

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

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

C. Stage Two

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer's decision either to dismiss or impose a relatively low sanction in the case.

1. Request

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

2. Committee

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

3. Hearing

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

All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

4. Decision

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

D. Stage Three

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

VI. Notice and Receipt of Notice

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

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

When the student conduct at issue involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

VIII. Certain Athletic Determinations

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

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

IX. Traffic Violations

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

X. Definitions

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

“Code” means this Student Code of Conduct; “College” means a college of the Maine Community College System; “College Activity” means an activity under the auspices of the College, including activities of students and student organizations; “College Community” means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; “College Personnel” means any instructor, administrator, employee, committee or contractor of the College or System; “Course” means any class of instruction, regardless of credit, offered by the College;

“President” means a College President; “Property” means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. “Property” includes written documents and computer programs, files and resources; “School Day” means a day that the College is open for instruction; “Student Organization” means an organization that acts or purports to act for a student in matters regarding the College; and “System” means the Maine Community College System.

REFERENCES: 20-A M.R.S.A. §12706(7); MCCS Policy 504

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: April 28, 2010; June 22, 2011; May 3, 2013; June 25, 2014; June 21, 2017

ACADEMIC INFORMATION

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

ACCREDITATION

Eastern Maine Community College is a publicly supported post-secondary institution, fully accredited by the New England Association of Schools and Colleges, Inc., which is the primary accrediting agency for schools and colleges in the New England states.

New England Association of Schools and Colleges
3 Burlington Woods Drive, Ste. 100, Burlington, MA 01803
Phone : 781-271-0022 www.neasc.org

The Automotive Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF), a division of ASE, as a Master Automotive program in all eight areas of automotive accreditation.

National Automotive Technicians Education Foundation
101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175
Phone: 703-669-6650 <http://www.natef.org>

The Emergency Medical Services program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs,
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone: 727-210-2350 www.caahep.org

Commission on Accreditation of Education Programs for the Emergency
Medical Services Professions (CoAEMSP)
8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088
Phone: 214-703-8445
FAX: 214-703-8992
www.coaemsp.org

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Surgical Technology and Surgical Assisting (ARC-STSA).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs,
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone: 727-210-2350 www.caahep.org

The Medical Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182
Phone: 1-312-704-5300 www.jrcert.org

The Nursing program is approved by the Maine State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

Maine State Board of Nursing
161 Capitol St., 158 State House Station
Augusta, Maine, 04333-0158
Phone: 207-287-1133, Fax: 207-287-1149
www.maine.gov/boardofnursing/

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peach Tree Rd NE, Suite 850, Atlanta, GA 30326
Phone 404-975-5000, Fax 404-975-5020 www.acenursing.org
The ACEN accreditation is from 2012-2020

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Surgical Technology and Surgical Assisting (ARC- STSA).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763
Phone 727-210-2350, Fax 727-210-2354 www.caahep.org

The Welding program is certified as a S.E.N.S.E. program (Schools Excelling through National Skills Education) and Educational member through:

American Welding Society
8669 NW 36 Street, Ste. #130, Miami, FL 33166-6672
Phone: 1-305-443-9353 or 1-800-443-9353 <http://www.aws.org>

MAINE RESIDENCY

Introduction: This policy defines the category of students and/or student applicants who qualify for the Maine Community College System (MCCS) in-state tuition rate.

- A. Policy - The following students qualify for the MCCS in-state tuition rate.
1. Students who have established a Maine residence within the meaning of this policy
 - a. For purposes of this policy, a student established a primary domicile in Maine for at least the 12 consecutive months immediately prior to the date of admission (not application, registration or enrollment). For purposes of this policy, “primary residence” means the student’s primary physical presence, degree of settled connections and sincere regard for that domicile as home.
 - b. All factors and circumstances relating to determination of residency are considered on a case-by-case basis. The burden is on the student to prove primary residency in Maine. Evidence of such residence includes, but is not limited to, driver’s license, voter registration, marriage license or domestic registration, signed residential lease, mortgage, property taxes, utility bills, State or Federal income tax filing, or letter on letter head from a nonprofit entity or government agency attesting that the student resides in Maine.
 2. Students who are claimed as dependents for tax purposes by a parent or other guardian, provided such claimant(s) are themselves residents within the meaning of this policy.
 3. Students who are members of the Armed Forces during their period of active duty in Maine, or who are claimed as dependents by members of the Armed Forces during such member’s period of active duty in Maine.
 4. Students who are married to, or domestically registered with, a person who is a resident within the meaning of this policy, provided that the student intends to establish and maintain a domicile in Maine.
 5. Students who qualify through a special MCCS program that otherwise grants in-state rate access. Current examples of such programs include the APPLE and New Brunswick Community College initiatives. (Students other than New Brunswick Community College students, who are not legal residents of the United States, do not qualify for the MCCS in-state tuition rate.)
 6. Students who, for other compelling reasons, are determined by the College president to qualify for the in-state rate.
- B. Evidence of Residence – All factors and circumstances relating to determination of residency are considered on a case-by-case basis. The burden is on the student to prove establishment of Maine residence for other than educational purposes. Examples of factors considered include: signed residential lease, filing of Maine resident State income tax return; Maine address on latest Federal income tax return; home ownership and payment of property taxes in Maine; driver’s license; voter registration; marriage license or domestic registration; and/or military home of record in Maine.
- C. Mid-Semester Change in Status – A student’s classification for resident or non-resident tuition shall apply for the entire semester for which the classification was made and shall not be changed once a semester commences, provided that erroneous classifications may be reviewed and addressed as the College determines is appropriate.

- D. Temporary Absence from the State – Maine residents who are absent from the State for military or full-time educational purposes will normally remain eligible for in-state tuition, provided such persons continue during such period of temporary absence to claim Maine as their state of residency on all official documents and declare income earned out-of-state on Maine income tax returns.

NEW ENGLAND REGIONAL STUDENT PROGRAM

Qualified residents of New England states other than Maine may be admitted to Eastern Maine Community College at reduced tuition rates (in-state tuition plus 50%) through the New England Regional Student Program (NERSP), sponsored by the New England Board of Higher Education (NEBHE). The rate for 2018-19 is \$141 per credit hour.

FULL-TIME/PART-TIME STUDENT STATUS

Students who are registered for at least 12 credit hours per semester are considered full-time students. Students who are registered for fewer than 12 credit hours per semester are part-time students. Students should note that most programs require more than 15 credit hours per semester in order to graduate in two years or less.

MATRICULATED 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 may carry financial aid implications.

MAXIMUM COURSE LOAD

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

TRANSFER CREDIT TO EASTERN MAINE COMMUNITY COLLEGE

Students may transfer credits earned at other regionally accredited institutions 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 or faxed directly from each college to the Admissions Office. A copy of the college catalog(s) may be requested.

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 ten years are reviewed. Courses older than ten 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.

Prior Learning Assessment (PLA) is a process by which an individual's learning from experience that is equivalent to college-level coursework is assessed and evaluated for purposes of granting credit. College-level is deemed as learning that is a level of achievement equal to subject areas traditionally taught in colleges and is commonly recognized among colleges.

PLA may be awarded in two broad categories: credit by examination and credit by assessment. A maximum of 75% of the total required credits and 65% of the total technical course credits in a major field may be earned through PLA or transfer. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of the identified learning outcomes for a specific course or courses. Students wishing to transfer to another college or university should check with the receiving institution to determine whether PLA credit will be accepted for transfer.

In cases where nationally recognized examinations and certification are provided, EMCC will award credit by the standards generally accepted among colleges. Such examinations include:

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST)
- International Baccalaureate (IB)
- Foreign Language Achievement Testing (CLEP, FLATs, NYU)

Where a nationally recognized exam is not offered or appropriate, EMCC may offer a challenge exam. These faculty-constructed exams could cover a wide variety of curricula from general education to technical courses and may be paper- or computer-based or a practical examination. The acceptable scores for awarding credit will be based on collaborative decision of faculty experts.

More information is available at:

<http://www.emcc.edu/academics/prior-learning/>

Eastern Maine Community College is a Service Members Opportunity College (SOC). Assessment of service-connected prior learning is conducted using various nationally-recognized resources for determining course equivalence. Students eligible for veterans' benefits must arrange for evaluations of all previous post-secondary educational experiences for possible transfer credit.

Awards of Excellence, Honors, High Honors, and other recognitions of achievement require that a student earns 75% of credits from courses taken at EMCC.

PLACEMENT POLICY

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 Eastern Maine Community College.

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 of Academic Affairs.
 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 of Academic Affairs with the input of the Math-Science, English and other appropriate academic departments.

- B. Students without 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 of Academic Affairs 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 cut-off scores established by the Vice President of Academic Affairs 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 of Academic Affairs 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.

CHANGE FROM ONE PROGRAM TO ANOTHER OR IN LEVEL OF PROGRAM

Students wishing to change to a completely different program of study must complete a change of major form ("SNAP-APP") and complete all other program-specific application requirements as established by the Admissions Department.

Students are encouraged to seek advice from an admissions counselor as soon as practical as some programs have strict admission deadlines and admission requirements.

Students wishing to change the level of their program (e.g., certificate to degree, degree to certificate) must complete a change of level form ("SNAP-APP") and return it to the Enrollment Center as soon as practical.

