

INTRODUCTION

WELCOME to Eastern Maine Community College (EMCC). This Student Handbook is informational only and is subject to all applicable laws or policies of EMCC and the Maine Community College System (MCCS). 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 (Page 26).

For additional information regarding the Student Handbook, please contact the Office of Academic and Student Affairs in 101 Maine Hall at 207-974-4601.

Main Campus Address:

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

Off-Campus Center Addresses:

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

Bangor, East Millinocket, Dover-Foxcroft

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

Purpose Statements

To achieve this mission, Eastern Maine Community College

- provides access to affordable technical, career and transfer education.
- awards Associate in Applied Science, Associate in Science, Associate in Arts Degrees; Diplomas; Advanced Certificates; and Certificates for credit instruction.
- offers non-credit, customized courses and programs.
- offers post-secondary programs leading to employment in technical and other career fields.
- provides opportunities for transfer to other postsecondary 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 skill 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.

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 Coordinator of Accessibility services to schedule an intake meeting. The Coordinator's office is located in room 123 of Maine Hall. The College's ADA Compliance Officer may be contacted at (207) 974-4868 or at access@emcc.edu.

NOTICE OF NON-DISCRIMINATION

Eastern Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to:

Affirmative Action Officer
Room 134, Maine Hall
354 Hogan Road
Bangor, Maine 04401
Telephone: (207) 974-4633
Fax : (207) 974-4666
Maine Relay Service : 800-457-1220
Email: affirmativeaction@emcc.edu or
jmacdonald@emcc.edu
Internet: www.emcc.edu

United States Department of Education,
Office for Civil Rights
8th Floor
5 Post Office Square
Boston, MA 02110
Telephone: 617-289-0111
TTY/TDD: 617-289-0063
Fax : 617-289-0150
E-mail : OCR.Boston@ed.gov
Internet: <https://www2.ed.gov/about/offices/list/ocr/index.html?sr>

Maine Human Rights Commission (MHRC)
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6290
TTY/TTD Maine Relay 711
Fax: 207-624-8729
Internet: <http://www.state.me.us/mhrc/index.shtml>

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/>

COLLEGE CORRESPONDENCE

Inquiries should be directed to the appropriate officers of the College.

At Eastern Maine Community College, email addresses are configured as follows:

Employee'sFirstInitialEmployee'sLastName@emcc.edu

Example: Stacy Green, Director of Admissions = sgreen@emcc.edu

Eastern Maine Community College
354 Hogan Road
Bangor, ME 04401

Telephone: 1-207-974-4600
In Maine: 1-800-286-9357
www.emcc.edu

Academic Affairs.....	Liz Russell, Vice President of Academic Affairs
Automotive Technology	Richard Thomas, Chair
Building Construction Technology.....	Armand Auclair, Chair
Business/Hospitality Management	Mark Janicki, Chair
Computer Technology	Harold Casey, Chair
Criminal Justice.....	Cornel Plebani, Chair
Culinary Arts	Nathan Scott, Chair
Diesel, Truck and Heavy Equipment Technology	Lowell Gardner, Chair
Digital Graphic Design	Heather Magee, Chair
Early Childhood Education	Megan London, Jane Loxterkamp, Co-Chairs
Education.....	Megan London, Jane Loxterkamp, Co-Chairs
Electrical and Automation Technology	Rick Reardon, Chair
Electricians Technology	Rick Reardon, Chair
Emergency Medical Services	Cynthia Dugans
English	Lesley Gillis, Chair
Fine Woodworking and Cabinet Making	Armand Auclair, Chair
Fire Science Technology	Chris Easton, Chair
Human Services	Megan London, Jane Loxterkamp, Co-Chairs
Liberal Studies	Robb Freeman, Lesley Gillis, Jeff Melmed, Tri-Chairs
Math/Science	Jeff Melmed, Chair
Medical Assistant Technology	Barbara Marchelletta, Chair
Medical Office Technology	Kim Campbell, Chair
Medical Radiography.....	Heather Merrill, Chair
Nursing	Pilar Burmeister, Chair
Plumbing Technology	Wayne Jackson, Chair
Refrigeration, Air Conditioning and Heating Technology.....	Rick Gomm, Chair
Social Science	Robb Freeman, Chair
Surgical Technology.....	Tisha Clark, Chair
Welding Technology	Roland Clukey, Chair

