



UNIVERSITY OF

THE CITY OF CHARLOTTE

FOR A HEALTHIER PLANET INNOVATION FOR

**STUDENT HANDBOOK
FOR THE 2021-2022 ACADEMIC YEAR**

UNE Onward

Thanks to the hard work and commitment of the entire UNE community, the University is moving forward into a new phase of our COVID-19 response plan. By August 16, 2021, all on-campus students and employees are expected to have been fully vaccinated to protect the safety and well-being of the UNE community.

knowledge, contribution to society, and a life worth living. Our commitment to University-wide academic freedom is fundamental to this value.

Boundary Crossing

Solutions to the complex and varied challenges we face in our personal and professional lives, our communities, and society will not be found in any single discipline, college, physical location, or individual. Thus, our ability to move easily across such boundaries in order to collaborate with colleagues makes us better problem solvers and more likely of success in whatever ventures we undertake.

Learning Everywhere

We believe that teaching and learning should occur beyond traditional classrooms and laboratories—in any place ripe

Vice President for Student Affairs and Dean of Students at 207-602-2372 or jdeburro@une.edu, Ray Handy, Associate Dean of Students, Graduate and Professional Student Affairs at 207-221-4213 or rhandy@une.edu, Heather Davis, Director of Athletics and Senior Women's Athletic Administrator at 207-602-2629 or hdavis@une.edu, Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or jmerritt2@une.edu, or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or edoyle1@une.edu.

Student Counseling Services may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus.

In case of an emergency dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911

The 2021-2022 Student Handbook

This Student Handbook is designed to provide information that will assist you in your academic and extracurricular endeavors at the University of New England. It is not, however, the only set of guidelines available to you. Program-specific handbooks and manuals, published by certain academic departments and colleges, will provide further structure and guidance and should be used in conjunction with this publication.

On the Web

The Student Handbook can be found on the UNE website at: www.une.edu/studentlife/handbook

Images of the University

The University Seal

The University of New England revised its official emblem--the seal--to reflect the 1996 merger with Westbrook College in Portland. The new seal has four "quadrants" within a "shield" configuration that symbolize various aspects of the University's unique history, diverse traditions, and commitment to quality education.

The cupola in the top left quadrant represents Westbrook College, now the Portland Campus of the University of New England. This architectural landmark, which sits atop Alumni Hall, has long been associated with Westbrook College. Because Westbrook College is the older of the two pre-merger institutions, it rightfully claims the "first" quadrant in the shield.

In the top right quadrant, the maple leaves and the fleur de lis represent the French and Canadian heritage of St. Francis College, the Biddeford Campus' original institution from 1951 to 1978, and the Biddeford community where the Biddeford Campus is located.

The bottom left quadrant includes the Staff of Aesculapius (the Greek god of medicine and healing) with the initials D.O.,

ON THE WEB

The Student Handbook can be found on the UNE website at: www.une.edu/studentlife/handbook

Main phone: (207) 282-3025
Email: bookstore@une.edu

Portland Campus
Alexander Hall
Main phone: (207) 221-4255
Fax: (207) 878-2702
Email: wccbookstore@une.edu.

Web: <http://www.une.edu/bookstore> and choose the campus store

The Campus Bookstores offer an array of services including: textbooks; reference books and a special order service to obtain titles not carried in the store; imprinted merchandise, gifts, and clothing; academic-priced software; medical supplies, gifts; and health and beauty aids. The Biddeford Campus Bookstore also offers class rings, lab jackets, scrubs, greeting cards and snacks.

CAMPUS CENTER

Office of Student Activities/Organizations: (207) 602-2447
Campus Center FreCamp9(Cam)deDe CensCensCe0.

CLUBS AND ORGANIZATIONS

Biddeford Campus, Division of Student Affairs

The Office of Student Engagement

Campus Center, (207) 602-2447

Email: saintern@une.edu

College of Osteopathic Medicine

COM Office of Recruitment, Student and Alumni Services

Stella Maris 229, (207) 602-2329

Email: comsa@une.edu

Web: <https://www.une.edu/admissions/office-recruitment-student-and-alumni-services>

Portland Campus, Graduate and Professional Student Affairs

Office of Campus Life, 02 Proctor Hall, (207) 221- 4269, or (207) 221- 4212

Email: pcstudentlife@une.edu

Opportunities for participation in student clubs and organizations at UNE are many and varied. Whether you are an undergraduate, graduate, or osteopathic medical student, there is a wide range of interests represented in the organizations on both campuses.

Small copy jobs should be done in the Library or lower level of Alford Center for Health Sciences. Copies at both of those locations can be paid for using a UNE ID (see ID, Vending Money), or student organization copy code number. All users of copying services on campus must be aware of copyright regulations. Both University policy on copyrights as well as Federal guidelines are available in the Library and the Copy Center.

Fax Service

Students may send or receive faxes during business hours. Incoming faxes should be sent to (207) 282-6379. Students should encourage senders to include the student's name, campus box number or a telephone number where you can be reached if you don't have a campus box. The cost to send a fax outside the U.S., payable in

fitness center, group exercise room, and complete locker facilities. A variety of recreational, wellness, and fitness events are held in the facilities, as well as intramural sports for students. Intramurals include half-court basketball, volleyball, ultimate Frisbee, floor hockey and soccer.

The fitness center is located on the first floor of the facility, adjacent to the gymnasium. The fitness center is equipped with step mills, treadmills, ellipticals, stationary bikes, and rowers. The strength and conditioning area has free weights, power lifting platforms, weight machines, benches, cable machines and an entire functional training area with stability balls, bands, medicine balls, etc.

Professional services include personal training sessions, fitness assessments, equipment orientations, fitness training programs, as well as nutrition and stress management programs (a small fee may be applied for certain services).

The 1,500 sq. ft. group exercise room located on the second floor of Finley Recreation Center is the site for wellness and group exercise classes. Group exercise classes include spinning, Zumba, cardio kickboxing, yoga, core conditioning, kettlebell and spinning classes. Classes are offered throughout the year, however frequency of class and times may change.

needs of UNE students, faculty, staff, alumni and the surrounding community. Programming and activities focus on increasing self-management and self-care strategies, including but not limited to: physical, emotional, spiritual, mental, and social wellness.

Some of the key programs include:

UNEFit

UNEFit is a free student-led, Group Exercise Club offering classes such as Boot Camp, Zumba, Indoor Cycling, Yoga, etc. Students can participate in classes free of charge and/or join UNEFit Club with a potential opportunity to obtain a Group Fitness Certification to become a Fitness Instructor. Please contact UNEFit President, Sydney Sousa at ssousa2@une.edu or Shannon Garland, Fitness & Wellness Coordinator at sgarland@une.edu or (207) 602-2282.

Fitness Assessments

Students can take advantage of free fitness evaluations, which may include assessments of body composition,

result in the student being asked to vacate their residence hall room.

HOUSING INFORMATION

1. The University may deny or cancel assignments in the interest of health, discipline and academic

Health Center (PC) (207) 221-4242.

Forms and information can be found on the Student Health Center Website:
<http://www.une.edu/studentlife/shc>

Immunizations offer safe and effective protection from vaccine-preventable diseases. The University of New England (UNE) strongly supports the use of vaccines to protect the health of our individual students and our campus communities.

It is the protocol of UNE that all students physically located on a UNE campus are in compliance with the State of Maine Immunization Requirements for Post-Secondary Schools. It is the expectation that all students will arrive at UNE with all of their immunization requirements met. UNE's Office of Safety and Security in conjunction with Student Health Center and/or with the Vice President for Clinical Affairs and others will enforce these requirements. All students attending classes on any UNE campus must be up to date on immunization with a type of DPT (diphtheria, pertussis, tetanus) vaccination, such as DTaP, Tdap and Td, within 10 years of the first day of attendance, and must have completed two MMR (measles/rubeola, mumps, and rubella) vaccines if born after 1956. Additionally, residential students (living in dormitories) matriculating at UNE are required to have a meningococcal immunization.

Maine campuses) and UNE policy will not be allowed to attend classes, attend clinical experiences, be issued UNE ID cards, or check in to their campus housing until they are in compliance.

Per Maine immunizations requirements UNE does not allow the use of non-medical exemptions for Maine state required vaccines. Medical exemptions are allowed but will require appropriate documentation and be limited to those allowed in the references below (State of Maine, US CDC, ACHA). In the case of an actual or threatened outbreak, unvaccinated students may be required to stay off campus.

Health professions students or online students with required clinical training must meet the appropriate immunization requirements for health care workers of the state and/or clinical site where they will train. For instance, some places now require annual influenza vaccine of all health care workers.