MID-SEMESTER GRADES/ACADEMIC WARNINGS

At the mid-point of each semester, the Academic Affairs Office 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 chairperson to discuss course work improvement and to use the services of the Student Success Center. Mid-semester grades become part of a student's permanent records; however, they are not recorded on official academic transcripts.

GRADING SYSTEMS

Grades are given as letters with the option of assigning plus or minus to represent levels of achievement. Letter grade designations include the following:

A	Highest honors
B	Honors
C	Satisfactory
D	Minimal passing grade
F	Failure to meet course objectives
P	Satisfactory completion of an ungraded course. No quality points for computation of grade point average (GPA) are assigned, but credit hours are applicable toward graduation requirements.
AF	Administrative Failure - Dropped from a course for reasons other than grade performance, such as not meeting course attendance requirements. The quality point value of this grade is zero points or the same as an F grade and will be computed as such in the student's GPA.
W	Withdrawal - Withdrawal from a course after add/drop (6 calendar days from the beginning of the course) to the midpoint (65 percent of the length of the course) for reasons of health or other extenuating circumstances. No value 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 with faculty approval, students may be given an "I" (incomplete) grade if they fail to complete their coursework on time. It is the responsibility of the student to contact a faculty member when requesting a grade of incomplete. The faculty member will specify what work remains to be completed along with a deadline date and grade to be assigned if the coursework is not completed. If the course is not completed within the designated timeframe, the grade recorded by the instructor on the "Incomplete Grade Form" will be assigned to the student. All incomplete grades must be approved by the department chairperson and copies of the outstanding course requirements will be forwarded to the Vice President of Academic Affairs.
NG	No grade at this time

GRADE POINT AVERAGE

Letter grades equal the following point values, which are used to calculate term and cumulative grade point averages (GPA):

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 = 0.00		

A grade point average is calculated by multiplying the quality 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 credit 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 grade point averages. Only Eastern Maine Community College courses are used to determine grade point averages.

ACADEMIC WARNING

Students who earn a term grade point average of less than 2.0 for any semester will receive an academic warning. Students on academic warning must: 1) develop a personal academic plan with their academic advisor; and 2) consult with their academic advisor prior to registering for the following semester courses.

ACADEMIC PROBATION

Academic 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 at the end of any semester. Student permanent records will carry the words "Academic Probation" with the semester of probation. Probationary status is removed when students raise their grade point average to 2.0 or higher.

Students on Academic Probation are required to:

1. consult with an academic advisor prior to registering for the following semester courses;
2. carry less than a normal credit load while on Academic Probation; and
3. meet with an advisor monthly during the semester to develop an academic plan for improving their academic standing and discuss their academic progress.

ACADEMIC DISMISSAL

A student will be dismissed for failure to earn the minimum acceptable cumulative GPA below:

- a. less than a 0.50 GPA for up to 15 credit hours attempted
- b. less than a 1.75 GPA for 15.1 to 30 credit hours attempted
- c. less than a 1.90 GPA for 30.1 to 45 credit hours attempted
- d. less than a 2.00 GPA for more than 45 credit hours attempted

Additionally, a student must complete 67 percent of all cumulative attempted credits with a grade of 1.33 or higher; otherwise, the student will be dismissed.

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

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

Dismissed students will receive notification in writing from the Academic Affairs Office, 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 Vice President of Academic Affairs.

DEAN'S LIST

For the purpose of recognizing academic excellence among full-time matriculated students, each semester the Academic Affairs Office 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. Students may not have incomplete grades to be considered for the Dean's List. Full-time students are registered for at least 12 credit hours for the semester.

PRESIDENT'S LIST

At the end of each semester the Academic Affairs Office prepares for the President a list of those full-time Dean's List students who have earned a grade point average of 4.0. Students may not be considered for the President's List if they have incomplete grades. The President offers special recognition to these students.

HONORABLE MENTION

Eastern Maine Community College recognizes and applauds the academic accomplishments of its part-time 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 higher in every course;
- Must not have any incomplete grades for the semester; and
- Must have earned a semester grade point average of at least 3.25

FINAL EXAMINATION SCHEDULE AND PROCEDURES

The final two days of the fall and spring semesters 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.

GRADUATION

Requirements: Eastern Maine Community College will grant associate in applied science degrees, associate in science degrees, associate in arts degrees, advanced certificates, and certificates to those students who have:

1. passed all prescribed courses required in their program with a minimum cumulative GPA of 2.0;
2. passed all courses within their major area of study with a minimum cumulative GPA of 2.0; and
3. paid all bills.

Application for Graduation: All students are required to complete an Application for Graduation. To apply for graduation, visit MyEMCC and fill out the Graduation Application.

Attendance at Graduation: Students who have fulfilled the requirements for graduation or are within six (6) credit hours of completing program requirements may participate in commencement exercises. Graduation documents and official transcripts will be mailed after commencement.

Students who complete their course requirements after the May commencement (for example, after the summer or fall semesters) must notify the Vice President of Academic Affairs to initiate the process for approving their credential.

Awards of Excellence: During each commencement exercise, those students who have excelled both personally and academically within their program receive the Excellence in Technology awards. Usually one student in each technology receives this award. Phi Theta Kappa members and students graduating with honors (cumulative grade point averages of at least 3.25) are also recognized.

Awards of Excellence and other recognitions of achievement require that a student earns 75% of credits from courses taken at EMCC.

Graduating with Honors/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 cumulative GPA. The Honors award requires a cumulative GPA of 3.25-3.74; the High Honors award requires a cumulative GPA of 3.75-4.00.

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. Transcripts are \$5 per request (up to two copies) and \$1 for each additional copy. Expedited transcripts (within a 24-hour turnaround time) are \$10 (prepaid) and faxing any transcripts costs \$10 (prepaid). These fees are not refundable.

No partial transcripts or copies of transcripts from other institutions (including high schools) are issued. Voice or e-mail requests will not be honored, as a signed Transcript Request Form must be submitted in order to provide a transcript.

Transcript Request Forms are available in the Enrollment Center located in Katahdin Hall and online at www.emcc.edu. A student may mail or fax a signed request to the Office of Institutional Research and Student Data. The fax number is 207-974-4683.

TRANSFER OF CREDIT FROM EASTERN MAINE COMMUNITY COLLEGE TO OTHER COLLEGES AND UNIVERSITIES

Eastern Maine Community College is accredited by the New England Association of Schools and Colleges, Inc., therefore, most academic credits will transfer to other colleges and universities. General education 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.

EMCC has developed articulation agreements with 4-year colleges and universities to provide seamless transfer opportunities for student's moving on to earn a Bachelor's Degree. More detailed information can be found on our website <http://www.emcc.edu/academics/transfer-opportunities/articulation-agreements/>

WITHDRAWAL FROM EMCC AND FINANCIAL AID ADJUSTMENTS

Financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. A student begins earning Federal funds on his or her first day of class attendance. If a student withdraws from the College during the semester, the student may no longer be eligible for the full amount of Federal funds that the student was originally awarded (scheduled to receive).

If a recipient of Federal grants or loan funds withdraws from the College after starting classes, the amount of Federal grants or loan assistance earned by the student must be determined. Up through the 60% point in each semester (payment period or period of enrollment), a pro rata schedule is used to determine the amount of Federal funds the student has earned at the time of their withdrawal. After the 60% point in the semester (payment period or period of enrollment), a student has earned 100% of the Federal funds he or she was scheduled to receive during the semester.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the College must still determine whether the student is eligible for a post-withdrawal disbursement. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned.

Special Note: 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.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Federal financial aid includes: Federal Pell Grants, Federal SEOG, Federal Direct Loans (subsidized and unsubsidized), and PLUS Loans. Federal Work Study is excluded. For Title IV eligible students who officially withdraw from the College, the withdrawal date is either the date the student began the College's withdrawal process, or officially notified the Academic Affairs Office of intent to withdraw.

Per Federal regulations, if the student does not officially withdraw from the College (see section in catalog on Withdrawal from the College), a withdrawal date is established by the College to be either the midpoint of the semester or a date determined by documented academically-related activity. A student who did not officially withdraw and fails to earn any academic credit for a semester will be considered to have unofficially withdrawn at the midpoint of the semester. Federal financial aid will be adjusted, unless the student is able to prove completion of at least one semester-length course. Adjustments to Federal financial aid will be made within 45 days of the date that the College determines the student has withdrawn. Additional information about the return of Title IV Federal student aid and withdrawal from the College is available from the Student Aid Office.

Note: When a student withdraws from the College, any unpaid student charges are still owed to the College.

STUDENTS CALLED TO ACTIVE MILITARY SERVICE

Eastern Maine Community College recognizes the educational rights of its students who are called to active military duty. Students who (either voluntarily or involuntarily) enter active military service during time of national or international crisis will be eligible for financial credit for their course work. Students must call or meet with the Vice President of Academic Affairs prior to departure to discuss the reasons for entering active military service and complete the appropriate withdrawal form. Readmission to the student's program is based on space availability.

