

# NORTHERN MAINE COMMUNITY COLLEGE

## Student Handbook 2011-2012

Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, Maine 04769  
207-768-2700  
www.nmcc.edu

*Northern Maine Community College reserves the right to change requirements, fees, course offerings or policies at any time.*

*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.*

### EMERGENCY PHONE NUMBERS

**Campus Security**

**768-2701**  
*or* **551-5765**

**All Emergencies**

**911**  
**(9-911 on campus)**

## **Academic Calendar 2011-2012**

### **Fall, 2011**

August 26:	Payments Due ( <i>late fee assessed after this date</i> )
August 28:	Campus Housing Opens at 1pm
August 29:	First Day of Classes, Add/Drop Begins
September 2:	End of Add/Drop*, Last day to change meal plan
September 5:	Labor Day (No Classes)
September 24:	Last day to submit Health Insurance Waiver
October 10 & 11:	Columbus Day (No Classes)
October 21:	Mid-semester
November 11:	Veteran's Day (No Classes)
November 18:	Last day to drop class without academic penalty
November 23-25:	Thanksgiving Break (No Classes, housing closed)
December 21:	Last Day of Classes (Day & Evening Classes)

### **Spring, 2012**

January 16:	Campus Housing Reopens Martin Luther King Day (No Classes)
January 17:	First Day of Classes
January 23:	End of Add/Drop*, Last day to change meal plan
February 17:	Last day to submit Health Insurance Waivers
February 20-24:	Winter Break (No Classes, housing closed)
March 23:	Mid-semester
April 2-6:	Spring Break (No Classes, housing closed)
April 20:	Last day to drop class without academic penalty
April 16:	Patriot's Day (No Classes)
May 16:	Last Day of Classes
May 19:	Commencement

*Classes meet on all scheduled days unless designated a No Class day.*

\*You are charged tuition/fees for classes dropped after add/drop ends.

## **PREFACE**

All employees welcome you to Northern Maine Community College. We are pleased that you have chosen NMCC as the provider of your continuing education.

Your student handbook was designed to provide you with information that will be helpful to you as you progress through NMCC. It is in your best interest to be familiar with the materials contained in this handbook. I urge you to read your handbook carefully and to ask questions about sections and policies that are not clear to you.

We hope you will take full advantage of the activities and services that are available to you at NMCC. We have found that students who are involved in activities on campus and utilize college services enjoy their educational experience here and adapt easily to the world of work.

Once again, welcome to Northern Maine Community College.

Sincerely,

A handwritten signature in black ink, reading "William Egeler". The signature is written in a cursive style with a large, sweeping initial "W".

Dr. William Egeler  
Dean of Students

## **SECTION I - INTRODUCTORY INFORMATION**

### **AFFIRMATIVE ACTION/NON-DISCRIMINATION**

Northern Maine Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on, these bases may be directed to: Affirmative Action Officer, NMCC, 33 Edgemont Drive, Presque Isle, ME 04769, telephone 207.768.2791, fax 207.768.2848, bharris@nmcc.edu, internet [www.nmcc.edu](http://www.nmcc.edu); United States Department of Education Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110, telephone 617.289.0111, TTY/TDD 617.289.0063, fax 617.289.0150, e-mail [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov), internet <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>; Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051, telephone 207.624.6050, TTY/TDD 207.624.6064, fax 207.624.6063, internet <http://www.state.me.us/mhrc/index.shtml>; and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203, telephone 617.565.3200 or 1.800.669.4000, TTY 617.565.3204 or 1.800.669.6820, fax 617.565.3196, internet <http://www.eeoc.gov/>. The College also does not discriminate on the basis of sexual preference or marital, parental, or veteran's status. Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Affirmative Action Officer or MHRC identified above.

### **DIVERSITY STATEMENT**

The concept of diversity encompasses acceptance and respect. It includes but is not limited to ability, age, class, culture, education, ethnicity, family structure, gender, ideologies, political beliefs, race, religion, sexual orientation, style and values. Diversity is each of us and all of us.

### **INSTITUTIONAL MISSION**

NMCC provides career and transfer programs that lead to associate degrees or certificates. The students served have an opportunity to develop as individuals and to acquire the knowledge and skills necessary for employment and/or transfer to a senior college or university. The college assists in economic and human resource development by offering programs of study, courses or seminars to

employed individuals, specialized training to attract business and industry, and various community interest courses or seminars. The following principles guide the college in fulfilling its mission.

1. Prepare students for employment in business, industry and public service.
2. Offer students access to higher education with a broad range of transfer opportunities.
3. Offer technically current and continually improving curricula and services.
4. Provide curricula that prepare individuals to be responsible and active citizens.
5. Broaden the students' educational foundation to enable and encourage them to pursue lifelong learning.
6. Utilize knowledgeable representatives to advise the institution regarding curricula needs and program content.
7. Provide guidance and placement services to assist prospective students, enrolled students and graduates.
8. Provide developmental educational opportunities.
9. Provide opportunities for students to participate in cultural, athletic and social extracurricular activities.

#### **NMCC STUDENT AFFAIRS VISION STATEMENT**

The student affairs department is committed to the delivery of quality support programs and services. Our goal is to promote an environment in which students feel welcome, important and cared about. Student satisfaction and success are the measures by which we judge our work performance. From admission through graduation, the needs of students are our primary concern and we strive toward continuous improvement in meeting these needs. We welcome and solicit suggestions from students, graduates, employers and colleagues which will assist us in our efforts to serve students. To this end, we believe in and subscribe to open communication as the foundation for departmental and institutional effectiveness. In order to achieve and maintain the highest standards of performance, all department employees are encouraged to build upon personal and job-related competencies by attending classes, workshops, seminars, etc. Teamwork, employee wellness, self-worth and a sense of camaraderie are promoted and supported through various departmental and campus-wide activities.

### **NMCC STUDENT AFFAIRS MISSION STATEMENT**

The mission of the student affairs department is to provide programs and services for students to support their educational experience outside of the classroom. Beginning with comprehensive enrollment/admissions services ranging from recruitment, assessment, advising, course registration, and orientation, the student affairs department provides information and support for students through graduation and beyond. The financial aid staff strives to make it possible for all students to secure the necessary resources to fund their educational programs. The residential life staff coordinates on-campus housing and residential life programming, promoting a safe and healthy learning and living environment for campus residents. A broad range of counseling services and an on-campus health center are designed to support academic success, student wellness, and personal/social well-being. The office of the registrar provides accurate and confidential recording, production and disbursement of student records. Student development is enhanced further by a broad range of athletic programs, paid and unpaid internships, and leadership opportunities. The guiding principle of the student affairs department is to provide personalized, evolving and responsive support services for all NMCC students.

### **STUDENT RIGHT TO KNOW & SECURITY INFORMATION**

Student Right to Know information is available upon request in the student affairs office and on the college Web-site at [www.nmcc.edu](http://www.nmcc.edu). Additionally, campus crime statistics are available on-line at <http://ope.ed.gov/security>.

## **SECTION II - ACADEMIC INFORMATION**

### **ACADEMIC ADVISORS**

Each student is assigned an academic advisor. The advisor assists the student in the course selection, checks registration and graduation requirements, and is available for consultation on academic and other matters. Meetings with an advisor are usually informal. Students are urged to seek them out whenever the need arises and make fullest use of this service. Students are encouraged to make regular contact with their academic advisor whether or not they have a specific need.

#### **Responsibilities of the Student:**

1. Be familiar with academic program and graduation requirements.
2. Consult with the advisor during times of academic difficulty.
3. Consult with the advisor concerning changes to an approved schedule.
4. Be prepared for class pre-registration meetings.
5. Consult with the advisor before changing majors, transferring to another college or withdrawing from college.
6. Meet with the advisor at least twice during each semester to discuss the current semester.
7. To become familiar with My.NMCC.EDU.
8. Develop a routine of checking NMCC e-mail at least once each day.

#### **When to See Your Advisor:**

1. For assistance with any problem or concern.
2. To select courses for the upcoming semester.
3. To add or drop courses.
4. To discuss academic progress.
5. To change a major.
6. To discuss career or educational decisions.
7. To discuss any problems which affect academic performance.

### **ACADEMIC HONORS**

#### **Dean's List**

Students receiving a 3.2 and above grade point average as a result of a semester's work will be recognized by inclusion on the Dean's List. Students must be enrolled full-time (12 or more graded credit hours in a given semester, not including pass/fail, transfer, audit, qualifying or work experience course work), be matriculated in a program of study and maintain satisfactory academic progress. A grade of incomplete for any course(s) in a semester will disqualify a student

from inclusion on the Dean's List. Part-time matriculated students, who complete at least 12 credits during an academic year, achieve a minimum GPA of 3.2 and maintain satisfactory academic progress will be included in the Dean's List for Part-Time Students published each summer.

### **Honors Designation**

Students graduating with a 3.5 or greater GPA will be recognized in the commencement program and will wear a gold rope during the ceremony in honor of their achievement. Honors designation for commencement will be determined based upon prior completed semesters' cumulative grade point average.

### **Phi Theta Kappa**

Students achieving a 3.5 or greater cumulative grade point average while matriculated in a program of study may be invited to join Phi Theta Kappa, an international honor society for two year college students. To maintain enrollment, the student's cumulative grade point average may not fall below 3.25. Members receive leadership skills developed through campus and community projects in addition to special recognition throughout the year and at graduation.

### **ADD-DROP POLICY**

1. A student may add or drop a course during the first week of any semester without penalty.
2. A student may drop any course through the 12th week of the semester and receive a grade of WP or WF.

Note: No refunds will be made for courses dropped after the add/drop period ends. For abbreviated semesters, the above drop policy and any associated refunds will apply for the proportional equivalent in time.

### **ADULT EDUCATION (SAD #1)**

A wide variety of personal enrichment and other courses are available from the local school district. A small fee is required. Class schedules may be obtained by calling 764-4776.

### **APPLICATION FOR DEGREE/REQUEST FOR GRADUATION FORM**

Students who plan to complete all graduation requirements during the 2011-2012 academic year should obtain this form from the registrar's office. Students within 6 credit hours of credential completion may participate in commencement activities.

### **ARTICULATION/TRANSFER TO A FOUR-YEAR INSTITUTION**

NMCC has articulation agreements for transfer with many colleges/ universities, including all of the campuses of the University of Maine System, Husson University, Thomas College, and all ACBSP accredited institutions, to name a few. Specific information is available from your advisor, from the office of the academic dean, or from student affairs. For information regarding AdvantageU (a transfer program for liberal studies majors intending to transfer into a University of Maine System institution), contact Johna Lovely in the counseling office.

### **ATTENDANCE**

Class attendance is the student's responsibility. Regular attendance and punctuality at all classes is expected. Excessive absence may interfere with the successful completion of a course of study. To encourage students to accept their responsibility to attend class, the following policy is established:

Class attendance is a matter between the instructor and the student. Instructors are obligated to announce and interpret a specific attendance policy for their classes at the beginning of the semester by way of their course syllabus. Faculty are encouraged to be considerate of students with special circumstances.

Students may appeal instructors' actions to the academic dean.

### **AUDIT**

#### **Policy:**

Students may audit any course in the day or evening program provided space is available and they pay regular course costs.

