

University of Maine at Machias



THE UNIVERSITY OF MAINE AT
MACHIAS
Maine's Coastal University

Student Guide



As a public environmental liberal arts university, we ask that you please consider the environment before printing this Student Guide.

Student Guide

As a member of the UMM community, you have certain rights and responsibilities. The Student Guide is designed to help students find resources, understand expectations for living in a community (policies), and services offered to support students. It is important to familiarize yourself with the Student Guide and the policies listed on the website. Students are responsible for the information in this guide and the policies listed on the corresponding website pages listed at machias.edu.

Right to Revise

The University of Maine at Machias reserves the right to revise, amend or change items set forth in this guide without prior notice. Readers should inquire as to whether any revisions, amendments or changes to contents have been made since publication. Please contact the Office of Student Services at (207) 255-1305 if you have any questions about the contents of this handbook.

Non-Discrimination Notice

In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University. The University provides reasonable accommodations to qualified individuals with disabilities upon request. Questions and complaints about discrimination in any area of the University should be directed to Equal Employment Opportunity Officer, University of Maine at Machias, 116 O'Brien Avenue, Machias, ME 04654, telephone (207) 255-1220. Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission. Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), Boston, MA 02110-1491, telephone (617) 289-0111 (voice), (877) 521-2172 (TTY/TDD) or e-mail OCR.Boston@ed.gov. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.

Welcome to UMM!



UMM Mission

Through our Environmental Liberal Arts core, distinctive baccalaureate programs, and student-centered community, the University of Maine at Machias creates enriching educational opportunities that prepare graduates for professional success and lifelong engagement with the world. UMM embodies an active community of diverse learners who share a commitment to exploration, leadership, collaboration, and interdisciplinary problem solving. Inspired by our unique

coastal location, UMM's creative energy, applied research, and community engagement enhance the social, cultural, economic, and natural environments of the State of Maine.



THE UNIVERSITY OF MAINE AT
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Dean of Students' Welcome

Welcome to the University of Maine at Machias – where our small campus feels like a large family and the faculty & staff pride ourselves on getting to know you – the real you. With varsity sports, intramurals, Greek Life, Student Government, SAIL, Residence Life sponsored programs and student club/organization led events and excursions, our vibrant campus community offers many opportunities for everyone to get involved. Whether you live in the residence halls or commute from home, I hope you will get engaged and experience all that UMM has to offer.



If you ever have any questions, need assistance, have an idea, or just want to stop in and say hello, my office is located in the Student Services Suite on the second floor of Powers Hall.

Go Clippers!

Daniel J. Gardner
Dean of Students

Campus Resources

Academic Affairs and Head of Campus

207.255.1210

1st Floor, Powers Hall, Room 101

Under the direction of the Vice President for Academic Affairs and Head of Campus, the office oversees the University's academic programs; student learning assessment; accreditation; faculty appointments; program reviews; distance education; and faculty course evaluations. The Academic Affairs Office also coordinates the offices of Information Technology; Distance Education; the Library; Registrar's Office; Early College Program; and the Advising Center.

In addition to providing the above oversight, the Academic Affairs Office is responsible for final approval of the following: Dean's List; Probation & Suspension; Graduation; Academic Appeals Procedures; Student Academic Integrity; Course Withdrawal; and Directed/Independent Study.

Admissions

207.255.1318

O'Brien House

The UMM Office of Admissions serves as the central point of contact and coordination for enrollment. Admissions offers current students the opportunity to become a Student Ambassador. Student Ambassadors are hosts for prospective students and their families.

Academic Advising

207.255.1268

2nd Floor, Powers Hall, Room 204

The Advising Center provides academic advising support for students with a primary focus on first year students. The Academic Success Advisor assists students on a variety of topics from class registration to study skills.

Athletics

207.255.1404

Reynolds Center

UMM is a member of the United States Collegiate Athletic Association (USCAA) and competes in the Yankee Small College Conference (YSCC). UMM offers male and female intercollegiate sports.

Business Office

207.255.1312

2nd Floor, Powers Hall, Room 103

If you have questions about your bill, tuition and fees, please contact the Business Office.



Campus Resources

Career Services

207.255.1228

2nd Floor, Powers Hall, Room 202

The Career Services Office assists students and alumni in developing, evaluating, and effectively implementing their career plans. We offer a wide range of services and programs, which include self-assessment, career exploration, developing job leads, and graduate school planning, much of which is found on the Career Services website.