Accessibility Services	Elizabeth Daigle, Accessibility Services Coordinator
Admissions.....	Stacy Green, Director of Admissions
Advancement.....	Erica Hutchinson, Dean of Advancement
Advising.....	Lauren Quinn, Director
Affirmative Action.....	Jody MacDonald, Dean
College Store.....	Sarai Blake, Manager
Counseling Services	Salena King Caruso, Counselor
EMBARK	Paige Doble, Regional Coordinator
Facilities Management.....	George Hanson, Maintenance Engineer
Financial Aid.....	Candace Ward, Director
General Administrative Matters	Terri Adam, President's Office
Immunizations	Nancy Burns, Administrative Secretary
Information Technology.....	Bert Audette, Dean of Information Technology
Institutional Research	Kelsey Gilbert, Director of Institutional Research
JMG	Bridget Hunnewell, College Specialist
Library Services	William Cook, Librarian
Non-credit, Badging	Rachel Kahn, Interim Dean of Workforce Development
Off-Campus Centers (East Millinocket & Dover Foxcroft).....	Debora Rountree, Associate Dean
Registrar	Sarah Sawyer, Registrar
Residential Life	Kris Kelley, Director of Student Engagement and Residential Life
Room Reservations and Rental.....	Cheryl Fox-Briggs, Administrative Specialist III
Safety and Security	David Wilson, Director of Campus Safety
Student Services	Christiane Oliveri, Associate Dean of Student Success
Student Billing	Melissa Boyan, Business Office Manager
Student Success Center	Christiane Oliveri, Associate Dean of Student Success
Student Registration.....	Kayleigh Bernosky, Assistant Registrar
Transcripts	Amy Lunn, Administrative Specialist III
TRIO	Mike Schwabenbauer, Director
Tutoring	Jeremy White, Coordinator
Veteran Affairs	Candace Ward, Associate Dean
Welcome Center.....	Erica Hutchinson, Dean of Advancement
Workforce Development	Rachel Kahn, Interim Dean

SELECT OFFICE/FUNCTION EMAILS

Academic Affairs	academicaffairs@emcc.edu
Accessibility Services	access@emcc.edu
Admissions.....	admissions@emcc.edu
Advising.....	advising@emcc.edu
Brightspace Help.....	brightspacehelp@emcc.edu
Business Office.....	businessoffice@emcc.edu
Counseling (Personal)	counseling@emcc.edu
Financial Aid.....	finaid@emcc.edu
IT Helpdesk	helpdesk@emcc.edu
Registrar's Office.....	registrar@emcc.edu
Residential and Student Life	life@emcc.edu
Student Success Center	success@emcc.edu
TRIO	trio@emcc.edu

STUDENT SERVICES INFORMATION

STUDENT SUCCESS CENTER

The Student Success Center (SSC), located in and around 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:

- Academic Workshops
- Accessibility Services
- Advising
- Jobs for Maine's Graduates (JMG)
- Peer Mentoring
- Success Planning
- Supplemental Instruction for Mathematics
- TRIO Student Support Services
- Tutoring

Additionally, SSC staff members oversee the First-Year Experience courses offered at EMCC. The Center is staffed Monday through Friday from 8:00 a.m. to 4:30 p.m.

ACADEMIC 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 workshop schedule, email success@emcc.edu.

ACCESSIBILITY 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 Accessibility Services 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 email access@emcc.edu.

ADVISING: The SSC offers academic advising for all students attending EMCC. Advising includes help with class registration and academic program planning, including transferring to a different institution, degree audits, and discussion about future plans.

JOBS FOR MAINE'S GRADUATES (JMG): EMCC, MELMAC, and JMG work in partnership to help students involved in JMG high school programs to learn about college pathways and then transition successfully to EMCC. The JMG specialist advises students, provides support to achieve success, coordinates activities of the JMG Club, and works with the Student Success Team to plan events and presentations that benefit the college community. Students benefit from this continuum of support while they attain credentials and achieve their career goals.

