



# UNIVERSITY OF NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

## **University of New England Student Handbook Updated Spring 2023**

**Disclaimer:** The provisions of this handbook do not constitute a contract, express or implied, between The University of New England and any applicant, student's family, or faculty or staff member. The University of New England reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to, nor does it, contain all regulations that relate to students.

# Forward from Jennifer DeBurro, Vice President for Student Affairs and Dean of Students

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Welcome to the University of New England where we pride ourselves on our personalized approach to everything we do. Our community is a special one that includes faculty, professional staff, and students who are committed to helping one another to be successful. I encourage you to ask questions and to take the opportunity to learn about the many resources, events, and people that will make your time at UNE most rewarding. The shared experience of our community members and lots of research on the topic demonstrates that the more involved you are in your education and the more active you are in university programs, the more likely it is that you will graduate on time and report satisfaction with your collegiate experience.



This Student Handbook addresses important areas of information for all student members of the UNE community studying on our Biddeford and Portland Campuses as well as those studying in Morocco, Spain, France, and Iceland. Information, procedures, and programs may change during the year. Students will be notified via e-mail if a change should occur, and the revision will be reflected on this site.

The Handbook describes key University resources accessed most by students when they need to find answers to questions or concerns. Policies, procedures, and regulations are outlined so that all students (undergraduate, graduate, medical, certificate, and special status) are aware of the parameters within which this University community functions.

The Office of Student Affairs is here to help you. Stop by 129 Decary Hall (Biddeford Campus) and 02 Proctor Hall (Portland Campus) and meet our staff. You will always find a friendly face and a helping hand.

Best wishes to you as you begin a new year!

Jennifer DeBurro  
Vice President for Student Affairs and Dean of Students

## **UNE Onward: COVID-19 Response**

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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. Like most people in Maine and across the country, we welcome the return to something resembling normalcy, and we believe it is safe to do so having weighed recommendations from the federal CDC, Maine CDC, and UNE's own medical and public health experts. We will continue to use commonsense and caution, and we will remain vigilant, as the situation can change unexpectedly at any time, and we may need to make adjustments to our policies accordingly.

### **Agreement to Adhere to COVID-19 Requirements**

As the pandemic and our response to it continue to evolve, students may be asked to adhere to requirements imposed by the University during the academic year, including those related to quarantine and self-isolation, testing, masking, etc. Failure to abide by these requirements, and/or failure to abide by any College official's directions related to these requirements, will result in a Student Conduct review, the result of which could include suspension from the University. Students will not receive a refund if the failure to abide by the requirements set forth by the University results in their suspension.

For the most up-to-date information on UNE's ongoing effort to respond to COVID-19, please visit [www.une.edu/onward](http://www.une.edu/onward).

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# Part I: Code of Student Conduct

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## Section A: Who We Are: The University of New England and the Office for Student Resolutions

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### University of New England Mission

The University of New England prepares students to thrive in a rapidly changing world and, in so doing, to improve the health of people, communities, and our planet.

### University of New England Vision

We will realize this mission by committing to a distinctive approach to education that will make UNE among the most experientially driven institutions of higher education in the nation. We will provide teaching and learning that conjoins problem-based and hands-on learning, liberal education, and professional training to immerse students in an educational experience that prepares them with:

- Habits of mind, such as cultural, quantitative, and information literacy, critical thinking, tolerance for ambiguity, and problem solving;
- Discipline-based knowledge in their chosen programs of study; and
- Professional competencies, including emotional intelligence, the ability to collaborate in diverse teams, communicate persuasively, and be a thoughtful leader.

We will be an institution that challenges students to learn broadly, master their professional skills, and ask probing questions. In this way, they will prepare themselves for further study and successful careers, deeply rewarding lives, and meaningful contributions to their communities and the world.

### University of New England Core Values

We are guided by the following values, essential to the culture of the UNE community.

#### Student Centeredness

We put the aspirations, needs, and success of our students at the center of all we do.

### Diversity, Equity, and Inclusion

We believe the benefits of a richly varied campus community arise not only from the diversity of its people but also from a sense of belonging and the context this creates to explore and celebrate differences in backgrounds, experiences, and perspectives, underpinned by a sense of cultural humility and a commitment to ethical ideals.