Disability Services

207.255.1228

2nd Floor, Powers Hall, Room 202

The Special Services Office's main focus is coordinating services for our students with permanent or temporary documented disabilities. We extend reasonable accommodations for documented and requested academic and housing needs. Overall, we are dedicated to supporting all students. "Student Success" is our motto, and our individualized, supportive approach encourages students to advocate for themselves while developing the skills and empowerment to reach their academic and professional goals.

Counseling Services

207.255.1343

1st Floor, Powers Hall, Room 106

A licensed counselor provides various services including individual and group counseling, mental health programs, and individual assessment and interventions. Counseling is available for students enrolled in six or more credit hours. Counseling is intended to be short term. Students are limited to eight sessions each semester. Students who need a higher level of treatment will be referred to support services in the Machias area. Any cost associated with referred services is the student's responsibility.

Dean of Students

207.255.1305

2nd Floor, Powers Hall, Room 204

The Dean of Students strives to be proactive in student development, leadership, and advocacy. The Dean is available to assist students, parents, and family members with personal, academic, and financial issues or concerns. The Dean strives to understand, support, and establish trusting relationships with students, family members, faculty, and staff. Students who need an advocate or have questions, are encouraged to stop by with any questions or concerns.



Campus Resources

Financial Aid

207.255.1203

2nd Floor, Powers Hall, Room 103

The UMM Financial Aid Office determines a student's eligibility for aid using the Free Application for Federal Student Aid (FAFSA). The FAFSA should be filed as soon after January 1st as possible. UMM's priority funding deadline is March 1st. The FAFSA must be filed every year.

Intramurals

207.255.1435

2nd Floor, Powers Hall, Room 204

UMM offers several opportunities for students, faculty, and staff to participate in intramural games including kick ball, dodge ball, basketball, horseshoes, water polo, and more. A wide range of activities will be offered through leagues and tournaments while providing students with leadership experiences through active involvement as team captains, scorekeepers and officials.

Information Technology

207.255.1237

1st Floor Torrey Hall, Room 108

Information Technology (IT) offers services including phone service, networked printing, specialty classes, email, and help with computers, Wi-Fi, and software. Students are required to read and adhere to the Appropriate Use of Information Technology Resources Policy Agreement. Students are encouraged to sign-up for e2campus emergency texting services through the campus portal.

Murdock Fitness and Aquatics Center

207.255.1408

Reynolds Center

The fitness area has weight and cardio equipment. The fitness center staff provides a variety of classes throughout the year. Classes include Yoga, Zumba, Women on Weights, and much more. Personal training is available at an additional cost. The pool area is configured with 25 yard-lap lanes, shallow and deep open swim areas. Use of the facilities are included in student fees. A student ID or fitness or aquatics pass is necessary to use the facility.



Campus Resources

Physical Plant

207.255.1315

Crandlemire Building

The Office of Physical Plant is responsible for buildings and grounds. If you have a concern with a building or need assistance with an issue in a building, contact the Physical Plant. Residential students should contact their Community Advisor.

Registrar's Office

207.255.1330

2nd Floor, Powers Hall, Room 207

The Registrar's Office provides the following services to the UMM community:

Compiles the semester class schedule, coordinates the class registration process, evaluates transfer credits, reviews graduation applications, maintains students' academic records and posts degrees to students' records.

The Registrar's Office also assists students eligible for Veterans benefits.

Reynolds Center

207.255.1404

The Reynolds Center is home to Clipper Athletics. Students can attend any game for free. Come out and support the Clippers.

Security

207.255.1450

1st Floor Dorward Hall, Room 100

Security's role is to aide students, faculty, and staff at UMM. Students can call Security and ask for an escorted walk from one place to place on the UMM campus.

Study Center

207.255.1397

2nd Floor, Torrey Hall, Room 225

The Study Center is a free resource and assists students with their academic studies. Peer tutors provide support for many UMM courses on a first-come, first served basis. Students may also sign up for appointments with tutors; by reserving time, they can be sure that someone will be free to work with them. In addition to peer tutoring and a comfortable study space, the Center also offers a resource library, style guides and handouts on different documentation styles, as well as computers and a printer.



Campus Resources

Student Engagement & Inclusion

207.255.1245

2nd Floor, Powers Hall, Room 204

Student Engagement & Inclusion (SE&I) is responsible for student organizations and clubs, Student Senate, SAIL, community service opportunities, trips, and campus programs. SE&I offers programs throughout the year including comedians, musicians, lectures, BINGO, plays, and trips to Bangor, Portland, and Boston. Students interested in student organizations or programs can contact SE&I.

