

## **STUDENT SERVICES POLICIES AND PROCEDURES**

Students are responsible for knowing the policies and procedures which guide the UMF community. In addition to the information listed at this site, students should be familiar with the College Handbook On-line and the College Catalog On-line which are the primary sources for all student life and academic matters, and the course syllabus which is handed out at the beginning of each class.

### **EMERGENCY PROCEDURES**

**To report a FIRE,**

**From campus call 9-911, from off campus call 911**

**See paragraph “f” below.**

**To request EMERGENCY ASSISTANCE or REPORT A CRIME**

**From campus call extension 7400, from off campus call 778-7400**

**See paragraph “e” below.**

**To report a RAPE Call the Rape Crisis Hotline**

**Local 778-9522, or 1-800-871-7741**

**See paragraphs “l, m, n” below.**

1. University of Maine System, Student Conduct Code
  - a. Statement of General Principles
  - b. [Student Conduct code](#)
  
2. Campus Life Policies and Procedures
  - a. Guidelines for UMF Residential Hall Living
  - b. Alcoholic Beverage Policy
  - c. Cancellation of Classes in Event of Inclement Weather
  - d. Copyright Law Guidelines
  - e. Emergency assistance
  - f. Fire Procedures
  - g. Freedom of Speech and Assembly
  - h. Handbook
  - i. Hazing
  - j. Nondiscrimination and Equal Opportunity Statement

- k. Personal Safety
  - l. Rape Crisis Hotline
  - m. Rape/Sexual Assault Policy and Complaint Process
  - n. Sexual Assault/ Sexual Harassment, Conduct Officer Guidelines
  - o. Smoking Policy
  - p. Solicitation Policy
  - q. Student Senate Guidelines on Non-Student Participation in Student Organizations and Clubs
  - r. Trip Approval and Vehicle Use Approval for Student Organizations/Groups
3. Appeal Procedures
- a. Student Appeal Policy for Academic Matters
  - b. Appeal process of an Administrative decision
4. Federal Compliance requirements
- a. The Buckley Amendment
  - b. General Administrative Policies and Procedures
  - c. Safety and Security Information Report
  - d. Alcohol and drugs

# **University of Maine System, Student Conduct Code**

## **Statement of General Principles:**

The University of Maine Student Conduct Code seeks to promote the peaceful pursuit of intellectual and subsidiary activities under the auspices of the University and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All members of the University are governed by University regulations, local ordinances, and state and federal laws. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in the Code. **IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER.**

The Conduct Committee holds hearings at which students who have broken the Conduct Code and have been summoned for this offense, are present. The Committee is made of at least three, but no more than seven members, at least one of whom shall be a student and one a Presidential designee. If a student violates the Conduct Code, he/she will first meet with the Conduct Code Officer, and, if the officer deems it necessary, he will pass the matter on to the Conduct Committee who will in turn summon you to a hearing.

The full text of the conduct code is available in printed form at the Student Life Office.

# **Campus Life Policies and Procedures**

## **Guidelines for UMF Residential Hall Living**

The residence halls are an integral part of the academic community of the University.

The Student Life program at UMF is designed to provide a living and learning, safe and comfortable environment where students may live and study within the community of peers. The University assumes that students know what is right and what is wrong, what is responsible behavior and what is not responsible behavior, what is reasonable and what is not reasonable. Each student is responsible for what takes place in his/her own room and consequently may live the way chosen as long as he/she abides by state and federal laws, UMF policies and procedures, respects the rights and property of others, and abides by health and safety rules. As a member of the residence hall community, each student has a responsibility to respect the rights of other members of that community. The residence hall staff assists students in creating this environment. As members of floors and of residence halls, students share responsibility for what takes place on their floors and in their residence halls.

This document, the UMF Room and Board License, UMF Alcohol Policy, UMF Conduct Code and other University policies provide the guidelines for residence hall living at UMF. These guidelines fall into three basic categories: state and federal laws, health and safety rules, rights of others.

Violation of University policy within the residence halls falls under the jurisdiction of the Student Life Department. In addition, the student may be subject to disciplinary action by the University pursuant to the Student Conduct Code or by State or Federal officials. The severity of the imposed sanctions will be appropriate to the violation. Should a student's behavior be such that she/he is dismissed from residence, there will be no refund on the room rate.

### **Health and Safety**

1. The University expects that students will respect the security of the building, be knowledgeable of safety policies and procedures, and refrain from creating fire or other safety hazards.
2. The Room and Board License identifies items which are prohibited in the residence hall. Students are responsible for knowing what items are not permitted in the residence halls. The following is a partial list of such items:
  - a. Explosive devices
  - b. Firearms and other weapons
  - c. Launching devices

- d. Incense
  - e. Candles
  - f. Live/natural trees or greens, except those with root systems in containers
  - g. Halogen lamps
  - h. Microwave ovens over 700 watts and more than one per room
3. Pets, with the exception of fish, are not permitted in the residence halls unless they are Seeing Eye or Hearing Ear dogs.
  4. Hall sports are not permitted in the residence halls to insure the safety of others, to decrease unnecessary building damages, and to enhance a cooperative community environment.
  5. All ceilings, room doors, fire doors and hallways in the residence halls must be kept free of loose flammable materials. Hallways and room egress must be kept clear of obstructions.
  6. UMF residence halls are smoke free. There is no smoking allowed in any part of UMF buildings.

### **Rights of Others**

It is expected that students will respect the rights of people in their residence hall community. The UMF residence halls are within the larger Farmington community. As such, students are expected to recognize the rights of this community.

### **Guests**

Students who invite guests to the University should inform them of the residence living guidelines. Residents are responsible for the conduct of their guests. Any person not living in a particular residence hall is considered a guest of that hall. Visitors are welcome to the residence halls as long as they do not disturb other residents. Visitors must be visiting a particular resident of a residence hall. The visitor may stay overnight if registered by the hosting student with the hall staff. Hosting students must obtain their roommate's permission for a person who does not live in the room to stay overnight. Guests may stay up to three consecutive nights on campus per week and no more than a total of nine nights per month. Extra beds may not be moved into the room to accommodate visitors. Abuse of this policy may result in loss of guest privileges. There is a maximum of two overnight guests per resident.

Residents are responsible for the guest's behavior and are subject to appropriate sanctions when University policies and procedures are violated.

## **Quiet Hours**

Ordinarily quiet hours are from 9:00 P.M. to 9:00 A.M. in all residence halls. (Designated quiet floors have different quiet hours from other floors). Quiet hours may be adjusted to one hour earlier or one hour later with the consent of the residents and the Assistant Director. Students have the right to request and receive a reasonable degree of quiet at all times.