### Relentless Inquiry

We take nothing for granted and view thoughtful—even uncomfortable—questioning as essential to the pursuit of 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 for inquiry and experimentation, including clinics, environmental and field-study sites, online forums, libraries, museums, theaters, and places of civic engagement, among many others.

### Progressive Change

We are not afraid to take thoughtful risks in the pursuit of our shared goals.

### Stewardship of Our Planet

We recognize that the health of individuals, communities, and the natural environment is essential to the survival of the planet and its inhabitants and to a well-functioning society.

## **Purpose of the Student Handbook**

A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the Code of Student Conduct contained within are intended to serve these purposes in the interest of all segments of the University of New England.

The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility.

Students are responsible for knowing the information, policies and procedures outlined in this document. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook. Student organizations also agree to follow these standards, rules, and/or policies. The University or its representative may amend this document at any time without notice. Neither this handbook nor the Code of Student Conduct constitute a contract.

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.

### **Membership in the University of New England Community**

Students at the University of New England are members of our campus community, as well as members of the larger Biddeford, Portland, Maine, and New England communities. As members of the UNE community, students enjoy the privileges and share the obligations of these larger communities of which the University is a part. Students are entitled to the privileges of this membership as well as carry with them the obligations of responsible citizenship. Students should recognize that citizenship also includes contributing deliberately to strengthening the educational community, improving learning for themselves and their classmates, and promoting excellence within the above context. Freedom of discussion, inquiry and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn.

## Section B: University of New England Student Handbook Definitions

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**Academic work, test, quiz, or other assignment:** Any required or optional academic work that is assigned. Examples include, but are not limited to, exams, quizzes, tests, homework, case studies, essays, research papers, group work, extra credit assignments, class attendance, experiential learning activities, internship, or externship components, resumes, comprehensive exams, and thesis and dissertation drafts and submissions.

**Administrative Resolution:** A case resolution option that involves one decision-maker determining whether a student has violated University policy, and if so, assigning appropriate sanctions. Administrative resolutions are typically reserved for low-level, non-removeable violations.

**Administrative Hold:** An indicator placed on a student's record preventing access to such University procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the University office placing the administrative hold.

**Advisor:** A University staff or faculty member who serves as a support person to a student participant in a Conduct process. In cases involving sexual misconduct, violence, or weapons, an advisor may be an attorney or parent/family/guardian.

**Allegation:** A section(s) of the Code of Student Conduct that a decision-maker assigns following an investigation and before a decision is rendered. The allegation is the section(s) of the Code a student's behavior is alleged to have violated.

**Appeal:** Following a responsible finding for misconduct during an Administrative Resolution and/or University Student Conduct Board, a student may choose to submit an appeal outlining why something about their case/resolution process was incorrect.

**Appeal Decision-Maker:** The Vice President for Student Affairs and Dean of Students, or designee, who considers an appeal from a determination by the University Student Conduct Board or individual decision-maker that a student has violated the Code of Student Conduct and from the sanctions imposed by the Board/decision-maker.

**Complainant:** A person who is the subject and/or reporting party of an alleged violation of misconduct. In cases where there is not a named Complainant, the University may serve as the Complainant.

**Decision-Maker:** The Director for Student Resolutions or designee who determines whether violations of the Code of Student Conduct occurred.

**Disciplinary Sanction:** The sanction that determines a student's standing with the University. A disciplinary sanction is assigned after a student has been found responsible for a violation(s) of the Code of Student Conduct. Potential disciplinary sanctions are Reprimand, Disciplinary Probation, Deferred Disciplinary Suspension, Time-Limited Disciplinary Suspension, or Dismissal.

**Educational Sanction:** Educational sanctions prompt students to reflect on their conduct, become better informed, and develop new skills so that they can make better choices going forward. On a case-by-case basis, appropriate educational sanctions will be considered to address the specific behavior involved.

**Faculty Member:** Any person hired by the University to conduct instructional activities, either in-person or on-line.

**Incident Report:** The initial report received alleging that a university student or guest of a student has participated in misconduct.

**Intentional Conduct:** Intentional conduct is doing something with the purpose of producing the result.

**Investigation:** Following the receipt of an Incident Report, the Director for Student Resolutions or designee will determine whether the reported information warrants further review. The subsequent information gathering is considered an investigation.