REQUIREMENTS FOR ALL STUDENTS AT UNE

Diphtheria/Pertussis/Tetanus

The administration of a vaccination protecting against diphtheria, pertussis, and tetanus must be documented as having been administered by an appropriate health care provider within ten years of matriculation. Students for whom the ten years will elapse during their anticipated matriculation

http://www.acha.org/documents/resources/guidelines/ACHA_RIPI_April_2014.pdf

<http://www.acha.org/ACHA/Resources/Topics/Vaccine.aspx>

US CDC Recommended Vaccines for Healthcare Workers:

<http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>

Online: [Ask a Librarian](#)

Services for Students:

Library Materials

The majority of

Food waste from our dining hall is composted off campus. The Sustainability Office offers a voluntary composting

Biddeford/Saco Shuttle Bus: (207) 282-5408

Portland

Police: (207) 874-8300 (non-emergency and information)

Fire: (207) 874-8400 (information and fire permits)

Fire Prevention Office (fire permits): (207) 874-8400

Police Administrative Office: (207) 874-8300

Portland Bus Service (Metro): (207) 774-0351

Portland Ride Share Program: (207) 775-7433

Saco

Police: (207) 283-1845 (non-emergency and information)

Fire: (207) 283-3244 (non-emergency and information)

South Portland

Police: (207) 799-5511 (non-emergency and information)

Fire: (207) 799-3314 (non-emergency and information)

State Wide Serve

On the Portland Campus, the Interfaith Prayer and Reflection Room is located in the Wing Student Lounge on the first floor of Alexander Hall.

Each space is open for all members of the community to use.

Each year there are a variety of student clubs and organizations that focus on spiritual traditions. The Intercultural Student Engagement, the Office of Student Engagement (Biddeford Campus) as well as the Office of Student Life (Portland Campus), and the COM Office of Recruitment, Student and Alumni Services will have a current list of active clubs.

STUDENT ACADEMIC SUCCESS CENTER (SASC)

Biddeford Campus: SASC Tutoring Center, Ripich Commons 206. (207) 602-2443, sasc@une.edu.
SASC Staff Offices, SASC/Student Access Building (across from Alford Center for Health Sciences)

Portland Campus and Online: Proctor Hall 102, (207) 221-4247

Web: <https://une1.sharepoint.com/sites/SASC>

View available tutoring at <http://une.tutortrac.com>

The Student Academic Success Center provides a comprehensive array of academic support including placement testing, courses, workshops, tutoring and individual consultations. The Student Academic Success Center is dedicated to supporting all students in their pursuit of being independent, effective, and successful learners. SASC staff place all incoming undergraduates in writing and mathematics, coordinate opportunities to review and advance placement, and teach developmental coursework in writing, mathematics, chemistry, and study skills. Content tutoring and writing support to all students is provided by peer and professional tutors on both campuses as well as online.

Learning Specialists are available to meet by appointment with students to discuss learning preferences, study behaviors, and strategies that align study practice with course material. In addition, SASC professionals offer a variety of workshops and classroom presentations, including discipline specific study strategies and preparation for exams.

SASC also maintains a clearin

Undergraduate, Graduate and Professional, Online Students). Withdrawal and refund policies may be found online at www.une.edu/sfs under the “Bill, Payment and Refunds” tab under each type of student (i.e. Undergraduate, Graduate and Professional, Online Students).

Student Banking Services

Direct Deposit of Payroll or Work-Study Checks

Students are encouraged to have their work-study UNE payroll checks and student refunds deposited automatically into their bank accounts. Students can enroll in direct deposit by logging into their U-Online account. To receive refunds via direct deposit, please follow the [Student Direct Deposit Self-Service guide](#). To receive payroll via direct deposit, please follow the

governance organization serving graduate and professional students and approximately 60 student clubs and organizations in the Westbrook College of Health Professions, the College of Dental Medicine and the graduate programs of the College of Arts and Sciences.

GAPSA serves three primary purposes:

1. To promote and foster professional development and collaboration between the various student and academic organizations (as an extension of Interprofessional Education practice).
2. To advocate and communicate on issues of importance to graduate and professional students.
3. To provide programming to meet the needs of graduate and professional students.

UNE's Graduate and Professional Student Association is a member of the National Association of Graduate-Professional Students (NAGPS).

College of Osteopathic Medicine Student Government Association

The Student Government Association of the University of New England College of Osteopathic Medicine (UNE COM) represents all UNE COM students at the University, state, and national levels, and supports them in

UNIVERSITY STUDENT CONDUCT CODE

(August 2021: POLICY CHANGES ANTICIPATED. Refer to <http://www.une.edu/studentlife/handbook> for most current and accurate information.)

The University of New England is an academic institution seeking to promote intellectual, personal, social, and emotional growth. The University is committed to protect these educational purposes through the setting of standards of conduct and scholarship. It is expected that all members of the University Community will respect the rights of others and of the University. All members are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty.

These standards of conduct apply to University of New England students whenever on property owned or operated by the University or affiliated sites, at University related events off campus, while participating in online academic programs, including clinical programs and in any kind of university-related interaction. All University students are also expected to abide by applicable federal, state, and local laws. Individuals in violation of those laws are subject to prosecution by appropriate federal, state, or local authorities regardless of whether the activity occurs on or off campus. In addition, students in violation may be subject to disciplinary action by the University for off-campus activity. University employees should refer to the University of New England Employee Handbook for information regarding employee standards of conduct.

1. DEFINITIONS

- 1.1. The term “University” means “The University of New England”.
- 1.2. The term “student” includes all persons taking courses at, through, or in affiliation with the University, both full-time and part-time, in undergraduate, graduate, clinical programs or professional studies programs and those who attend post-secondary educational institutions other than University of New England and who reside in University residence halls. Persons engaged in a faculty-led, third-party provider, or any other University approved study abroad experience and persons who are not officially enrolled for a particular term but who have a continuing relationship as a student with the University are considered “students”.
- 1.3. The term “faculty member” means any person hired by the University to conduct instructional activities, either in-person or on-line. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
- 1.4. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed or contracted with by the University. The Vice President for Student Affairs and Dean of Students, or designee, shall determine a person’s status in a particular situation.
- 1.5. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, leased, used, or controlled by the University, including adjacent streets and sidewalks, in Portland, Biddeford and the campus in Morocco.
- 1.6. The term “organization” means any number of persons who have complied with the formal requirements for University student club or organization recognition.
- 1.7. The term “hearing officer” means the Director of Student Conduct or designee pursuant to the Process set forth in this Handbook in Section 14, STUDENT CONDUCT REVIEW PROCESS FOR VIOLATION

- 1.9. The term “Appeal Officer” means the President or designee who considers an appeal from a determination by the University Student Conduct Board that a student has violated the University Student Conduct Code and from the sanctions imposed by the Board.
- 1.10. The term “shall” is used in the imperative sense.
- 1.11. The term “may” is used in the permissive sense.
- 1.12. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the University Student Conduct Code, Housing and Residential/Commuter Life handbook, and graduate/undergraduate catalogs.
- 1.13. The term “Complainant” means any person who submits a charge alleging that a student violated the University Student Conduct Code.
- 1.14. The term “Charged Student” or “Respondent” means any student accused of violating the University Student Conduct Code.
- 1.15. The term “complaint review” means

- 4.2.1. failure to obey the summons of a student conduct review body or hearing officer,
 - 4.2.2. falsification, distortion, or misrepresentation of information before a student conduct review body or University official,
 - 4.2.3. Disruption or interference with the orderly conduct of a student conduct review proceeding,
 - 4.2.4. initiation of a student conduct review proceeding knowingly without cause,
 - 4.2.5. attempting to discourage an individual's participation in, or use of, the student conduct review system,
 - 4.2.6. attempting to influence the impartiality of a member of a student conduct review body prior to and/or during the course of the student conduct review proceeding,
 - 4.2.7. retaliation, harassment (verbal or physical), and/or intimidation of a member of a student conduct review body or another student involved in the review process prior to, during, and/or after a student conduct review proceeding,
 - 4.2.8. failure to comply with the sanction(s) imposed under the student conduct review process, and
 - 4.2.9. influencing or attempting to influence another person to commit an abuse of the student conduct review system.
- 4.3. **Alcohol and Other Drugs:** The University of New England does not permit, or condone the illicit or unauthorized possession (including empty alcohol containers), use, manufacturing, consumption, sale, or distribution of illicit drugs and/or alcohol by students or employees on University-premises or as part of any University sponsored activity. Students are personally responsible for conforming their behavior to federal, state and local laws and the University's Alcohol and Drug Policy. See Section 5, Alcohol and Drug Policy for more information.
- 4.4. **Electronically Facilitated Misconduct;** including but not limited to:
- 4.4.1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
 - 4.4.2. unauthorized transfer of a file including University-owned software or applications copied to/from diskettes or other electronic storage device;
 - 4.4.3. unauthorized use of another individual's identification and password; use of computing facilities or any electronic device to interfere with the work of another student, faculty member or University official;
 - 4.4.4. use of computing facilities or any electronic device to send obscene, abusive, harassing or stalking messages;
 - 4.4.5. use of computing facilities to interfere with normal operation of the University computing system;
 - 4.4.6. use of computing facilities or any electronic device or application to violate the privacy of any member of the University community; and
 - 4.4.7. any violation of the University's Acceptable Use Policy.
- 4.5. **Dating Violence:** Violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of a "romantic or intimate relationship" shall be based on the Complainant's characterization, the length and type of the relationship and the frequency of the interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of "dating" to describe the relationship shall not be determinative. Dating Violence does not include acts of Domestic Violence.