Consideration is to be observed at all times in the residence halls. Consideration is defined as courteous and careful thought of the residents on the floor or in the building.

## **Room and Building Physical Condition**

Students assigned to a given room will be held financially responsible for damage beyond normal wear and tear to the room and its furnishings. Damage resulting from the use of Scotch tape, duct tape, and other adhesive agents and/or tacks, nails, and hooks will exceed normal wear and tear. No painting, alterations or other repairs, or the removal of furniture shall be permitted by the student or group of students, unless authorized by the Assistant Director. A student must leave the room in the condition it was upon occupancy, and a cleaning charge of a minimum of \$20 will be assessed if the student(s) does not clean her/his room before leaving. Damages in common/public areas will be charged to the individuals responsible. If responsibility is not accepted or known, then the repair fee will be distributed amongst the residents of the floor or hall at the discretion of the Assistant Director.

## **OTHER RESIDENCE HALL LIVING MATTERS**

**Painting Your Room:** The Department of Facilities Management is responsible for painting student rooms. If you want to have your room painted, please contact the Department of Facilities Management to submit your request and to get approval. Ordinarily, student rooms are painted during the summer.

**Cooking in the Rooms:** Each residence hall has a small kitchenette and microwave oven available for student use. Items which are permitted in student rooms include small appliances such as hair dryers, irons, corn poppers, and microwave ovens (700 watts or less), that are U.L. approved and have thermostatically controlled heating elements. Electric space heaters and other high-intensity electrical appliances such as halogen lamps, toasters, toaster ovens and hotplates are not permitted in student rooms.

**Drinking:** You must be of legal age (21); if you are, alcohol consumption is restricted to the specific area for which permission is granted. No drinking is allowed in common areas, lounges, hallways, etc. (Check with your hall staff or the Assistant Director's Office to find out how to apply for permission to host a

function in a common area). No kegs or large containers of alcohol shall be approved.

**Drugs:** Illegal drugs are prohibited in all cases and situations.

**Fireworks/Firearms/Weapons:** are not permitted in or on any University properties.

**Key Duplicates:** Duplication of University keys is prohibited. If a key is lost, report it to the hall staff or a member of the Student Life staff. A new one will be ordered. There is a charge of \$10 for a replacement key. UMF Student ID cards are used to gain entrance to a residence hall. The cost for replacement of the UMF Student ID is \$25.

**Laundry:** Coin operated laundry facilities are available in each residence hall only to those residing in the residence hall. Any problems with the machines should be reported to the hall staff or Student Life Office.

**Leaving Your Personal Property in the Hall Over Breaks:** You can leave your personal items in your room during holiday and vacation breaks. If you wish to store any of your belongings during the summer, you need to make these arrangements with the hall staff. All items must be boxed and labeled. Storage space is limited.

**Lofts:** Lofts are permitted in the residence halls only after consultation with an Assistant Director. He/she will assist you with safety provisions required in the construction of the loft. Lofts may only be assembled within the residence halls, not built.

**Moving Furniture:** All furniture assigned to the room must remain in that room. Do not stack furniture or prop it on window sills. You are responsible for the condition of all furniture in your room.

**Repairs/Maintenance:** Report the matter to the hall staff or to the Student Life Office. Emergency maintenance is reported to the Office of Public Safety.

**Who Can Enter Your Room Without Permission:** If you or others are deemed in danger, or if a rule is being broken that puts you and/or others in danger, a member of the Student Life staff or Officer of Public Safety may enter your room. They will knock on your door, identify themselves, and then key into the room if there is no answer. Staff from the Department of Facilities Management may enter your room to make necessary repairs or checks. This staff will leave a note to let you know that they have entered and what they have done for work. Your room will be locked if you are not there.

**Theft & Safety:** No theft insurance coverage is provided by UMF. You can take out a policy at an insurance agency - or better yet, your parents can add a "rider" to their homeowner's policy that will cover your belongings. Also, you can register the serial numbers on your possessions with the Office of Public Safety. If you cannot find serial numbers on the items, an officer from Public Safety can engrave them for you. Items often registered are cameras, bikes, stereos, etc.

**Safety Inspection:** These inspections are made by the Student Life Staff during school breaks. If you are found in violation of the safety rules such as candles, space heaters, electric blankets, anything with open elements, you will be informed and expected to remove the item(s).

### **Student Conduct in Residence Halls: Procedures**

When a student is in apparent violation of the Guidelines for Residence Hall Living, the Conduct Code or other UMF policies/procedures, an incident report is written by a Resident Assistant, Public Safety or a student and submitted to the Assistant Director. The Assistant Director may take the following steps:

1. Communicate with the student(s) regarding the inappropriate behavior.
2. If the first incident or subsequent incidents warrant a meeting, the Assistant Director will indicate a need for the student to schedule a meeting time to discuss the incident(s).
3. The Assistant Director will take appropriate action.

**Sanctions:** Each individual case is heard on its own merits. A student's behavioral history based on Student Life records of all residence halls may be considered in deciding on a sanction. The following kinds of sanctions or combination of sanctions may be considered:

1. **Warning:** A written or verbal warning that certain behavior has been offensive or in violation of policies/procedures.
2. **Restitution:** Compensation for damage or offense committed through payment of money or through appropriate work requirements which in no way degrades the individual or inhibits academic progress.
3. **Probation:** An established period of time during which a student's actions are subject to close examination.
4. **Behavior Contract:** A written contract which outlines what the student must do if she/he wishes to remain in the hall.
5. **Restriction/Banning:** A student may be denied access to any residence hall or part of a residence hall.
6. **Suspension of visitation privileges:** A student may be denied the privilege of having overnight guests.

7. **Temporary suspension from residence hall:** A student may be suspended from the Residence Halls on a temporary, short term basis.
8. **Dismissal:** A student may be dismissed from the residence hall for a specified period of time. The specific date and time by which the student must move out of the hall will be arranged by the Student Life Professional Staff. Students who are dismissed from residence do not receive a refund on their room and board plan.
9. **Relocation:** A student may be relocated to another room in any of the residence halls.

**Appeals Process:** Decisions rendered by the Assistant Director may be appealed to the Director of Student Life or designee by making an appointment at the Student Life Office within five working days after the student has received the decision.

Decisions rendered by the Director of Student Life may be appealed to the Vice President for Student and Community Services or designee by making an appointment at the Student Life Office within five working days after the student has received the Director's decision.

Administrative decisions made by the Vice President are not appeal able. However, Conduct Code violations may be appealed to the Conduct Committee.