#### **Procedure:**

1. A course audit application form, available from the registrar's office must be completed by the student.
2. Students auditing courses will follow the same regulations as all other students in the class (attendance, Code of Conduct, etc.) However, audit students are not required to submit homework or exams.
3. The student's transcript will include the course with an AU in place of a grade. There will be no credit awarded.
4. Students may not change a course from credit to audit after the Add/Drop period ends.

## **BOOKSTORE**

Each student is required to provide at his/her expense all necessary textbooks, equipment and supplies. The bookstore has available all the books and supplies needed for courses. Other offerings include pens, pencils, notebooks, shirts, jackets, mugs and other collegiate items. Bookstore hours will be posted. A bookstore account may be established by contacting the college business office.

### Return Policy:

1. The original bookstore sales slip is required for all books brought back for exchange or refund.
2. Refunds for textbooks are allowable any time during the Add/Drop period. Books purchased after that time will be refunded only if returned within five business days of the purchase date. Other merchandise may be returned for refund within ten business days of the purchase.
3. Any item returned for refund must be in the same condition as when purchased (i.e. cellophane cannot be broken). New books, if marked, cannot be returned.
4. Refunds will be made by the method of purchase. For example, books purchased with a credit card will be refunded using the same credit card. Additionally, if books were purchased by check, the student must wait five days from the date of the student's return of the book to receive a refund.
5. Any tools, notebook computers or electronic components will not be returnable once purchased.

## **CAREER PLANNING AND INFORMATION**

Career planning and placement assistance is available from several sources at NMCC. The staff in student affairs, as well as individual instructors, are willing to help graduates find jobs in their field. Because of their job market knowledge and employer contacts, instructors are often excellent sources of assistance. Each spring, seniors benefit from a strong effort to help them secure employment.

The Counseling Office delivers information, workshops and assistance to aid students exploring career options and plans. We encourage students to consider careers that are non-traditional for their gender. Workshops are held annually on a wide-variety of job-search and career planning topics.

The following are percentages of graduate employment rates approximately six months after graduation for the past three years:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
Employed	71%	66%	69%
Employed & Cont. Education	5%	6%	13%
Continuing Education	11%	14%	10%
Unemployed	13%	14%	8%

### **CHANGE IN MAJOR/AWARD TYPE**

Students select a major when they enter NMCC; however, some later decide to change their career goal.

#### **Procedure:**

1. A student wishing to request a change of major must fill out a change of major/award type form, which may be obtained from the Registrar's office.
2. The student must have the form reviewed by the registrar and approved by the dean of students.
3. The registrar will notify all parties of the status of the request—approved or disapproved.

### **COLLEGE PRE-TESTING**

#### **Advanced Placement (AP) Examination**

A minimum score of 3 is required for advanced placement credit to be issued for directly related/comparable entry-level classes.

#### **American College Testing Proficiency Examination Program (ACT PEP)**

Microbiology                      Passing Score 45                      3 credits

#### **College-Level Examination Program/Defense Activity for Non-Traditional Educational Support**

Students may be awarded up to 15 credit hours toward the requirements of a certificate or associate degree program through the General or Subject Examinations of the College Level Examination Program (CLEP) or through the Defense Activity for Non-Traditional Education Support (DANTES) exams. The college accepts the American Council on Education's (ACE) recommendations on acceptable scores and credit hours for the awarding of credit by examination. Whatever the ACE recommended score (General Examination or Subject Examination) is at the time of the request

shall be the college's minimum acceptable score for the awarding of such credit. Requests must be submitted to the dean of students.

### **CURRICULUM**

The specific curriculum for the program you are matriculated under is located on your portal (*My NMCC*) account. You can track your academic progress and any changes that may occur in curriculum.

### **DEGREES**

Awards are presented for the successful completion of learning activities to a person achieving a preplanned set of educational and occupational objectives. Awards presented include associate in applied science degree, associate in science degree, associate in arts degree, and certificate. Requirements for these awards vary according to occupational area. See your advisor for specific requirements.

### **DIRECTED STUDY**

A directed study is the offering of a catalog course on an individual basis by an appropriate faculty member to a qualifying student. Directed studies are available only on a limited basis. A student who has completed a minimum of 30 credit hours with a cumulative average of 2.5 or more may be eligible for a maximum of 9 credits in an approved directed study(ies). A directed study may be approved for a program completion candidate when it is evident that the course will not be offered as a part of the regular semester curriculum, resulting in a postponement of completion of program which would ordinarily be completed in that term.

#### **Procedure:**

1. Directed study application form must be completed by the student, the affected faculty member and the student's advisor and submitted to the registrar's office prior to the end of a semester's Add/Drop period.
2. No credit shall be given for any work done unless prior approval had been granted and the application has been processed according to item one (1).
3. A non-refundable fee of \$100, in addition to tuition and any regular course fees, will be charged to the student for the directed study.

For more information, contact your advisor.

### **EARLY RELEASE FOR GRADUATING STUDENTS**

It is the policy of Northern Maine Community College to permit students to leave school prior to graduation in order to pursue full time employment in their field of occupational or technical training.

#### **Procedure:**

1. A student wishing to request early release must do so in writing.
2. The student must have the written request approved by the department chairperson, instructor and the dean of students.
3. The dean of students will notify all parties of the status of the request - approved or not approved.

#### **Related Information:**

Early release is intended only for a student who has an offer of employment and the employer will not hold the position until graduation. Early release will normally be approved for the two-week period prior to graduation. Unusual conditions may allow up to a maximum of thirty days prior to graduation, but only with the approval of the academic dean or president.

If a student decides to leave prior to the completion of any other semester, he/she will be considered as withdrawing from college, and it will be indicated on the transcript as incomplete, withdrew prior to graduation.

### **EFFECTIVE CATALOG FOR GRADUATION REQUIREMENTS**

A new student must satisfy the graduation requirements set out in the catalog in effect for the first semester of his/her attendance as a matriculated (enrolled) student. A student whose matriculation has expired forfeits the right to pursue an award according to the provisions of the original catalog and is bound instead by the catalog in effect for the first semester of attendance as a re-admitted student. A change to the current catalog requirements may be requested in writing and approved by the college registrar.

### **GRADE REPORTS**

Grade reports are available only via the student portal (My NMCC) at the completion of each semester. See the college computer information section of this handbook for more information.

### **GRADING/ACADEMIC POLICIES**

The letter grades used at NMCC to evaluate scholastic achievement are interpreted as follows:

Grading System		
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
Below 60	F	0.00

Other Grade Symbols
AU - Audit
AW - Administrative Withdrawal
CE - Challenge Exam
CL - CLEP Exam
I - Incomplete
IP - In Process
NA - Never Attended
P - (Pass/Fail) Passed
E - (Pass/Fail) Failed
QT – Qualify via Tech Prep Articulation
R - Course Retaken, Most Recent
Grade Used in GPA
* - Course Retaken
T - Transfer
W - Withdrew
WE - Work Experience
WF - Withdrew Failing
WP - Withdrew Passing
X - Exempt/Waived

1. In order to graduate from any planned program of study, a student must have a cumulative GPA of 2.0.
2. Academic warnings may be issued at mid-semester to any student whose performance has fallen below NMCC's academic standards.

**Repeat Courses:**

If a course is repeated, the latest grade stands and is calculated in the grade point average.

**Course Grade Appeal:**

The sole responsibility of evaluating student performance and of assigning course grades rests with the course instructor. Barring a grade change due to the miscalculation of a course grade or due to a successful appeal of a course grade by the student, all course grades are to be considered final. If a student believes that a final grade was unfairly derived (i.e., that the grade was determined utilizing criteria different from that for other students), the student may formally appeal that grade.

First, the student must contact the instructor in writing requesting clarification of the grade (e-mail correspondence is sufficient; however, the student must keep a copy of what was sent). The

appeal process cannot proceed without verification that this communication has occurred. After clarification, if the student still wants to appeal the grade, he/she should contact the chairperson of the department for the course for which the grade was submitted in order to be advised on the appeals procedure.

**Academic Progress:**

A minimum grade point average of 2.0 is required to graduate with a certificate or associate degree from NMCC. This implies that any course grade below a C may put a student's graduation in jeopardy and/or indicates that the student's academic progress is in question. Further, satisfactory progress requires that a student must earn a minimum of a C (2.0) grade in each major course within his/her program of study. Major courses are identified in the college catalog.

The faculty have carefully developed each program of study to provide students with the opportunity to maximize their knowledge and skills. This achievement requires a substantial commitment to the learning process by the student. Students are expected to perform two hours of out of class work/study preparation for every one hour of class time. There are many campus resources available to aid students in their efforts toward academic success. These include tutorial services in the campus Academic Success Center, developmental studies classes and study skills workshops, class attendance requirements, mid-term warnings, and faculty assistance. Students are encouraged to contact their faculty advisor, the academic dean, the dean of students or the counseling staff for assistance or to discuss academic progress.

**Probation and Dismissal Policy:**

Students who do not earn a minimum 2.0 cumulative grade point average may be placed on academic probation or dismissed from the college.

ACADEMIC PROBATION signifies that a student is in serious academic jeopardy. A student on probation must remove grade deficiencies during the subsequent semester, or during summer session. Failure to do so may result in academic dismissal from the college. Students on academic probation are required to carry a reduced class load and may be restricted from participation in extracurricular activities.

Probation and dismissal standards are:

**Students in two year (4 semester) programs:**

<b><u>Cum. Credit Hrs.</u></b>	<i>Cumulative GPAs Between These Ranges Result In:</i>		
<b><u>Attempted</u></b>	<b><u>Probation</u></b>	<b><u>Dismissal</u></b>	
12+*	1.25 to 1.75	1.249 or lower	
30+	1.50 to 1.75	1.499 or lower	
45+	1.75 to 1.99	1.749 or lower	

**Students in one year (2 semesters) programs:**

<b><u>Cum. Credit Hrs.</u></b>	<i>Cumulative GPAs Between These Ranges Result In:</i>		
<b><u>Attempted</u></b>	<b><u>Probation</u></b>	<b><u>Dismissal</u></b>	
12+*	1.50 to 1.99	1.499 or lower	

*\*Students are not assessed for probationary or dismissal status until they have accumulated 12 credit hours of graded study.*

A student on academic probation must achieve a cumulative grade point average sufficient to exceed the probationary standard or a semester grade point average of 2.0 during each subsequent probationary semester. Failure to achieve this standard will result in academic dismissal.

**ACADEMIC DISMISSAL:** Students who have been academically dismissed may appeal to the academic dean for re-instatement in a program for the following semester. They may request re-admission to the college by reapplying not earlier than one semester after the date of dismissal. At the time of reapplication, the applicant must show positive evidence that he or she will achieve academic success if accepted into a program. Such evidence might include course completion with satisfactory grades, a positive employment experience, etc.

**ACADEMIC AMNESTY:** Students who have been academically dismissed and re-admitted may appeal, in writing, to the academic dean for academic amnesty. Amnesty is the forfeiture of prior coursework below a 2.0 level. This request may be granted if there is a high probability of academic success. If amnesty is granted for a course, the course and its grade will remain on the student's transcript. The grade for the course however, will not be calculated in the student's GPA. Amnesty may only be granted once during a student's academic tenure.