4.6. **Discrimination and Harassment:**

4.6.1. Consistent with state and federal law, the University of New England does not, under any circumstances, tolerate or condone discrimination, including but not limited to the harassment of its employees or students on the basis of race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity, gender expression, ethnicity, genetic information, HIV status or status as a veteran. In keeping with efforts to promote and maintain an environment in which the dignity and worth of all people is respected, the University of New England considers discrimination against students and employees unacceptable and cause for disciplinary action, up to and including dismissal from the University.

Note: The University of New England is fully committed to procedures that will protect the rights and dignity of all concerned parties, in both the prevention and investigation of allegations of discrimination and harassment.

4.6.2. The University prohibits all forms of sexual or gender based harassment or sexual misconduct, including sexual assault, dating violence, domestic violence and stalking.

4.6.3. Retaliation against any member of the University community who reports a possible violation of the University Student Conduct Code, including but not limited to incidents of possible sexual misconduct, harassment or discrimination, or any other regulations of the University is also a violation of University policy and the University Student Conduct Code, and the individual responsible for the retaliation will be subject to disciplinary action by the University.

(For complete UNIVERSITY policy, see Section 7: SEXUAL MISCONDUCT, NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY and Section 8: TITLE IX GRIEVANCE PROCESS)

4.7. **Dishonest Conduct:** Any conduct which is not guided by honesty and respect for others.

4.8. **Disorderly Conduct:** Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

4.9. **Disruption and Obstruction:** The following actions are prohibited:

4.9.1. Intentional or unintentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

4.9.2. Participation in any behavior which disrupts the normal operations of the University and infringes on the rights of other members of the University community.

- 4.16. **Falsifying Records:** Altering, tampering with or falsifying official records, University forms, emails or other communications.
- 4.17. **Gambling:** Gambling for money or other things of value except as allowed by law. Prohibited gambling includes, but is not limited to, betting on, wagering on, or selling pools on any University athletic event; possessing any card, book, or other device for registering bets; bookmaking in connection with betting; knowingly permitting the use of one's premises or one's telephone or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or any electronic

only when leashed or in a carrier held by and under the direct control of the owner. The owner is responsible for properly disposing of any waste created by the animal. Note: There are further limitations and restrictions on pets for students living on campus. Please refer to the Housing Handbook for more information.

- 4.30. **Physical Assault:** A person commits a physical assault when that person intentionally or recklessly causes harmful or offensive contact with another person without the consent of that person.
- 4.31. **Residence Hall Policies:** Significant interference with the stated rights of residential students as described in the Residential Education and Housing Handbook, violation of Residence Hall/Dining Service application and contract, excessive noise, as determined by the residence hall staff, and/or violation of Residence Hall Policies, and/or Expectations as found in the Housing and Residence Life Handbook.
- 4.32. **Residence Hall Room Responsibility:** Students living in the residence halls are responsible for their

cigarettes or any form of vaping, will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system. Please note only FDA approved nicotine replacement therapy products will be permitted.

4.37. **Trespassing:** Trespassing, unauthorized entry or unauthorized presence on any University premises.

4.38. **Vandalism:** Misuse, destruction, or defacement of property owned, leased, or controlled by the

federal or state criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within ten (10) days of receipt of notice of an employee's conviction.

5.1. University Alcohol Policy

All University alcohol regulations are applicable to all University Students and their visitors.

5.1.1. Intoxication will not be accepted as a defense or an excuse for not abiding by federal, state or local laws and University regulations or guidelines.

5.1.2.

- 5.1.7.5. Only alcohol purchased or distributed by licensed persons may be consumed or possessed in sanctioned service area at an approved event. State law prohibits individuals from bringing their own alcoholic beverages into this area.
- 5.1.7.6. Serving alcoholic beverages to an obviously inebriated person is prohibited and unlawful. Each of age person may only purchase one alcoholic beverage at a time.
- 5.1.7.7. Sponsors of events are responsible for compliance with University policies, for cleanup, and damages.
- 5.1.7.8. Signs and promotional items (such as t-shirts, mugs, etc.) which advertise products containing alcohol are not permitted.
- 5.1.7.9. Visibly intoxicated students/guests will not be permitted to enter an event and/or will be removed from an event once identified.
- 5.1.7.10. Student organization funds may not be used for the purchase of alcohol.
- 5.1.7.11. Alcohol served at registered campus events may not be taken from the premises, as defined by the lawfully posted and controlling Maine State liquor license, where it is served.
- 5.1.8 Alcohol beverages may not be consumed on campus outdoors, unless served at an event sanctioned by the University and licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages. The consumption of alcohol or the possession of an open alcohol container is prohibited in all public places.
- 5.1.9 Alcohol may not be given as a prize or promotion for contests, raffles, games, scavenger hunts, or other such activities.
- 5.1.10 Consumption of alcoholic beverages is prohibited during University sponsored activities requiring coordination and good judgment for safety-related activities.

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situations, students are expected to call for assistance (e.g., resident assistant, Campus Safety, 911) when concerned for their own health or welfare, or that of another student. In order to encourage students to seek prompt and appropriate attention for any emergencies where alcohol or any other drugs are involved, the U

accordance with the Maine Prohibition of Hazing Law, UNE will impose severe sanctions to those individuals found responsible for being in violation of the Hazing Policy. Individuals should understand that disciplinary action by the University does not offer protection from civil or criminal action or penalties.

6.1 Definition

Hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act when:

- 6.1.1 Such act is likely or would be perceived by a reasonable person as likely to cause physical or emotional injury to any person; hazing also includes any act designed to or the result of which is to produce mental or physical discomfort, embarrassment, harassment, or ridicule; or
- 6.1.2 Such act is a condition of initiation into, admission into, continued membership in, or association with any organization, including but not limited to athletics teams.
- 6.1.3 The definition(s) will be applied to the activities of all student organizations and organizations comprised of students.
- 6.1.4 Hazing applies to activities and behaviors, regardless of whether the initiators are prospective or active members, and regardless of whether the victims are prospective or active members.
- 6.1.5 Hazing applies to activities and behaviors, regardless of whether participation was voluntary or required.

6.2 Responsibilities

6.2.1 A person is responsible for violating the University's Hazing Policy if such person:

- 6.2.1.1 Knowingly participates as an actor in any student hazing; or
- 6.2.1.2 Is present at or otherwise has direct knowledge of any student hazing and fails to report such hazing to the Vice President for Student Affairs

sex, sexual orientation, gender identity and/or expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran.

The University is required by Title IX of the Education Amendments of 1972, and the final Title IX regulations issued by the U.S. Department of Education's Office for Civil Rights in May 2020, not to discriminate on the basis of sex and the following policy is designed to address such discrimination.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits and will not tolerate discrimination in employment, admission policies, scholarship and loan programs, the provision of academic services, or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran.

This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972 and its implementing regulations, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. seq, as well as other applicable federal and Maine

TITLE IX COORDINATOR/ DEPUTY TITLE IX COORDINATORS

The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination, harassment and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking to the University community and for receiving and investigating reports and complaints of discrimination, harassment, and sexual misconduct in accordance with this policy. The **Title IX Coordinator** is Angela Shambarger, 207-221-4554 or ashambarger@une.edu. You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Vice President for Student Affairs and Dean of Students at 207-602-2372 or jdeburro@une.edu

- Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

SEXUAL HARASSMENT

Sexual harassment includes two distinct, but overlapping definitions. Depending on the nature of the sexual harassment alleged and the status of the parties, the grievance procedures may differ as described above and in the accompanying policies and processes.