**Investigation Report:** Following an investigation and before moving a case to a formal University Student Conduct Board, an Investigator will compile an Investigation Report with the details of the information they have gathered during the investigation.

**Investigator:** A University designee authorized by the Director of the Office for Student Resolutions and/or the Vice President for Student Affairs and Dean of Students to investigate alleged violations of the Code of Student Conduct.

**Knowing Conduct:** Knowing conduct is doing something when you are aware that it is practically certain that one's conduct will cause the result.

**Member of the University Community:** Any person who is a student, faculty, or staff 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 within the community if there is a question.

**Organization:** A corporation, association, order, society, corps, club, or student government, a band or musical group, an academic club, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association (NCAA) competition, or a service, social, or similar group, whose members are primarily students.

**Restorative Outcomes:** Restorative outcomes can determine a student's standing with the University and/or provide students an opportunity to reflect on their behavior, become better informed, and develop new skills so that they can make better choices going forward. Restorative outcomes are designed for students in the Restorative Resolution process.

**Policy:** A stipulation set forth by the University that outlines behavioral expectations for students. The Code of Student Conduct serves as the primary policy to guide student behavior; however, additional campus entities may also have policies that can be enforced under the Code of Student Conduct. Please see Section come back to this within the Code of Student Conduct for information about university policies outside this Handbook.

**Preponderance of the Evidence:** More likely than not. The evidentiary standard used in determining whether a violation of the Code of Student Conduct has occurred.

**Reckless Conduct:** Reckless behavior is consciously disregarding a risk that one's behavior will cause the result.

**Respondent:** Any student accused of violating the University's Code of Student Conduct.

**Restorative Resolution:** One option for resolving misconduct concerns. A restorative resolution incorporates restorative practices into accountability at the University. A restorative resolution seeks to rebuild community relationships and dynamics by mitigating harm that has occurred within the University community. The Director for Student Resolutions or designee is the final decision-maker regarding a student's option to resolve a situation using a restorative resolution.

**Student:** 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”.

**University:** The University of New England.

**University Official:** Any person employed by the University, performing assigned administrative or professional responsibilities.

**University Premises:** 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 Morocco.

**University Student Conduct Board:** Persons appointed by the Vice President for Student Affairs and Dean of Students from a pool of trained faculty and students to serve on a panel to determine whether a student has violated the Code of Student Conduct. If the USCB finds a student responsible for a violation(s), the USCB will also determine the appropriate disciplinary and educational sanctions.

## Section C: Code of Student Conduct

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The violations listed below are described in context of the student's responsibility as a member of the academic community. Other actions that may be considered as violations may be defined by other University documents; for example, the residence hall contract or professional codes of conduct. The following violations indicate categories of prohibited conduct. Conduct codes have been written in such a way as to warn students that such conduct is prohibited.

### 1. Academic Misconduct

The University of New England (UNE) values academic integrity in all aspects of the educational experience. Any behavior that provides a student with an advantage or provides another student with an advantage or disadvantage may be considered academic misconduct. Academic misconduct in any form undermines academic integrity and devalues the original works and contributions of others. It is the responsibility of all members of the university community to actively uphold academic integrity. At UNE, the term “academic misconduct” includes, but is not limited to:

#### Cheating

- Copying from another individual’s academic work, test, quiz, or other assignment.
- Receiving, providing, and/or seeking assistance/aid from another individual to complete academic work, test, quiz, or other assignment.
- The use of materials or devices during academic work, test, quiz, or other assignment which are not authorized.
- Possession or use of current or previous course materials without the instructor’s permission.
- Obtaining, or coercing another person to obtain, an unadministered test, test key, homework solution or computer program/software.
- Substituting for another person, or permitting another person to substitute for oneself, to complete academic work.
- Uploading, downloading, or accessing complete or incomplete academic work, test, quiz, or other assignment without the prior approval of the instructor.
- Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- Altering and/or destroying the work of another student.
- Failing to comply with instructions given by the person administering the academic work, test, quiz, or other assignment that results in academic misconduct not enumerated above.