**Mid-Term Warnings:**

In an effort to help students determine their academic success in a particular course, instructors issue a mid-term warning to students doing marginal or unsatisfactory work. Warning forms are issued via my nmcc.edu. It is suggested that students meet with their instructors immediately after receiving a mid-term warning so that the student can be advised on possible strategies for course success. During the student/faculty meeting, referrals may be made to various other campus resources, including: the Academic Success Center, counselors, the Health Center and student advisors.

**Advancement in the Major Program of Study:**

A minimum grade of 2.0 is required of all courses designated as major courses within the student's program of study. Students failing to achieve this standard will be unable to advance to the next higher-level class (if any) for which the sub-standard class grade is a prerequisite. The registrar will notify a student in writing that he/she has failed to meet the academic standard (2.0) for any major course. A student will be given additional opportunities to retake the major course(s), providing that there is space available and he/she is otherwise maintaining satisfactory academic progress. Whenever feasible, the registrar will register or wait-list students in the subsequent semester for major courses that must be repeated. Students majoring in nursing and trade/technical programs will be allowed only one opportunity to retake a major subject. A student may request a waiver of the prerequisite from the higher-level class instructor or the affected department chair, the department chair of the student's major and the academic dean. Although major courses that have been failed must be repeated and passed with a grade of 2.0 or higher, those major courses passed with less than a 2.0 for which a prerequisite waiver has been granted need not be repeated.

A student not attaining grades of 2.0 or higher within the major program of study should seriously consider the appropriateness of the major. The student's academic advisor, respective faculty, counselor and other members of the student affairs staff are good resources for students to discuss their occupational interests and aptitudes.

**Academic Record Changes:**

Considerable care is taken to ensure that all course registration and grade information entered on a student's permanent record is accurate. The record is confirmed as being accurate if the student

does not report a discrepancy to the registrar's office within one semester of the completion of the course.

### **GRADUATION FEE**

A graduation fee of \$65 must be paid by each candidate for graduation. The graduation fee is incurred and is non-refundable upon the student completing the Request for Graduation form. This fee is payable whether or not the candidate attends commencement. There is only one official graduation ceremony each year. Some students do not meet all program requirements until after that date. However, if the student is within 6 credits of graduating, the student may attend the graduation ceremony but will not receive a signed diploma until the completion of the program. When all transactions between the school and the student are complete, the student will receive his/her diploma through the mail.

### **INCOMPLETE GRADE**

An instructor may issue the grade of incomplete when, in the instructor's opinion, extenuating or unusual circumstances prevent a student from completing the semester's work. The following conditions fit:

1. Since this is a temporary grade, all work must be made up as rapidly as possible, but no later than four weeks into the following semester.
2. The grade of F will be given for any incomplete not made up within four weeks. Faculty may grant an extension by writing the college Registrar and noting the extenuating circumstance.
3. All inquiries regarding the final disposition of an incomplete should be directed to the instructor involved.

### **INDEPENDENT STUDY**

A student with a cumulative GPA of 2.5 or higher may be eligible for a maximum of three (3) semester hours in an approved independent study. The objective of this study is for the student to conduct in-depth research on a topic or topics in his or her major occupational program. The following conditions apply:

1. An independent study project may carry 1, 2 or 3 credit hours;
2. A student may participate in independent study projects totaling no more than three (3) semester hours;
3. An independent study must carry the recommendation of the sponsoring instructor and the academic dean;

4. A list of project objectives and an evaluation process must be prepared by the student and the sponsoring instructor;
5. The sponsoring instructor will issue a grade upon the projects completion; and
6. The independent study will be completed during the semester or session of enrollment.

**Requirements:**

1. A recommendation by the sponsoring instructor or counselor that the student should pursue this course.
2. The student and sponsoring instructor will list the course objectives and the evaluation process.
3. The independent study form will be approved by the department chairperson prior to the beginning of the project.
4. The sponsoring instructor will be responsible for the awarding of a grade upon the project's completion.
5. The student must have 30 semester hours in his/her program of study before enrollment in the independent study.

**Procedure:**

1. An independent study application form must be completed by the student, the affected faculty member and the student's advisor. It must then be submitted to the registrar's office prior to the end of a semester's Add/Drop period.
2. No credit shall be given for any work done unless prior approval had been granted and the application was processed according to item one.
3. A non-refundable fee of \$100, in addition to tuition and any other regular course fees, will be charged to the student for each course taken as an independent study.

**ACADEMIC SUCCESS CENTER**

The Academic Success Center is an academic support service designed to assist students individually or in groups. The staff works in conjunction with faculty to provide services and strategies to personalize, fortify, and enhance classroom instruction in order to promote academic success. The ASC offers a variety of services that are free and available to all NMCC students. Students can obtain: feedback on a writing assignment, review for an exam, help with a homework assignment, supplemental instruction with instructors or peer tutors, improvement of study skills, or a location to study individually or in a group. Visit the ASC, located just off the Christie lobby, or the ASC web page for more information about services.

## **LIBRARY HOURS**

Regular	
Monday-Thursday	7:30 am - 8:00 pm
Friday	7:30 am - 4:30 pm
Vacations & Summer Hours	7:30 am - 4:30 pm, M-F
Saturday	12:00 pm – 4:00 pm
Vacations and Summer Hours	7:30 am - 4:30 pm M-F
Closed Holidays	

The library is a welcoming and comfortable environment on campus where students, faculty and staff meet, study, learn, and relax. The library provides physical and online collections that support the curriculum and mission of the college. Diverse resources are selected by staffs that encourage academic investigation and personal growth. There are over 16,000 items in the print collection and many electronic resources that can be accessed from the library web page. The library serves students, faculty and staff with wireless access, downloadable audio books, eBooks, databases, interlibrary-loans services, study carrels, two-group-study rooms, twenty-one computer stations, printers, and laptops. Information-literacy instruction is offered throughout the year and reference assistance is available in person and online. For additional information about the library serves, hours, staff, and policies, visit the library web page [www.nmcc.edu/pages/library.php](http://www.nmcc.edu/pages/library.php).

## **MATRICULATION POLICY**

Matriculation is the formal registration of a student into a program leading to a certificate or associate degree. A matriculated student is one who has met prescribed admission requirements and has been officially admitted to a program of study and has registered for a course in the curriculum. Matriculated students maintain their status for ten calendar years from the first semester of course registration at the college. A minimum of three credit hours of appropriate NMCC course work must be successfully completed each academic year or an application for re-admission must be filed with the admissions office. To maintain matriculation status under a given program, a student must request a leave of absence from the dean if students for any semester during which he or she is not taking any classes.

## **MINIMUM RESIDENCY REQUIREMENT**

All programs (AA, AAS, AS, and certificate) require that a minimum of 25 percent of applicable coursework be completed at NMCC.

### **QUALIFICATION EXAMINATION**

As the college recognizes that individual students enter NMCC with wide variations in skill levels, qualification exams will be available under the following circumstances:

1. This exam is available by special arrangement with the individual course instructor. A \$30 fee is charged.
2. The exam is approved prior to administration by the department chairperson. Upon completion, the corrected exam will be forwarded to the registrar.
3. The qualifying exam will be given only during Add/Drop period.
4. A grade of B (83) or better must be earned to receive credit for course. The transcript grade will indicate the course credit by CE.
5. The exam is not intended to be used to make up a course failure.
6. Specific information regarding this option may be obtained by contacting the student affairs office.

### **SECOND CREDENTIAL**

When a student enters NMCC, he or she chooses a major with the expectation of receiving a degree or certificate in that area. As a student progresses through his or her program, the instructional staff encourages the student to broaden his/her background by taking electives in separate occupational programs. These opportunities allow the student to broaden his or her area of expertise without compromising or changing his/her occupational goal or primary purpose in coming to NMCC.

The following apply:

1. If a student wants a second credential, then he or she must complete at least 15 credits beyond the requirements of the first program as well as complete all requirements for the second credential.
2. Students may be given permission to complete a second credential only if they are demonstrating satisfactory academic progress and if space is available. Opportunities for second credentials may be limited due to program demand.
3. Students will not be considered for a second degree until they have completed a minimum of 30 graded credit hours and are in good academic standing.

Students pursuing more than one major must have written approval from the dean of students as well as a reference from his or her current academic advisor.

### **STUDENT RECORDS/CONFIDENTIALITY**

NMCC believes that it is of paramount importance and in the best interest of all its members that confidentiality about personal information is maintained. NMCC is committed to safeguarding confidential information concerning its students from unauthorized disclosure. The Family Educational Rights and Privacy Act of 1974, as amended, provide the following rights for students attending NMCC:

1. The right of a student, with limitations, to inspect and review his or her educational records.
2. The right, with exceptions, to prevent disclosure to third parties of information from his or her educational records.
3. The right to withhold public disclosure of any or all items of so-called "Directory Information" by written notification to the dean of students within two weeks after publication of this notice. The term "Directory Information" includes (but is not limited to) a student's name, confirmation of enrollment, degree earned (if applicable), and major course of study.
4. The right to file a complaint with the U.S. Department of Education concerning the alleged failure of NMCC to comply with requirements of the Act.

### **SUPPORT SERVICES FOR STUDENTS IN ACADEMIC JEOPARDY**

Students who are on academic probation, or who have not met the minimum standard to advance in a major program of study, or who are in pre-probationary academic difficulty, are required to meet with a college counselor to develop a written plan for academic success. This plan may include a reduced course load, retaking courses, establishing a tutoring schedule, enrolling in a study skills class or workshop, reducing outside commitments, extending an expected graduation date, or participating in career counseling, etc. After this plan has been completed, the student will meet with the counselor regularly during the semester in order that his or her academic progress can be monitored.

### **TRANSCRIPTS**

Students requesting that a transcript be sent to a business or another college must sign a transcript release form. Forms are available in the student affairs office and on the NMCC web site. Students requesting a transcript must do so in writing. There is a charge of \$2 for each transcript. Expedited requests (processed within one working day of the request) will cost \$25 per request. Facsimile

transmissions will cost \$10, and overnight delivery will cost \$30, in addition to the expedited transcript fee.

### **TRANSFER CREDIT**

- I. It is the policy of Northern Maine Community College to accept no more than six credit hours from another institution while the student is currently enrolled in a prescribed two year program.
  1. A student wishing to attend another institution while enrolled at NMCC must make a written request.
  2. Request must be approved by dean of students or designee.
  3. The written approval and final grades are to be submitted to be recorded on the permanent transcript as transfer credit.
  4. For transfer courses to be accepted, a minimum grade of C is required. Courses accepted as transfer credit are not included as part of a student's grade point average at NMCC.
- II. Occupational laboratory credits are acceptable up to four full semesters (usually 24 credit hours). Credit for occupational lab may be fulfilled by one or more of the following methods:
  1. Successful completion of a recognized apprenticeship training program approved by the Maine State Apprenticeship Council.
  2. Applicants who have successfully passed a Journeyman's Examination may submit written application for lab credit.
  3. Applicants presently enrolled or having completed in-house training in which formal apprenticeship training or examinations are not used.
- III. Advanced Placement Examination, College Level Examination Program or the U.S. Armed Forces Institute - Students may be awarded up to fifteen hours toward a certificate or an associate degree for passing AP, CLEP or DANTES Examinations. (See GRADING in this handbook).
- IV. Nursing & Allied Health Program's Guidelines:

Individuals entering nursing and allied health programs with advanced standing (upgrading credential) or re-entering the program after any break in attendance may be required to take or repeat all major courses within the program. Related science courses must be repeated if they were taken more than 10 years previously.