STUDENT EXCHANGE EXPERIENCES

Eastern Maine Community College will offer up to three (3) college credits for student exchange experiences in other countries. In order to earn credit, students are required to satisfy redetermined goals and objectives. Sixty (60) hours of on-site experiences will be worth one (1) credit hour, with a maximum of three (3) credit hours for any single exchange experience. The final grade will be pass or fail.

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:

1. each Center and any other entity of EMCC;
2. 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”);
3. all employees, students and other persons who use such computers (“users”); and
4. 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 MCCA 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.

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 download 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:

- unauthorized access to computers;
 - unauthorized use of a computer account;
 - connecting unauthorized equipment to the EMCC network;
 - 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;
 - knowingly or recklessly performing an act that will interfere with the regular operation of a computer;
 - knowing 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”);
 - knowingly or recklessly wasting computer resources;
 - knowingly or recklessly overloading computer 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);
 - violating terms of applicable software licensing agreements;
 - violating copyright laws, including their fair use provisions, through unlawful reproduction or dissemination of copyrighted text, images and other protected materials;
 - using System computers for commercial activity, such as selling products or services;
 - using electronic mail to harass or threaten another person or organization;
 - 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”);
 - forging the identity of a person or computer in an electronic communication;
 - transmitting or reproducing materials that is libelous, slanderous or defamatory;
 - 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;
 - unauthorized monitoring of another user’s electronic communications; or reading, copying, changing or deleting another user’s files or software without authority; and
 - otherwise violating existing laws or EMCC policies.

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

COMPUTER LABORATORIES

Several computer facilities are available to students when not used for classroom instruction. In addition, computers are available in the library, technology departments, and the Maine Hall lobby near the Business Office. Computers are also available at the off-campus centers. Students are encouraged to use these facilities and to become familiar with the policies and procedures governing their use.

MyEMCC

MyEMCC is Eastern Maine Community College's premier communication web portal for its students, faculty, staff and alumni. MyEMCC may be accessed by going to www.emcc.edu and clicking on the MyEMCC tab.

You will be able to access the following from MyEMCC:

- Grades
- Emergency Alert Login (Rave)
- Schedule
- Parking decal request
- Bill
- Current Address/Address Change
- E-Mail
- Available Courses

To access MyEMCC you will need your college ID number and password. You are able to reset your password on the portal home page: <https://portal.emcc.edu/ICS/>

Should you require assistance please contact the MyEMCC helpdesk at (207) 974-4678 for assistance.

By logging into MyEMCC, you agree to the End User Access Agreement. Note that EMCC also records security information on login attempts.

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 Safety and Security Office, Enrollment Center, the Library, the Residential Life Offices, the Student Life Office, the Human Resource Office, and on the EMCC website at www.emcc.edu.

To report a crime, contact the on duty security officer at 207-745-6090. In the event of , dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Then notify Security at 207-745-6090.

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. The decision to cancel classes and activities and close the campus lies with the leadership of the institution. The decision applies to the college campus and all Center locations.

The college leadership will determine if college campus conditions warrant the delay or cancellation of normal activities and operations whether it is day, evening or weekend. The Center are responsible for implementing the decision and for ensuring the local radio and television stations have been notified. The Center are also responsible for placing the proper notification on telephone answering systems and websites in the event of inclement weather. 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.

BUSINESS SERVICES CAMPUS-BASED TRAINING:

Cancelling customized training will be determined on a case-by-case basis by the Director of Advancement and Business Services in consultation with the Director of Finance and the President.

STUDENT NOTIFICATIONS: All students are notified of the delay or cancellation of normal activities and operations by the Emergency Alert System (RAVE). All notifications are posted on the website at www.emcc.edu, announced on all radio stations, posted to all television cancellation systems, and posted to the EMCC storm line phone 207-974-4899.

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 Dean of Students or Director of Residential Life.

STATUS OF OPERATION

Bangor Campus, Day Classes: The Facilities Maintenance Engineer and the Director of Finance, in consultation with the President, will determine if campus conditions warrant the delay or cancellation of normal activities and operations. The Dean of Students is responsible for the notification of RAVE alert system, radio and television stations. The Academic Dean and the President's assistant are responsible for the website and social media. Back-up for the Director of Finance is the Director of Human Resources and the back-up for the President is the Academic Dean.

College Centers: The decision to limit operations of College Centers will be made by the Center Director(s) in consultation with the President and Academic Dean. The Center Director(s) are responsible for implementing the decision and for ensuring the local radio and television stations have been notified. The Center Director(s) are responsible for placing the proper notification on telephone answering systems and websites in the event of inclement weather. The Dean of Students is responsible for the RAVE alert system notifications.

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 Facilities Maintenance Engineer and the Director of Finance, in consultation with the President, will determine if campus conditions warrant the delay or cancellation of evening or weekend activities and operations. The Director of Finance and the Dean of Students is responsible for implementing the decision by arranging for the notification of RAVE alert system, radio, and television stations. The Academic Dean and the President's assistant are responsible for the website and social media.

Business & Industry Campus-based Training Services: Cancelling customized training will be determined on a case-by-case basis by the Director of Advancement and Business Services in consultation with the Director of Finance and the President.

Food Services: Food Services will use brunch/buffet style offerings in the dining hall 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 personnel will report to the College as directed by the President, and are considered essential:

- Facilities Maintenance Engineer
- Custodial, and Maintenance as determined by the Director of Finance.
- Security Workers, as determined by the Director of Human Resources.
- Resident Directors
- Resident Assistants, as determined by the Resident Directors
- President may call in Division Leaders as needed

College Centers: The Center Director(s) are considered essential personnel depending on the type of emergency. The Academic Dean, in consultation with the President may appoint additional essential personnel.

Announcements: The Dean of Students or the designee is responsible for the current Notification System, radio, television and the College emergency (storm) line.

The Academic Dean and the President's Assistant are responsible for posting notices on social media sites including the website.

CARE TEAM

CARE TEAM

The mission of the CARE Team at Eastern Maine Community College is to take a proactive and collaborative approach to identify students who are struggling or exhibiting concerning behaviors and provide early intervention support, resources, and referrals. The CARE Team's primary focus is to promote and protect the safety, wellbeing, and success of every student and college employee. The Team will achieve the greatest success when all members of the campus community share in this responsibility.

No matter what your role is within the campus community, the CARE Team wants to hear your concerns about issues that impact the safety and wellbeing of our students. Your communication with us is vital to our ability to protect and provide assistance to students. Situations to report might range from noticing that a friend is struggling with mental health issues to disruptive

behaviors in the classroom to hearing about a student threatening another party. If you witness or learn of something that is out of the ordinary or leaves you concerned, please complete a referral.

All of your referrals will be initially viewed by the Co-Chairs of the CARE Team, the Dean of Students and the campus counselor. After the initial review, it will be decided which member of the CARE Team (Vice President of Academic Affairs, Director of Safety & Security, Disabilities Services Coordinator, Director of Residence Life, or the previously mentioned Co-Chairs) will discreetly gather further information and follow-up if indicated. All CARE Team members are mindful of students' privacy and take confidentiality very seriously.

You can make a referral by completing and submitting the online CARE Team Referral Form. Direct links to the form can be found on the EMCC website, under the Safety & Security heading, and under Quick Links on MyEMCC and Sharepoint. If you have questions about making a referral, please contact the Dean of Students (207-947-4664) or the campus counselor (207-974-4858).

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. Then notify Security at 207-745-6090.

EVENING SECURITY

During the academic year, an evening security officer is available from 3:30 p.m. to 7:00 a.m., Monday through Friday, and 7:00 p.m. Saturday evening to 7:00 a.m. on Sunday morning, and Sunday evening from 7:00 p.m. to 7:00 a.m. Monday morning. Should you require assistance or need to report an incident or suspicious event, contact 745-6090. If the situation is an emergency, call 911 then notify Security at 207-745-6090. The Security Officer is based out of Maine Hall when he/she is not patrolling the campus.

FIREARMS

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 or visitors who are injured on campus must immediately report the incident to the campus official for which they are involved. The campus official will then assist with filling out the Illness/Injury Report. The campus official will turn in the required paperwork within 24 hours to the Director of Public Safety. In the event medical attention is needed, call 911 and then call the Security Officer at 207-745-6090.

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 must display parking permit, current valid registration tags and display current inspection stickers.

Students must comply with all state motor vehicle regulations. All vehicles must 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 on duty security officer. The security officer will follow up with the alleged offender. Depending on the severity of the allegation, the 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 are done online, either through the EMCC website or through MYEMCC. There is a link on the MYEMCC portal under the “Quick Links” section. Vehicles not displaying decals by the end of the third week of classes will be ticketed. If students bring vehicles on campus, which do not have decals, they may use the decal issued to them for their previously registered vehicle.

ENFORCEMENT AUTHORITIES

The Security Officer on duty will enforce parking regulations at the direction of the Director of Public Safety. The Safety and Security Manager oversees all campus parking and parking regulations. The Safety and Security Office is located in 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 Public Safety.

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, abandoned, 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

No overnight parking is permitted in any parking area with the exception of resident students in Lot A, near Kineo Hall.

Vehicles parked in unauthorized areas will be ticketed or towed at the owner’s expense, without warning.

Unauthorized areas include: parking in a fire lane, 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, parking on the grass and parking in visitor parking.

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 Business Office in Maine Hall. 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.