## **Alcoholic Beverage Policy**

UMF is a community where students, faculty, administrators and guests interact. The work of the community centers around its role as an educational institution. One component of this community is the social interaction of its citizens. Social settings may vary in size and purpose, and some will include the consumption of alcoholic beverages. In this respect, it is expected that all those who choose to use alcohol on the University campus do so in a responsible and appropriate manner.

### **Basic Principals:**

- Consumption of alcoholic beverages on campus is a privilege accorded any person 21 years of age or older.
- Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.
- Whenever alcohol is served there will be a variety of nonalcoholic beverages and foods available in sufficient quantities to last for the entire evening event. Advertising for the event will not include reference to alcohol.

**General Guidelines:** These guidelines are written as an interpretation of state law.

1. It is illegal to purchase, consume or possess any intoxicating beverages if you are under the age of 21.
2. It is illegal to aid or assist a minor in procuring intoxicating beverages.
3. It is illegal to sell liquor without an appropriate license in full force and effect.
4. Violators of the law must accept individual responsibility for their actions and cannot expect the University to provide them with immunity from prosecution.

### **Use of Alcohol in the Residence Halls:**

1. Consumption of alcoholic beverages by persons of legal age is restricted to the specific area for which permission is granted by the professional hall staff.
2. Students of legal age can drink alcoholic beverages in their residence hall rooms.
3. In student rooms where all roommates are under the legal drinking age of 21, alcohol is prohibited.
4. Students of legal age cannot consume alcoholic beverages in the common areas of the residence halls unless special permission is granted by the professional hall staff.

5. All residence hall socials must be approved by the hall's professional staff. Those which include serving alcohol are permitted on Friday and Saturday nights only.
6. No kegs, beer balls, or large containers of alcohol will be approved. When alcohol is served there will be a variety of non-alcoholic beverages and food in sufficient quantities to last the entire event.

### **Policy for the Possession, Sale and Consumption of Alcoholic Beverages at the University of Maine at Farmington**

University groups (student, faculty, administration, classified employees) must have approval for possession or consumption or sale of alcoholic beverages for all functions. Approval will be contingent upon a plan that will meet the intent of the appropriate state law(s). The plan is reviewed by the Vice President for Student and Community Service. Requests for alcoholic beverages for all functions should be made in writing at least two (2) weeks in advance of the event to the ARAMARK Food Service Director. The liquor license is held by ARAMARK Food Service.

1. Possession or consumption or sale of alcoholic beverages is restricted to the specific area for which permission was granted.
2. No person, including members of the general public, may possess or consume or sell alcoholic beverages at any UMF event or location which has not received approval for the presence of alcohol.
3. When students are asked their name and age by a UMF staff member, they are expected to give the information.
4. No kegs or large containers of alcohol, generally in excess of 64 ounces, will be permitted on campus except by a licensed caterer.

### **University's Relations to Students:**

The University recognizes its contractual relationship with its students. In regard to the alcohol use, the University realizes that its students are adults and ultimately responsible for their own behavior. The University does, however, recognize its responsibility to provide services and policies which are designed to diminish the incidence of alcohol misuse and consequent negative outcomes and in this regard will educate its students and consistently enforce its alcohol related policies as well as comply with local, state and federal laws pertaining to alcohol use.

## **Cancellation of Classes in Event of Inclement Weather**

The decision to cancel classes and work at UMF is based in part upon information relayed through the local School Administrative District #9, which consists of reports from a weather service, the State Highway Department, the Sheriff's Office and personnel in surrounding towns. These reports, combined with campus conditions and any other available information, determine whether UMF classes/work will be canceled.

The decision to cancel will normally be made between 6:30 and 7:00 a.m. for day classes. Cancellations will be announced on local radio stations which are specifically identified at the beginning of each winter season. The decision to cancel evening classes will normally be made by 1:00 and, by 1:30 p.m. announced on local radio stations. In addition, the UMF switchboard operator will be notified.

## Copyright Law Guidelines

Federal Copyright laws cover a broad expanse of creativity and culture including audio recordings, musical works, photographs, literary work, movies, computer software, and video games. Students need to know their rights and responsibilities and potential liabilities for unlawful use of copyrighted materials.

Although peer-to-peer (P2P) file sharing on university networks is *per se* is not unlawful, students have used popular software such as KaZaA and Morpheus to engage in extensive infringement of copyrighted works. It is important that you understand and abide by the Terms of Service for Using UMF Computing Resources:

(<http://departments.umf.maine.edu/umfcc/policies/terms.html>)

The use of copyrighted written material is covered thoroughly in the tutorial offered online at (<http://departments.umf.maine.edu/~library/plagiarism>)

Federal copyright law restricts the use of cassettes and compact discs to private showings and prohibits their public performance.

## **Emergency assistance**

Any member of the campus community who is in need of police assistance or in need of emergency services may call the following numbers:

- **UMF Public Safety (police) Dept - ext 7400 or 778-7400**
- **Farmington Police Dept - 9-911 or 778-6311**
- **Franklin County Sheriff's Dept - 9-911 or 778-2680**
- **Farmington Fire Dept - 9-911 or 778-2120**
- **Lifestar Ambulance Service - 9-911 or 778-6365**

When reporting a crime or requesting emergency assistance, please remember to include the following information:

1. Give your NAME and ADDRESS (you may remain anonymous)
2. Report your LOCATION AT THE TIME OF THE CALL
3. Report the LOCATION OF THE CRIME OR EMERGENCY
4. Report the TYPE OF CRIME OR EMERGENCY
5. Report as best you can, ANY INFORMATION THAT YOU MIGHT KNOW, such as to the seriousness of the problem, any descriptions of persons involved or the direction of travel of a suspect.

The Department of Public Safety is structured to provide you with competent and professional law enforcement assistance and welcome the opportunity to serve you. All law enforcement officers at UMF are appointed by the authority of the Board of Trustees of the University of Maine and are certified by the Maine Criminal Justice Academy.

The Department of Public Safety is located on High Street, the second house south of Lincoln Street.

## **Fire Procedures**

- Should you detect a fire, pull the local alarm and vacate the building immediately. Then notify a staff person and/or call the Fire Department, 9-911 (from a campus phone) or 911. Make the call from a safe location!
- If you are in a room with the door closed and there is an alarm sounding or a fire in the building, touch the door before opening it. If it's hot, don't open it. Remain in the room until a rescue group arrives. Be sure to stand next to your closed window so that the rescue group can spot you.
- If the door is warm, open it slowly to see if it is safe to exit. As flames outside a door can be sucked into the room once the door is opened, stay low and take precautions when opening the warm door.
- If it appears safe, cautiously enter the hallway. Wear your shoes and coat -- take a towel or some material to cover and protect your eyes and hair from smoke or fire.
- Know the assigned and alternate exit routes. Elevators are never to be used.
- Leave the building in an orderly fashion as soon as possible. Keep lights off, curtains open and door closed.
- Proceed directly to the designated area and stay together. Be as quiet as possible at all times so you may hear emergency instruction.
- Remain calm. A head count will be taken.
- Wait until a staff person instructs people to return to the building.
- When evacuating, give priority to physically challenged persons.