### **Procedures:**

1. Students must make a request to the dean of students.
2. It is the responsibility of the dean of students or designee to make a determination of the acceptability of transfer credit.

**WITHDRAWAL FROM NMCC**

Any student withdrawing from NMCC is expected to complete an official withdrawal form which may be obtained from the office of the dean of students and complete an exit interview. When circumstances prevent this, the student or parents should write to the dean of students concerning the reason requiring the student to leave. The date of withdrawal will be the date the student signs the withdrawal form; also established by the date the student signs the withdrawal form. A grade notation of AW (Administrative Withdrawal) will be indicated on a student's academic transcript for those students who have been involuntarily separated from the college (examples: disciplinary dismissal, non-payment of bills, lack of attendance, etc.).

## SECTION III - FINANCIAL INFORMATION

### **BUSINESS OFFICE**

All monetary transactions are handled through the business office.

**Payment for all bills, including tuition, assessed fees and room and board, is due and payable on or before registration day for each semester. Students with any outstanding bills will not be able to receive grades, transcripts or diplomas.**

### **CHECK CASHING**

Students may cash checks at a local bank if an account exists with that bank or another affiliation (branch) in some other locality. It is recommended that in order to ensure a check will be cashed, an account should be opened in a local area bank.

### **FINANCIAL AID**

NMCC believes that limited financial resources should not stand in the way of academically qualified students and a college education.

Financial aid in the form of grants, scholarships, loans and federal work study are available for qualified matriculated full and part-time students. Unless otherwise specified in writing, all financial aid awards will be credited directly to the student's college account.

A financial aid package with application and detailed information is available from the financial aid office. All students are encouraged to apply for both financial aid and scholarship opportunities. Also, students having financial difficulty during the semester should stop by the financial aid office; help may be available. Complete information is contained in the NMCC Financial Aid Policies and Procedures manual and other written regulations available in the Financial Aid Office.

### **Financial Aid Eligibility Standards**

Students must be matriculated in an academic major and maintain satisfactory academic progress (SAP) to be eligible to receive financial aid. Satisfactory academic progress for financial aid includes meeting or exceeding College grade point average requirements (qualitative measurement) and PACE (quantitative measurement).

Academic progress is assessed at the end of each academic term. Additionally, students must earn a cumulative total of 67% of credits attempted each term (PACE). Students failing to earn 67% of credits attempted in a given semester and/or fail to meet College academic progress requirements will automatically be placed on **Financial Aid**

**Warning.** Any student placed on Financial Aid Warning may receive Title IV aid for the subsequent payment period. Failure to reestablish SAP as assessed at the end of the subsequent term will result in the loss of Title IV aid. In order to comply with the Satisfactory Academic Progress standards for financial aid, students must have a 2.0 cumulative grade point average (GPA) at the end of the equivalent of two full academic years (64 credits.)

Students in default on any Perkins (NDSL)/Stafford Loan or any other federal or state insured loans at NMCC will be disqualified from subsequent aid until repayment or satisfactory arrangements have been made. Students who owe a refund on a Pell Grant or SEOG at NMCC will be disqualified from subsequent aid until repayment or satisfactory arrangements have been made.

A student denied financial aid for any reason or who wishes to request a waiver of financial aid office policy has the right to file a written appeal which includes the basis on which the appeal is being filed, information explaining why SAP was not met, and what has changed in the student's situation that will allow the student to comply with SAP requirements at the next evaluation. Appeals granted will cause the student to be placed on **Financial Aid Probation**. Students placed on Financial Aid Probation must reestablish SAP by the end of the term. Any student denied an appeal will be informed how to reestablish financial aid eligibility at the College.

**150 Percent Rule - Maximum Time Frame Eligibility:**

The college utilizes credit hours as the measure for determining maximum time allowed for financial aid eligibility. In general, students must complete their program of study within 150% of the published length of the educational program in which they are matriculated. As a rule, credits earned through alternative delivery methods (such as work experience, articulation agreements, CLEP, etc.) will not be counted toward the credit hours attempted. A student must maintain satisfactory academic progress as determined by the college's grading policy.

Exceptions may be granted by the assistant director of financial aid, for cause, after a review initiated by student appeal of denial of aid. Student appeals must be timely, made directly to the assistant director of financial aid, and be limited to the unexpired portion of the student's program of study, inclusive of the semester in which the appeal is made.

## **INSURANCE**

NMCC and the State of Maine do not carry insurance for students for fire, theft, accident or illness. Students should be sure that they are covered under either a parent's homeowner's policy or some type of policy of their own. NMCC will not be responsible for any student claims; however, the school does take precautions to help prevent incidences.

A student accident and sickness medical insurance plan is available and is an excellent one for the cost. The insurance is required unless an alternative policy is in force and the college policy is waived in writing by the student prior to the third week of classes. Waiver forms are available at the business office or on the portal (*My NMCC*).

## **PREPAYMENT**

A prepayment is due to the business office for all students. In order to ensure housing and classroom space, a prepayment must be made.

## **REFUNDS**

Students terminating enrollment at NMCC before the completion of any given semester are entitled to a refund of tuition, assessed fees (as indicated in the fees section), and room and board, based on the date official notification is given the college or the last date of attendance, whichever is latest. The refund will be based on the current policy of the Maine Community College.

The financial aid award is based upon the expectation that a student will complete the entire period for which aid is awarded. Students withdrawing from college before the term completes are subject to the pro-rata refund policy and may be obligated to repay disbursed financial aid. The total refund amount is calculated on a pro-rata basis through 60 percent of the payment period (payment period is the semester of enrollment). The period of enrollment will be based on calendar days. Scheduled breaks of five consecutive days or longer will be excluded from the calculation, based on the regulations set forth by the Higher Education Amendments of 1998 (HEA98).

Students who feel that individual circumstances warrant exceptions from the published policy may appeal to the dean of students.

Board charges are refundable in full prior to the first day of residence or first day of class, whichever comes first. For official withdrawal after the first day of residence/class, see above. Alternative meal

plans may be established by the college president based upon approved board charges. Refunds for alternative meal plans follow the guidelines above.

Students withdrawing from NMCC should go to the student affairs office to complete a withdrawal form. This will expedite the processing of any refund due.

### **CREDIT BALANCE POLICY**

Payment of student credit balances will be made to students no earlier than the day following the completion of four weeks of classes of each semester\*. In order to receive the refund, students are responsible for the completion of all financial aid documents, and the clearance of any office hold on their accounts. Checks will be sent to the student's legal home address as designated on their profile.

Student loan funds received by the business office will be mailed directly to the student's permanent address if all other payments and/or financial aid will result in the student's account being paid in full. This will commence after completion of four weeks of classes pending receipt of the student loan(s) from the lending institution.

Student loan checks will be available for disbursement no longer than 30 calendar days from the colleges receipt of the loan(s) in accordance with the U.S. Department of Education regulations.

*\*First time federal student loan borrowers must be in attendance a minimum of 30 calendar days in the semester in which they receive their first student loan before any loan proceeds may be disbursed to them.*

### **SECURITY DEPOSIT**

A \$100 security deposit is required for all students and an additional \$100 security deposit is required for all on campus resident students. Students who have no outstanding bills with NMCC will be refunded the money upon graduation.

### **EMERGENCY STUDENT LOAN FUND**

A fund has been established for the purpose of making emergency loans to students in need of financial assistance. An application form and promissory note may be obtained from student affairs. There is normally a two to four day waiting period for a loan to be processed. The loans must be repaid within 30 days.

## **SECTION IV - COLLEGE COMPUTER INFORMATION**

### **AVAILABLE ON CAMPUS**

- ❖ Campus-wide fiber optic network
- ❖ High speed Internet access (on campus) and email access for all full-time, part-time and resident students
- ❖ Open computer lab access
- ❖ Campus-wide wireless access
- ❖ College resource sharing with personal computers (printers, projectors, etc.)

To report problems with hardware and/or software, please use the college's information portal at [my.nmcc.edu](http://my.nmcc.edu).

### **HAVING COMPUTER PROBLEMS?**

Students having computer/printer problems or difficulties logging into the network should go to the Information Technology Office on the first floor of the Christie Building to report the problem and to receive technical (*not tutorial*) assistance. Students may also choose to submit a work order via the college's information portal (*My NMCC*).

### **COLLEGE INFORMATION RESOURCES POLICIES**

The Information Technology Office maintains the most recent version of Information Resource policies online, found at [my.nmcc.edu](http://my.nmcc.edu).

Please see the online 'Policies' section for the current:

- Information Technology Usage and Support Policy
- Northern Maine Community College Acceptable Use Policy
- Maine Community College System Acceptable Use Policy

### **NOTEBOOK PURCHASING PROGRAM**

Students enrolled in an academic program that require a notebook computer as a classroom tool have the opportunity to purchase a notebook computer through the college with their financial aid funds. The computers offered will meet or exceed the college's defined minimum system requirement specifications. All orders will be approved by the director of finance and placed by the bookstore manager. More information on this program can be obtained by contacting the Business Technology Department Chairperson.

## **STUDENT PORTAL – MY NMCC**

The NMCC portal (*My NMCC*) is a secure, password-protected Web-based resource that will allow a student to access private information pertaining to her/his academic career. Among other things, this resource will allow a student to review his/her:

- Account information
- Book list
- Class schedule
- Course Needs
- Financial Aid information
- Grades
- Personal profile data

From the portal home page, a student can “Sign In” with his/her user name and password, and be taken to a secure Web page with links to her/his personal information. A student can simply click on the link for the information she/he wishes to review and will be taken to the selected Web page. When a student has finished accessing his/her information, she/he should always leave the portal by clicking the “Sign Off” link at the top right of his/her home page.

Course Needs is a tool which displays a student’s progress toward meeting the requirements for her/his program of study. The Course Needs matches all courses taken, and those in progress, to the required courses for a particular degree program so that a student can review his/her advancement toward a degree. Additionally, the major exploration link includes a drop-down box that lists all major programs offered at NMCC. This drop-down box feature will allow a student to select and analyze any degree program currently offered in order to find out how many of her/his current courses would satisfy the requirements of the selected degree program. All questions regarding a student’s program requirements or Course Needs should be directed to the college registrar.

***All students are encouraged to check their portal home page and college e-mail accounts frequently for important messages from faculty, administrators and staff.***

## **WIRELESS NETWORK**

All personal computers (including those belonging to resident students, staff or others) that are not the property of the College are provided the ability to access a limited portion of the campus network

by utilizing the campus wireless network. The computer(s) must meet the minimum system requirements and be able to authenticate with an NMCC provided network account. More information on this can be found on the College's information technology Web site. The wireless network covers the majority of the campus, including classrooms, the dining commons, and residential life facilities.