### **Plagiarism/Self-Plagiarism**

- The representation of words, ideas, illustrations, structure, computer code, other expression, or media of another as one's own and/or failing to properly cite direct, paraphrased, or summarized materials.
- The submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

### **Collusion**

- Any unauthorized collaboration or attempted collaboration with another individual to complete academic work, test, quiz, or other assignment that results in similarities in the work, including, but not limited, to providing unauthorized assistance to another student and/or allowing another student access to completed academic work.

### **Falsifying Academic Records**

- Altering or assisting in the altering of any official record of the University and/or submitting false information.
- Omitting requested information that is required for, or related to, any official record of the University.

### **Misrepresenting Facts**

- Providing false grades or falsifying other academic information.
- Providing false or misleading information in an effort to injure another student academically.
- Providing false or misleading information in an effort to receive credit for attendance or a postponement or an extension on academic work, test, quiz, other assignment.

### **Violation of Professional Standards**

- Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

*NOTE: Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.*

### **Unfair Academic Advantage**

Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f above.

## **2. Alcoholic Beverages**

The unlawful or unauthorized use, possession, manufacturing, distribution, consumption and/or sale of alcohol, public intoxication, consumption that endangers oneself or others, and operating a vehicle while intoxicated or under the influence of alcohol is strictly prohibited.

*NOTE: For the University's full alcohol guidance for students, see Part 2: Section A: Alcohol, Marijuana, and Other Drug Guidance.*

## **3. Narcotics or Other Drugs**

The unlawful or unauthorized use, possession, manufacturing, distribution, consumption and/or sale of narcotics, illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia, including the distribution, use, or possession of prescription medication contrary to a valid prescription, or being under the influence of illegal drugs, intoxicants, or controlled substances is strictly prohibited. Paraphernalia is defined as any item created for or frequently used in the use, possession, manufacturing, distribution, consumption, and/or sale of illegal drugs.

*NOTE: The University of New England is a federally funded institution. Though marijuana and other THC products are legal in the state of Maine, the use or possession of marijuana and other THC products on university property or at university events are strictly prohibited under this policy.*

## **4. Actions Against Members of the University Community and Others**

The following conduct is prohibited and may subject a student to disciplinary consequences, up to and including dismissal from the University:

### **Disruptive or Obstructive Conduct**

- Intentional, knowing, or reckless behavior that disrupts or obstructs University operations, including but not limited to the cessation or temporary cessation of teaching, research, administration, other University activities, and/or other authorized non-University activities.

### b. Harmful, Threatening, or Endangering Conduct

Intentional, knowing, or reckless behavior that harms, threatens, or endangers the health or safety of oneself or others.

### c. Assault

Intentionally, recklessly, or knowingly causing physical harm to another individual and/or causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or harmful.

d. Threats/Intimidation

Any act or communication (written, oral, third party, or otherwise) that a reasonable person would interpret as a serious expression of intent to injure the health, safety, or property of a person(s) and/or inflict bodily harm upon a person(s).

e. Bullying/Cyberbullying

Engaging in a course of conduct (two or more instances) of written, oral or electronic expression or physical act or gesture, or any combination thereof that is directed at another person and that has the or reasonable person would expect to have the effect of (i) placing the other person in fear of physical harm or fear of damage to their property; (ii) creating an intimidating or hostile environment for the other person; (iii) causing severe emotional distress; or (iv) interfering with the other person's academic performance or ability to participate in or benefit from the services, activities or privileges provided by the University.

f. Hazing

Hazing includes intentional, reckless, or knowing acts directed against a student, on or off University premises, for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization or to be a member of a team whose membership consists of primarily students. Consent and/or acquiescence by a student(s) subjected to hazing is not a reasonable defense in a disciplinary process. Hazing includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body, or similar activity.
2. Any activity that subjects a student(s) to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, including but not limited to sleep deprivation, exposure to the elements, confinement, personal servitude, or calisthenics.
3. Any activity that involves the consumption of a food, liquid, alcoholic beverage, drug, or other substance which subjects a student to an unreasonable risk of harm, or which adversely affects the mental or physical health or safety of a student.
4. Any activity that induces, causes, or requires a student(s) to perform a duty or task that involves coercing a student to consume alcohol or drugs in an amount that would lead a reasonable person to believe that the student(s) is intoxicated.
5. Any activity in which a person intentionally, knowingly, and/or recklessly solicits, encourages, directs, aids, and/or attempts to aid another person in engaging in hazing. This includes witnesses and/or having knowledge of a specific hazing incident and failing to report the incident.