Student Health Insurance

207.255.1275

All registered undergraduate students taking nine or more credit hours are automatically enrolled in the UMM Student Accident and Sickness Insurance plan unless proof of comparable medical insurance can be provided. You can waive coverage by providing proof of comparable coverage via the on-line Waiver Form at www.crossagency.com/umm. Insurance brochures are available on the website, in the Business Office, and in the Student Health Center.

Student Health Services

207.255.1275

1st Floor, Sennett Hall, Room 142

Maintaining optimum health is essential to academic and personal growth. The UMM Health Center is available to all students. The Health Center offers assessment and treatment of colds, flu, scrapes, allergies, burns, minor injuries, and pregnancy testing. All services are strictly confidential. For serious illnesses or concerns, the Health Center refers students to physicians or practitioners in the Machias area. Students will need to take their insurance card to the appointment. In case of emergency, Down East Community Hospital is located five minutes from campus.

In addition to providing the above services, Student Health Services is responsible for implementing the Immunization Policy. Maine State Law (22-MRSA & 6359) requires every full-time and degree seeking part-time post-secondary school student born after December 31, 1956 to show proof of immunization against diphtheria, tetanus, measles, mumps, and rubella by providing a copy of your record signed by a doctor, school nurse, or clinic nurse. Please contact the Student Services Office with questions.



Campus Resources

Student ID Cards (Clipper Card)

207.255.1305

2nd Floor, Powers Hall, Room 204

Students are required to have and carry a student ID card. Student ID cards are issued to UMM students in their first year. Student ID cards are used for the Reynolds Center, the Murdock Fitness and Aquatics Center, meal plan, access to the residence halls, and library. Students who lose their ID may purchase a replacement card in the Student Services Office located on the 2nd Floor of Powers Hall. A replacement card costs \$20. Students are not allowed to share/loan their student ID /Clipper Cards with/to others.

Campus Dining

Clipper Bucks

207.255.1305

2nd Floor, Powers Hall, Room 204

Clipper Bucks can be used to purchase food or supplies at the Galley or food at Kilburn Commons. Residential students can use Clipper Bucks for laundry. Students can add Clippers Bucks to their Clipper Card throughout the year.

Dining Plans

207.255.1305

2nd Floor, Powers Hall, Room 204

Residential students can chose from two dining plans—19 or 14 per meals. Each plan includes an equivalence feature and dining dollars. Students can use equivalence meals in the Galley for lunch or dinner. Students can use dining dollars for purchases in Kilburn Commons. Dining dollars rollover from fall to spring, but not spring to fall. Meals do not rollover from week to week or semester to semester. Students may not remove food from Kilburn Commons. Any student may purchase a meal plan. Residential students are required to have a meal plan. Students may change their meal plan within the first two weeks of each semester by contacting the Student Services Office. There are meal plans available to commuter students. See the Sodexo staff in Kilburn Commons for details.

<https://machias.sodexomyway.com/>

Kilburn Commons

207.255.1280

Kilburn Commons is an all you can eat facility that offers breakfast, lunch, and dinner on weekdays and brunch and dinner on the weekends. Meal choices change on a daily basis.



Programs and Services

Campfires

207.255.1315

Crandlemire Support Building

Campfires are allowed but must be approved by the Student Engagement & Inclusion Office and the Physical Plant Office. Bonfires will contain dry wood containing no metal, no treatments, no plastic, and no furniture of any kind. All burn material must be approved by the Director of Physical Plant.

Students and student organizations may reserve one of the fire pits located around the pond by contacting the Student Engagement & Inclusion Office or the Physical Plant Office. Facilities staff members will provide fire wood and extinguisher for each reservation.

Class Cancellations

207.255.1395

As a general policy, the University makes every effort to keep classes and offices open, no matter what the weather conditions. On questionable days, the decision is based upon consultation with key staff members. Please call 207.255.1395, consult local radio and TV stations, or check for an e2campus text for cancellations or delays.

E2campus Alert System

e2Campus is a service that provides notifications from the University in the form of text messages to your cell phone. It is used by the campus to send faculty, staff, students, and parents notification of cancellations due to severe weather or other events.

Firearms

Possession of a dangerous weapon is prohibited on property owned by or under the control of the University of Maine at Machias and at off-campus activities sponsored by the University.