Pursuant to the Clery Act, the University includes statistics about Clery Act crimes in its daily crime log and Annual Security Report and provides those statistics to the United States Department of Education; in all these instances, the information is reported in a manner that does not include personally identifying information about persons involved in

Facilitating access to counseling and medical services;
Guidance in obtaining a sexual assault forensic examination;
Assistance in arranging rescheduling of exams and assignments and extensions of deadlines;
Academic supports;
Assistance in requesting accommodations through the appropriate office, if the Complainant or Respondent qualifies as an individual with a disability;
Voluntary changes in the Complainant's or Respondent's class schedule (including the ability to transfer course sections or withdraw from a course), work schedule, or job assignment;
Voluntary change in the Complainant's or Respondent's campus housing;
Escort and other safety planning steps;
Voluntary agreement by the parties to a mutual imposition of a "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals;
Voluntary leave of absence;
Referral to resources to assist in obtaining a protective order;
Referral to resources to assist with any financial aid, visa, or immigration concerns; or
Any other remedial Supportive Measure that does not unreasonably interfere with either party's access to education or employment opportunities can be used to achieve the goals of this policy.

Other forms of Supportive Measures may involve more restrictive actions. Such Supportive Measures, listed below, are typically only available when the University has an articulable factual foundation that would support the taking of a restrictive measure against a Respondent prior to the conclusion of the investigation or in lieu of an investigation. More restrictive Supportive Measures, to the extent they are non-punitive, non-disciplinary and can be imposed without unreasonably burdening the Respondent, include:

Imposition of a "no contact order" prohibiting the Respondent or other individuals from having contact or communications with the Complainant or other individuals, or a requirement to have such contact only in specified circumstances and under monitoring;
Change in the Respondent's class schedule;
Change in the Respondent's work schedule or job assignment;
responsibilities;
Emergency removal of a Student Respondent
Paid or unpaid administrative leave for the Employee Respondent;
Withdrawal from sponsored research projects;
Change in the Respondent's campus housing;
Exclusion from all or part of campus housing;
Exclusion from specified activities or areas of campus;
Prohibition from participating in student activities or representing the University in any capacity such as playing on an official team; serving in student government; participating in a recognized student organization; or participating in academic honor ceremonies;
Interim suspension; or
Any other protective restrictive measure that can be used to achieve the goals of this policy.

The University will also work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

FALSE CLAIMS

It is a violation of this Policy to make deliberate false statements or knowingly submit false information in the investigation or grievance proceedings of conduct covered under this Policy and the Title IX Grievance Process. In such instances, the parties may be subject to disciplinary action. The level of 792 reW*nBT/F3 9.96 Tf1 0n()-58(a>

Failure to prove a claim of discrimination, harassment, or sexual misconduct does not constitute proof of a false and/or malicious accusation.

RETALIATION

UNE adheres to a strict no retaliation policy. Retaliation will not be tolerated. All students, administrators, faculty, or staff who report a possible violation of this Policy are protected against retaliation. If you have reported a violation and think that you are a victim of retaliation for having done so, please contact the Title IX Coordinator or one of the Deputy Title IX Coordinators as soon as possible.

SANCTIONS FOR VIOLATION OF THIS POLICY

Any party found responsible for violating the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy may be subject to disciplinary sanctioning.

Any student found responsible for violating the policies on Non-Consensual Sexual Contact or Stalking will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous student conduct code violations.

Any student found responsible for violating the policies on Sexual Assault, Dating Violence, or Domestic Violence will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on Sexual Exploitation, or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any employee of the University found responsible for any element of this policy will be referred to and disciplined in accordance with the applicable Disciplinary Policy for the employee, as outlined in both the University Personnel Handbook and the Faculty Handbook. Disciplinary responses will likely range from oral reminder to employment termination depending upon the severity of the incident and taking into account any previous disciplinary actions.

Disciplinary actions for conduct falling under the jurisdiction of Title IX will only be taken after the following the investigation and grievance procedures set forth in the University's accompanying Title IX Grievance Policy and consistent with the range of sanctions set forth in this Policy.

RESOURCES FOR REPORTING AND RESPONDING PARTIES

In the event that a student experiences sexual misconduct in any form, they should treat it seriously and tell someone. There are long-term effects, even if the immediate effects may not appear obvious. Help is important. Which service one starts with is not important. Each service is designed to address the specific concerns of a situation. These resources are not isolated, but cooperate to provide a web of support for the student who has experienced discrimination, harassment, or sexual misconduct. After the first contact, there is help for deciding who else might be of assistance.

If you or a university community member experiences discrimination, harassment, and/or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, on or off campus, and have questions or need help, contact any of these resources below:

ON-CAMPUS RESOURCES FOR STUDENTS

The Title IX Coordinator for the University of New England is Angela Shambarger, 207-221-4554, ashambarger@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

The Deputy Title IX Coordinators are: (1) Jennifer DeBurro, Vice President for Student Affairs and Dean of Students at 207-602-2372 or jdeburro@une.edu; (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, rhandy@une.edu; (3) Heather Davis, Director of Athletics, 207-602-2629, hdavis@une.edu; (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, jmerritt2@une.edu; or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, edoyle1@une.edu.

Student Counseling Services for the University of New England.

For general Counseling Services support:

Biddeford Campus: (207) 602-2549/toll-free 1-866-743-2230, or on the Portland Campus: (207) 221-4550 or toll-free: 1-866-798-9201.

Confidential and free to students.

<http://www.une.edu/studentlife/counseling>

University Safety and Security: In case of **emergency**, University Safety and Security for both the Portland and Biddeford campuses may be reached by **dialing 366** from any campus phone and by dialing (207) 283-0176 from any non-campus phone. In all emergencies, 911 can be dialed from any on-campus phone to reach local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

In non-emergency situations, University Safety and Security may be reached at: (207) 602-2298.

Student Health Care

207-602-2358 (BC) or 207-221-4242 (PC)

During routine Health Center hours, staff can provide immediate emergency and ongoing medical care, STD (sexually transmitted disease) testing, and pregnancy testing and prevention. With the complainant's consent, they will ma

In response to a report of sexual misconduct under this Policy, including conduct covered by Title IX, the report may be resolved in any one of the following ways (1) by the Title IX Coordinator offering or providing supportive measures to the Complainant and/or the Respondent; (2) by the Complainant filing a formal complaint and initiating a formal investigation and grievance process; (3) by the Title IX Coordinator filing a formal complaint and initiating a formal investigation and grievance process; or (4) by both parties voluntarily and mutually entering into an informal resolution, as deemed appropriate by the Title IX Coordinator, after the filing of a formal complaint.

The nature of the reported conduct, the location of the reported conduct and the role of the Respondent determines the procedures that will be used to investigate and resolve formal complaints under this Policy. The goal of the University in utilizing these procedures is to provide the appropriate framework for the investigation and if necessary, the adjudication of these complaints and to provide Complainants and Respondents a fundamentally fair process for resolution of such complaints.

For Title IX Covered Conduct (employees and students): Please see the Title IX Grievance Policy linked here: <https://www.une.edu/title-ix>.

For Discriminatory Conduct, Harassment and Sexual Misconduct Not Covered by Title IX (employees)

- b. The Investigator will attempt to be expeditious in conducting interviews, gathering evidence, and producing a final report but will not sacrifice thoroughness for a specific time frame for completion. Generally, however, investigations will range in length from 60-90 days.
- c. The Investigator will be provided with the information obtained from the Complainant and/or the Respondent. The Investigator will meet with and interview both parties and will provide both parties with the opportunity to identify witnesses and or documents such as texts or other electronic media that either party would like the investigator to interview or to consider as evidence.
 - i. The Investigator may meet with the Complainant, the Respondent, and any witnesses deemed to have relevant information in any order the Investigator deems appropriate. The Investigator may also meet with either party or any of the witnesses more than once.
 - ii. During the interviews, the Complainant and the Respondent may both choose to have an advisor and/or a support person with them. The advisor may be a member of the UNE community or if the violations asserted against the Respondent include allegations of sexual misconduct covered under the Clery Act/Title IX, they may be any individual of the party's choosing, including an attorney. The advisor is there for support and is not a participant in the process. If the advisor is an attorney, at the start of the investigatory process, the investigator shall ask the advisor to leave the room and the process shall not continue until they have done so.
- d. The investigator will gather other relevant information or evidence, including documents, photographs, communications, card swipe records, video evidence, and electronic records. The investigator may visit relevant sites and locations. The investigator may also consider publicly available social media or online sources, though will generally not actively monitor online information. The investigator may, in certain cases, consult with witnesses who have subject matter expertise related to issues involved in the investigation (e.g. medical professional to opine on physical injury). Character witnesses are not permitted. The investigator has the discretion to determine which witnesses to interview and what evidence to collect, as well as to determine the relevance of such information. Both parties may submit questions to the investigator that they want asked of the other party and/or witnesses by the investigator. The investigator has the discretion to determine the relevance of any questions posed and therefore which questions to ask. Once all of the interviews have been completed and the investigation phase is complete,, both the Complainant and the Respondent shall be provided an opportunity to review a copy of all interview summaries (or transcripts) and the evidence the investigator deems relevant and intends to rely upon in the investigator's findings ("the Record"). Redactions will be made as appropriate to comply with applicable privacy laws and as necessary to exclude information that is irrelevant, prejudicial, and/or protected by a privilege where appropriate consents for disclosure have not been obtained (e.g. information subject to rape shield protection or personal health information) to protect students' personally identifiable information involving matters outside the scope of the investigation.
- e. Once the Complainant and the Respondent have each had the opportunity to review the Record, they

ii.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, the University's Personnel Handbook, and/or the University's Professional Codes of Conduct through the separate grievance proceedings outline in those policies linked here: <https://www.une.edu/title-ix>.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout the next section.