6. Any activity in which hazing is either condoned or encouraged, or any action by an officer or combination of members, pledges, associates and/or alumni of the organization/team in committing or assisting in the commission of hazing.

g. Complicity

1. Assisting, via acts or omissions, another student, individual, or group in committing or attempting to commit a violation of the Code of Student Conduct.
2. Complicity with or failure of any organized group to address known or obvious violations of the Code of Student Conduct by its members.
3. Any person who is knowingly present for the commission of a violation of the Code of Student Conduct and does not take steps to remove themselves from the location of the violation.

h. Mutual Fighting with Threats of Bodily Harm

Any incident between two or more individuals where violence or the threats of violence and/or infliction of bodily harm are mutual.

i. Discriminatory Harassment

Unwelcome verbal or physical conduct based on race, 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, when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
- Such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

For more information on UNE's discriminatory harassment policy, see Part I., Section E of this Handbook.

j. 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.

The Title IX regulations define Sexual Harassment as conduct on the basis of sex that must satisfy one or more of the following:

- a. A University employee conditions the provision of an aid, benefit, or service of University on an individual's participating in unwelcome sexual conduct (quid pro quo); or
- b. Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
- c. Sexual Assault, Dating Violence, Domestic Violence, Stalking and Retaliation as defined below.

In addition, pursuant to the Maine Human Rights Act and Title VII of the Civil Rights Act of 1964, the University defines Sexual Harassment here and in the University Personnel Handbook to include any:

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

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; and/or
- c. Such conduct has the purpose or effect:
  - of interfering with the individual's work or educational performance;
  - of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
  - of interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

For more information on UNE's sexual harassment policy, see Part I., Section E of this Handbook.

k. Sexual Misconduct

For more information on UNE's sexual misconduct policy, see Part I., Section E of this Handbook.

1. Sexual Assault

Sexual Assault is having or attempting to have sexual intercourse with another individual, including: (1) by use of force or threat; (2) without effective consent; or (3) where the actor knew or should have known the individual is incapacitated by drugs and/or alcohol or was physically or mentally unable to make informed or reasonable judgments or provide consent. For purposes of this definition, sexual intercourse includes vaginal, anal or oral penetration, no matter how slight, with any body part or object, or oral penetration involving any form of mouth to genital contact. For purposes of these regulations, Sexual Assault includes rape, fondling, incest, or statutory rape as those crimes are defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Program. This definition conforms to the FBI's Uniform Crime Report and Clery Act definition and also conforms to the definition of rape under Maine law.

2. Non-Consensual Sexual Contact (includes fondling)

Non-Consensual Sexual Contact is contact with the intimate parts of another individual (including but not limited to contact with breasts, buttocks, groin, genitals, or other intimate body parts) for the purposes of sexual gratification through the (1) use of threat or force, (2) without effective consent, or (3) where the actor knew or should have known the individual was incapacitated or physically or mentally unable to make informed, reasonable judgments or provide consent.

3. Sexual Exploitation

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one's own benefit or the benefit of anyone other than the individual being exploited. Sexual exploitation may include but is not limited to: (1) secretly observing the sexual actions of another or allowing others to secretly observe the sexual activity without the knowledge or consent of the other party; (2) sharing visual images, audio recordings, videos of another individual in a state of undress or of a sexual nature without consent; (3) causing an individual to prostitute themselves through force, intimidation, or coercion; (4) knowingly exposing another individual to a sexually transmitted disease without their knowledge; (5) exposing one's genitalia or causing another person's genitalia to be exposed without effective consent.

4. Dating Violence

Dating Violence is violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of whether there was a "social relationship of a romantic or intimate nature" is based on the Complainant's characterization of the relationship, the length and type of the relationship, and the frequency of interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of dating is not determinative. Emotional and psychological abuse are not encompassed in this definition. Dating violence also does not include incidents of Domestic Violence.

5. Domestic Violence

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

6. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, theirs, or another's safety, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a person under similar circumstances and identities with the Complainant. "Substantial emotional distress" means a significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media is used.

#### 7. Coercion or Force

Coercion is verbal or physical conduct that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact. Force is the use or threat of physical violence or intimidation to overcome an individual's free will to choose to participate in sexual contact.