The JMG office is located in Room 128 of Maine Hall. For more information, contact the JMG specialist Roxie Paine at bhunnewell@emcc.edu or by calling 974-4825.

PEER MENTORING: The Student Success Peer Mentoring program is a new peer support initiative that provides incoming EMCC students with the opportunity to connect with current students who have successfully navigated their college experience. The SS Peer Mentors staff the Student Success Center during the academic year, assisting their peers with a wide range of topics including connecting with academic support resources such as tutoring Accessibility services, helping with course selection and connecting students to Advising, as well as facilitating regular social and academic programming and workshops to help foster relationships and build a sense of community. Students can connect with an SS Peer Mentor by coming to the Student Success Center in Maine Hall where the mentors are available to provide walk-in support Monday through Thursday during the academic year, as well as through referral by instructors and staff. SS Peer Mentors receive extensive training in student leadership and peer support, and receive regular supervision by members of the Student Success Team.

SUCCESS PLANNING: The SSC staff will work with students to identify strategies that support student success. Plans may include regularly scheduled meetings, and academic and personal skill development, tutoring.

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: Eastern Maine Community College is committed to student success. In keeping with that philosophy, tutoring and other academic support services for EMCC students are available through the Student Success Center in Maine Hall. Arrangements for obtaining this type of assistance can be made directly through the Center or by emailing tutoring@emcc.edu.

TRIO STUDENT SUPPORT SERVICES PROGRAM: TRIO Student Support Services (SSS) is a federally funded grant program sponsored by the US Department of Education. The mission of TRIO is to assist first-generation and income-eligible students, as well as students with documented disabilities, to persist and graduate from EMCC within four years. TRIO offers many free services to its participants, including tutoring, peer mentoring, academic advising, scholarship opportunities, transfer advising, financial aid assistance, cultural trips to places like Boston and Bar Harbor, and much more. In addition, students in TRIO can attend workshops or 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 <https://www.emcc.edu/academics/support/TRIO-student-support-services/>, or you can email the TRIO Director, Mike Schwabenbauer, at Trio@emcc.edu.

CAREER SERVICES

Though EMCC does not have a Career Services Office, the College Library Career Center and program faculty provide valuable resources to students. Employment opportunities are posted on the Eastern Maine Community College website at www.emcc.edu.

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 <https://emcc.bncollege.com/shop/eastern-maine/home!>

COMMUNICATIONS

POSTINGS ON THE EMCC 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 and Student Affairs for all postings.

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.

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 counseling@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),
- Student Life staff members (207-974-4690, 101 Maine Hall),
- Student Success Center staff members (Maine Hall – 121 + several additional offices in Maine Hall),
- Residence Life staff (207-974-4795/207-974-4696, Acadia, Kineo, and Maine Halls).

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

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

- **All Emergencies - dial 911 or go to your nearest Emergency Department**
- The Maine Crisis Line, 1-888-568-1112 (available 24/7)
- The National Suicide Prevention Lifeline Network, 1-800-273-8255 (available 24/7)
- The Crisis Text Line, Text TALK to 741-741 (available 24/7)
- Rape Response Services 1-800-871-7741 (available 24/7)
- Domestic Abuse Services 1-800-863-9909 (available 24/7)
- Child and Elder Abuse Reporting 1-800-452-1999
- Trans LifeLine 1-877-565-8860 (available 24/7)
- Veteran’s Crisis Line 1-800-273-8255; Text 838255; Chat - <https://www.veteranscrisisline.net/get-help/chat> (available 24/7)
- LGBTQ+ Young Adults 1-866-488-7386; Text 678678; Chat - <https://www.thetrevorproject.org/> (available 24/7)
- Information and Referrals in Maine, Dial 211; <https://211maine.org/>

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

DINING SERVICES

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.

2021-2022 Hours of Operations:

Monday through Friday	7:00 am - 7:00 pm
Breakfast Service:	7:00 am - 9:00 am
Lunch Service:	11:00 am - 1:00 pm
Dinner Service:	4:30 pm - 7:00 pm
Saturday and Sunday	10:00 am - 6:00 pm
Brunch Service:	10:00 am - 12:00 pm
Dinner Service:	4:00 pm - 6:00 pm

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. Students must meet with EMCC Accessibility 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, annual Tuberculosis (TB) skin testing, varicella vaccines and/or titer, hepatitis B injections and/or titer, the annual Flu vaccine and the COVID-19 vaccines. CPR certification may also be required.