Alcohol & Illegal Drugs

Alcohol and Drugs

UMM is committed to the concept that its campus, and in particular its halls, complement and foster the academic and intellectual development of its students. There is an expectation that campus residence halls must be conducive to studying, especially in the evenings. To that end, the ability to occupy and enjoy one's room for the purpose of studying in peace and quiet takes precedence over any other activity. Students are also expected to respect designated quiet hours in support of sustaining an environment which fosters academic pursuits. All residents share the responsibility for maintaining this academic environment, which is in no way the sole responsibility of the residence life staff. Use of alcohol or other drugs by no means excuses violation of these rules and expectations. Residential students can refer to the Guide to Community Living for more information on additional residential policies.

Alcohol

Students are encouraged to review Maine State Laws regarding alcohol. Information about alcohol laws and the potential health issues can be found at http://staticweb.maine.edu/wp-content/uploads/2017/08/AlcoholDrugs_WEB-2017.pdf?0d0f03.

The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the State of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy. This includes any substances containing even minimal amounts of alcohol. Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in a residence of an individual that is 21 or older or in appropriately licensed and/or approved campus

Alcohol, continued

Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community. With individual rights comes responsibility for the consequences of one's behaviors. As such, being under the influence of alcohol or other drugs does not excuse behaviors which violate the law or University policy. Behavior that is emotionally or physically abusive towards others or oneself or destroys property is not acceptable and may be subject to notification of local authorities or University sanctions when applicable.

The University Student Conduct Code process is separate and distinct from the non-University community judicial system and is not bound by the same rules of evidence. An Incident Report serves to initiate a review of an incident by the Residential Education and Commuter Life staff. This review may reveal more information. It is up to the Residential Education and Commuter Life staff to weigh all the information yielded by the review process of the incident. Because the University has a separate and distinct student disciplinary process, it is not required to report student violations of Maine alcohol laws to the local law enforcement agency. Local law enforcement agencies may be contacted in certain circumstances.

Students under the age of 21 are prohibited from possessing or consuming alcohol. As such, these students under the age of 21 will also be in violation of University Alcohol Policy for the following:

- Possession of any alcohol including possession of a beverage or by consumption
- Possession of a tap, funnel or other alcohol paraphernalia
- Possession of empty alcohol containers, including those being utilized as decoration or for storage
- Sale, distribution or making of alcoholic beverages
- Allowing violations of the alcohol policy within their residence

Alcohol & Illegal Drugs

Alcohol, continued

In order to maintain an environment which complements and fosters the academic and intellectual development of its students, students over the age of 21 that choose to use alcohol are strongly encouraged to do so responsibly and must adhere to the following guidelines.

- All students must obey State law and University policy.
- Drinking, or using any substance which may impair one's ability to operate a motor vehicle, and driving is against the law and extremely dangerous and is therefore not acceptable. If the University becomes aware of such an incident, local authorities will be notified of any such violation.
- The State of Maine has a liquor liability act which governs serving alcohol to minors or any person who is visibly intoxicated. Violation of the Maine Liquor Liability Law is a civil liability statute. Individuals providing alcohol to minors, providing a place for minors to consume or serving liquor to an individual that is visibly intoxicated are at risk of University sanctions and referral to law enforcement.
- Open containers of alcoholic beverages are prohibited in all entryways, hallways, and common areas of the residence halls. Alcohol may only be consumed or possessed by individuals 21 or older within a residence room or suite assigned to a student 21 years of age or older in Dorward only. Any common source of alcohol (e.g. kegs, punch bowls, etc.) is not permitted on campus.
- Drinking games are dangerous and irresponsible and not part of a responsible social gathering.
- Similarly, any paraphernalia designed solely for the purpose of encouraging binge drinking are prohibited on University property. This includes taps, "funnels" and other paraphernalia that encourages consumption of large quantities of alcohol in a short period of time.

- Students are expected to know, respect, and observe their own limits of alcohol consumption and respect the limits of others or their decision to abstain from use.
- Large social gatherings are likely to be disruptive to the community and are therefore discouraged within residence halls. Room occupancies are: 8 for a double, or 16 for a suite at one time.
- If a social gathering becomes unruly and the host does not end the gathering, the Residential Education and Commuter Life staff will exercise its judgment and end the gathering.
- If a student's behavior violates any part of the University policy due to being intoxicated, the violation will also fall under a violation of the alcohol policy. Staff need to document how they assessed the person was intoxicated based on reasonable judgments. Sanctions will be determined based on each violation of the student conduct code.
- Providing alcoholic beverages to a minor under the age of 21 is illegal and will therefore constitute a serious violation of the alcohol policy and be sanctioned at a higher level. Students 21 and over are also prohibited from having individuals under the age of 21 present in their residence while consuming alcoholic beverages.