### 5. Abuse of the Discipline System

- a. Falsification, distortion, or misrepresentation during the conduct process.
- b. Disruption or interference with the procedural soundness of a student conduct investigation, hearing, or resolution process.
- c. Attempting to and/or discouraging an individual's participation in or use of the conduct process.
- d. Attempting to and/or influencing the impartiality of a member of a student conduct process, including but not limited to a reporting party, responding party, witness, investigator, decision maker, and/or appellate administrator before, during, or after a conduct process.
- e. Knowingly filing a complaint and/or initiating a conduct process that is without merit or cause.
- f. Retaliation, harassment, and/or intimidation directed at a member of the student conduct process, including but not limited to a reporting party, responding party, witness, investigator, decision maker, and/or appellate administrator before, during, or after a conduct process.
- g. Attempting to and/or influencing another person to commit abuse of the discipline system.

### 6. Electronically Facilitated Misconduct

- a. Attempted or actual unauthorized entry into a file for any reason, including but not limited to, to read, use, alter, replace, duplicate, upload, turn in, or distribute.
- b. Attempted or actual unauthorized transfer of a file, including but not limited to University-owned and/or -distributed software or applications. This includes the unauthorized copying/saving to electronic or other storage devices.
- c. Any use of another individual's University online identification and password.
- d. Attempted or actual use of a University computing facility, University-issued electronic device, and/or University network or software to interfere with the day-to-day operation of the University, including but not limited to cessation or temporary cessation of teaching, research, administration, other University activities, and/or other non-University activities that occur on campus.
- e. Attempted or actual use of a University computing facility, University-issued electronic device, and/or University network or software to engage in other forms of misconduct enumerated in this Code of Student Conduct.

### 7. Fire Safety

#### a. Failure to Evacuate

Failure by a student(s) and/or guest(s) to evacuate a building or area at the request or directive of University faculty, staff, or administration for safety and/or security reasons, including evacuation during a fire alarm.

#### b. Tampering with Fire Safety Equipment

Tampering in any way with fire safety equipment, including but not limited to smoke detectors, smoke alarms, sprinkler heads, sprinkler systems, fire extinguishers, and fire alarm pull stations.

#### c. Creating a Fire Hazard

Creating a fire hazard in any University space not specifically designed for experimentation, such as a lab or controlled setting. This includes but is not limited to burning candles or incense, possession, or use of chemicals and/or explosive components such as fireworks, compressed air, or explosive gases.

*NOTE: The Office of Residential and Commuter Life has a more exhaustive list of what may be considered a fire hazard in their Residence Hall policies.*

## **8. Gambling**

Illegal gambling, wagering, gaming, and/or bookmaking as defined by federal, state, and/or local laws are prohibited on University premises. Prohibited conduct includes but is not limited to betting on, wagering on, or selling pools on any University event; offering, soliciting, or accepting a bribe in order to influence the outcome of a University event; possessing any card, book, or other device or application for registering bets; bookmaking in connecting with betting; knowingly permitting the use of one's space, telephone, laptop, tablet, or other electronic device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or an electronic communications related to illegal gambling.

## **9. Guests of the University**

Students are responsible for any guest they invite and/or bring to campus. Students are accountable for the conduct of their guests while on campus and may be adjudicated under this Code of Student Conduct based on the actions of their guest.

*NOTE: Please see published [Residence Halls](#) policies for further expectations about guests in residential spaces.*

## **10. Failure to Comply**

- a. Failure to respond to communication from the University requesting a response and/or meeting during any part of the University's conduct process.
- b. Failure to comply with reasonable directives of any University official acting in the performance of their duties.
- c. Failure to comply with the sanction(s) imposed by the University following a conduct process.
- d. Failure to present student and/or personal identification on directive or identify oneself to any University official acting in the performance of their duties.

## **11. Animal/Pet Policy**

Animals and pets (other than registered service animals working within the scope of their duties or other animals authorized by UNE according to UNE's policies) belonging to students and/or guests of students are not permitted in University buildings. Dogs, cats, and other animals are permitted on campus grounds only when leashed or in a carrier held by and under the direct control of the owner. All pet owners are responsible for properly disposing of any waste created by the animal.