**INSTANT ALERT**

Instant alert is the college's emergency notification system and has the capability to send email, voice messages and text messages to the campus community. Students must keep their contact information up-to-date via the web-based contact management system in order to ensure they receive current messages. These messages will include weather cancellations, class cancellations and non-fire safety & health emergencies. More information can be found on the student's *My NMCC* page or by visiting the Information Technology Office.

## **SECTION V - GENERAL INFORMATION**

### **ACCESSIBILITY**

Facilities at NMCC are designed to be accessible by persons with disabilities. The college is committed to providing, whenever possible, equal opportunities to all students, including assessment of and modifications to facilities and programs to accommodate special needs in the least restrictive environment. Inquiries should be directed to the director of counseling.

\*Please note: Students requesting specific accommodations have the responsibility, under the Americans with Disabilities Act, or the ADA of 2009, of making sure that the college is aware of their needs. Specifically, students should: 1) request the relevant adaptation, and, 2) provide documentation of that need to the satisfaction of the college. Once these responsibilities are met by the student, the college will attempt to provide the accommodation. Routine accommodations provided in the past have included: special laboratory equipment, text to auditory translation, extended time, and, in some cases, tape recording of lectures. However, recording of lectures is not automatically approved by some instructors; if that accommodation is necessary, it should be requested early in order to allow instructors to plan accordingly. Documentation of need should accompany the request if possible. A minimum of 30 days of lead time is suggested. The college is not responsible for providing accommodations for requests made after the class is underway.

Students who have never before been responsible for the details of their own lives (i.e. lived away from home or without the guidance of some adult caregiver) need to be aware of the fact that they will be assuming such responsibilities. It is important that they learn to monitor their own activities, respect the rights and privileges of fellow students, exercise self-discipline without relying on reminders from others and be ready to advocate for themselves and resolve various conflicts within their own peer group when appropriate.

### **Procedure for ADA Special Accommodations:**

1. The letter of acceptance into a program contains a reminder that students who are requesting accommodations need to inform the college of this at the time that their initial deposit is made.
2. A full-time student who responds to the request for disclosure in his/her acceptance letter (who subsequently is accepted and enrolled in classes) will be sent a letter of inquiry from the director

of counseling. This letter states that any accommodations must be requested in writing, and that appropriate documentation supporting these accommodations is also necessary. Such documentation may be in the form of a psycho-educational evaluation, an audiological evaluation, a physician's recommendation, etc. and must meet the college's standard of acceptability.

3. If a written request is received, the documentation is determined to be adequate, and the accommodation is considered reasonable, a written request for accommodation(s) is forwarded to the dean of students by the director of counseling.
4. The dean of students reviews the request and either grants or amends the accommodation. An accommodation may be denied if it compromises the fundamental requirements/outcomes of a specific academic program.
5. If the accommodation is approved in writing by the dean, the student is notified in writing by the director of counseling. The student will also receive an instructor notification form which will specify what accommodations are approved. It is the responsibility of the student to meet with the instructor during the first two weeks of the semester to discuss accommodations. The student is also required to obtain the instructor's signature of the notification form. This form must be returned to the counseling office by the specified deadline, unless other arrangements have been made.
6. In most cases, a request must be made at the beginning of each semester in order for accommodations to continue into the next term or into the next academic year.

## **AFFIRMATIVE ACTION GRIEVANCE PROCEDURE**

### **I. Report of Complaint**

#### **A. Where to Report**

Any person who believes that he or she has been discriminated against or harassed ("complainant") must make a timely report to the College's Non-Discrimination/Affirmative Action (ND/AA) Officer as set forth herein. The ND/AA Officer may be contacted in the college's Student Affairs area on the first floor of the Christie Building. She may also be reached by phone at 768-2791 or by e-mail at bharris@nmcc.edu.

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

President will then assign a person other than the ND/AA Officer to investigate the complaint. The College President may be contacted on the third floor of the Martin Building, or he may be reached at 768-2807 or at [tcrowley@nmcc.edu](mailto:tcrowley@nmcc.edu).

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

**B. When to Report**

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

**C. How to Report**

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

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

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

#### **D. Disability Accommodation Complaints**

A person whose discrimination complaint relates to a disability accommodation must first comply with the College's ADA or Disability Services policy and procedure, and present any such concerns to the College's ADA or Disability Coordinator prior to reporting a complaint to the ND/AA Officer. The College's ADA or Disability Coordinator may be contacted in the Counseling Office on the first floor of the Christie Building, or by phoning 768-2747 or e-mailing [tnelson@nmcc.edu](mailto:tnelson@nmcc.edu).

### **II. Investigation of Complaints**

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

#### **A. Informal Procedure**

The ND/AA Officer will attempt to resolve a complaint of discrimination or harassment as informally as possible by seeking information and cooperation from both the complainant and respondent. If the parties agree to use this Informal Procedure, such Procedure will be completed within 20 working days of the ND/AA Officer's receipt of the complaint. This timeframe may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

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

#### **B. Formal Procedure**

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

##### **1. Within 10 working days of receiving the complaint**

The ND/AA Officer will meet with the complainant to

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

**2. Within 5 working days of completing the investigation**

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

**3. Extension and Coordination of Above Timeframes**

The timeframes specified above may be extended by the ND/AA Officer as the Officer deems reasonably necessary, provided that any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay. In addition, this Formal Procedure must be applied as consistently as possible with the related procedures set forth in the MCCS Student Code of Conduct and MCCS collective bargaining agreements. When a timeframe specified in this Formal Procedure conflicts with a specific timeframe set forth in the Student Code of Conduct or collective bargaining agreement, the timeframe in the Code and agreements shall control, provided that such control shall not unduly delay the completion of the College's investigation under this Procedure.

**C. Interim Steps**

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

**D. Limit on Confidentiality**

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

**III. Action Upon Findings from the Investigation**

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

**A. Action Against a Student**

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

**B. Action Against an Employee**

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

**C. Action Against Others**

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

**D. Action to Address Disability Accommodations**

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

**IV. Appeals of College Response to Complaint**

Any appeals from action taken under Section 7.3 above shall be taken pursuant to the applicable Code, collective bargaining agreement or employment policy. Only if those sources do not provide an appeal process to an affected party, then the following appeal process shall apply.

Within 10 working days of receiving the report of the investigation, a party to the complaint who is aggrieved by the decision ("appellant") may appeal to the College President (or to the MCCS Director of Human Resources if the College President is the respondent to the

complaint; see Section 7.1.1.). Within 10 working days of receipt of the appeal, the College President will meet with the appellant to discuss the appeal. Within 10 working days after the meeting, the College President will inform the appellant and other party(s) to the complaint of the College President's decision on the appeal. Such timeframes may be extended by the College President as the President deems reasonably necessary, provided any such extension does not impose undue delay, and provided further that the ND/AA Officer documents the dates of, and reasons for, each delay.

#### **V. External Complaint Procedures**

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

#### **VI. Retaliation**

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

## **VII. Other Provisions**

### **A. Communication with Disabled Persons**

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

### **B. Record Retention**

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

### **C. Interpretation of this Procedure**

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

## **ATHLETICS**

### **Athletic and Recreational Facilities:**

Students may use athletic facilities apart from the organized athletic programs. The equipment room, located off the gym and run by the athletic director, or designee, is generally open the same hours as the gym. Hours are posted on the bulletin boards in Andrews Hall and across from the athletic director's office. Facilities include basketball courts, a free weight room, fitness center (weight machines and cardiovascular equipment) tennis courts and a racquetball court.

### **Intramurals:**

With the assistance of the athletic director, NMCC promotes leadership and physical fitness through intramural competition. Activities include basketball, softball, volleyball, foul shooting, one-on-one, racquetball, bowling, tennis, flag football and pocket billiards.

### **Varsity Athletics:**

Intercollegiate activities include golf, soccer, basketball, ice hockey, and skiing. NMCC is a member of the Yankee Small College Conference division of the United States Collegiate Athletic Association. The golf and soccer teams are conference members. The ice hockey and skiing teams compete on an independent basis. All men and women are encouraged to participate.

## **BULLETIN BOARDS**

Student bulletin boards are located in the vending area of the Christie Building and next to the student lounge in the Martin Building. If you have items you would like posted, you can contact the Student Senate.

## **CAMPUS CRIME STATISTICS**

### **Criminal Offense**

The following indicate, by category, the number of criminal offenses reported to campus security authorities or local police agencies.

	<b>2007</b>	<b>2008</b>	<b>2009</b>
MURDER	0	0	0
SEX OFFENSES <i>(including rape, acquaintance rape or other forcible or non-forcible sex offenses)</i>	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
HATE CRIMES <i>(statistics for murders, forcible sex offenses, and aggravated assault offenses that manifest evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability)</i>	0	0	0
LIQUOR LAW ARRESTS	1	1	1
DRUG ABUSE ARRESTS	3	1	0
WEAPONS ARRESTS	0	0	0

### **Campus Policy/Student Code of Conduct Violations**

The following indicate, by category, the number of Student Code of Conduct offenses reported to and adjudicated by campus disciplinary officers.

	<b>2007</b>	<b>2008</b>	<b>2009</b>
ALCOHOL VIOLATIONS	16	14	7
DRUG VIOLATIONS	3	7	5
WEAPONS POSSESSIONS	2	3	0

### **Campus Crime Awareness/Security Report**

A safe school is everyone's responsibility. Each student and employee should follow security policies and procedures to ensure the safest possible environment.

Programs occur throughout the year that help attendees become more aware of crime and, more importantly, how to help prevent it. Programs on topics such as acquaintance/date rape, operating under the influence (OUI), and alcohol and drug education occur on campus. Programs regarding self-defense, women's issues, harassment, preventing theft in the dorm and others also occur on campus. All members of the campus community are encouraged to attend; look for notices in the weekly newsletter and on campus bulletin boards.

Adding significantly to the campus' overall sense of security are the college's watchpersons. While empowered to control and/or apprehend individuals violating laws or policies governing the safety of individuals on campus, the NMCC watchpersons work closely and cooperatively with the Presque Isle Police and Fire Departments.

Even though NMCC strives to maintain a safe and secure environment, students and employees must know how to act and who to call in an emergency situation. Students in campus residences should contact any residential life employee, who will, in turn, notify campus security or other emergency officials in accordance with policy. The **Residential Life Office** is located on the first floor of Andrews Hall; the telephone number is **768-2797**. All other emergencies and reports of crime are to be made directly to the campus watchpersons. Evening security is located in the Christie lobby until 9:00 p.m., and after that they can be found in Andrews Hall. The evening/weekend phone number is **551-5765**.

Students who have received a **Temporary or Permanent Order(s) for Protection from Abuse or Harassment** must disclose the existence of the Order to the Dean of Students' or campus security office. This is especially important when the named defendant on the Order is not to have contact with the victim at the victim's place of employment or study.

**ALL EMERGENCIES (fire, police, ambulance): 911**  
*(9-911 from a campus phone)*

Specific policies regarding conduct are found in this handbook, the catalog, Faculty & Staff Handbook, housing contract, the MCCS Policy & Procedure Manual, alcohol and drug flyer, and sexual harassment brochure. Definitions of the crimes reported on are available in the appendix of the NMCC Policy on Crime Awareness and Campus Security. For more information, contact the student affairs office or see security information on the college Web site.