Good Samaritan Rule

The University of Maine at Machias strongly encourages students to seek assistance for themselves or others if the abuse of alcohol or other drugs has led to a significant health and safety issue. In particular, students are strongly encouraged to report suspicion of alcohol poisoning, violent crimes or other significant safety concerns. Those reporting such incidents will be granted a certain level of leniency from the University's judicial process. While these students may still be adjudicated under the Student Conduct Code, their report will be considered when determining any sanctions.

Drugs

Drugs

The possession, use, manufacture, dispensing or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) is prohibited at any time on University property and as part of any University activities. “Illegal drugs” does not mean the use of drugs under a valid prescription. However, it would apply to the abuse, possession, use, distribution or dispensing of prescription medication beyond its intended prescriptive use. Students known to use, possess, manufacture, dispense, or distribute illegal drugs are liable to public law enforcement actions and University disciplinary actions.

UMM’s Drug Policy is consistent with State laws and the rules of the University of Maine System. As such, the possession, use, manufacture, dispensing or distribution of illegal drugs is prohibited at any time on University property and as part of any University activities. Students that possess, manufacture, dispense, or distribute illegal drugs are liable to public law enforcement actions and University disciplinary actions. This also includes the abuse, possession, use, distribution or dispensing of prescription medications beyond their intended prescriptive use. Similarly, the possession or use of drug-related paraphernalia is prohibited on University grounds. As such, students found in possession of any amount of an illegal drug or paraphernalia will be reported to local law enforcement for investigation and possible prosecution. If a student’s behavior is found in violation of the Student Conduct Code while under the influence of an illegal substance, this does not excuse said behavior. These individuals are liable for sanction and legal action based on behaviors and violations of the drug policy.

Drugs, continued

Any student found responsible for the sale or distribution or in possession of large amounts of an illegal or prescription drug will be sanctioned at the highest levels.

Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. Severe violations would also include violations for the possession of items and materials which suggest the sale, manufacture or distribution of illegal substances, including, but not limited to, weighing devices, large sums of money, chemicals or large quantities of over-the-counter medications used to manufacture illicit drugs, or related items. Please note that the use of medical marijuana is strictly prohibited under the University of Maine System drug policy.

Harassment

Sexual Harassment Policy

Sexual harassment is unwelcome sexual attention that is a form of illegal sex discrimination under federal and state law. It is usually repeated behavior, but could be one serious incident. Sexual harassment may be blatant, as in:

Deliberate touching, pinching, caressing, attempts to fondle or kiss,
Pressure for dates or sex,
Requests for sex in exchange for grades or promotions.
OR sexual harassment may be more subtle - like staring, sexual jokes, or teasing, sexually demeaning remarks.

Although such forms of harassment may be unintentional, persistent or severe sexual behavior and words are harassing if a reasonable person would find them intimidating, hostile, or offensive, or if they unreasonably interfere with a person's academic or work performance. When the harassing conduct is not sexual, but is based on someone's gender, it can also contribute to creating a hostile environment. Sexual harassment usually occurs in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed, though women are most often victimized. Sexual harassment can also occur between members of the same sex.

What is The University's Policy?

The University of Maine System is committed to providing a positive education and work environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this climate and is against the law. The University has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. The Board of Trustees has adopted this policy regarding sexual harassment:

Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University System community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University System will regard freedom from sexual harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violations of this policy.

In conformance with this policy, the University of Maine System will ensure fair and impartial investigations that will protect the rights of the person(s) filing sexual harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint process will not be tolerated. Consenting relationships may constitute sexual harassment under this policy. When a professional power differential exists between members of the University of Maine system and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Faculty and staff members are strongly advised not to engage in such relationships. Further, the University System prohibits the abuse of power in romantic or sexual relationships.

To assure that power is not abused and to maintain an environment free of sexual harassment, a faculty or staff member must eliminate any currently or potential conflict of interest by removing himself or herself from decisions affecting the other person in the relationship. Decisions affecting the other person include grading, evaluating, supervising, or otherwise influencing that person's education, employment, housing, or participation in athletics or any other University System activity.

Harassment

Sexual Harassment Policy, Continued

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or

Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, education or living environment.

What Can You Do About Sexual Harassment?

As someone who has experienced or may experience sexual harassment-

Set your own boundaries. Say " NO" emphatically and clearly when you are asked to go places, do things, respond to questions, or engage in situations that make you uncomfortable. Do not worry about offending the other person or hurting his or her ego. Take care of yourself first.