## **Freedom of Speech and Assembly**

The primary purpose of an academic community is to search for truth. This search for truth is a sensitive undertaking that is essential for maintaining an academic environment. Indispensable to that search is academic freedom - the freedom of inquiry, of thought and of expression.

Therefore, in keeping with our institution's purpose, there shall be no restrictions placed on the fundamental right of others and to preserve the order necessary for the college to function as an institution of higher education. The entire outdoor area of the University of Maine at Farmington is open to the expression of opinion by students, faculty members, staff and their invited guests. The mode of expression shall not interfere with normal college functions nor disrupt the free flow of pedestrian and vehicular traffic. These privileges apply only to the outdoor areas owned and held by the college and do not apply to the neighboring private or community properties.

Designated inside facilities may be used for activities, sponsored by the Student or Faculty Senates, when properly scheduled through normal administrative procedures.

## Handbook

The entire Web site of the University of Maine at Farmington is the Online Student Handbook. On these web pages you will find a complete listing of academic information, policies, procedures, rules and regulations, calendars, campus descriptions, and more. It is in your best interest to be familiar with this information while you are here. Please spend a few minutes exploring the SITE MAP and SITE HELP boxes; specifically run through the [Student Services Policies and Procedures](#) listed under Student Information and check out your electronic connection with the [Registrar's Office](#). While you are at it, visit other pages to find out what is going on and where you might become involved. Become familiar with the website, what it contains and how you can use it.

## Hazing

1. No person or organization shall create, or permit to exist, any situation that recklessly or intentionally endangers the mental or physical health of a student enrolled at any campus of the University of Maine.
2. Each organization affiliated with any campus of the University of Maine shall adopt and include these rules as part of its bylaws or other governing documents. Each such organization shall advise the Office of the President of each campus with which it is affiliated, in writing, within sixty days after the adoption of this policy, of such adoption and inclusion; and shall thereafter notify the Office of the President, in writing, forthwith, of any change or amendment relating to these rules or to such adoption and inclusion.
3. Any organization affiliated with any campus of the University of Maine that violates these rules shall lose all right to conduct activities on any campus of the University of Maine and all right to receive any other benefit of the University of Maine.
4. Any person associated with any campus of the University of Maine as a student, administrator, faculty member or in any other capacity, whose conduct violates these rules, shall be subject to suspension, expulsion, or other appropriate disciplinary action.
5. Any person, not associated with the University of Maine, whose conduct violates these rules, shall be ejected from, and shall thereafter be banned from re-entering, any campus of the University of Maine.
6. Any disciplinary action, penalty, or sanction enforced under the rules for conduct violating these rules shall be in addition to, and not in limitation of, any other civil law or criminal law process, procedure or penalty arising from the conduct concerned.
7. The administration and enforcement of these rules within each campus of the University of Maine shall be the responsibility of those persons and administrative officers at each campus of the University of Maine who have responsibility for the administration and enforcement of the Student Conduct Code. Such administration and enforcement shall be pursuant to the Student Conduct Code and in accordance with the policies and procedures including, without limitation, the appeal procedures, of that Code.
8. A copy of these rules and of the Student Conduct Code shall be given to all students enrolled at each campus of the University of Maine. Appropriate announcements of the existence of these rules, of the Student Conduct Code, and of the availability of copies shall be made at least annually through appropriate and usual campus notification procedures. The failure of any student, administrator, faculty member or any other person associated with the University to have received such copies or to have actual knowledge thereof shall not be justification for, or excuse, any failure to comply with the said policy or these rules.

## **Nondiscrimination and Equal Opportunity Statement**

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

Questions and complaints about discrimination in any area of the University should be directed to Valerie Huebner, Equal Opportunity/Affirmative Action Officer, 224 Main Street, Farmington, Maine 04938; telephone: 207-778-7258; TTY: 207-778-7000.

Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02109-4557, telephone (617) 223-9662 (voice) or (617) 223-9695 (TTY/TDD). Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination. (Revised by the University of Maine System Office of Human Resources, January 6, 1999)

## **Personal Safety**

Whether you live on or off campus, here are a few tips to help ensure your personal safety:

- Label your books so they can be identified in case you lose them or they are stolen. If you don't intend to resell them at the end of the semester, the Office of Public Safety suggests that you put your name or a mark on the edge of the pages.
- Never leave your personal property unattended if at all possible -- that includes coats, purses, and books.
- If you have a car, do not leave valuables in full view. Don't leave your car unlocked.
- When walking at night, walk where there is plenty of light - avoid dark areas.

## **Rape Crisis Hotline**

S.A.V.E.S. is an organization that provides help for sexual assault and incest victims and their families. S.A.V.E.S. does this through a 24-hour telephone hotline. A trained operator will have an advocate on duty return the call, day or night. S.A.V.E.S office number is 778-9522.

S.A.V.E.S. advocates provide counseling, factual information, and support to help victims and their families cope with this experience. They will accompany victims through hospital medical exams, through police interviewing and reporting procedures, and through the entire court process, should the victim decide to report and prosecute the crime.

A person does not need to be in immediate crisis to use the services. For instance, many calls are received by rape crisis centers on the anniversary of the sexual assault. A friend or family member of the victim may also use the hotline to receive support. Ongoing and closed support groups are also available. Please call the S.A.V.E.S. office for details.

S.A.V.E.S. provides educational presentations to schools and community groups, in an ongoing effort to prevent the crime through public awareness. A S.A.V.E.S. advocate is in the local high schools on a regular basis as a support person, educator, and group facilitator.

# Rape/Sexual Assault Policy and Complaint Process

## Introduction

The University of Maine at Farmington recognizes the seriousness of the problem of rape on college campuses and the special need to protect students. In a national survey of college campuses, one-fourth of the women surveyed reported being raped or sexually assaulted by age 21. Sixty percent of these incidents happened in the context of a date. One-twelfth of the men surveyed had attempted rape or raped. The highest risk age group for women is 15-24. Thus, college-age women are particularly vulnerable. UMF has therefore adopted this policy and complaint process in order to provide a comprehensive procedure to evaluate and resolve incidents of rape/sexual assault.