II. The Title IX Grievance Policy

General Rules of Application

Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the University's Non-Discrimination, Anti-Harassment, Sexual Misconduct Policy.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy linked here: <https://www.une.edu/title-ix>. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered by Sexual Harassment:

For the purposes of this Title IX Grievance Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the University of New England, including as an employee. For complainants who do not meet this criteria, the University will utilize the existing policy in the Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy. For the latest version of this policy please refer to <https://www.une.edu/title-ix>.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The Title IX Coordinator or another University designee will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy or the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy or any of the University's Codes of Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. Information about this process is available here: <https://www.une.edu/title-ix>

A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;

The respondent is no longer enrolled or employed by the University; and/or,

If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, the University retains discretion to determine if a violation of one or more of the policies or standards set forth in the University’s Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, Student Code of Conduct, Professional Codes of Conduct, Personnel Handbook, and Faculty Handbook(s) has occurred. If so, the University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the appropriate conduct process.

VII. Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur within 5 business days, unless extended for good cause, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or designee may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution’s Title IX Grievance Process, including any informal resolution process, and a hyperlink to a copy of the process.

- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

The parties and their advisors agree not to photograph or otherwise copy the evidence.

Inclusion of Evidence Not Directly Related to the Allegations.

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

X. Investigation

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

The investigator will not make a determination of responsibility, but may draw reasonable inferences from the evidence; make direct observations regarding the evidence, outline consistencies and inconsistencies in

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

The parties cannot waive the right to a live hearing.

The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party.

For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at

<https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html>

The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party’s participation.

If a party does not submit to cross-examination by the other party’s advisor, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.

The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination or other questions.

The parties shall be subject to the University’s Rules of Decorum, found here:

<https://www.une.edu/title-ix>.

The Decision-maker

The hearing body will consist of a primary hearing officer and a two person panel of decision makers.

No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.

No member of the hearing body will have a conflict of interest or demonstrated bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.

The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.

The parties will have an opportunity to raise any objections regarding a decision-maker’s

If neither a party nor their advisor appear at the hearing, the University will provide an advisor to appear on behalf of the non-appearing party.

Advisors shall be subject to the institution's Rules of Decorum, and may be removed upon violation of those Rules (see the University's Policy for Title IX Grievance Process Hearings).

Hearing Procedures

For all live h

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and

decorum that prohibit any party advisor or decision-maker from questioning witnesses in an abusive, intimidating, or disrespectful manner.” The Department has determined that institutions “are in a better position than the Department to craft rules of decorum best suited to their educational environment” and build

Where the hearing officer removes a party's advisor, the party may select a different advisor of their choice, or accept an advisor provided by the institution for the limited purpose of cross-examination at the hearing. Reasonable delays (generally not to exceed 5 business days), including the temporary adjournment of the hearing, may be anticipated should an advisor be removed. A party cannot serve as their own advisor in this circumstance.

The hearing officer shall document any decision to remove an advisor in the written determination regarding responsibility.

For flagrant, multiple, or continual violations of this Rule, in one or more proceedings, advisors may be prohibited from participating in future proceedings at the institution in the advisor role on a temporary or permanent basis. Evidence of violation(s) of this agreement will be gathered by the Title IX Coordinator, Director of Student Conduct, or a designee of either and presented to the Dean of Students and Assistant Provost for Student Affairs, or designee, for cases involving students and/or the Associate Vice President of Human Resources & Chief Human Resources Officer, or designee, for cases involving employees. The Advisor accused may provide an explanation or alternative evidence in writing for consideration by the Vice President for Student Affairs and Dean of Students for cases involving students and/or the Associate Vice President of Human Resources & Chief Human Resources Officer for cases involving employees. Such evidence or explanation is due within fifteen (5) calendar days of receipt of a notice of a charge of re-disclosure or improper access to records. There shall be no right to a live hearing, oral testimony, or cross-examination.

The Vice President for Student Affairs and Dean of Students for cases involving students and/or the Associate Vice President of Human Resources & Chief Human Resources Officer for cases involving employees shall consider the evidence under a preponderance of the evidence standard and issue a finding in writing and, if the finding is Responsible, shall include a Sanction. The finding shall be issued in writing to all Parties and Advisors (if there is a current case pending) within thirty (30) days unless extended for good cause. There is no appeal of this finding. Sanctions shall be higher for intentional re-disclosure of records than for negligent re-discourse.

In the event that an Advisor is barred permanently or for a term from serving in the role as Advisor in the future, they may request a review of that bar from the Vice President for Student Affairs and Dean of Students for cases involving students and/or the Associate Vice President of Human Resources & Chief Human Resources Officer for cases involving employees/Other Appropriate Staff Member no earlier than three-hundred and sixty-five (365) days after the date of the findings letter.

Relevant Questions Asked in Violation of the Rules of Decorum

Where an advisor asks a relevant question in a manner that violates the Rules, such as yelling, screaming, badgering, or leaning-in to the witness or party's personal space, the question may not be deemed irrelevant by the decision-maker simply because of the manner it was delivered. Under that circumstance, the decision-maker will notify the advisor of the violation of the Rules, and, if the question is

exposure to the effects of smoke and tobacco. The University of New England, therefore, establishes the following tobacco and smoke free policy.

10.2. Tobacco and Smoke Free Policy Statement:

The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system. Please note only FDA approved nicotine replacement therapy products will be permitted

11. STUDY ABROAD IN MOROCCO AND OTHER THIRD PARTY PROGRAMS: UNIVERSITY STUDENT CONDUCT CODE

11.1. Study Aboard

- 11.1.1. Students on University of New England semester abroad or faculty-led, programs are still considered to be University of New England students, and are subject to the University of New England Student Conduct Code.
- 11.1.2. Students will also be subject to the Code(s) of Conduct for any third party provider or host university.
- 11.1.3. Students are expected to participate fully and be engaged in the academic and cultural experience.
- 11.1.4. Any behavior that is a violation of University policy or results in the individual student not being able to participate fully in the program may result in removal from the program at the student's expense.
- 11.1.5. Any behavior on the part of an individual student or group of students that impairs the ability of others in the program to participate fully may also result in removal from the program.
- 11.1.6. Students will receive information about the behavior expectations and possible ramifications of conduct violations in the pre-departure orientation sessions conducted by Global Education Program staff.
- 11.1.7. Student conduct issues will be addressed in-country by campus staff, faculty member and/or the third party provider or host institution to ensure that behavior concerns do not affect the success of the program.
- 11.1.8. Information regarding these issues will then be sent to the Vice President for Student Affairs and Dean of Students for potential student conduct review.
- 11.1.9. For very serious infractions, UNE and/or the third party provider, or host institution may dismiss a student for inappropriate conduct, disruption of the program, or posing a threat to him/herself or other students.
- 11.1.10. In such cases, the student will incur the expenses related to dismissal. A student is expected to contact Student Affairs at the University of New England to determine the appropriate student conduct review process if any.
- 11.1.11. All inappropriate behavior, even that not resulting in program removal, will be referred to the University of New England Student Affairs Office for potential student conduct review.
- 11.1.12. In certain circumstances where it is determined that a student's physical or mental condition presents a direct threat of substantial harm to him/herself or others, the Director for the

Global Education Program and the Dean of Students and Assistant Provost for Student Affairs, or designee, in consultation with appropriate health professionals, may impose an immediate removal from the program and/or impose an Administrative Mandatory Medical or Psychological Leave of Absence.

- 11.1.12.1. In such cases, the student may incur the expenses related to dismissal.
- 11.1.12.2. The terms of the Leave of Absence and the policy in its entirety will be provided to the student at the time any Leave of Absence is imposed.
- 11.1.12.3. Students may also request a copy of the policy from the Office of Student Affairs or online at <http://www.une.edu/studentlife/handbook/>.