You may appeal a parking ticket within seven business days of the ticket being issued. Appeals are available at the Safety and Security Office. The Director of Public Safety will review the appeal, and render a decision. After the seven business days, appeals will not be accepted.

NON-ACADEMIC INFORMATION

ADDRESS AND NAME CHANGE

To ensure that our students receive all correspondence from the College, we request that students notify the Enrollment Center immediately of any change in their name, address, or contact information. To make a name change, the student should provide their updated social security card. The Enrollment Center is located in Katahdin Hall. Address and phone number changes may also be completed online through the student's MyEMCC account.

CELL PHONE USE

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 and administrative offices. Cell phone use is permitted only in the Library lobby.

Texting during instructional time is prohibited.

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 and is located in Room 116-Maine Hall.

Identification cards are issued to all students who are enrolled in credit courses. Students must present their student identification card when purchasing books in the EMCC College Store, picking up work-study checks from the Student Accounts (Business Office), checking books out from the Library, attending athletic events, using the Johnston Gym, 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 Department of Information Technology. There will be a \$10 charge, payable at the Student Accounts Office (Business Office) in Maine Hall for replacement identification cards.

Students must return their identification cards when withdrawing from the College. Residents are required to turn in their identification cards to the Director of Residential Life or their Resident Director when they check out of the residence halls.

NON-ENROLLED MINORS

It is the desire of the College to ensure that non-enrolled minors (less than 18 years old) entering the college environment of any Eastern Maine Community College locations are safe and under the supervision of a responsible adult.

Non-enrolled minors must be accompanied by a parent, guardian, college employee or sponsored group at all times while they are on campus. Employees who identify an unaccompanied 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. The Office of Safety and Security will be contacted at 974-4853 to locate the responsible adult and to ensure the minor is properly supervised.

Center Directors and staff members will be responsible for taking action on this matter at each Center.

PERSONAL PROPERTY

The College is not responsible for loss or damage to personal property, including vehicles, contents of lockers, or residence hall rooms, 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 and Security at 974-4853.

RIGHT TO PRIVACY

The Family Education Rights and Privacy Act (FERPA) of 1974, known as the “Buckley Amendment,” requires that Eastern Maine Community College obtain consent in writing before releasing your educational 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 Dean of Enrollment Management’s Office, located in the Enrollment Center, Katahdin Hall. Third parties who may have access to educational records of students without prior written consent include:

1. Eastern Maine Community College officials who have legitimate educational interests;
2. officials of other schools in which the student seeks or intends to enroll;
3. certain authorized Federal agencies;
4. persons in connection with the student’s application for, or receipt of, financial aid;
5. organizations conducting studies for, or on behalf of, educational agencies or institutions;
6. accrediting organizations;
7. parents of a dependent student as defined by the Internal Revenue Code of 1954; and
8. 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 of representatives of the Department of Defense for military recruiting purposes.

The Office of Institutional Research and Student Data makes available the students' 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 the 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

Solicitation or promotion of any product, service, or idea for personal or business gains are prohibited without the express written permission of the Student Life Office. Permission, when granted, is for designated areas within the College and is subject to the restrictions imposed.

The Office of Advancement is responsible for oversight of all college fundraising. Students and 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 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 Advancement Office immediately.

Fundraising and solicitation of employees and students on Eastern Maine Community College campus or Centers is allowed only in non-working/classroom areas such as staff/faculty lounges, break areas, the dining area and student lounges during non-working/classroom hours. General distribution of personal materials/magazines/flyers may occur during non-working times (including paid breaks) provided the distribution is not disruptive. The use of individual faculty/staff mailboxes and student mailboxes for commercial solicitation is prohibited unless postage has been paid and delivery is through the U. S. Postal System. Businesses offering discounts or other benefits to EMCC employees and/or students may apply to the Student Life Office for permission to place printed materials on campus.

The placement of displays, literature racks, flyers, promotional material, etc. by outside organizations requires the approval of the Student Life Office. Unauthorized materials may be removed and discarded without notice.

SEXUAL HARASSMENT AND CONSENSUAL RELATIONS

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 as 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 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 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 Maine Community College System 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 M CCS Policy Section 410. Such claims, even if ultimately determined to be without merit, are often expensive and time-consuming for the M CCS, and difficult for the individuals involved. Accordingly, the M CCS 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.

TOBACCO FREE POLICY

Eastern Maine Community College (EMCC) joins the American College Health Association (ACHA) in support of the Surgeon General's findings that tobacco use in any form, active or passive, is a serious health hazard. EMCC also recognizes that second-hand smoke is classified as a Group A carcinogen by the United States Environmental Protection Agency.

This tobacco policy intends to support tobacco-free lifestyles at EMCC and to eliminate:

- * exposure to second-hand smoke
- * the risk of accidental fire
- * tobacco litter

TOBACCO PRODUCTS ON CAMPUS

This policy applies to faculty, staff, students, contractors, vendors and visitors.

EMCC defines 'the use of tobacco' as the possession of any lighted tobacco products or the use of any type of smokeless tobacco. The use of tobacco products is not permitted on or in any college-owned: buildings, grounds, parking lots, walkways, recreational and sporting facilities, and college owned vehicles. The use of tobacco on campus is therefore prohibited everywhere.

FINANCIAL INFORMATION

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, recreation, and commuter services.

College Comprehensive Fee: The College Comprehensive Fee is \$9.40 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, 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 online library resources.

Liability Insurance Fee: The \$13 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 \$55 per year. This fee is not refundable.

Matriculation Fee: The \$70 Matriculation Fee is a 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. This fee also supports cable television service to the lounges and upgraded and enhanced internet access to students living in the residence halls.

Residence Hall Security Deposit: The deposit is \$100, which is charged \$50 per semester.

Course Fees: These fees vary by program to cover costs of supplies and materials. In addition, some programs 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.

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 15-16 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, SERVICE FEES, AND TECHNOLOGY FEES):

Bills will be adjusted when a student withdraws from a course or the College, following College policy and procedures. The 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.

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100%	Course cancelled by College	Adjustments will be made to student's account by College
100%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is within 6 calendar days of the semester's first day of classes	Withdrawal from the College or schedule adjustments - Go to Enrollment Center (Katahdin Hall)
50%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is between 7 and 10 calendar days of the semester's first day of classes	Course Withdrawal – Go to Enrollment Center (Katahdin Hall)
0%	Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is after 10 calendar days of the semester's first day of classes.	Course Withdrawal - Go to Enrollment Center (Katahdin Hall)
0%	Unofficial withdrawal at any time – including "no shows"	
*Required deposits will be retained by the College.		

The following schedules are based on Maine Community College policy and are used to adjust tuition, room and board, residence hall recreation fees, comprehensive fees, service fees, and technology fees.

Exceptions to refund policy are possible due to the following:

1. Refunds for room and/or board cancelled after a semester begins due to an unexpected or uncontrollable event.
2. Exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. These exceptions can be made only at the senior management level.

Refunds of Room and Board Charges		
Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/ Summer Courses	Procedure
100% of room and board charges	College residence cancelled by College	Adjustments will be made to student's account by College
100% of room and board charges	Official withdrawal from a College residence prior to the semester's first day of classes	Notification from student to Residential Life
80% of room and board charges	Official withdrawal from a college residence prior to the end of the second week of classes	Notification from student to Residential Life
60% of room and board charges	Official withdrawal from a College residence prior to the end of the third week of classes	Notification from student to Residential Life
40% of room and board charges	Official withdrawal from a College residence prior to the end of the fourth week of classes	Notification from student to Residential Life
20% of room and board charges	Official withdrawal from a College residence prior to the: end of the fifth week of classes	Notification from student to Residential Life
0%	Official withdrawal from a College residence any time after the end of the fifth week of classes	

0%	Unofficial withdrawal from a College residence at anytime	
*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’s 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 Admissions Office in writing by May 1 for fall semester enrollment and by September 15 for spring enrollment.

Housing Deposit: On occasion, students may make other plans and decide not to reside on campus. In order to receive a refund of the residence hall deposit, these students must notify the Director of Residential Life in writing by July 1 for fall semester residency and by December 1 for spring semester residency.

Room deposits for students who apply and are unable to be assigned campus housing will be refunded or applied to any outstanding bill on file with the EMCC Business Office. Following the first day of the semester, adjustments to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Security Deposit: The security deposit of \$100, charged \$50 each semester, is held until the end of the academic year. All or part of this fee is refundable upon departure provided that:

1. The resident's room, furnishings and public areas are in the same condition as they were during move in, all belongings have been removed and room has been cleaned.
2. The resident follows the proper checkout procedure as outlined in the Residential Life Handbook, which includes a room inspection by the Resident Director or his/her designee.
3. The resident leaves for reasons other than a violation of the Student Code of Conduct or Housing Contract.

In addition, repairs for damages which occur in public areas that cannot be assigned to an individual will be divided amongst the occupants/residents of the building and deducted from each occupant/resident's security deposit. Any charges which exceed a resident's security deposit will be added to the student's account with the Business Office. In addition, the Business Office reserves the right to retain any resident's security deposit to cover any outstanding charges on the student's account.