The University of Maine at Farmington codes and the larger community laws may overlap, but they operate independently and **do not** substitute for each other. A student charged with sexual assault or rape can be disciplined by the UMF campus disciplinary procedures in addition to being prosecuted under Maine criminal statutes. The UMF campus administration can pursue its own disciplinary action regardless of whether there are criminal proceedings underway or the state criminal justice department decides not to prosecute.

UMF campus administrators are aware of the fact that alcohol and/or drug use on the part of both victim and assailant often leads to circumstances in which assaults occur. Responsible people will not put themselves in the position of being out of control of their own actions or unconscious of others' actions towards them. However, alcohol or drug use **does not** diminish the personal responsibility of the assailant or change the disciplinary sanctions against him or her.

## Policy

**The University of Maine at Farmington will not tolerate sexual assault in any form.**

If there is reason to believe that the UMF campus regulations prohibiting sexual assaults of any kind have been violated, *on or off campus*, the administration will pursue disciplinary action through the channels described below.

The terms sexual assault, rape and acquaintance rape are often used interchangeably. To help clarify this, the University of Maine at Farmington has accepted the following definitions of sexual assault and related forms which are similar, but not identical, to Maine State Law definitions:

## **Definitions**

### ***Sexual Assault***

Sexual assault includes, but does not require, forced sexual penetration. In addition to what is commonly known as rape, sexual assault includes acquaintance rape, forced anal intercourse (sodomy), forced oral sex, forced penetration of genital or anal openings by an object, including a finger, and forced sexual contact.

Forced sexual contact is the unwanted touching, directly or through clothing, of an intimate part of another person such as a sexual organ, anus or breast. The type of force in these definitions may include physical violence, physical or emotional coercion or the threat of physical harm to the victim.

Sexual assault also occurs when the victim is unconscious or otherwise incapable of resisting and has not consented to the act.

### ***Rape***

A form of sexual assault that involves forced sexual intercourse against the will of the victim. Maine law has now replaced the crime of "rape" with the crime of "gross sexual assault."

### ***Acquaintance/Date Rape***

Sexual assault by a date, boyfriend, girlfriend, casual friend, or acquaintance. Regardless of the relationship between perpetrator and victim, acquaintance rape is as serious a violation of the University of Maine at Farmington policy as any other form of sexual assault. Acquaintance rape often occurs out of some level of mutually acceptable sexual activity. At some point the victim has stopped consenting and is overpowered.

### ***Sexual Harassment***

A violation of civil law or University policy involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct related to sex when the perpetrator uses, threatens to use, or implies that submission to or rejection of the conduct will affect employment or academic decisions concerning the other individuals; or when conduct substantially interferes with an individual's academic work performance or creates an intimidating, hostile, or offensive employment, educational, work, or living environment.

Sexual harassment involving physical contact may also be a form of sexual assault.

## **The Need for Reporting**

Reporting rapes or sexual assaults is an absolutely crucial aspect of preventing these assaults from happening again. They have been allowed to continue in the past due to the "conspiracy of silence" about rape/sexual assault in the community and on campus.

Reporting is also a crucial step towards healing and empowerment for the victims. Once victims realize they will be believed and respected and that significant action will be taken, they will begin to recover from the trauma of the assault. When assailants realize their assaults will be reported and administrative and/or legal disciplinary actions taken, the cycle of "assault-silence-assault" will be broken.

The student has the option of reporting a sexual assault to the UMF Department of Public Safety, to the appropriate law enforcement officials or to both. (See phone numbers in the back of this booklet.) The UMF Department of Public Safety can supply complainants or their support persons with more information about reporting both on and off campus upon request. The UMF Department of Public Safety will serve as the central office to gather sexual assault reports in order to document, as clearly as possible, how often it is occurring and what is being done in each case. Reports can be made with or without inclusion of names or identifying information, according to the wishes of the victim. Local law enforcement authorities will be informed. As always, confidentiality will be respected.

Any UMF employee or student who is aware of an alleged rape is strongly encouraged to report it to the UMF Department of Public Safety.

## **Procedures for Reporting and Use of a Rape Victim Advocate**

When a student has been sexually assaulted and tells a friend or UMF employee, the initial contact person should offer support and strongly encourage the person to contact a rape victim advocate. If the victim is incapable of contacting an advocate, the initial contact person should offer to do so.

The advocate will be the victim's supporter throughout whatever course of action is chosen by the victim. There will be five advocates chosen by the Sexual Assault Sexual Harassment Committee (S.A.S.H.) from campus staff having professional skills relating to this area. The advocate will be a member of a rape response team comprised of campus professionals who will deal directly with the issues involved in the incident such as housing changes, physical protection, disciplinary action, etc.

The advocate will help the victim decide which, if any, course of action the victim would like to take; e.g., obtaining counseling or medical care if not already done, reporting to the conduct officer for on-campus disciplinary action against the assailant, and/or reporting to the police and District Attorney's office.

## **Disciplinary Procedures**

Rape, acquaintance rape, and sexual assault can each be criminal violations of sexual assault laws and violations of the student conduct code. The offense can lead to two possible proceedings:

- 1.** A criminal court case against the assailant filed by the District Attorney's office;
- 2.** An on-campus administrative hearing, conducted as per the University of Maine System Student Conduct Code.

In the criminal case, the prosecutor must convince twelve jurors of the guilt of the accused "beyond a reasonable doubt."

In the administrative hearing, guilt or innocence is established by a "preponderance of evidence;" that is, whether it is more likely or not that the sexual assault occurred.

### ***In an administrative hearing, the rights of the alleged victim will be as follows:***

- 1.** The right to be accompanied by a support person or persons of his/her choice throughout the disciplinary hearings.
- 2.** The right to remain present throughout the whole hearing if desired or to present his/her case separately from the alleged assailant. The victim also has the right to present written testimony in lieu of oral testimony.
- 3.** The right **not** to have her/his past sexual history discussed during the hearing.
- 4.** The right to make a victim impact statement and to suggest an appropriate penalty if the accused is found in violation of the policy.
- 5.** The right to be informed immediately of the outcome of the hearing.
- 6.** The right to be protected from harassment (verbal or otherwise) by the alleged assailant and/or the assailant's representatives.
- 7.** The right to a preliminary and immediate hearing with the rape response team to determine what alternative living arrangements may be needed to protect the accuser while the hearing process is occurring.

*In an administrative hearing, the rights of the alleged assailant will be as follows:*

1. The right to be accompanied by a support person or persons of his/her choice throughout the disciplinary hearings.
2. The right to be present throughout the entire hearing **except** during testimony by the accuser if the accuser requests that the accused not be present.
3. The right to present rebuttal in person or in writing.
4. The right **not** to have his/her past sexual history discussed during the hearing.
5. The right to be informed immediately of the outcome of the hearing.
6. The right to be protected from harassment by the accuser or the accuser's representatives.
7. The right to appeal as per Student Conduct Code procedures.