### **COUNSELING ON CAMPUS**

Counseling is offered to students through the student affairs office. Services available include: academic counseling, personal counseling, student advocacy, coordination of related support services, referral to other service providers.

### **TRIO/Student Support Services Program:**

The Student Support Services program is federally funded and offers a wide range of services to eligible students. In order to participate in this program, a student must have low income status (as defined by federal guidelines), or be a first generation college student, or have a disability. Academic, personal and career counseling; tutoring; assessment in basic skills; assistance with the financial aid process; job search and job placement workshops; and transfer counseling are among the services provided to program participants. Enrollment is limited. For more information, contact 768-2747.

### **COUNSELING (OFF CAMPUS)**

Aroostook Mental Health Center 1 Edgemont Drive Presque Isle, Maine 04769 764-3319	Emergency Service Help Line 762-4851 or 1-800-432-7805
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### **PREGNANCY COUNSELING**

Wondering if you, or your girlfriend, may be pregnant? If you need information, advice or just someone to talk to, there are several people on and off campus willing and able to listen to you.

NMCC Health Center	768-2803
ACAP Family Planning	768-3056
Diocesan Bureau of Human Relations Services	498-2575
Health and Welfare	498-8151
NMCC counselor	768-2747

Director of Residential Life, Health Center staff, and your RAs.

### **DAY CARE CENTER**

ACAP operates six day care centers in and around the Presque Isle area (Washburn, Caribou, Fort Fairfield) for infants to age 6. Fees are on a sliding scale based on income and number in family. ACAP also maintains a list of registered and licensed day care providers in the surrounding communities. For more information, call 764-3721 and ask for Day Care. Contact the counseling office for more information at 768-2747.

## **DINING FACILITIES AND POLICIES**

### **A. Meal Plans**

Resident students are required to purchase a **19-, 14- or a 12-meal plan and** eat their meals in the Reed Commons. When the meal plan is purchased, the student ID card is automatically validated for use in the Commons. The student's ID card must be presented before every meal. The meal plan cannot be transferred, and missed meals are non-refundable. Commuters and staff may purchase meals on a daily, per meal basis or set up a declining balance account.

The bookstore also offers beverages, food and snacks for students, faculty and visitors.

### **B. Bag Lunches**

Students who must miss a meal in the Commons for academic or athletic reasons may obtain a bag lunch by notifying the director of housing and residential life at least 24 hours in advance. Bag lunches include two sandwiches, two beverages, pastry, chips and fruit.

### **C. Sick Trays**

Students with short-term illnesses who are registered under a meal plan may obtain a sick tray from the Commons. A written food order must be sent to the food service manager and must be made through the residential life staff.

### **D. Health and Safety Standard**

Shoes, shirts and appropriate clothing must be worn at all times. Pets are not allowed anywhere on campus, including the Reed Commons.

**E.** Theft, removal and/or borrowing of the Reed Commons' food, supplies and furnishings as well as property are not allowed.

### **F. Declining Balance Account**

Students may choose to deposit money in a declining balance account. Doing this allows the student to purchase food and beverages in the dining commons by presenting a student ID card. This eliminates the need to carry cash. Money is deposited prior to use; credit is not extended.

### **G. Weekend Meals**

Resident hall students remaining on campus are required to register for weekend meals no later than Friday noon to allow the food service staff to plan how much food to prepare each weekend.

## MEAL SCHEDULE FOR RESIDENT HALL STUDENTS

### MONDAY thru FRIDAY

Breakfast	7:00 a.m. - 9:30 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Dinner	4:30 p.m. - 6:00 p.m.

### WEEKEND MEALS

Brunch	10:30 a.m. - 12:00 p.m.
Dinner	4:30 p.m. - 6:00 p.m.

## EMERGENCY PHONE NUMBERS

All Emergencies	911 ( <i>9-911 on campus phones</i> )
Presque Isle Fire Department	768-7411
Ambulance Service	764-6363
Presque Isle City Police	764-4476
The Aroostook Medical Center	768-4100
Poison Control Center	1-800-442-6305
State Police	1-800-924-2261
Aroostook Mental Health Center	762-4851
Campus Security	551-5765

## ENTERTAINMENT AND RECREATION

### On Campus:

The Student Senate and residential life staff plan and offer many varied activities, programs and events to the NMCC community. Some of these activities are group-oriented and include recreational, social, educational and athletic activities.

Feeling like there is “nothing to do?” Entertain yourself! Residential life staff have supplies which you can sign out, including cards and board games (cribbage, backgammon, checkers, etc.), or they can refer you to other activities. The College regularly communicates both campus and off-campus events via email, flyers, calendars and bulleting boards.

## EXTRACURRICULAR ACTIVITIES

If you have a hobby or an interest in an activity and you’d like to find others who share that interest, ask an RA to help you call a meeting of others who may be interested. Try organizing an outing club trip to Katahdin or a ski trip for a weekend. You show the interest, and we’ll help you put it together!

### **HEALTH SERVICES/NMCC HEALTH CENTER**

The Health Center is located in Washington Hall. A nurse practitioner is available for walk-in traffic or by appointment (768-2803). Scheduled hours are Monday - Friday, 8am - 1pm when school is in session. However, should the Health Center be closed due to illness, or some other unforeseen circumstance, students should seek emergency care at The Aroostook Medical Center. The college will not assume any financial responsibility for any student's medical costs regardless of whether or not the Health Center is closed during scheduled hours.

Students can stop in for pamphlets on all kinds of medical subjects, to have questions answered or to make appointments for examinations. Services available at the Health Center include: physical exams, pap smears, breast exams, sexually transmitted disease (STD) testing and treatment, laboratory tests, and treatment for routine health problems such as: cholesterol, mononucleosis, strep throat, pregnancy and tuberculosis. Information and immunizations are given for measles, German measles and tetanus/diphtheria. Birth control counseling and materials are available at the Health Center, as is personal counseling.

For emergency medical treatment or in case of an accident, students should go to The Aroostook Medical Center's emergency room immediately. Crown Ambulance Service may be contacted by calling 764-6363. If you are a campus resident, your resident assistant or resident director is always available for assistance. Students needing medical assistance any time the campus Health Center is not open should also seek assistance at The Aroostook Medical Center or from their own physician.

Anyone covered under the NMCC Health Insurance Plan wishing to file a claim should obtain the physician's name and fill out an insurance claim form which can be provided either by the business office or by the nurse practitioner in the Health Center within 30 days of the time the student received treatment.

### **MOTOR VEHICLES/PARKING POLICY**

Students and employees have the privilege of using a vehicle on campus. Established rules and regulations assure the safety of individuals, help prevent congestion, and protect private and state property.

1. All employees and students who are required to be on campus between 6:00 a.m. and 5:00 p.m. must annually register their motor vehicles, including state-registered motorcycles, with the security office and obtain a current vehicle permit.
2. Vehicle permits must be affixed to the rear left side of vehicles.
3. All off-road motor vehicles domiciled at NMCC or routinely brought on campus must have a vehicle permit. Off-road vehicles such as snowmobiles, motorcycles not registered with the state and four wheel sports machines are not allowed on campus public ways. They must be parked in designated parking areas.
4. No vehicle may be operated on campus public ways if such operation is in violation of any state or local municipal law or ordinance.
5. The speed limit on campus is fifteen (15) miles per hour.
6. All warning and stop signs must be obeyed.
7. Vehicles displaying no vehicle permit will be ticketed and the appropriate fine assessed.
8. Vehicle permits are labeled and color coded annually to indicate the following: *Commuter, Resident, Employee.*
9. Parking lots are designated as commuter, resident, employee, visitor and general purpose. Students residing on campus must park in designated RESIDENT parking areas, and commuting students must park in designated COMMUTER parking areas. Any vehicles may park in the general purpose parking lots. Vehicles parked inappropriately will be ticketed and the appropriate fine assessed. Inappropriate parking will include, but not be limited to, parking in wrong lot for permit, parking incorrectly in parking space, and parking in other than an approved parking lot.
10. Student and employee vehicles must be parked in the appropriately labeled parking lot(s). There is no parking along the curb directly in front of the Martin Building. Only handicapped parking is allowed in front of the Christie Complex. Student or employee parking is NOT ALLOWED in the visitor parking area, which is located in front of the Edmunds Building. This area is strictly for short-term visitors on campus. Marked "loading and unloading" locations are available at the Christie, Martin, and Mailman Buildings. These are not to be used for parking. From 6:00 a.m. to 5:00 p.m., Monday through Friday, all parking lots are as designated. At all other times, parking lots are considered general purpose parking areas.
11. Any person using campus parking areas is expected to cooperate during periods of snow removal by moving his/her vehicle promptly when requested. Resident students should adhere to

- regulations affecting snow removal in resident hall parking areas.
12. Motor vehicles using parking areas shall be in operating condition at all times. Owners of vehicles not in operating condition must make arrangements with the maintenance department.
  13. Motor vehicles are not to be left on campus during vacation periods unless advance arrangements are made with the supervisor of buildings and grounds.
  14. Resident students absent from campus without their vehicle must make arrangements with the director of residential life to have the vehicle moved in case of an emergency.
  15. Excessive noise by a driver or occupant of an automobile, or otherwise operating in a manner that is dangerous or a discredit to the college, is prohibited.
  16. Violation of any vehicle parking and operation regulations at NMCC will result in vehicles being ticketed and the following fines: **1st offense** - \$5.00; **2nd offense** - \$7.50; **3rd offense** - \$10.00; **4th offense** - \$10.00 *and loss of campus driving privilege.*
  17. All fines for campus tickets are to be paid at the business office within ten (10) business days after issuance. After the ten day period, the fine will be added to the individual's account and an additional \$5 collection fee charged.
  18. Vehicles must be parked in designated areas only. Vehicles parked otherwise or blocking the flow of traffic may be towed at owner's expense.
  19. Vehicles parked in handicapped parking areas must display a valid handicapped license plate or other official indicator. The PIPD enforces parking on campus and will issue tickets to violators of the municipal/state handicapped parking policy.
  20. Any published college code or policy, such as the Student Code of Conduct, may require additional sanctions for violations of certain components of these regulations.

*This policy applies to all students, day or evening, full- or part-time, credit and non-credit. This policy applies to all employees, day or evening, full- or part-time, and any contract employee or independent contractor employed by the college.*

#### **ATV/Snowmobile Registration & Use:**

Safe operation of recreational vehicles is of primary importance. All laws, rules and regulations must be adhered to. Use of recreational vehicles on campus requires prior registration with the college; see either the business office or campus security. Failure to operate a

vehicle in a prudent manner will result in the loss of operating privileges. Recreational vehicles are not to be operated on any campus roadway, walkway, parking lot or other thoroughfare. Use of recreational vehicles on campus is restricted to designated areas away from campus buildings, including campus residences. Any damage caused by vehicles to lawns, shrubbery, etc. will be assessed to the operator. Parking of recreational vehicles is to be adjacent to or in designated parking lots.

### **POLICE**

The Presque Isle Police Department is located on North Street. The phone number is 764-4476.