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 cancelled by the College	Any length
100%	Student withdrawal prior to the start of course	Any length
80%	Within 10% of instructional time	Over 15 hours
50%	10-25% 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 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, provide assistance for a variety of expenses such as tuition, fees, books, supplies, child care, transportation and maintenance costs. 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.

OVERDUE BILLS

Students who have not met their financial obligations to the College may be assessed a \$50 late fee per billing cycle. College services may be discontinued and a hold is placed on the student's account preventing access to college computers, students may not be allowed to attend classes, retrieve their semester grades or transcripts, residence hall access may be discontinued, and ability to use meal plan may be subject to inactivity. Students should contact the Student Accounts Office in advance of deadlines if they are unable to make payments.

MAINE NATIVE AMERICAN TUITION WAIVER

Eastern Maine Community College waives tuition for eligible matriculating Native American students, less any federal/state scholarship or grant funds. This tuition waiver is for any regular credit-bearing course that is part of the student's academic program.

To apply for this tuition waiver:

- Student must annually complete a Free Application for Federal Student Aid, **and**
- Student must be admitted to a credit bearing academic program at EMCC (apply online for Admission at www.emcc.edu), **and**
- Student must complete the Native American Tuition Waiver form and obtain Tribal Certification

FINANCIAL AID INFORMATION

The student aid office reviews requests for financial aid after applicants have been admitted to the college. The office administers a variety of programs to help students finance their education.

FINANCIAL AID APPLICATION PROCESS

Each year students complete a free application for federal student aid (FAFSA). Priority awards are made to students whose applications are filed before May 1; late applications will be reviewed and awarded based on funds available after all on-time applicants are awarded. The FAFSA worksheet is available at high school guidance offices as well as the college's student aid office. Students should file the FAFSA electronically at www.fafsa.ed.gov. If a student does not have internet available, please call the student aid office at 207-974-4625 for assistance.

All financial aid applicants are considered without regard to age, gender, race, ethnic origin or physical ability, except in those cases where aid is intended to rectify a prior or existing imbalance in minority or other group participation in the education process.

Special notes:

1. Students who extend their studies beyond two years may be enrolled less than full-time at some point in their program of study.
2. Less than full-time student status can affect financial aid.

TYPES OF FINANCIAL ASSISTANCE

Federal Pell Grants are need-based federal grants which are available to Students pursuing their first undergraduate degree.

Federal Supplemental Educational Opportunity Grants (SEOG) are federal funds available to students awarded a federal pell grant with highest financial need.

Eastern Maine Community College Grants are based primarily on financial need or specific grant criteria. They include but are not limited to: EMCC grant; Osher I; II; III; V; Rural Initiative Child Care Grants; EMCC Child Care; Hope Milliken McNally; SkillsUSA; Phi Theta Kappa; Foundation and endowed scholarships. More information about our specific grants/scholarships is available on MyEMCC.

State of Maine Grants are need-based grants for Maine residents who file a FAFSA by May 1 and meet the annual family contribution cutoff as established by the financial authority of Maine.

Federal Work Study provides federally-funded student employment on the campus. Jobs may provide work experience, as well as regular student income for educational expenses. Students are limited to part- time work on the college campus and eligibility is based on need and available funds.

Federal subsidized direct loans taken while enrolled at EMCC are based on financial need. Interest rate is set on July 1 each year. Interest is deferred while the student is continuously enrolled at least half time (6 or more credits). Borrowers begin repayment of principal and interest within six months of the end of their half time or greater enrollment.

Federal Unsubsidized Direct Loans taken while enrolled at EMCC are not based on financial need. Interest rate is set on July 1 each year. Interest accrues on the loan while attending EMCC. Borrowers begin repayment of principal and interest within six months of the end of their half time or greater enrollment.

VETERANS' BENEFITS

Students who plan to receive veterans' benefits must see the college's Va certifying official to initiate paperwork. Veterans' benefits include Montgomery GI Bill-Active Duty (Chapter 30), post 9/11 (chapter 33), Montgomery GI Bill-selected reserve (Chapters 1606), Reserve Educational Assistance Program (REAP/Chapter 1607), Survivors' and Dependents' Educational Assistance Program (DEA/Chapter 35).

All Eastern Maine Community College credit bearing degree and certificate programs have been approved by the Maine state approving agency for veterans education programs. Most non-credit courses and programs are not approved. (exception: Maine oil dealers association high pressure boiler course.) Students receiving veterans' educational assistance are required to have all their previous post-secondary educational experiences evaluated for transfer of credit prior to certification of their veteran's benefits. Additional information concerning veteran's benefits is available at the Enrollment Center.

Degree status: To receive VA educational benefits, a veteran must apply for admission to a specific academic program. Special note: only courses that fulfill academic program requirements within their specific academic program are used to determine the number of credits approved for benefits by the VA.

Request for Certification: Students who receive va educational benefits must complete and submit a request for semester certification each time they register for courses. If the student's request for semester certification is not submitted at least sixty days prior to the beginning of the semester, it will cause a delay in the arrival of the benefit check.

Veterans continuous pay: veteran/dependent students enrolled in six or more credit hours will receive continuous pay between semesters provided there is not more than a thirty-day break in class attendance between the ending of one semester and the beginning of the following semester.

NATIVE AMERICAN TUITION WAIVER

Eastern Maine Community College waives tuition for eligible Matriculating Native American students, less any federal/state scholarship or grant funds. This tuition waiver is for any regular credit-bearing course that is part of the student's academic program.

To apply for this tuition waiver, the student must:

- annually complete a free application for federal student aid, and
- be admitted to a credit-bearing academic program at EMCC (apply online for admission at www.emcc.edu), and
- complete an application for the waiver (native american program agreement form) located on the financial aid web page, www.emcc.edu.
- complete the Native American tuition waiver form and obtain tribal certification located on the financial aid webpage, www.emcc.edu

SENIOR CITIZEN TUITION WAIVER

Eastern Maine community college allows for maine residents 62 years of Age and older to register for credit courses on a space available basis, tuition free. The waiver does not cover lab and other fees. Enrollment in specific courses is conditional on the approval of the dean of enrollment management.

WITHDRAWAL FROM EMCC AND FINANCIAL AID ADJUSTMENTS

Financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. A student begins earning federal funds on his or her first day of class attendance. If a student withdraws from the college during the semester, the student may no longer be eligible for the full amount of federal funds that the student was originally awarded (scheduled to receive).

If a recipient of federal grants or loan funds withdraws from the college after starting classes, the amount of federal grants or loan assistance earned by the student must be determined. Up through the 60% point in each semester (payment period or period of enrollment), a pro rata schedule is used to determine the amount of federal funds the student has earned at the time of their withdrawal. After the 60% point in the semester (payment period or period of enrollment), a student has earned 100% of the federal funds he or she was scheduled to receive during the semester.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the college must still determine whether the student is eligible for a post-withdrawal disbursement. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned.

Special note: 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.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Federal financial aid includes: federal pell grants, federal seog, federal direct loans (subsidized and unsubsidized), and plus loans. Federal work study is excluded. For title iv eligible students who officially withdraw from the college, the withdrawal date is either the date the student began the college's withdrawal process, or officially notified the academic affairs office of intent to withdraw.

Per federal regulations, if the student does not officially withdraw from the college (see section in catalog on withdrawal from the college), a withdrawal date is established by the college to be either the midpoint of the semester or a date determined by documented academically- related activity. A student who did not officially withdraw and fails to earn any academic credit for a semester will be considered to have unofficially withdrawn at the midpoint of the semester. Federal financial aid will be adjusted, unless the student is able to prove completion of at least one semester-length course. Adjustments to federal financial aid will be made within 45 days of the date that the college determines the student has withdrawn. Additional information about the return of title iv federal student aid and withdrawal from the college is available from the student aid office.

Note: when a student withdraws from the college, any unpaid student charges are still owed to the college.

SATISFACTORY ACADEMIC PROGRESS GUIDELINES FOR FINANCIAL AID RECIPIENTS

Federal law requires that students meet standards for "measurable satisfactory academic progress" if they are receiving Federal Title IV student financial aid. Title IV aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans (Subsidized and Unsubsidized), Federal Direct PLUS, and Federal Work Study. The following policy defines "measurable satisfactory academic progress" for financial aid recipients attending Eastern Maine Community College.

Eligibility for Financial Aid

It is the policy of EMCC to provide financial aid awards to students who remain in good academic standing and make satisfactory progress toward their certificates or degrees while receiving financial aid.

Financial aid awards and evaluations of academic standing are based on the students' enrollment statuses of:

FULL-TIME:	12 or more credit hours
THREE-FOURTHS-TIME:	9-11 credit hours
HALF-TIME:	6-8 credit hours
LESS-THAN-HALF-TIME:	1-5 credit hours

Students are required to meet both the “quality” and “quantity” measures outlined in this document. These measures are evaluated at the end of each semester. Students who do not meet these standards will lose their financial aid eligibility.

Maximum Limits for Financial Aid

Students receiving financial aid are allowed 150% of "normal" time to complete academic certificates, diplomas or degrees. EMCC calculates the 150% by computing one and a half times the number of credits needed for the degree or certificate. For example, if a student is pursuing an Associate of Arts in Liberal Studies degree, which requires 62 credits to complete, he/she can accrue 93 credits before running out of aid. The amount of credits is computed on the first degree program attempted, so switching degree/certificate programs will not increase the number of credits a student has before running out of financial aid.