Be aware of situations and people who may harm you. Don't ignore other's warnings about particular people or social settings. Acknowledge their concern for you and for themselves. Trust your own instincts about possible danger.

In an uncomfortable situation, be direct and honest, and remove yourself from the situation immediately. Regardless of your previous behavior or signals you may have given earlier, you have the absolute right to halt any sexual exchange at any time. Accept this right and act on it. If someone tells you to stop and encounter, listen to her or him and respect that request. Anything else is harassment.

Tell someone. Being quiet or stoic about sexual harassment lets it continue. Talk to other students or co-workers; you may not be the only one harassed by this person. Report the harassment to the appropriate University staff. Do not blame yourself and do not delay.

Keep records. Write down dates, places, times, witnesses, and the nature of the harassment—what was done and said and your response. Later it may be important for you to remember the details of incidents.

As a student: Respect the rights and preferences of all members of the University community. Support another student who comes to you with a problem by encouraging him or her to report sexual harassment to appropriate University personnel. Be aware that sexual harassment complaints against students often involve excessive alcohol consumption.

As a faculty member: Make sure you are aware of how classroom behavior and interaction with students may constitute, or be construed as, sexual harassment. Discuss the issue with your colleagues, perhaps your students.

As a supervisor: You have a special, legal responsibility to stop sexual harassment. The University could be liable, and you could be found personally liable by a court or government agency, if you sexually harass someone. In the University, supervisors include department chairs and directors, administrators, and any other person who is responsible for the work of another employee, including a student employee. Employers may be legally responsible if they knew or should have known about sexual harassment policy. Encourage the person to contact the campus Equal Opportunity Officer or other campus complaint advisor as soon as possible. In addition, it is essential that you promptly report the situation to the Equal Opportunity Officer.

Harassment

Sexual Harassment Policy, Continued

As an employee: Report any harassment you become aware of, and be sensitive to how others, view what you say and do.

How Are Complaints Handled?

The University has an Equal Opportunity Complaint Procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. Any student or employee who feels that he or she has experienced sexual harassment, and anyone with knowledge of an incident, should contact his or her supervisor, the campus Equal Opportunity Officers (if the alleged harasser is an employee), or Student Judicial Officer (if the alleged harasser is a student) as soon as possible after the incident. Any supervisor who becomes aware of a problem should promptly contact the Equal Opportunity Officer. If the Equal Opportunity Officer has a substantial conflict of interest regarding either the complaint or the person accused an alternate investigator may be requested.

Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process is not tolerated. The complainant and the person accused have certain rights to representation during the complaint process.

The Equal Opportunity Officer discusses informal and formal options for resolving the problem. The goal of the informal process is to seek a resolution acceptable to everyone involved. Many concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution. If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of sexual harassment is a student and a formal complaint is filed, the Student Judicial Officer conducts the investigation according to the procedure in the Student Conduct Code.

When the person accused is an employee, the Equal Opportunity Officer conducts the Investigation. An appropriate administrator then decides whether the complaint has been substantiated and what corrective action will be taken. When charges of sexual harassment are substantiated, severe discipline may result, up to and including termination for an employee or dismissal for a student.

Under certain circumstances, the campus findings and decisions about a complaint can be appealed to the Equal Opportunity Coordinator for the University System. Copies of the Equal Opportunity Complaint Procedure are available at your campus library (on reserve), in the Equal Opportunity, Human Resources, and Student Affairs Offices and on the [University of Maine System's website](#). All members of the University community are encouraged to use this procedure. Sexual harassment complaints may also be filed with the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333, (207) 624-6050. Employees may choose instead or in addition to file a grievance.

Where Can You Go For Help?

If you think that you are being sexually harassed, or if you have information about sexual harassment, seek help - the sooner the better. Report sexual harassment to your supervisor or Equal Opportunity Officer, or to the Student Conduct Officer if the alleged harasser is a student. In addition to the individuals listed here, you may talk with any faculty member, administrator, or staff person with whom you feel most comfortable, including your supervisor, the harasser's supervisor, or your Community Advisor. If you need personal help in dealing with the effects of sexual harassment, contact these campus resources:

UMM Dean of Students: Daniel Gardner
207-255-1305 | 2nd Floor Powers Hall

UMM Deputy Title IX Coordinator: Jacob Hanley
207-255-1245 | 2nd Floor Powers Hall

UMM Human Resources: Michelle Hale
207-255-1220 | 1st Floor Powers Hall