11.2. Discipline Issues and Third Party Programs

- 11.2.1. While on third party programs, students must abide by the University Student Conduct Code outlined by the program provider and are subject to the program's conduct process which may be resolved in country by the resident staff at the study abroad site.
- 11.2.2. Most student conduct issues are reported by the in-country provider to the US-based provider office, and a representative from the US-based provider office will contact the University of New England Global Education Program.
- 11.2.3. In the event UNE's Global Education Program is contacted by the program provider, the Director will consult with appropriate campus entities (including the Vice President for Student Affairs and Dean of Students or designee) to evaluate the incident and determine appropriate university response (if any) beyond that of the program provider.
- 11.2.4. Reports of discrimination, harassment, and/or sexual misconduct will be addressed in accordance with the University Non-Discrimination and Anti-Harassment Policy and the University Sexual Misconduct Policy.

11.3. General Statements that Apply to All Models of Study Abroad

It should be understood that a student is subject to the laws of the host country and the rules of the host institution.

12. WEAPONS AND FIREWORKS

- 12.1. No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security present a danger to the community.
- 12.2. Examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, any device that propels an object including but not limited to pellet guns, "soft pellet guns", bb guns and the like as well as bows, arrows, hunting knives, ammunition, and any firearm.
- 12.3. Pepper spray and or any other similar product are prohibited from all University buildings without the

- 12.6. Weapons are not allowed on any University-owned or leased property, including parking lots and roadways and are not permitted at any University sponsored event on or off University property.
- 12.7. Individuals should contact the Department of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item.
- 12.8. Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is fou(w)100000912 0 61 79d Securitect 5 b.0(p)-9(a5(()-1dTJE]TJ(pe)4)-13(ur)-14(i)Res000912 022(y))-8(y)-9

PLEASE SEE SECTION 16 FOR ALL PROCEDURES RELATING TO ACADEMIC MISCONDUCT OR ACADEMIC PROGRESSION PROCEDURES

14.1. Overview

The University has established the following student conduct review procedures in order to insure the due process right of fundamental fairness for all of its undergraduate, graduate, and professional students. Some reports of alleged violations of the University Student Conduct Code under this Student Conduct Review Process may be made by University personnel such as campus security, University administrators, faculty members, or residential life staff who are carrying out their duty to uphold the regulations, policies, and mission of the University. Other reports may be made by students who allege that they are victims of an action taken by another student against them such as harassment, sexual misconduct, or prohibited discrimination. These students making such a report are referred to in this student conduct review process as the Complainant. The student against whom the report is made, whether by University personnel or another student, is referred to as the Charged Party or Respondent.

14.2 Reporting Process

14.2.1 Reports of alleged violations of the University Student Conduct Code or a violation of any other regulations of the University by undergraduate, graduate, or professional students should be made to the Director of Student Conduct or designee.

14.2.2 Any other personnel receiving a complaint involving an undergraduate, graduate, or professional student should forward it as soon as possible to the Director of Student Conduct.

14.2.3 In cases involving Sexual Misconduct, Harassment, and Discrimination a report must be made to the Title IX Coordinator or a Deputy Title IX Coordinator. For more information on the Title IX Coordinator and Deputy Coordinators, please see the University policy on Sexual Misconduct, Harassment and Discrimination in Section 7, which can be accessed at: <http://www.une.edu/hr/upload/Title-IX-Anti-Discrimination-Policy.pdf> .

14.8.8 If the Charged Party is an undergraduate, graduate, or professional student in a program that requires the student's adherence to a Professional Code of Conduct, the Hearing Officer shall consult with the Director of the student's Program and/or the student's Dean to

- 14.9.2 During the Informal Resolution process, the Hearing Officer or designee will meet with both parties and may or may not meet with them together. A face-to-face meeting of the parties is not required.
- 14.9.3 Either party may end the informal process at any time and request that the complaint be handled through the formal process.
- 14.9.4 After the meetings, if the Hearing Officer thinks it is appropriate, the Hearing Officer will propose a possible resolution to both parties.
- 14.9.5 If both parties agree to the resolution proposed by the Hearing Officer, it will be put in writing and signed by both parties.
- 14.9.6 If the parties do not agree to the resolution, or the Hearing Officer otherwise decides it is appropriate to terminate the Informal Resolution process, the Hearing Officer may then impose discipline, convene the University Student Conduct Board or dismiss the complaint.

14.10 Imposition of Discipline

- 14.10.1 If after meeting with both parties and conducting whatever additional interviews or document review determined by the Hearing Officer to be necessary, the Hearing Officer determines that the Charged Party has violated the University Student Conduct Code and also determines that the Informal Resolution process is not appropriate or that the Informal Resolution Process has been attempted and has failed, the Hearing Officer may impose discipline for the violation of the policy.
- 14.10.2 The Hearing Officer may impose any of the sanctions set forth in Student Handbook except for suspension for a period of more than two weeks or dismissal from the University, without convening the University Student Conduct Board.
- 14.10.3 The Hearing Officer shall provide both parties with a copy of his or her written decision to impose a disciplinary sanction within seven (7) business days of completing the investigation.

14.11 Appeals Process for Hearing Officer Decisions

- 14.11.1 If either party disagrees with the Hearing Officer's written decision to impose discipline, either party may appeal the Hearing Officer's decision to the Dean of Students or designee.
- 14.11.2 The appealing party must give his or her appeal to the Dean of Students or designee ("the Appeal Officer") within seven (7) business days of the receipt of the Hearing Officer's written decision.
- 14.11.3 The appeal must be in writing and must clearly set forth the reason for the appeal. The appeal:
 - 14.11.3.1 must be based on new evidence which was not and could not have been presented to the Hearing Officer, or
 - 14.11.3.2 must allege a material procedural irregularity by the Hearing Officer that had a substantial impact on or otherwise prejudiced the determination made by the Hearing Officer.
- 14.11.4 The Appeal Officer shall issue a written decision within ten (10) business days of the receipt of the written appeal. The Appeal Officer may:

- 14.12.11 In addition, the Dean or the program director may present evidence about any possible violation of any applicable Code of Professional Conduct to the University Student Conduct Board.
- 14.12.12 All evidence presented shall be in a form that complies with the applicable provisions of FERPA.
- 14.12.13 The members of the University Student Conduct Board may also request to see additional documentary evidence or to hear testimony from witnesses in addition to the parties.
- 14.12.14 These requests should be made to the Chair who, in consultation with panel members, shall determine which witnesses shall be called or which additional documents presented to the panel.
- 14.12.15 After the Complainant and the Charged Party receive the written notice from the Hearing Officer that the University Student Conduct Board shall be convened, they may provide the Chair with copies of any documents they would like presented to the University Student Conduct Board and provide a written explanation of why they should be presented.
- 14.12.16 The Hearing Officer and the Chair shall have the discretion to determine what, if any, additional documentary evidence shall be presented to the University Student Conduct Board.
 - 14.12.16.1 The Complainant and Charged Party may each also submit names of witnesses they would request to appear before the University Student Conduct Board.
 - 14.12.16.2 These names should be submitted to the Chair in writing along with the basis of their proposed testimony.
 - 14.12.16.3 The Chair in consultation with the Hearing Officer shall decide which, if any, of these witnesses shall be called.
 - 14.12.16.4 The Complainant and the Charged Party shall both be provided with a final witness list and copies of all documents to be presented at the hearing prior to the hearing.
 - 14.12.16.5 If witnesses other than the Complainant and Charged Party do appear before the University Student Conduct Board, the Complainant and Charged Party may question those witnesses within the discretion of and only indirectly through the Chair.
 - 14.12.16.6 The Complainant and Charged Party may question each other only indirectly through the Chair.
 - 14.12.16.7 If more than one witness is called before the University Student Conduct Board, all witnesses will be sequestered and will not be permitted to hear other witnesses testify.
 - 14.12.16.8 Once they have provided information in the hearing, the witnesses will be excused from the University Student Conduct Board hearing room.
- 14.12.17 The University Student Conduct Board meetings are not open to the public.
- 14.12.18 Both the Complainant and the Charged Party may have one student conduct advisor of their choosing present with him or her at the hearing.

- 15.4. Denial of Privilege - the student is allowed to finish the current academic term under probation. The student's records are encumbered and the individual is prevented from re-enrolling until certain conditions have been met.
- 15.5. Residence Hall Dismissal - permanent separation of the student from the residence halls. In matters where a student is subject to the University's Residency Requirement residence hall dismissal may result in suspension from the University.
- 15.6. 9.96 Tf1 0 0 1 2353h005500480056>-6<004C>5<0066>-3ijTJ53h00550n22 656.26 Tm0 g0 GJ676.66 Tm40 g1

Adopted by University Council September 30, 2010

The University of New England values academic integrity in all aspects of the educational experience. Academic misconduct in any form undermines this standard and devalues the original contributions of others. It is the responsibility of all members of the university community to actively uphold the integrity of the academy; failure to act, for any reason, is not acceptable.