If a student graduates from one degree/certificate program and enrolls in another, EMCC may on a case by case basis “restart the clock” for the new academic program. If a student is unable to complete the program within the 150%, he/she has the right to appeal for an extension of eligibility.

TRANSFER CREDIT TO EASTERN MAINE COMMUNITY COLLEGE

Students may transfer credits earned at other regionally accredited institutions 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 or faxed directly from each college to the Admissions Office. Copies of course syllabi may be requested.

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 must earn at least 25% of their credits, including substantial work in their program-specific courses, for programs exceeding 30 credits. Students must earn at least 75% of the total required credits for any program consisting of 30 or fewer credits.

In general, only courses taken within the past ten years are reviewed. Courses older than ten 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.

Students who have achieved acceptable Advanced Placement, College Level Examination Program (CLEP) or Defense Activity for Non-Traditional Education Support (DANTES) scores may also be granted academic credit if the course is in those students’ programs of study. Transferred course grades and/or CLEP scores will appear on the students’ EMCC transcript but will not be used in computing grade point averages. Students with questions about these examinations should contact the Academic Affairs Office.

Eastern Maine Community College is a Service Members Opportunity College (SOC). Assessment of service-connected prior learning is conducted using various nationally recognized resources for determining course equivalence. Students eligible for veterans’ benefits must arrange for evaluations of all previous post-secondary educational experiences for possible transfer credit.

Awards of Excellence, Honors, High Honors, and other recognitions of achievement require that a student earns 75% of credits from courses taken at EMCC.

AUDITS, CHALLENGE EXAMS, C.L.E.P.'s, WORK EXPERIENCE

Financial aid is not awarded for AUDITS, CHALLENGE EXAMS, C.L.E.P.'s or WORK EXPERIENCE that may be granted toward certificates, diplomas or degrees. Credit for this work is not used to determine enrollment status (full-time or part-time), nor is it counted toward the minimum credit requirements students must earn for terms on aid. Credit granted from exams and work, like college transfer credit, will reduce the financial aid eligibility period.

Students are responsible for notifying the Student Aid Office when registering for courses in these special categories. Financial aid funds disbursed to students in error must be repaid immediately. Students who are overpaid are ineligible for additional financial aid awards until the overpayment is repaid in full.

REMEDIAL COURSES

Remedial courses are designed to provide students with opportunities to improve abilities in areas of reading, mathematics, and study skills. Per Admissions Office policy, incoming students are tested using Accuplacer before their entering term and, if test results warrant, may be required to complete remedial courses.

Remedial courses at EMCC are graded. If required for their academic program they are eligible for financial aid even if they don't fulfill specific graduation course requirements.

COURSE GRADES OF INCOMPLETE

Students receiving grades of "Incomplete" for courses required for certificates, diplomas or degrees must make arrangements with faculty to complete course requirements. After instructors assign final letter grades, student grade point averages (GPA's) will be recalculated to include the appropriate quality points, and their quantitative measurement will be adjusted to include the credits as "credits completed." If cumulative GPA's remain within the published guidelines and the quantitative measurement falls within published guidelines students retain eligibility for financial aid.

FAILING COURSE GRADES

Students who fail courses may continue receiving financial aid as long as their cumulative GPA and their credits carried to credits completed measurement remain within the published guidelines.

REPETITIONS

Students repeating failed courses will receive financial aid to cover the repetition as long as their overall progress is within required "quality" and "quantity" guidelines. Financial aid will not be awarded for repeat of a course attempted unsuccessfully twice. This means that students cannot be paid more than twice for credit hours that have not been successfully completed (grades of W, I, F, or AF).

ADDING AND DROPPING COURSES

Students may ADD courses during the first 6 days or DROP courses during the first 6 days of each semester, without academic or financial penalty.

Add/drop forms (obtained from the Enrollment Center) must be completed, signed and returned to the Enrollment Center. Financial aid awards will be adjusted to agree with the students' registration at the end of this period.

WITHDRAWING

The Return to Title IV funds will be used to calculate the percentage of financial aid students may retain when they completely WITHDRAW (officially or unofficially) from EMCC before completing 60% of the semester. Students withdrawing officially or unofficially before completing 60% of the term may be required to return “unearned” financial aid received from the Federal Title IV student financial aid programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans (Subsidized and Unsubsidized), Federal Direct PLUS, but NOT Federal Work Study.

QUANTITATIVE MEASURE OF ACADEMIC PROGRESS

A quantitative component is also required to accurately assess a student's advancement toward successful completion of his or her program of study.

For example, a student who withdraws from half of his/her courses and gets “A's” in the rest may have a high GPA but he/she is not advancing toward graduation within a reasonable period of time. EMCC assesses advancement toward completion by using a percentage of credits attempted to credits earned.

Credits attempted are those for which the student has enrolled, as of the end of the add/drop period.

Credits earned are those which the student successfully completed by earning a passing grade. Some academic programs at the College have a policy that if a student does not pass certain courses with a “C” or better, he/she is dismissed from that academic program. If a student is dismissed in this circumstance, then his/her financial aid is cancelled.

Courses in which the student receives grades of “W (withdraw), “I” (incomplete), “F” or “AF” are not considered successfully completed.

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The College considers matriculated students to be making satisfactory academic progress if they meet **both** of the following criteria:

1. Maintain a **cumulative** grade point average of 2.0 or better.
2. Complete 67 percent of all **cumulative** attempted* credits.

**Attempted credits include all credit courses, developmental, incomplete grades, withdrawn, failed, and repeated courses.*

Financial Aid Warning, Probation or Dismissal Status will be assigned following academic probation and dismissal policies:

Academic Warning

Students who earn a **term** GPA of less than 2.00 for any semester will receive an academic warning. Students on academic warning must:

1. Develop a personal academic plan with their academic advisor; **and**
2. Consult with their academic advisor prior to registering for the following semester courses.

This status is not recorded on the student's permanent academic record and will not appear on transcripts. Institutional Research will provide a list of all students who fall below a 2.0 for the current term to the Academic Dean's office for student notification.

GRANTS, FSEOG, FACG, STATE OF MAINE GRANTS, AND EMCC SCHOLARSHIP AND GRANTS

Grants are posted to the student's account at the end of the fourth week of each semester after confirmation of the student's semester credit hours. Grant refund checks are mailed to the student's home address on MyEMCC approximately six weeks after the semester begins (date determined by the Business Office in Maine Hall). Refer to the Student Aid Award Letter which states the dollar amount that will be credited to the student's account each semester.

Note: 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 may cease altogether.

FEDERAL DIRECT STUDENT LOANS

Loan funds arrive approximately 30 calendar days after the first day of classes. If a loan creates a credit balance on the student's bill, that amount will be refunded to the student after the Add/Drop period. Any questions regarding refunds should be directed to the Student Accounts (the staff in the Business Office in Maine Hall).

FEDERAL WORK STUDY

The student is paid for hours they work 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.

Federal regulations state that the first money received by the Student Accounts Office (Business 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, FACG, Federal Direct Loans, College grants, etc. will not be credited to the student account until after the fourth week of the semester. Once a student's balance is paid in full, any additional loans or grants will be considered a credit balance and a refund check will be mailed to the student.

Appeals Process/Mitigating Circumstances: 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.

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 ACG, Federal SEOG, Federal Direct 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 Enrollment Center 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. 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

<i>Fall and Spring Semesters</i>	<i>Percentages of Charges to be Adjusted</i>	<i>Percentage of College Unearned Title IV Aid*</i>
Before classes begin	100%	100%
Week 1	80 %	94 %
Week 2	0%	88%
Week 3	0%	81%
Week 4	0%	75%
Week 5	0%	69%
Week 6	0%	63%
Week 7	0%	56%
Week 8	0%	50%
Week 9	0%	44%
Weeks 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.

STUDENT SERVICES INFORMATION

The Student Success Center (SSC), located in Room 121 Maine Hall, empowers students to take personal responsibility for their learning by offering a variety of free services that students can access to help them succeed at Eastern Maine Community College. These services include:

- Disability Services
- Lunch and Learn Workshops
- Success Planning for Students in Jeopardy
- Supplemental Instruction for Mathematics
- Tutoring
- Placement Testing
- Writing Lab

Additionally, SSC staff members oversee the First-Year Experience and Developmental Education courses offered at EMCC. The Center is staffed Monday through Friday from 7:30 a.m. to 4:30 p.m.

DISABILITY SERVICES

The Student Success Center (SSC) provides academic accommodations for students with documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADAAA). In order to request accommodations, students must contact the Coordinator of Services for Students with Disabilities and fill out an Intake form as well as submit supporting documentation of their disability. For more information about documentation guidelines and what accommodations may be available, please call 974-4664.

LUNCH AND LEARN WORKSHOPS

The SSC offers personal development and academic success workshops throughout the semester to help students become successful active learners. These free workshops, facilitated by professional staff members, will cover a variety of topic areas including self-management, financial literacy, and note and test taking strategies, to name a few. For more information and a Lunch and Learn Schedule, email success@emcc.edu.