### **RELIGION**

#### **On-Campus:**

Presque Isle Student Ministries (PrISM) – Jim Morgan, Chaplain and John Repecko Jr., Assistant Chaplain - prism@nmcc.edu

### **SEXUAL HARASSMENT**

Sexual harassment by or of employees and students is a violation of law and policies of the Maine Community College System and NMCC. Sexual harassment consists of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made expressly or implicitly a term or condition of the student's educational benefits, *or*
2. submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the student,

*or*

3. such conduct has the purpose or effect of substantially interfering with the student's academic performance or creating an intimidating, hostile or offensive educational or living environment;

*AND*

1. such conduct or behavior has been known by the actor to be unwelcome, harmful or offensive, *or*
2. a person of reasonable sensibilities would clearly have understood that the behavior or conduct was unwelcome, harmful or offensive.

Students who believe that they have been victims of sexual harassment are strongly encouraged to report their complaints as soon as possible to either Betsy Harris or Tom Richard. Mrs. Harris'

office is located in the student affairs area on the first floor of the Christie Building, and her phone number is 768-2791. Mr. Richard's office is located on the first floor of Andrews Hall, and his number is 768-2795. If you are not sure whether you have been sexually harassed, please contact either Mrs. Harris or Mr. Richard, or consult the Sexual Harassment pamphlet provided by the college. Copies of this pamphlet can be obtained from the student affairs office.

Students may also file sexual harassment charges with the Maine Human Rights Commission within six (6) months of the alleged incident. The Commission is located at 51 State House Station, Augusta, Maine 04333-0051, or telephone (207) 624-6050.

The Student Code of Conduct will govern sexual harassment complaints against students. Employee procedures will govern sexual harassment complaints against employees. Please consult the Student Code of Conduct and/or Mr. Richard or Mrs. Harris regarding questions about the Student Code of Conduct or regarding procedures for allegations against college employees. Any allegation will be protected against retaliation.

### **SMOKING POLICY**

In accordance with State law, NMCC does not allow smoking in any of its buildings or doorways. Smoking is prohibited inside all campus facilities, including all campus residences, and NMCC vehicles. Those who smoke are asked to do so outside, at least 50 feet from a building entrance and away from any open window, or in their private vehicle. Tobacco users are asked to dispose of tobacco products in an appropriate manner. Smoking cessation programs are available, free of charge, via the college Health Center, or the Maine Tobacco Helpline at 1-800-207-1230.

### **SNOW DAYS**

In the unlikely event the college is closed due to inclement weather or other condition, announcements will be posted on the campus Website and portal. Closure announcements will also be made on via the **NMCC Instant Alert System** as well as on the following stations:

#### **WAGM-TV - Channel 8**

**WBPW - 96.9 FM**

**WCXU - 97.7 FM**

**WCXX - 102.3 FM**

**WHOU - 100.1 FM**

**WOZI - 101.7 FM**

**WQHR - 96.1 FM**

### **SNOW REMOVAL**

In order to be assured of coordinated snow removal operations, all vehicle owners must do their part in following the outlined procedure:

1. By 12:00 noon following any major snowstorm, all residents with vehicles in a resident parking area must move it to another designated area to enable snow removal to proceed.
2. Vehicle owners who are not on campus should make arrangements for moving vehicle(s).
3. Vehicles with no owner present will be moved by towing (at owner's expense) to enable the snow removal to proceed.
4. Students should return vehicles to resident hall parking areas as soon as possible after parking areas are cleaned of snow.
5. Vehicles parked along streets and other "no parking" areas will be towed (at owner's expense) when necessary for snow removal.

### **STUDENT GRIEVANCE PROCEDURE**

Students who have a grievance or complaint regarding an abridgement of rights have recourse to a student grievance procedure. A copy of the procedure can be found in this handbook and in the student affairs office. In case of physical assault or sexual harassment (as defined by Maine law), the process for filing complaints is outlined in this handbook. Students questioning their assigned grades can appeal that grade through the academic dean. The NMCC affirmative action officer is identified in this handbook and at orientation activities. A student in doubt about the procedure for filing a complaint or grievance should seek direction from the affirmative action officer.

### **STUDENT ID CARDS**

ID cards are issued to all students. This card enables access to the library, residence halls, and college events. Other discounts are available across the community. Replacement fee is \$25.

### **STUDENT SENATE**

The Student Senate is the official student voice on campus. As such, the greater the participation within the Senate, the greater the greater its voice is in matters of importance to students. All students are encouraged to attend Senate meetings.

### **TRANSPORTATION**

Clinical training activities or on-the-job training activities require that the student be responsible for transportation to and from the training/work site.

## **SECTION VI - STUDENT CODE OF CONDUCT**

### **I. Purpose of Code**

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

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

### **II. Persons Governed by Code**

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

### **III. Conduct Governed by Code**

This Code applies to conduct, wherever it occurs, that: 1) involves the real property owned, occupied or otherwise used by the College; 2) involves the personal property owned, occupied or used by the College community; 3) involves a College or College-related activity, event or function; 4) poses an imminent or substantial threat to persons or property in the College community; and/or 5) otherwise interferes with the objectives or

adversely affects the interests of the College or members of its community. Examples of violations of this Code include, but are not limited to:

**A. Fraudulent conduct**, which includes, but is not limited to:  
1) plagiarism; 2) cheating; 3) supplying or assisting to supply false information to College personnel; 4) violating a professional code of conduct or ethics; 5) unauthorized representation of the College or its personnel; 6) failing to identify oneself to College personnel; and/or 7) tampering with or falsifying official 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 of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/or 16) any other conduct that threatens or endangers the health or safety of any person in the College community.

**C. Improper use of property**, which includes but is not limited to: 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.

**D. Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to: 1) failure to comply with a sanction imposed by the College; 2) interference or refusal to cooperate with an inquiry under the Code; 3) continuous violations of the Code; 4) assistance in the violation of any of the provisions of the Code; 5) acts of discrimination in violation of College or System policy and/or 6) conduct prohibited by law, College or System policy.

#### **IV. Sanctions for Code Violations**

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to: 1) an apology; 2) reprimand; 3) probation; 4) work or service requirement; 5) restitution; 6) fine; 7) prohibition from College classes, functions or facilities; 8) forfeiture of room fee, room deposit and security deposit; 9) suspension or dismissal from a portion of the College; 10) suspension or dismissal from the whole of the College; 11) revocation of admission or a degree; 12) withholding a degree; and/or 13) any other action as the College deems appropriate. The Dean may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to a person or property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the President.

#### **V. Procedure**

##### **A. Investigator**

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

The Investigator may consider any information that the

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

## **B. Disciplinary Committee**

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

### **1. Appeal**

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

### **2. Hearing**

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

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

### **3. Decision**

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

### **C. College President**

A student may appeal to the President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The

President is not bound by the decisions of either the Investigator or Committee.

#### **VI. Notice and Receipt of Notice**

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

#### **VII. Definitions**

The following terms have the following meanings when used in This Student Code of Conduct, unless the context indicates otherwise: **"Code"** means this Student Code of Conduct. **"College"** means a college of the Maine Community College System; **"College Activity"** means an activity under the auspices of the College, including activities of students and student organizations; **"College Community"** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **"College Personnel"** means any instructor, administrator, employee, committee or contractor of the College or System; **"Course"** means any class of instruction, regardless of credit, offered by the College; **"President"** means the College President or the President's designee; **"Property"** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. "Property" includes written documents and computer programs, files and resources; **"School Day"** means a day that the College is open for instruction; **"Student"** means a person enrolled in a course of the College and includes, unless otherwise noted, student organizations; **"Student Organization"** means an organization that acts or purports to act for a student in matters regarding the College; and **"System"** means the Maine Community College System.

### **VIII. Additional Procedures for Sexual Offenses**

In addition to the provisions of this Code, a College shall also apply the provisions of the MCCS Clery Act Sexual Offense procedure when the alleged misconduct involves a sexual offense.

### **IX. Coordination of this Code with the MCCS Policy on Special Conditions of Participation**

This Code shall be used in conjunction with the MCCS policy on Special Conditions of Admissions, Enrollment and Participation as follows. When the student's underlying personal conduct at issue is subject to the jurisdiction of the MCCS Student Code of Conduct (for example, the underlying misconduct at issue occurs on college property or is related to a college event, and is also subject to criminal prosecution), the procedures of this Code and the substantive guidance of that policy shall be used. When the underlying conduct is not subject to this Code (for example, the underlying misconduct at issue does not occur on college property or in relation to a college event but is still subject to criminal prosecution), the procedures and substantive guidance of that policy shall be used.

### **X. 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 athletic director or, if the coach and director is the same person, 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.

## **SECTION VII - RESIDENTIAL LIFE (HOUSING) POLICIES**

### **HOUSING**

Campus housing is available to all matriculated students carrying at least a  $\frac{3}{4}$  time load. Options includes Andrews Hall, Snow Hall and a series of apartments. Andrews Hall houses students in both two-person and one-person (when space is available) rooms equipped with single beds, chests of drawers and desks. The apartments, housing up to 100 students in the complex, are designed for four students each and have furnished living rooms, two bedrooms and a bathroom. Snow Hall is home to 45 students living in five-person suites with furnished living rooms, three bedrooms and a bathroom. A meeting room provides space for a variety of programs.

Students whose housing agreements have been cancelled for disciplinary reasons may be reconsidered for campus housing only after the following criteria have been met:

1. All housing needs for students not having agreements cancelled are met.
2. The student wishing to be reconsidered for on-campus housing has written a letter to the director of housing and residential life stating reasons why he/she should be readmitted. The final decision on readmission to campus housing rests solely with the director of housing and residential life.

### **ALCOHOL REGULATIONS**

The NMCC regulations on alcohol are written in agreement with State of Maine liquor laws. The rules:

1. Alcohol may be possessed and/or consumed on campus only by persons of legal drinking age or older and with the following restrictions:
  - a. Alcohol may be consumed only in specified areas appointed by the college. Anyone under the legal drinking age may not possess or consume any alcoholic beverage on campus.
  - b. There will be absolutely no kegs allowed on campus.
2. Infractions against these alcohol regulations will be dealt with by the conduct officer or designee in accordance with the Student Code of Conduct and/or Housing Agreement.
3. Infractions involving State and/or local laws are enforceable by State and local authorities.

**ANIMALS**

Because of health and sanitary hazards and the safety of students and staff, no animals (pets) are allowed on the NMCC campus or in the residential life areas. Possession of a pet in the dormitories or apartments will be cause for disciplinary action.

**DORM DAMAGE OR LOSS POLICY**

The occupant(s) of a room will be held financially responsible for missing furniture, breakage or damage to any part of the room whether they are in the room or not. Damage or theft to communal areas (corridors, showers, lounges, etc.) will be charged to the responsible floor or sections of a dormitory. Inspection will be conducted periodically by the residential life staff.

**EQUIPMENT RESTRICTIONS**

Student room/apartment electrical outlets are designed for low wattage appliances only. Wattage usage must not exceed amounts considered safe as determined by maintenance personnel. All equipment used must be U.L. approved. This includes personal computers, study lamps, clocks, radios, stereos and TVs.