It should be noted that in the situation where other members of the campus community are also in clear danger of attack by the alleged assailant, the University's conduct officer has the right to confront that individual while preserving the anonymity of the victim, if desired, and suspend that individual from campus for a period of time that is appropriate to the UMaine System Student Conduct Code. If the assailant appeals this decision, it will be handled by the Student Conduct Code hearing process. The victim will also be protected from further contact with the assailant by campus security measures.

## **Administrative Penalties for the Assailant**

*Campus administrative penalties can include:*

- Suspension from extracurricular activities.
- Exclusion from certain areas of campus.
- Suspension from the University for a specified time.
- Expulsion from the University with no ability to return to campus.

## **Sexual Assault Sexual Harassment Committee**

A crucial aspect of providing effective, comprehensive rape/sexual assault awareness and prevention programs is the networking of campus professionals, staff and departments. A committee will coordinate these programs. At a minimum, the committee will have representation from the following parts of the campus community and the community at large:

- one from the Student Health Center
- one from the Center for Human Development

- one from the Student Life Department
- one from the Department of Public Safety
- one from the Student Conduct Committee
- three faculty members
- three students
- one representative from S.A.V.E.S.  
(Sexual Assault Victim Emergency Services)

*The mission of the Committee is as follows:*

**1. Education:**

- a. To publicize the above policies and procedures throughout the campus community.
- b. To continue training faculty and staff to become knowledgeable about sexual assault/rape in order to guide victims to appropriate campus and community services.
- c. To work with the peer educator program to ensure ongoing rape awareness and prevention programs for students.
- d. To provide specific rape crisis training for first responders to sexual assaults; i.e., staff members of the Department of Public Safety, Student Life, Student Health Center, and the Center for Human Development.
- e. To provide specific sexual assault/rape awareness training for individuals involved in disciplinary proceedings, i.e., Conduct Committee members.

**2. Safety:**

To suggest security measures designed to maintain a safe physical environment.

**3. Climate:**

To create an environment that challenges prevailing societal attitudes that condone sexual assault.

**4. Community:**

To interface with community resources and the courts to ensure effective coordination of responses to sexual assault.

**5. Evaluation:**

To evaluate or re-evaluate policies and protocols regarding sexual assault/rape and to revise them as necessary to maintain effectiveness in a changing legal and social climate.

## **Sexual Assault/ Sexual Harassment, Conduct Officer Guidelines**

The terms dismissal and suspension are defined in the UMaine System Student Conduct Code. The terms include UMF and UMaine System campuses. The terms sexual assault, forced sexual contact, and sexual harassment are as defined in the UMF policy on Sexual Assault/Rape process.

### **BASIC TENETS:**

- a) a victim should not have to deal with or see the offender once the hearing is complete;
- b) with either a dismissal or suspension, a person will have to leave the campus immediately -- regardless of how much of the semester remains;
- c) during a suspension or dismissal, the person is banned from campus;
- d) during the hearing process V.B.4 of the UMaine System Student Conduct Code will be used and the offender will be limited to going to classes and using the support services at a time when the victim is not using them;
- e) if the victim is still enrolled on the offender's return from suspension, the needs of the victim will be given full consideration in terms of the offender's access to the campus facilities and courses;
- f) a record of the sanction will be placed in the offender's official UMF file;
- g) the guidelines as listed below are to be interpreted as only minimal guidelines that the Conduct Officer should adhere to.

### **A. INFRACTION: GROSS SEXUAL ASSAULT (RAPE)**

DISMISSAL from the University.

**B. INFRACTION: FORCED SEXUAL CONTACT** (Direct unwanted touching or unwanted touching through clothing of: an intimate part of another person, i.e. sex organ, breast, or anus). FORCE may include: physical violence, physical or emotional coercion, or threat of physical harm.

DISMISSAL if there have been previous related matters.

FOR A FIRST OFFENCE: SUSPENSION for one year.

**C. INFRACTION: SEXUAL HARASSMENT** (unwelcome sexual advances, requests for sexual favors, verbal conduct related to sex).

FOR FIRST OFFENCE: Suspended Suspension with condition[s] (i.e., community service, etc.)

SECOND OFFENCE: SUSPENSION for one year.

THIRD OFFENCE: DISMISSAL from the University.

## Smoking Policy

1. In compliance with Maine laws, UMF has a policy of prohibiting smoking in all University buildings and outside in areas of the campus where non-smokers cannot avoid exposure to smoke. Smoking is permitted in other areas to the degree that second hand smoke does not enter a building through entrances, windows, ventilation systems or other means. "Smoke Free" means free from secondary smoke as well as the act of smoking. Smokers should be careful that their smoke does not interfere with those using the smoke free corridor, building entrances, or the athletic fields.
2. The Smoke Free Corridor, which was established in 2002, extends from the Merrill Hall parking lot on Academy Street, along the paved pathway that passes the Alumni Theater, Dearborn Gymnasium, Ricker Hall and Ricker Addition, Preble Hall, Mantor Library, the South Street entrance to the Olson Student Center, throughout the quadrangle between The Student Center and the Roberts Learning Center, to the entrances of Roberts that lead to the parking lot to the south of Roberts. The corridor includes all the entrances to buildings along the pathway and the pathway as well. Portions of the smoke free corridor are quite narrow and several of our building entrances are restricted. Smokers are requested to move far enough from the corridor and building entrances so that passers by are not exposed to second-hand smoke.
3. All designated handicapped entrances are Smoke Free.
4. Tobacco use is prohibited in all UMF owned vehicles.
5. Tobacco use is prohibited in the Prescott Athletic Fields areas.
6. The sale or free distribution of tobacco products is prohibited.
7. Campus organizations are prohibited from accepting money or gifts from tobacco companies.
8. Tobacco product advertisements and promotions are prohibited.
9. These policies do not ban smoking on campus. They do not insist that members of the UMF community stop smoking, only that the rights and health of those who choose not to smoke are protected.
10. The Student Health Center provides information about free and accessible tobacco treatment on campus or elsewhere to support those who wish to break the habit.

## **Solicitation Policy**

No solicitations, vending or distribution of any type is permitted in the residence halls, nor is any vending permitted from rooms in the residence halls. An exception is made, however, if the residence hall government, Campus Residence Council, wishes to hold or permit sales or solicitation in the hall.

Those individuals found in violation should be reported to the Resident Assistant or Assistant Director of the building, or the Office of Public Safety, who will take appropriate action. Judicial charges may result from violations of this policy.