Students living in on-campus housing are required to provide documentation of COVID-19 vaccines.

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. Beginning in September, 2021, philosophical and/or religious exemptions will no longer be accepted.

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

LIBRARY SERVICES

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 Security 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 the Office of Academic and Student Affairs.

LOST AND FOUND

If you have lost items, you are encouraged to check with the Security at the Maine Hall reception area. If you find lost items, please turn them into the Security at the Maine Hall reception area.

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 show their student identification cards at the walk-in office, also located at 735 Wilson Street in Brewer. 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.

VENDING MACHINES

All campus buildings, with the exception of Katahdin Hall and the Public Safety Building, 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 Student Engagement and Residential Life. 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 Vice President of Academic and Student Affairs or designee. 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

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 dodgeball. 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.

Wellness Activities are organized and offered each semester contingent upon student and faculty/staff interest.

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

INFORMATION TECHNOLOGY

COMPUTER USE POLICY

See College Catalog

REQUIRED COMPUTING DEVICE

All students enrolled at EMCC are required to have a computing device. Minimum requirements include:

- Processor
 - 2 GHz or faster Intel Core i3 (sixth generation or newer) or AMD equivalent minimum
 - 2 GHz or faster Intel Core i5 (seventh generation or newer) or AMD equivalent minimum for graphic design, CAD programs
- Memory
 - 8GB minimum
 - 16GB minimum for graphic design, CAD programs

- Hard Drive
 - 128 GB minimum, solid state (SSD) preferred
 - 500GB or more SSD minimum for graphic design, CAD programs
- Display
 - Standard is 15 inches, 1280x800 resolution or greater
 - Discrete (non-integrated) graphics with 1920x1080 resolution or higher recommended for graphic design, CAD programs
- OS
 - Windows 10 or Mac OS 10.15 or higher
- Wireless
 - 802.11ac (Wi-Fi 5) minimum
- Estimated Cost:
 - \$400 - \$1,000 for minimum requirements

Laptops are available for purchase in the Follett EMCC Bookstore, for your convenience.

INFORMATION TECHNOLOGY HELP

Students seeking solutions with computer, login, and email issues should submit a request for assistance through the IT Online Helpdesk. Simply email helpdesk@emcc.edu and explain the issue for which you are seeking resolution. Students can also access the IT Online Help portal at <https://help.emcc.edu/ESM.do?type=portal>. This portal provides answers to commonly asked questions as well as information related to uploading Office 365 to your personal device.

BRIGHTSPACE LEARNING MANAGEMENT SYSTEM HELP

Brightspace is EMCC's virtual classroom. Students requiring assistance with the Brightspace LMS (virtual classroom) should email brightspacehelp@emcc.edu for assistance.

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 provides access to grades, unofficial transcripts, course schedules, tuition bills, email, and other information related to enrollment. This portal can be accessed by going to <https://my.emcc.edu/ics/>. To log into MyEMCC, students will need their Student ID and password.

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 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 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. Then notify Security at 207-745-6090.

CAMPUS SECURITY

Campus Security is available 24 hours per day, 7 days per week. 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.

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. Each Center is responsible for implementing the decision and for ensuring the local radio and television stations have been notified. The Center is 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 Workforce Development in consultation with the Director of Finance and the President.
- **EXTRACURRICULAR ACTIVITIES AND TRAVEL**: If the College is closed, **all** activities and travel are cancelled.

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 Vice President of Academic and Student Affairs or Director of Student Engagement and Residential Life.

TIMING OF DECISIONS: 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.

DELAYED OPENINGS: 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.

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 Associate Dean of Student Success and the campus counselor. After the initial review, it will be decided which member of the CARE Team (Vice President of Academic and Student Affairs, Director of Campus Safety, Director of TRIO, Director of Engagement and Residential 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 Campus Safety Department heading, and under Quick Links on MyEMCC and Sharepoint. If you have questions about making a referral, please contact the Associate Dean of Student Success (207-947-4684) 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.