High wattage resistance coil equipment such as stoves, hot plates, frying pans, electric heaters, etc., are not to be used in student rooms. They may be used in designated kitchen and/or laundry rooms in each hall. Electrical appliances with open coils, soldering irons, stoves and immersion heaters are not allowed in Andrews or Snow Hall or the apartments.

One mini-refrigerator is allowed per student room providing:

1. It is U.L. approved and draws no more than 1.5 amps.
2. It is properly grounded (NMCC will provide grounded outlets).

**FIRE PROTECTION**

1. Fire drills will be held in accordance with state law.
2. Tampering with fire extinguishers and fire alarm systems, or tampering with fastenings, or blocking fire doors (including doors leading to stairwells) is punishable under the laws of the state.
3. Arson is a felony under state law.
4. Candles and incense are not allowed.
5. All ceilings in student rooms, lounges, hallways, lobbies and all other residential life areas must be free of flammable materials.
6. To protect the life and safety of those living in the residence buildings, the use of fire extinguishers, fire alarms, fire escapes

and all other equipment necessary for fire protection is limited to emergencies or fire drills only. Articles are not to be hung from sprinkler pipes or any part of fire alarm systems.

7. Fire Alarm Procedures:
  - a. Dress for weather conditions quickly.
  - b. Close windows.
  - c. Before opening door, feel it for heat/temperature behind it. If it is hot, put a towel at the base of the door and stand by the window with the light on. If the door is not hot, open slowly and exit. If smoke is in the hallway, crawl low to the floor.
  - d. Proceed to the front of the residence hall and wait for further instructions. BE CALM. Do not re-enter the building until the residential staff gives clearance.

**WHEN ALARMS SOUND, ALWAYS TAKE IT SERIOUSLY AND EVACUATE THE BUILDING.**

8. In addition to legal and disciplinary action, students will be charged for false alarms and/or tampering with fire extinguishers as well as any costs of resulting damage.
9. In addition to legal and disciplinary action, students will be charged for the cost of maintenance department response to tampering with any alarm system plus the cost of resulting damage and loss of his/her housing contract.

**FIREARMS, EXPLOSIVES AND CHEMICALS**

Firearms and ammunition create a potential safety hazard in residence halls or any other NMCC building or facility and therefore are not permitted. The use or possession of firecrackers, fireworks, gunpowder, fusion caps, primers, chemicals, sparklers or any other type of explosive in the residential life area is prohibited. Failure to observe this regulation will result in cancellation of housing contract.

**HOUSING AGREEMENTS AND INVENTORIES**

All resident students are required to sign an NMCC Housing Agreement and Inventory when moving on campus and also when transferring or cancelling their room or apartment. Students should read it thoroughly to familiarize themselves with the policies and procedures under which the residential life system operates. After receiving a copy of the housing inventory when checking in, students should make sure all damages and information are correct and inclusive. Students will have 24 hours to make any changes with the RA on the inventory. If any damages or discrepancies are not listed, students may be charged for them after moving out.

Students who withdraw from the dorms/apartments for any reason should contact their RA, return their keys and sign out on their housing contract/inventory in order not to lose the ability to refuse assigned damages, etc. Housing agreements are for the full academic year. An early cancellation fee will be assessed to students withdrawing from campus housing prior to the end of an academic term for all reasons except withdrawal from the institution.

### **INSPECTIONS**

The residential life staff and the maintenance department will inspect apartments/rooms on a regular and/or unannounced basis.

### **KEYS & BUILDING ACCESS CARDS**

Students will be issued room keys and building access cards in Andrews and Snow Halls upon arrival. If these keys/cards are lost or are not returned upon withdrawing from the residential life complex, students will be billed \$25 for a replacement card and/or to change the locks. More details can be found in the housing contract.

### **LAUNDRY**

Andrews and Snow Halls are equipped with coin operated facilities.

### **LINEN**

All students living on campus will be responsible for bringing their own linen (pillowcases, sheets, bath towels, etc.).

### **MAIL SERVICE**

There are two places on campus to mail a letter: the rear entrance to the Christie Building and near the mail boxes in Andrews Hall. Mail leaves campus by 2:00 p.m. each day. Students who live on campus have a mail box (assigned at the beginning of the year). Mail will be sorted by 4:30 p.m. Monday - Friday, with no mail on weekends.

### **PERSONAL PROPERTY**

Personal property is brought on campus at the individual's own risk. The college is not responsible for lost, stolen or damaged property.

### **RESIDENT ASSISTANTS**

Not getting along with your roommate? Locked out of your room? Homesick, bored or just plain had it? Whatever the problem, whatever the hour, make it a point to sit down and talk to your RA. RAs are students who have an interest in helping people and who have an ear for listening. There are several RAs in each residence

area who, together with the resident director, are working to make the residence halls a better place to live.

### **ROOMMATES**

Every attempt is made to place students with others compatible to their lifestyle. However, the residential life office reserves the right to assign students to various rooms/apartments and with various students on the basis of space availability. The residential life staff is available to assist with any difficulties.

### **TOBACCO RESTRICTIONS**

Students are not permitted to use tobacco products of any kind (including chewing, smoking or snuff) in the residence halls/apartments. Smoking is permitted in designated outdoor areas only.

### **VACATION PERIODS**

The halls are not open to students during vacation periods. Students are urged to make other arrangements during these periods. Given ample notice (two or more weeks), the director of housing and residential life will deal with special exceptions. Students needing to stay on campus during vacation periods will be charged \$10/night if staffing is available. Dining hall facilities are not open at this time.

### **WHAT IS SUPPLIED?**

All rooms are furnished with beds, study desks and chairs, bureaus, closets and lighting adequate for study, but desk lamps are not available. The college also provides computer (Internet), cable television and telephone access and connections in most rooms. Any additional furnishings must be supplied by the students. For safety reasons, waterbeds are not allowed in the residence halls.

### **WITHDRAWAL POLICY**

Students leaving the on-campus housing facilities for any reason must first contact the residential life office and follow a standard check-out procedure before vacating the apartment/room. All keys/cards must be returned, the housing contract and inventories signed, any damages reported, and all personal belongings should be removed. An early cancellation fee (\$350) will be assessed to all students withdrawing from campus housing prior to the expiration date of the Housing Agreement. Only after the student has followed the withdrawal procedure and it has been processed will any refunds on room and board be made, if applicable.

## WHO DO I CALL?

### *Administration/Staff*

<i>Academic Affairs</i>	768-2812 - Joyce Tremblay, Secretary
<i>Acad. Success Ctr.</i>	768-2766 – Laura McPherson, Coordinator
<i>Admissions Office</i>	768-2785 - Nancy Gagnon, Secretary
<i>Bookstore</i>	768-2715 - Becky Maynard, Manager
<i>Business Office</i>	768-2898 - Carol McCleary, Bursar 768-2712 - Larry LaPlante, Director of Finance
<i>Continuing Ed.</i>	768-2768 - Leah Buck, Asst. Dean of Cont. Ed.
<i>College Relations</i>	768-2808 - Jason Parent, Dir. Dev./College Rel.
<i>Counseling Office</i>	768-2839 - Cindy Albert, Admin. Assistant 768-2747 - Tammy Nelson, Counselor/TRiO Dir. 768-2793 - Shellie Cronkhite, Career Counselor 768-2829 - Johna Lovely, Evening Advisor/ Gender Equity
<i>Dining Commons</i>	768-2716 – Rob Ottaviano, Dining Services Mgr.
<i>Early College for ME</i>	768-2856 - Ruth White, Regional Director
<i>Facilities Booking</i>	760-1188 – Shannon Cook
<i>Financial Aid</i>	768-2790 - Norma Smith, Asst. Dir. of Fin. Aid 768-2711 - Gail Gagnon, Fin. Aid Counselor
<i>Health Center</i>	768-2803 - Linda Mastro, Nurse Practitioner/Dir.
<i>Housing/Res. Life</i>	768-2795 - Tom Richard, Housing/Res. Life Dir.
<i>Information</i>	768-2722 - Information Technology Help Desk
<i>Technology</i>	768-2706 - Barry Ingraham, Dir. of Physical Plant and Technology
<i>Library</i>	768-2718 - Library Circulation Desk 768-2735 - Kim Ferguson, Assistant Librarian 768-2734 - Gail Roy, Asst. Dean of Learning Res.
<i>Maintenance</i>	768-2702 - Brian McQuade, Maintenance
<i>On Course for College</i>	768-2771 - Elizabeth Crawford, Coordinator
<i>President's Office</i>	768-2807 - Diane Peters, Admin. Assistant
<i>Student Affairs</i>	768-2787 – Gayle Dickinson, Secretary 768-2792 - William Egeler, Dean of Students 768-2791 - Betsy Harris, Registrar/AAO
<i>Security</i>	<b>768-2701 or 551-5765</b>

### ***Faculty***

Dennis Albert	768-2757	Welding & Metal Fabrication
Daryl Boucher	768-2756	Nursing
Daniel Boyd	768-2776	Automotive Technology
Heidi Broad-Smith	768-2736	Early Childhood Education
Pam Buck	768-2759	Computer-Aided Drafting
Dwight Clayton	768-2738	Business Technology Dept. Chair
Robert Collins	768-2783	Auto Body Repair
Mary Cornelio	768-2746	Nursing
Nancy Cowett	768-2737	Accounting Information Systems
Pam Crawford	768-2739	Business Administration
Susan Dugal	768-2733	Nursing
Dean Duplessis	768-2751	Precision Metals Manufacturing
Richard Duplessis	768-2775	Mathematics
Kim Esquibel	768-2755	Nursing Dept. Chair
Roberta Everett	768-2748	Nursing
Paula Flora	768-2752	Nursing
Deborah Folsom	521-3100	Nursing - Houlton Center
Lori Googins	768-2782	Ergonomics/Athletic Director
Jennifer Graham	768-2890	Communications/English
Miriam Gregg	768-2835	Mathematics/English
Jan Grieco	768-2765	Communications/English
David Guerrette	768-2761	Occupational Safety
Colleen Harmon	768-2732	Business Administration
Guy Jackson	768-2781	Residential Construction
Karl Jackson	768-2743	Business Technology
Charles Kelley	768-2860	Related Electrical
Wayne Kilcollins	768-2842	Wind Power Technology
Paul LaJoie	760-1195	Automotive Technology
John Levasseur	768-2836	Physics/Math
Todd Maynard	760-1100	Electrical Construction/Maintenance
Brian McDougal	768-2763	Trade & Technical Dept. Chair
Eileen McDougal	768-2750	Nursing
Janice McDougal	768-2754	Nursing
Joseph McLaughlin	768-2764	Computer Electronics
Penny Mints	768-2749	Medical Assisting
Ann Osgood	768-2740	Office Admin. /Secretarial Science
Eric Pelkey	768-2728	Communications/English
John Price, Jr.	768-2730	Psychology
David Raymond	768-2773	Social Sciences Dept. Chair
Robert Rice	768-2777	Diesel Hydraulics Technology
Alan St. Peter	768-2729	Plumbing & Heating
Rick Taggett	768-2778	Welding
Greg Thompson	768-2838	Life Sciences
Paula York	768-2744	Office Admin./Secretarial Science