### **Guidelines for Sales and Solicitation for Residence Halls:**

- A. Group presentations and demonstrations in residence halls are confined to main lounges and public areas and must be scheduled by the hall staff and/or the residence hall government. All advertising for sales and solicitation of group presentations and demonstrations must be confined to approved display areas in the residence halls.
- B. Door-to-door sales and solicitations including the distribution of information are NOT ALLOWED, unless authorized by the residence hall government or Student Life.
- C. All sales and solicitation must comply with local, state and federal regulations.
- D. A copy of this policy and guidelines will be provided to any individual upon request.
- E. During time periods when there are large numbers of guests on campus, i.e., Orientation, Parents Weekend, Spring Fling, etc., all vending solicitation and distribution requests are kept to a minimum.
- F. Soliciting or selling by telephone to students in residence halls is strictly prohibited.
- G. Vendors, solicitors, or distributors shall not be permitted access to student master file information under any circumstances. The University will not provide address labels for direct address mail campaigns.
- H. Solicitors, vendors, and distributors are encouraged to use the Student Center wherever practicable for sales and solicitation.
- I. Student organizations involved in vending, soliciting, or distributing are expected to conduct themselves so as to respect the rights of their fellow students.
- J. These guidelines are subject to annual review by Campus Residence Council.

# **Student Senate Guidelines on Non-Student Participation in Student Organizations and Clubs**

## **Section I: General Statement of Purpose of Student Clubs and Organizations:**

Student organizations and clubs (hereafter referred to as student groups) are an important part of each student's education, teaching and learning, and growth and development; they contribute to a diversity of programming that enriches campus life both in and outside the classroom; they provide an opportunity for students to participate in the life and operations of the campus and the wider surrounding community.

## **Section II: Definition of a Student** (as it relates to student groups)

An individual is a student when she or he is taking one or more classes and paying the student activity fee. Note: this means that charging a non-student an "activity fee" will not make that person a student.

## **Section III: Spirit of Participation by Non-students**

Non-student involvement is at the invitation of the student group and is intended to be within the spirit of these guidelines. Non-student involvement may take place on campus property where UMF can exercise its control. Generally non-student involvement in any student group activity off campus is when that person's participation is a focal point of the activity. Non-student involvement is excluded from all club sports, see section V.

We want to encourage student groups to sponsor events wherein non-students are invited to attend; this type of participation enriches the activity.

Student group meetings provide a learning space and the invitation of non-student resource persons to contribute their knowledge contributes to further learning. Student group meetings that are focused on the operation of the organization should be open forums of discussion and sharing of ideas among students with advice of the group's advisor (a UMF faculty or staff person). From time to time a student group may wish to invite a non-student with expertise to join in a learning event which might take place over a period of time. Non student participation should be to the degree that it contributes to learning, and does not eliminate or somehow minimize student involvement in either ability to attend a function or to use a resource or to lessen the life of a resource. There are times when a non-student may use resources for the purposes of teaching the student group; they should not be used for any personal financial gain.

#### **Section IV: UMF Employees** (a special category of non-students)

The Senate encourages UMF employees to become actively engaged with student organization, but can not expect a student organization to use student activity funds to pay for an employee for items or events that it was paying for students. Fundraising account expenditure towards a UMF employee comes under the jurisdiction of the student organization. We would expect the UMF employee to be a part of the group in the same spirit as outlined above. We believe that organizations can foster positive relationships that ultimately enhance learning and the educational experience. UMF employees are encouraged to go off campus with student groups.

## **Section V: Specific Positions**

With the exception of the spirit communicated in the above paragraphs, non-student participation is generally discouraged. UMF's mission is not to fund joint college community student groups. By their very nature students are more transient than community persons; organizations usually move in directions desired by its most stable element. To have this happen is contrary to the purpose of having student groups.

Student groups are encouraged to run events that are open to non-students. The student group may or may not decide to charge a fee to non-students for an event or materials used in an activity.

Only student members of the student group can vote on or otherwise determine organization matters.

Only student members of the student group can hold office in a student group.

Clubs sports can have only students in the club and on the playing field for practice or game. These student groups can have a non-student coach provided that the coach signs a written agreement with the club, athletic Director, and student senate.

Reason: If a club does not have enough student members to field a practice or game, then it lacks sufficient student interest; UMF has no control over non-students; UMF wishes to minimize its legal obligations where matters of personal risk are potentially at stake; UMF insurance covers only UMF students.

Intramural sports are open only to UMF students and UMF employees.

Transportation as described in UMF vehicle policies - Only students or UMF employees or approved guests (like guest speakers, spouse) may ride in vehicles.

When a student group is discussing the groups choices of activities or expenditure of funds or other aspects of its operations members should feel free to openly express their opinions and participate in the decision making. This means that generally only students would be present with perhaps the group's advisor. Reason: with no intention intended other persons who are not used to being advisors can be intimidating even if they say nothing.

### **Questions for Judging Community Participation**

The UMF Student Senate would like student groups to operate within the spirit of what is described in the above paragraphs. If anyone questions the participation of a non-student or UMF employee in a student group or otherwise learns of concerns about a student group's non-student participation, then the Senate will hear that concern and make a judgment on that participation based on answers to the following.

Is the non-student participation purposeful in the sense of learning?

Is the non-student creating undue influence unintentionally or otherwise?

Is the non-student realizing some form of personal gain by using the groups resources? (Ex - making something which can be sold)

Is one or more students not having the same opportunity as other students?

Is a non-student blocking a student's access?

Is a non-student's presence dampening the working of the student group?

Is the non-student operating in a teaching role?

Is there the potential that the non-student could damage or otherwise render  
useless the resource?

Is the non-student behaving as if they were a regular student member?

Is the participation within the spirit of the policy?

## **Trip Approval and Vehicle Use Approval for Student Organizations/Groups**

*Note: Both the trip and the means of transportation need to be approved.*

1. The student organization/club is officially recognized and approved by the Student Senate and UMF administration.
2. The proposed trip/use is an officially sanctioned UMF campus activity and is approved as official university travel. The UMF administration through the Department of Public Safety approves trips which meet the terms of this policy. Exceptions to the policy are made by the office of the Department of Public Safety.
3. When a student organization/group travels, regardless of the mode of travel (UMF vehicle, personal car, rented vehicle, airplane,...), the group and its traveling members represent UMF and carry the UMF name. Any actions, group or individual, are a reflection on the group and on UMF. UMF wants a positive response from the Maine public when they observe those representing UMF. We expect that students will act as responsible and model citizens. As an example it means that if students consume alcohol, then they will remain sober. Students are expected to abide by the state laws and campus policies when on an approved trip.