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 or possession of other forms of weapons is strictly prohibited 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 awareness 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 a valid parking permit, registration tags and inspection sticker.

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

All students - commuter and resident - will still be required to 'Register' their vehicle through MyEMCC. The link on the MyEMCC portal appears 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 Director of Public Safety 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

Off-road motorcycles, snowmobiles, ATVs and the like are not 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 Registrar's Office (registrar@emcc.edu) 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 and a valid photo ID at the Welcome Center window. 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.

CHOSEN NAME

Students of EMCC are able to go by their chosen names at the College as outlined in the Chosen Name Policy. A chosen name is one people choose to call themselves to feel more comfortable and more like themselves. This can be different from their legal or birth name and does not require legal documentation! Being referred to as their chosen name is a statistically significant way to reduce suicide rates and depression in Transgender youth and adolescents (<https://news.utexas.edu/2018/03/30/name-use-matters-for-transgender-youths-mental-health/>) and is paramount to feeling safe and ready to learn. For more information, students can reach out to our Director of Student Engagement and Residence Life at life@emcc.edu.

GUESTS AT COLLEGE FUNCTIONS

Students must assume responsibility for their guests' behavior.

IDENTIFICATION CARDS

Note: Photo IDs will not be available to students during the fall term due to identification system improvements that are in progress. Those individuals needing an ID to ride the BAT or for another official purpose will be issued a temporary paper ID at the Welcome Center.

The Welcome Center oversees creating identification cards for Eastern Maine Community College students and is located in Katahdin 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. Campus 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 their Resident Director when they check out of the residence halls.

MINORS ON CAMPUS

Eastern Maine Community College is committed to providing a safe and healthy educational atmosphere for students, employees and community guests.

NON-ENROLLED MINORS: The college does not permit non-enrolled minors on campus, which includes classrooms, shops, labs, educational and administrative areas, without the direct supervision of a qualified adult designated for this responsibility at all times. “Minors” means a person who is under 18 years of age according to the Maine State Statute 22 §1-1071.

College employees reserve the right to ask unattended or disruptive minors to leave educational and/or administrative areas. Minors with direct supervision may be permitted in educational areas at the discretion of the responsible faculty member and/or instructor.

ENROLLED MINORS: This policy does **not** apply to minors enrolled in courses listed in a campus course catalog having a classroom, shop or laboratory component or in any of the EMCC educational outreach programs. EMCC considers all enrolled minors as ‘students’ and are subject to the Student Code of Conduct.

PERSONAL PROPERTY

The College is not responsible for loss or damage to personal property, including vehicles, contents of lockers, or residence hall 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 Welcome 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 makes available the student's name, class, major, home address and local address as well as telephone numbers. Students 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 Office of Academic and Student Affairs. 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, which is available in the Advancement Office. 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.

STUDENT POLICIES AND GUIDELINES

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 MCCS Policy Section 410. Such claims, even if ultimately determined to be without merit, are often expensive and time-consuming for the MCCS,

and difficult for the individuals involved. Accordingly, the MCCS prohibits consensual, romantic or sexual, relationships between employees when one employee supervises or otherwise has authority over the other employee, and between an employee and a student when the employee instructs, advises, or otherwise has authority over the student. Employees who violate these prohibitions are subject to counseling and/or disciplinary action.

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

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

MAINE COMMUNITY COLLEGE SYSTEM - 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. Improper use of property, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.
- D. Other conduct that interferes with the orderly business of the College, which includes, but is not limited to 1) 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 3 violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law; 9) conduct that constitutes "special circumstances" as set forth in MCCS Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by College or System policy.
- E. Sexual misconduct and sexual assault, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.
- F. Sexual harassment, as defined in MCCS Policy 202 and governed by MCCS Procedure 201.1/202.1 and MCCS Procedure 202.2.

- G. Dating violence, domestic violence and stalking, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

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

IV. Sanctions for Code Violations

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) 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. 4 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. 5
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; July 8, 2020 (effective August 14, 2020)

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 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.

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.

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

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

1. required to participate in an alcohol and drug educational program
2. required to attend activities sponsored by the 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.

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 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.