16.2 Charges of academic misconduct will be reviewed by the Dean of the appropriate College and, if upheld, will result at minimum in a failing grade on the assignment and a maximum of dismissal from the University of New England. Academic misconduct includes, but is not limited to the following:

16.2.1 Cheating, copying, or the offering or receiving of unauthorized assistance or information.

16.2.2 Fabrication or falsification of data, results, or sources for papers or reports.

16.2.3 Actions that destroy or alter the work of another student.

16.2.4 Multiple submissions of the same paper or report for assignments in more than one course without permission of each instructor.

16.2.5 Plagiarism: the appropriation of records, research, materials, ideas, or the language of other persons or writers and the submission of them as one's own.

16.3 **Academic Misconduct**

16.3.1

- 16.4.13.1 In advance of the review, the Dean will supply each member with copies of the written appeal plus relevant documentation, material requested by members of the Committee, and the names of individuals who will be appearing before the Committee. The Dean will also forward copies to the student.
- 16.4.13.2 The Dean will notify the student, in writing, of the time and place of the Review.
- 16.4.13.3 The student has the option of being present throughout the proceedings.
- 16.4.13.4 The student may have an Advisor present from the University community, but not legal counsel or family/parent(s)/ guardian(s). Neither the student nor Advisor may be present for Committee deliberations.

viewpoints and will provide them platforms from which to express their views in an unconstrained manner.

17.2 The University, through its teaching, research, and co-curriculum, engages community members in the broadening of knowledge. A freedom of expression is critical to the process of learning, and the University of New England values in its members a diversity of thought. Peaceful protests and/or rallies present our community with the opportunity to further share information; what they cannot do is endanger community members or disrupt University operations. University administrators may choose not to permit a rally or demonstration if safety or the performance of University business become compromised.

17.3 This policy applies to all students of the University of New England. Failure to abide by the policy may result in referrals to the Office of Student Conduct.

17.4 For the purpose of this document the terms public speech, rally, march, demonstration and protest are used interchangeably.

17.5

There are differences between public and private institutions. Public institutions are established by government entities (e.g. the state of Maine) and are subject to the authority of that state government and as an extension the US government. Public institution employees are subject to the constraints of the US Constitution. Private institutions, such as the University of New England, are not legally bound by the provisions described in the constitution but instead the relationship between the university and its students, faculty and staff is contractual in nature. To that end, the University has the right to develop and create its own policies, procedures and rules about how it operates which includes the right to determine who can and cannot come to its campuses.

17.6 **Events Covered by this Policy**

17.6.1 Classroom Speakers/Invited Guests

17.6.2 Speakers invited by the faculty of the University and sponsored by faculty through their departments, programs, or as part of a class, and presenting in an academic space (classrooms and lecture halls), enjoy the benefits of academic freedom as long as the intended audience is the University community. Speakers or presenters invited by faculty instructors for the purposes of instruction within an individual course curriculum can do so with department/college approval.

17.6.3 Students, faculty, and staff are responsible for their guests and are accountable for their guests' conduct on campus, including any property damage that takes place.

17.6.4 An individual member or group

17.9 Counter Protests

- 17.9.1 Planned protests, rallies, or demonstrations may invite protest by persons or groups whose ideas lie in contrast.
- 17.9.2 Student organizations and University departments are required to plan for the possibility of counter protests when organizing events.
- 17.9.3 In cases where dissenting views are likely to be expressed, the University will reserve the right to identify areas designated for counter protest to protect the freedom of expression of all parties.
- 17.9.4 Student organizations and University departments are required to plan for the possibility of counter protests when organizing events.

17.10 Planning and Execution of Event

17.10.1 Community Notification

Whenever possible, the UNE community will be notified to the extent possible that a protest or demonstration will be, or is, taking place.

17.10.2 Advance Arrangements

Individual students and recognized clubs and organizations may organize protests, rallies, or demonstrations in concert with the of the Office of Student Engagement or College of Osteopathic Medicine Office of Recruitment, Student & Alumni Services (Biddeford Campus) or the Office of Graduate and Professional Student Affairs (Portland Campus). Working with this office as they would for the planning of any community program, students and clubs/organizations must submit a request no less than two business days prior to the date of the proposed protest, rally, or demonstration. This will ensure that University officials can assist students in the planning of their event, and to help anticipate the possibility of counter protests (see Counter Protests).

17.10.3 UNE staff will be present during protests, rallies, or demonstrations to monitor the event's safety and to ensure the event does not interrupt University operations.

17.10.4 Protests, rallies, or demonstrations slated to occur on an adjacent street or sidewalk (see Approved Locations) may require city permits and/or adherence to city ordinances. Students proposing such events will need to work within the parameters as set forth by local and state government.

17.11 Approved Locations

17.11.1 **Approved Biddeford Locations for Exterior Demonstrations Include:** Area in front of the Campus Center, Compass Rose, area outside of the Ripich Commons, Alford Lawn, the Peace Grove, and the lawn adjacent to the Campus Center.

17.11.2 **Approved Portland Locations for Exterior Demonstrations Include:** Main Campus Green, and Hersey/Blewett Courtyard.

17.11.3 Protests and demonstrations may not take place in classrooms, corridors, or in or near administrative office, but may take place inside designated university event spaces if approved in advance.

17.11.4 As part of advanced planning, event organizers can work with the of the Office of Student Engagement or College of Osteopathic Medicine Office of Recruitment, Student & Alumni Services (Biddeford Campus) and the Office of Graduate and Professional Student Affairs (Portland Campus) to identify an interior location on campus that could serve as a location in inclement weather or other location that would meet an extenuating need of the event.

17.11.5 The entirety of the Biddeford and Portland campuses and all University-owned buildings (in Biddeford and Portland) are private property.

17.11.6 The public spaces on the Biddeford campus include the sidewalks, Hills Beach Road, Newtown Road, Old Pool Road, and Route 9 including the publicly-owned sidewalks.

17.11.7 In Portland, public spaces include Stevens Avenue, Forest Avenue, and College Street and the publicly-owned sidewalks adjacent to University property. The Evergreen Cemetery adjacent to the Portland Campus is also owned by the City of Portland.

17.12 Building Occupancy

17.12.1 Students hosting protests, rallies, or demonstrations must do so in a manner consistent with established building occupancy codes. Doing so is but one measure of ensuring the safety of participants.

17.12.2 Building occupancy will be determined by the Safety and Security Department based on square footage requirements, current furniture configuration and proper egress. Building opening and closing times will be determined by the Safety and Security Department based on regularly scheduled usage, which varies depending on the time of year. Building occupancy and opening/closing times can be obtained from the Safety and Security Department upon request.

17.12.3 Restriction from Buildings (individuals and groups)

17.12.3.1 The University may deny individuals access to all or some University property, if a person(s) is known to have or has engaged in criminal activity, suspicious activity, or behavior that is or is likely to be threatening, violent, or disruptive to University operations and activities.

17.12.3.2 UNE may restrict access to buildings and outdoor areas during both business and nonbusiness hours.

17.13 Construction

The Director of Student Engagement (Biddeford Campus) or the Associate Dean of Students (Portland Campus) must approve any structure (stage, tent, etc.) to be erected for use during a protest, rally, or demonstration. Necessary consultation will occur with the Office of Safety and Security and/or Facilities.

17.14 Disorderly Conduct

Conduct which is disorderly; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University is prohibited (See "Section 4, CONDUCT RULES AND REGULATIONS of University of New England Student Handbook, Conduct Codes <http://www.une.edu/studentlife/handbook>)

17.15 Disruption and Obstruction

17.15.1 The following actions are prohibited: Intentional or unintentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.

17.15.2 Participation in any behavior which disrupts the normal operations of the University and infringes on the rights of other members of the University community is also prohibited (See "Section 4, CONDUCT RULES AND REGULATIONS of University of New England Student Handbook, Conduct Codes <http://www.une.edu/studentlife/handbook>)

17.15.3 Noise Levels

17.15.3.1 While amplified sounds (voices, music) may be part of a protest, rally, or demonstration, those that impact the operations of the University may need to be lowered at the discretion of the University official on site.

17.15.3.2 Amplified sound may only be used during the hours of 9am and 10pm.

ADDITIONAL ADMINISTRATIVE POLICIES OR PROCEDURES

ACADEMIC CATALOGS

Academic policies and procedures are generally specific to the college in which a student is enrolled. Complete information regarding academic policies can be found online at <http://www.une.edu/registrar/> regarding a2(ar/c)-9o 0 612 792

his or her Advisor be a parent, legal guardian, or other family member. This request will be reviewed and decided upon before the review by the Vice President for Student Affairs and Dean of Students or the hearing panel. The student may also be accompanied by his or her health care provider(s), if the provider(s) will provide evidence at the review hearing.