PLACEMENT TESTING

Eastern Maine Community College requires that students achieve minimum scores on the appropriate computerized placement tests before beginning the “standard” program courses. Identifying areas of skill weaknesses and having the opportunity to develop these skills is essential to successful program completion. If a student does not achieve minimum scores, s/he will be required to take preparatory courses.

SUPPLEMENTAL INSTRUCTION FOR MATHEMATICS (SI)

The SSC offers weekly study sessions for students enrolled in select mathematics courses. These sessions are guided by professional staff or trained peer leaders who have either already successfully completed the course or who have demonstrated mastery of the subject area. For more information and a SI Schedule, email success@emcc.edu.

TUTORING

The SSC provides professional and peer tutoring services for most courses offered at EMCC. The goals of the EMCC tutoring program are to provide a supportive learning environment, instill confidence, and encourage independent learning. To access tutoring services, students can drop by the SSC to fill out a tutoring request form or email success@emcc.edu.

WRITING LAB

The SSC Writing Lab is available at select times throughout the week to students who need assistance with any written assignment. Professional and peer writing specialists help students work on effective strategies for all aspects of the writing process. For more information and a Writing Lab schedule, email success@emcc.edu.

CAREER SERVICES

Limited assistance can be obtained in the Dean for Enrollment Management and Institutional Research Office, located in room 124, Katahdin Hall. The 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 at 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 employment search.

COLLEGE STORE

The College Store, located in Maine Hall, offers textbooks, supplies and carries a variety of Eastern Maine Community College clothing, gifts, greeting cards, and health and beauty aids. . The store is open the following hours during the fall and spring semesters: • Monday and Wednesday – 7:30 a.m. – 6 p.m. • Tuesday and Thursday – 7:30 a.m. – 5 p.m. • Friday – 7:30 a.m. – 3 p.m.

During the first week of classes, the bookstore is open 7:30 a.m. – 6 p.m. Monday through Thursday and 7:30 a.m. – 3 p.m. on Friday. Please visit the bookstore in Maine Hall or online at www.emccshop.com!

COMMUNICATIONS

Postings on the Eastern Maine Community College Campus

Eastern Maine Community College endorses the rights of individuals to promote courses, events, student activities, and other college related activities. The College provides resources for posting announcements, information, class offerings, special events, including bulletin boards, posting strips near exits, and electronic postings on MyEMCC.

Eastern Maine Community College prohibits the removal of all postings by other parties without the consent of the persons responsible for said postings unless a posting is for an event that has occurred. If a posting is perceived to be offensive, the reader should contact the person responsible for the posting. If the reader is not satisfied with the outcome of the conversation, concerns should be directed to the Vice President of Academic Affairs for academic postings and to the Dean of Students for all other postings.

Any external person wishing to post notices on college grounds must contact the Student Life Office at 974-4690 for approval of the postings. External postings lacking prior approval will be removed by housekeeping staff at the request of the Dean of Students.

The following are guidelines for posting information:

- Postings are restricted to bulletin boards and posting strips near doorways. Postings on doors or door lights can impede or diminish view of persons using doors, leading to potential safety hazard. Postings on walls and doors will be removed.
- When appropriate, all postings should contain contact information identifying the person responsible for the posting and how to reach that person. Contact information is not required on all directory and safety announcements and/or postings.
- Specific bulletin boards are designated for certain uses -- for example, boards for Phi Theta Kappa, technology specific boards, etc. Postings on those boards are restricted to the identified function.
- All dated postings must be removed promptly after expiration by those responsible for the posting. Employees may remove these postings if the date for the event has passed.
- Posting on vehicles on campus is strictly prohibited.
- Posting on any exterior sign or existing EMCC directory is prohibited.

TELEPHONES

Courtesy telephones are located throughout the campus in each building for local calls.

COMMUTER SERVICES

The Student Life Department plans to create a student board for commuters during the 2018-2019 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. The following counseling services are available to our students:

Personal Counseling

Short-Term counseling is available to currently enrolled students through the Student Support Services Counselor. To schedule an initial counseling appointment, call 207-974-4858 or send an email to sking@emcc.edu. The counselor sees clients Monday – Friday by appointment. The counseling office is located at 124 Maine Hall.

Crisis services are available to students as well. If you should find yourself in crisis, there are several ways to connect to the counselor. First, call the counseling office at (207) 974-4858. If there is no answer, the following college employees can help you access the counselor:

- Any member of the campus security team (207-745-6090, Maine Hall– 146),
- Student Life staff members (207-745-4690, Maine Hall – 105),
- Student Success Center staff members (207-974-4887, Maine Hall – 121),
- TRiO staff members (207-974-4642, Maine Hall – 123),
- Resident Directors (207-974-4795/4696, Acadia and Kineo Halls).

Tell any of these employees that you are in crisis and need to speak with the counselor.

Alternatively, you may access the following services which are not affiliated with EMCC if you find yourself in crisis:

1. The Maine Crisis Line, 1-888-568-1112 (free, confidential, available 24/7)
2. The National Suicide Prevention Lifeline Network, 1-800-273- TALK (8255) (free, confidential, available 24/7)
3. The Crisis Text Line, Text TALK to 741-741 (free, available 24/7)

***If you are having a mental health emergency, please call 911 or go directly to the nearest emergency room.**

CAREER COUNSELING

Many students in college find themselves struggling to choose a career path or discover that their current degree program simply isn't a good fit. With so many career possibilities available, it can be overwhelming to make this important choice that will impact your working life. Career counseling can help students gain insight about career options that would be compatible with their values, abilities, and educational goals.

Students who wish to pursue career counseling at EMCC may make an initial consultation appointment with the Student Support Services Counselor to discuss concerns and determine the best approach to fit the student's needs. If the student is interested in continuing, they will

commit to an additional three sessions, to allow for assessment, exploration, and planning. Career counseling is free to all currently enrolled EMCC students. To request an appointment, call 207-974-4858 or email sking@emcc.edu.

DINING FACILITIES

MCCORKILL DINING HALL

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 Dining 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.

2018-19 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	--	7:00pm
Saturday and Sunday	10:00am	--	6:00pm
Brunch Service:	10:00am	--	12:00pm
Dinner Service:	4:00pm	--	6:00pm

The McCorkill 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.

EAGLES NEST CAFÉ

The Eagles Next Café offers made to order sandwiches, pizza and daily specials as well as breakfast items and grab n go items.

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:

Resident “Silver” 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. \$1,752.00 per semester

Resident “Gold” 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. \$2,150.00 per semester

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 Business Office in Maine 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 must meet with EMCC Disability Services as well as Dining Services for accommodations. We welcome your suggestions, and look forward to serving you.

IMMUNIZATION INFORMATION

Maine state law requires that all entering students furnish proof of immunization or immunity from certain diseases. Students must have a physician, nurse, or other health care provider complete and sign the Health History Form, and/or provide a certified copy of an immunization certificate. School health records are usually acceptable. To demonstrate immunity, students must provide a signed medical provider's statement demonstrating the student's immunity status.

Required immunizations for non-health career students are two doses of Measles-Mumps-Rubella (MMR) after the student's first birthday and Diphtheria/Tetanus (DT, TD or DTP) within the last ten years.

Required immunizations for health career students include, in addition to the above, Tuberculosis (TB) skin testing, varicella titer, and hepatitis B injections. A current seasonal flu shot *may* be required.

A student may be exempt from the above requirements if: a written statement from a physician or health provider verifying that immunization may be medically inadvisable; or states in writing a sincere religious belief, which is contrary to Maine law; or a sincere opposition to the immunization exists for philosophical reasons.

Any student who does not comply with these requirements or qualify for an applicable exception *may* be excluded from their desired technology and/or the college.

LIBRARY: EASTERN MAINE COMMUNITY COLLEGE LIBRARY-BOOKS & MORE!

The Eastern Maine Community College Library is located on the second floor of Katahdin Hall and is open 60 hours a week. The Library is wireless and offers the following:

- Books for research and leisure reading
- Computer access
- Laptops you can take out of the Library
- Group study rooms
- FitDesks
- Stand Up Power Bars
- Quiet study environment
- Color printer and copier
- Scanner
- Special events including art receptions
- Free Interlibrary loan service
- Library tours
- Course reserves
- Research assistance including citation help

The Library website found at <http://emcc.libguides.com/emcclibrary> offers thousands of online resources available 24/7 including:

- E-books for research including Ebrary and Credo ebooks
- E-journals
- E-newspapers
- Flipster E-Magazines
- Citation help including NoodleTools and APA/MLA handouts
- Library tutorials
- Research tips
- Subject guides
- E-books for leisure reading including Kindles and other e-readers
- Chat and Text research Help
- Schedule a research appointment from the Library website

Staff librarians are happy to assist students with any questions. An EMCC ID is required to check out materials from the Library and access them online. A student's library barcode is 2644000 + EMCC ID number. The Library is open Monday-Thursday from 8 a.m. to 9 p.m., and Friday from 8 a.m. to 5 p.m. during the academic year. Break and summer hours change and are posted on the Library website.