Student organizations/groups can take social or pleasure or recreational trips. Examples include: shopping trips, evening of dining in Portland, attend a Portland Seadogs game, hiking, .... These trips will be limited to the state of Maine.

Student organizations/groups may also take trips which are primarily for educational or cultural enrichment. Whether or not a trip is educational or cultural is based on the trip's itinerary with a preponderance of it being educational or cultural or a combination of both. These trips are generally restricted to New England, NYC, Quebec City, and Montreal. A group wishing to travel beyond these geographic boundaries may seek an exception. Things taken into consideration in determining an exception include the itinerary, the presence of a UMF employee on the trip, and the educational or cultural experience.

Club sport groups will be generally limited to in-state travel. Trips beyond this limit will be considered if there are compelling reasons (example - league play).

### Terms pertaining to any mode of transportation

4. The use of the vehicle will be in accord with UMS APL #27. At the time the Office of Public Safety does the license check for approval of the driver, the driver will read and sign UMS APL # 27.17. The driver(s) and/or person in charge

of the trip will be given a packet that includes all policies in Section 12.2 that are applicable to student organization/club use.

5. Approved trips of more than four hours one way will have at least two eligible drivers in the vehicle.

6. Driver eligibility will be determined by UMF's Office of Public Safety in consonance with APL #27.

7. Only those persons on the trip may ride in the vehicle. A person is officially on the trip by having their name on the roster and having signed a risk and release form.

8. Only currently enrolled UMF students or officially recognized advisor(s) or currently employed UMF personnel (and guests preapproved by the club/organization (such as guest speakers, spouse, etc.) may ride in the vehicle(s).

9. When the UMF vehicle keys or check in the case of a rental or trip with a hired transporter are released to the organization/group, the following will be presented: a roster with the name, address, and ID # of each person on the trip; an itinerary, estimated mileage, stated purpose of the trip, and the advisor's signature; a risk and release form for each person on the roster for the trip.

#### Terms Pertaining to Use of Personal Vehicles

10. The vehicle owner or the driver of the vehicle if different from the owner needs to go through the same license check as a driver of a UMF vehicle. The car owner needs to provide proof of insurance covering the liability of the driver and automobile liability insurance to cover the cost of any injury to the passengers. The UMS does not provide any automobile insurance (collision or liability) to cover the use of a personally-owned vehicle. Any protection must come from personal insurance.

#### Terms Pertaining to UMF Vehicles

11. The vehicle(s) need to be back as scheduled, with the exception of unforeseen circumstances (i.e. weather, mechanical failure, extension of competition, etc.). If they are not, the club/organization may lose privileges or face penalties.

12. Request for use of a UMF vehicle may be made at any time, but will not be confirmed until two weeks prior to use. Once a club's use of a vehicle is confirmed by the Facilities Mgt. Office, the club will not be bumped except under extraordinary circumstances. If clubs have already made reservations for the trip

or paid conference dues, then Facilities Management Office will obtain a rental vehicle.

13. Vehicles will be operated in compliance with all laws. (i.e. Seat belts are to be worn in all vehicles, drivers will be sober, etc.)

14. Vehicles are expected to come back clean inside.

15. All general rules [UM System and UMF] regarding vehicle use will be adhered to.

16. All policies as outlined in Section 12.2.a, b, c, d, e, f of the UMF General Administration and Support Services Policy Manual are to be followed.

17. Non compliance will mean loss of UMF vehicle use or privilege to rent or privilege to take a trip as an UMF organization.

18. The UMF Facilities Management Office, in the case of UMF vehicle use, or the Student Activities Office, in the case of a personal car use for a trip, may cancel any trip, if they judge that the weather and road conditions merit such a decision.

19. If there is need to contact the campus while on a trip the call should be made to UMF Public Safety Office.

# Appeal Procedures

## Student Appeal Policy for Academic Matters

A student with a grievance against a faculty member for a grade or for an alleged failure of the faculty member to follow published course requirements or published academic policy may appeal through the following procedure:

1. File a written complaint with the faculty member. Also submit a copy of the complaint to the department chairperson responsible for the faculty member.
2. If the department chairperson does not receive written notification of resolution of the issue within five academic days, a hearing will be scheduled with those involved. The department chairperson will provide a written record of the hearing.
3. If the matter remains unresolved, the student, the faculty member, or both may appeal to a hearing panel consisting of three members chosen by lot from the faculty senate, excluding members from the same department as the faculty member being grieved.
4. The appeal must be in writing and accompanied by all previous written material concerning the matter.
5. The senate panel will call a hearing at which the student and the faculty member will be invited to appear. The department chair may attend at the request of the student, the faculty member or the hearing panel.
6. The senate panel shall act as arbiter of the procedural matter before it, and its decision regarding the issue before it shall be binding on all parties to the dispute.
7. It is to be understood that the capacity of the senate hearing panel to make judgment concerns only the published policies regarding a particular course or the rules of the college relating to published academic policy. It is the intent of these provisions to guarantee fair procedure rather than to interfere with the stated prerogative of the faculty to grade the substance of the student's course work.
8. **A grade can be changed only by the faculty member who assigned the grade.**

## **Appeal process of an Administrative decision**

In the majority of situations, the procedures for decision-making occur in an environment of mutual confidence and respect among the persons involved in the process. However, there may be a case where you might question the decisions made. If so, the procedure is as follows:

1. The general guiding principle is that if you decide that the decision needs review:
  - a. You request the decision maker to reconsider on the basis of information or insight provided by you.
  - b. If you are still not satisfied, you may appeal to the person to whom the individual reports.
  - c. If you are still not satisfied, you may appeal to the person to whom the previous person, to whom you appealed, reports. This person, however, can elect not to hear the appeal.

This is called "going up the chain-of-command."

2. It is at the President's discretion whether or not she hears an appeal (first or second) of an Executive Director's decision.
3. Exceptions to the above:
  - a. Discipline cases are governed by the Conduct Code, housing license, or other legal documents.
  - b. Parking tickets are handled by Public Safety and the local court system.
  - c. Decisions relating to a professor or classroom situation are appealed as follows:
    1. Professor
    2. Department chairperson
    3. Dean
    4. Provost

## **Federal Compliance Requirements**

**The Buckley Amendment and student's rights to privacy** insures that a student's official file at UMF is not released to any one without the permission of the student. There are some exceptions. A complete copy of the UMF policy can be obtained from the registrar's office.

**Alcohol and drugs** is the title of a booklet given to every student and employee. The booklet describes what every student and employee needs to know about the use of alcohol and illegal drugs. Extra copies of the booklet are available from the Student Life Office.

**Safety and Security Information Report** is online on the Public Safety webpage.

**General Administrative Policies and Procedures** is online on e-campus.