8. At the appeal review hearing, the Medical Officer will explain the basis of his or her decision on a Mandatory Medical or Psychological Leave of Absence.

9.

at the University and will avoid potential problems for the student including: transcript, billing, financial aid, or loan problems.

To Request a Leave of Absence

UNE Policy Regarding Leave of Absence:

A Leave of Absence for a specified period of time, not to exceed one (1) academic year, may be granted to a matriculated student with the authorization of the Academic Dean, Program/School Director or designate and upon completion of the required "Request for Leave of Absence" form available from Program/School Directors or Department Chairs, Academic Dean's Offices, Student Affairs, Student Administrative Services Center (PC), or the Office of the Registrar (BC). Application for readmission is not necessary if the student returns as planned; however, the student who does not return at the specified time will be administratively withdrawn and will be subject to readmission procedures. The University's policy on Leave of Absence Tuition Credit is found in the UNE <http://www.une.edu/registrar/catalog/index.cfm> relevant to the student's program. NOTE: It is the responsibility of the student to contact the office of the appropriate Dean (COM) or Program/School Director (Graduate) or Registrar (Undergraduate) to indicate change of plans.

Medical Leave

- 1) A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus;
- 2) Line of sight supervision by the parent or guardian is required at all times;
- 3) Children are not allowed in the high-risk areas:
 - a) Laboratories, shops, studios, mechanical rooms, power plants, garages, docks, food preparation areas, and fitness centers.
 - b) Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
 - c) UNE vehicles, boats, or other motorized equipment; excepting incidental travel in a University car, truck or van, consistent with the UNE Travel Policy.
 - d) Any other high-risk areas (no playing in stairwells, elevators or doorways, no access to rooftops, construction zones, etc.).
- 4) Children are not allowed in classrooms while classrooms are in session unless the faculty member grants permission. Should a child become disruptive, the student and child may be asked to leave.

Visitor Guidelines

- 1) Line of sight supervision by the parent or legal guardian is required at all times;
- 2) Parent or guardian must assure that children are not disruptive;
- 3) Parent or guardian must not leave children unattended at athletic or other University activities;
- 4) Children are not allowed in the high risk areas defined above.

Exceptions

These guidelines do not apply to sports camps and other University of New England sponsored programs for children.

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COMMERCIAL ACTIVITY, SOLICITATION

The University reserves all rights to commercial activity, the sale of merchandise or services, or the solicitation of charitable contributions on its property, or on premises leased to or from others. This is done in order to protect the interests of the University, and all members of the UNE Community. This restriction applies equally to students of all UNE member colleges, to related student associations, and affiliate organization chapters at UNE.

- 1) Groups or individuals wishing to sell items or services on campus, in connection with UNE programs or to UNE constituencies, must obtain the approval of the Office of Student Affairs, and may be required to obtain additional approvals as appropriate.
- 2) Groups or individuals wishing to solicit contributions or patronage benefiting recognized public charities must seek approval from the Office of Student Affairs, and may be required to coordinate their activities with the Office of Institutional Advancement.
- 3) Groups wishing to solicit support in any form for the University of New England or its member colleges must seek the approval of the Office of Student Affairs Authorization from the Office of Institutional Advancement, which regulates all charitable solicitation for University benefit; it is also required for the solicitation of cash donations greater than \$50 or sponsorships involving promotional benefits. However, prior approval is NOT required for solicitation of small premiums or gift certificates, etc.
- 4) Whether or not the result of solicitation, all members of the UNE Community or affiliated groups are required to report to the Office of Student Affairs and the Office of Institutional Advancement all contributions received from sources external to the University, including gifts-in-kind.
- 5) Approval to solicit for commercial or charitable purposes notwithstanding, persons engaging in solicitation must respect fully the rights of other students; entrance to the residence of another student requires the student's approval, and it is within the student's rights to require the solicitor's departure. This must occur promptly when requested.
- 6) Approval to solicit is conditional, and may be revoked at any time by the Office of Student Affairs.
- 7) The rights of all members of the University community to decline any solicitation is hereby affirmed; moreover their right to request proof of authorization for such activity, and to report unauthorized solicitation is also affirmed.

COMMUNICABLE DISEASE POLICY

(August 2021: POLICY CHANGES ANTICIPATED. Refer to <http://www.une.edu/studentlife/handbook> for most current and accurate information.)

Purpose of this Protocol

The University of New England (UNE) is committed to providing a safe working, living, and learning environment for its faculty, staff members, and students. Accordingly, the University has developed the following procedures to address concerns about communicable diseases.

This protocol addresses diseases that pose a potential threat to the University community due to risk of transmission of infections to, and/or among employees and students. Examples of such infectious diseases include, but are not limited to: acute meningitis; acute respiratory illnesses (especially influenza or respiratory illness associated with international travel); possible or known active tuberculosis; vaccine preventable viral illnesses (i.e., measles, mumps, rubella, whooping-cough or pertussis); viral conjunctivitis (pink eye), community-acquired methicillin-resistant *Staphylococcus Aureus* (MRSA) skin infections; emerging infections of unknown severity, and others.

Administration of this Protocol

The person responsible for ensuring that this protocol is followed on a day-to-day basis is the Director of the UNE Student Health Center. When this person is not available, an alternative UNE Student Health Center health care provider will be temporarily in charge so that a health care provider is always available to assist with the implementation of this protocol

UNE Student Health Center: (207) 602-2358 (Biddeford Campus) or 207-221-4242 (Portland Campus)

Procedural Guidelines

Employees and students who are infected with communicable diseases will not be barred from working, teaching, residing, or participating in University-sponsored activities or attending classes at UNE unless the individual poses a public health threat.

All students are strongly encouraged to seek medical assistance or guidance from the UNE Student Health

14.

information in the pursuit of research, teaching, and learning.

Copyright ownership and intellectual property rights of works created by University of New England faculty, staff, and students are defined in: Intellectual Property Policy: Rights and Responsibilities with Respect to Intellectual Property at the University of New England.

The policy provides useful information about:

- What is Protected by Copyright

- What Is Not Protected by Copyright

- Rights of the Copyright Owner

- Copyright Registration, Copyright Notice, Public Domain

- 1976 Copyright Act Provisions for Nonprofit Educational Institutions

- Fair Use

- Reproduction by Libraries and Archives

- Computer Software

For more information on this policy, please contact Student Affairs at (207) 602-2372 (BC) or (207) 221-4213 (PC).

USE OF HUMAN SUBJECTS IN RESEARCH

Portland Campus Sign Managers

Graduate and Professional Student Affairs Office in 02 Proctor Hall

General Guidelines

All bulletin boards will be labeled as open or dedicated. Departments or Offices are responsible for monitoring the

Student Academic Records

Student academic (and related) records are kept in Registrar's office on both the Biddeford campus and the Portland campus.

Under the terms of the Buckley/Pell amendment to the Family Educational Rights and Privacy Act (FERPA), students have the right to review and inspect all official records, files, and data, including all material that is incorporated into each student's cumulative record folder. However, Department of Health, Education, and Welfare has said that clarifying amendments provide that letters of recommendation submitted on the basis of a pledge of confidentiality prior to January 1, 1975 need not be shown to students, and that a student may be allowed but not required to waive his/her right of access to letters of recommendation received after that date. The amendments also provide that a financial statement submitted by a parent need not be shown to the student. Release of records is allowed only upon written student approval, with noted exceptions listed below.

University students wishing to review their records may do so by providing a written request to Registrar's office at least 48 hours in advance of the desired appointment.

Student Conduct Records

Student Conduct Records and related files are maintained by the Dean of Students in the Student Affairs offices on each campus. Student conduct records/files are maintained under the Family Educational Rights and Privacy Act (FERPA).

Directory Information and Disclosure

The University normally will not supply non-related organizations with personally identifiable student information, including “directory information.” One exception to this policy is the result of a federal law known as the “Solomon Amendment” which requires the University to release directory information to military recruiters upon request. For this purpose, directory information is defined as: name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and educational institution in which a student most recently was enrolled. Information not required or permitted by the Solomon Amendment and not considered directory information under FERPA will not be released without written permission of the student.

Active students who wish to have directory information withheld from release must do so in writing on a “per-academic-year” basis. Request forms are available in the Registrar's office and the Student Affairs offices at either campus. Requests must be submitted prior to September 30th (if first-time enrollment for academic year is fall semester) or January 30th (if first-time enrollment for academic year is spring semester) to

Summary of Emergency Protocol

The University of New England has a Crisis and Emergency response protocol in place in case of an on-campus emergency or to initiate in response to an external situation. There are many mechanisms for

2. Find housekeeper

(207) 602-2368

(207) 221-4368

(207) 602-2368