Phone: 207-974-4640

Text: 207-245-1351

Email: ask@emcc.libanswers.com

LOCKERS

Students may claim any locker that is not already occupied. Students must request a locker from the Student Life office with their contact information. Students are expected to provide their own lock and the College is not responsible for damage or loss of items stored in the lockers. All lockers must be cleaned out by the end of the academic year. The Facilities Management staff will cut off any locks left on any locker after this date and the items within will be destroyed or disposed of accordingly unless previously agreed with Student Life.

LOST AND FOUND

Lost and Found is located in Room 140-Maine Hall Human Resources and Safety & Security Office). If you have lost items, you are encouraged to check with the Student Life Office in Maine Hall. If you find lost items, please turn them into the Department of Student Life in Maine Hall.

LOUNGES AND STUDY AREAS

There are several student lounges, study areas, and computer rooms located in most buildings throughout the campus. Vending machines are conveniently located nearby.

OUTPATIENT HEALTH SERVICES

Eastern Maine Community College offers student outpatient health services through the Penobscot Community Health Center's Brewer Medical Center, located at 735 Wilson Street in Brewer. These services are free of charge to all Eastern Maine Community College students who set up their appointments with the Dean of Student's Office, or by showing their student identification cards at the walk-in office, also located at 735 Wilson Street in Brewer. Appointments are mandatory to receive services, unless the student chooses to utilize the walk-in clinic.

Charges will be due for immunizations, lab tests, x-rays, and other medical procedures.

Eastern Maine Community College does not offer on-campus health services. Services provided by Penobscot Community Health Center include: treatment of acute illnesses, treatment of injuries, counseling and testing for various health-related issues, and referrals as needed.

TRANSPORTATION

EMCC has contracted with Bangor Area Transportation (BAT) to provide you with Free Bus Transportation for the academic year. Students will need to show their current student ID to utilize this service.

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

TRiO STUDENT SUPPORT SERVICES PROGRAM

TRiO Student Support Services at EMCC is a Federally sponsored program, funded through the US Department of Education and was first created in 1968. The mission of TRiO is to assist low-income/first generation students as well as students with documented disabilities in persisting in and graduating from EMCC within four years. Where applicable, the program assists students seeking to transfer on to four-year colleges and continue their education. Services provided include individual and group tutoring in math, science, technologies, and English, as well as intensive mentoring, advising, and class registration. Assistance is offered in financial aid/scholarship/grant awareness and financial literacy assistance. Additionally, students are offered workshops and individual sessions on test/taking study strategies, career exploration, and building non-cognitive skills such as persistence, confidence, and self-advocacy. Further information is located on the TRiO website at <http://www.emcc.edu/academics/trio/>.

VENDING MACHINES

All campus buildings, with the exception of 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

All clubs are sanctioned by the Director of Residential Life, Activities & Student Engagement. Students interested in organizing a group or club should contact the Student Life Office for a packet outlining the process to do so.

Clubs and student organizations must select a faculty/staff advisor and report the advisor's name to the Student Life Office. The advisor will be a faculty or staff member at the College unless another person is approved by the Dean of Students. The organization must create membership policies, mission, and organizational set-up to be approved by the EMCC Student Senate.

All clubs and organizations are responsible for budgeting, managing their fiscal activities and for adhering to College fiscal policies including the purchasing policy. All club and organization funds are deposited to a separate student activities account by bringing deposits to the Business Office. All check requests with purchasing forms and related purchasing documents such as invoices should be brought to the Business Office for review, approval and processing. Requests for checks should be submitted to the Business Office for processing at least one week in advance of the date needed. It is appropriate to request money from the Student Senate for club activities.

RECREATION

PROGRAMS AND SERVICES

Ever changing to meet student needs, the 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 general use, with hours subject to change according to use of the facility and availability. Activities offered to students at the gym include volleyball, basketball, indoor soccer, and dodge ball. We also feature a weight room with free weights and various strength machines, in addition to cardio equipment to meet a variety of fitness needs. Outdoor facilities include, a soccer field, an outdoor volleyball area behind Acadia Hall, and winter access to cross country trails. Gym usage is free to all EMCC students with their EMCC student ID. Students are allowed to bring one guest with them free of charge. All others must pay \$2.00 per visit. All users must present a valid photo ID – no exceptions.

Below is a brief description of the major elements of the Recreational Sports programs 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. Possibilities include service hours with the many events held in the gym for youth organizations and for charitable groups, such as the annual 5 on 5 Basketball tournament held each year to benefit research funding for ALS or "Lou Gehrig's Disease".

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, snow shoes, tents, etc. Rentals will be determined by availability and current working order of equipment.

Wellness activities are organized and offered each semester contingent upon student and faculty/staff interest. Examples include yoga, Zumba, National Smoke Free days, etc.

STUDENT ACTIVITY 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.

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 1a — 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 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 resident 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 or designee 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. **BE** fined a fee which will be used to sponsor alcohol-free events for all students.
2. **BE** prohibited from attending any school-sponsored activities or events
3. **BE** required to seek educational assistance, if academic status indicates a need
4. **BE** required to meet with an off-campus professional counselor for a confidential evaluation of his/her alcohol or other drug use
5. **BE NOTIFIED:** 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 Student 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. Non-resident 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 and Institutional Research may approve additional 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.

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

Eastern Maine Community College

Revised: April 20, 2006

January 6, 2011 (update names/title only)
October 18, 2011 (update names/title only)
July 17, 2012 (update names/title only)
August 22, 2014 (update names/title only)
August 21, 2017 (update names/title only)
June 26, 2018 (update names/titles only)

MCCS

REFERENCES: 5 M.R.S.A. §4551– §4632, 5 M.R.S.A. §4601–§4604, U.S.C. §2000e, et seq.

REPLACED:

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: November 29, 2012, January 24, 2018

References:

Replaces: All prior policies and procedures

Effective: January 2, 2006

Reviewed:

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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 requires in some, and permits 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:

“Eastern Maine Community College does not discriminate as prescribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, marital, parental or veteran status in specified programs and activities. Inquiries about the College's compliance with laws that prohibit discrimination on these bases may be directed to Affirmative Action Officer, Maine Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4633, fax number 207-974-4666, affirmativeaction@emcc.edu, <http://www.emcc.edu>, United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617-289-0111, TTY/TDD 617-289-0063, fax 617-289-0150, e-mail: OCR.Boston@ed.gov internet <http://www.ed.gov/about/offices/list/ocr/index.html> Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207-624-6050, TTY/TTD 207-624-6064, fax 207-624-6063, internet <http://www.state.me.us/mhrc/index.shtml> and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617-565-3200 or 1-800-669-4000, TTY 617-565-3204 or 1-800-669-6820, fax 617-565-3196, internet <http://www.eeoc.gov> Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Affirmative Action Officer or MHRC identified above.”

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; or
- 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 Office 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 Maine Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4633, fax number 207-974-4666, affirmativeaction@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, Public Safety Training Center, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4691, fax number 207-974-4888, llarson@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 Maine Hall, 354 Hogan Road, Bangor, Maine 04401, telephone number 207-974-4664, fax number 207-974-4883, ejroach@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 MCCA 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>. 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 M CCS Human Resources Director or M CCS 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 M CCS General Counsel.

9.0 LIST OF RESPONSIBLE INDIVIDUALS

COLLEGE PRESIDENT

Lisa Larson, President, 207-974-4691, llarson@emcc.edu

AFFIRMATIVE ACTION OFFICER

Jody MacDonald, Human Resources Director and Training Manager, 207-974-4633, affirmativeaction@emcc.edu

GENDER EQUITY COORDINATOR

Salena King-Caruso, Gender Equity Coordinator, 207-974-4858 sking@emcc.edu

STUDENT DISCIPLINARY OFFICER

E J Roach, Dean of Student, 207-974-4664, ejroach@emcc.edu (For student issues)

Elizabeth Russell, VP of Academic Affairs, erussell@emcc.edu. 974-4601, (For academic and class issues)

ADA COMPLIANCE COORDINATOR

Jody MacDonald, Human Resources Director and Training Manager, 207-974-4633, affirmativeaction@emcc.edu

AFFIRMATIVE ACTION COMMITTEE MEMBERS

E J Roach, Dean of Students, 207-974-4664, ejroach@emcc.edu

Christopher W. Maseychik, Instructor, 207-974-4643, cmaseychik@emcc.edu

Roland W. Clukey, Instructor, 207-974-4643, rclukey@emcc.edu

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

Jody MacDonald, Human Resources and Training Manager/Affirmative Action Officer, 207-974-4633 affirmativeaction@emcc.edu

MCCS HUMAN RESOURCES DIRECTOR

Rob Nadeau, Director of Human Resources, 629-4009, rnadeau@mccs.me.edu

MCCS GENERAL COUNSEL

Amy Homans, General Counsel, 207-767-0116 ahomans@mccs.me.edu

DISCIPLINARY OFFICERS

Elizabeth Russell, VP of Academic Affairs, 207-974-4601, erussell@emcc.edu (Academic violations and concerns)

E J Roach, Dean of Students, 207-974-4664, ejroach@emcc.edu (Student life issues)

Lisa Larson, President, 207-974-4691, llarson@emcc.edu (Personnel Issues, Staff and Faculty violations and concerns) and/or

Jody MacDonald, Human Resources and Training Manager/Affirmative Action Officer, 207-974-4633 jmacdonald@emcc.edu (Personnel Issues, Staff and Faculty violations and concerns)