*NOTE: Please see published [Residence Halls](#) and [Athletics](#) policies for specific limitations, expectations, and restrictions of animals in those specific campus spaces.*

## **12. Motor Vehicles**

- a. Driving  
Operating a vehicle on or around campus in an unsafe manner, including but not limited to exceeding the University's posted 15 mile per hour speed limit, recklessly disregarding traffic laws, and/or failing to yield to pedestrians.
- b. Parking  
Failing to park in designated student lots, failure by a guest to park in guest parking, or disregarding other posted signage as it relates to parking on campus. Campus Safety and Security may refer a student to the Office of Student Conduct once they have been cited 10 times or more for parking violations on campus.

## **11. Violation of Published University Policies, Rules, and/or Regulations**

- a. [Residence Hall Policies](#)
- b. [Campus Safety and Security](#)
- c. [Athletics](#)
- d. [Student Organizations](#)
- e. Community Guidance housed in Part II of the Student Handbook
- f. [Other University Policies](#)

## **12. Theft, Damage, Unauthorized Use**

- a. Attempted or actual theft of property or services, including but not limited to property or services of the University, other University students, other members of the University community, campus visitors, or others.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property, including but not limited to property owned or leased by the University, other University students, other members of the University community, campus visitors, or others.
- d. Possession, alteration, forgery, misrepresentation, and/or use of any form of identification not belonging to you or being used for the purpose originally intended. This includes both University and government forms of identification.
- e. Unauthorized use, possession, distribution, and/or duplication of University-issued keys.

## **13. Smoking: Tobacco and Smoke-Free Campus**

The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and/or use of all tobacco products, including electronic cigarettes or any form of vaping, will not be permitted on University premises. Only FDA-approved nicotine replacement therapy products will be permitted on campus.

*NOTE: Violations that include the smoking of marijuana or THC in any form will be adjudicated under the University's Narcotics or Other Drugs policy.*

## **14. Trespassing**

The unauthorized entry or presence on University premises, in University buildings, or at University-sponsored or -affiliated events.

## **15. Weapons**

No student(s) or guest(s) shall possess weapons or any device that presents a danger to the community. Examples of such weapons or devices include swords, axes, machetes, martial arts weapons, knives exceeding 2.5" in length, slingshots, bows, arrows, and pepper spray. Firearms, paintball guns, ammunition, pellet guns, "soft" pellet guns, bb guns, toy or replica, or anything else that resembles a firearm and/or propels an object are prohibited from all University buildings.

NOTE: The Director of Safety and Security or designee(s) is the final decision-maker if there is a question about whether something is considered a weapon. The Director understands that pepper spray is commonly carried for personal protection, available in keychains and many other forms. The Director has left pepper spray in this definition in the event of misuse of the device beyond personal protection. Students wishing to carry pepper spray should contact Director of Safety and Security Jeff Greene ([jgreene2@une.edu](mailto:jgreene2@une.edu)) to discuss appropriate use of this personal safety device.

## **16. Violation of Federal, State, and/or Local Law**

Behavior which constitutes a violation of any federal, state, and/or local law that is not expressly enumerated above in the Code of Conduct may be investigated through the University's conduct process.

*NOTE: A lack of conviction in any criminal proceeding will not, in and of itself, serve as evidence in or resolve a University conduct proceeding.*

## **Section D: Administrative Resolution, Restorative Resolution, and University Student Conduct Board Procedures for Students**

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The procedures outlined in this section do not apply to any complaints of sexual misconduct, discrimination, and harassment. For complete University policy regarding these matters, see Part I. Section E: Nondiscrimination, Anti-Harassment, and Sexual Misconduct, and Part I. Section F: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations. For procedures related to Academic Misconduct, please see Part I. Section H: Academic Misconduct Policies, Procedures, and Progression Appeals for Students.

### **Overview**

The University has established the following review and resolution procedures in order to insure the due process right of fundamental fairness for all undergraduate, graduate, and professional students. Reports of alleged violations of the Code of Student Conduct may be made by University personnel, including but not limited to Campus Security staff, 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 or other community members who allege that the behavior of a UNE student was potentially problematic. Students who report that they are the subject of an alleged violation may be referred to as the Complainant. A student accused of violating the University's Code of Student Conduct may be referred to as the Respondent. For a full list of definitions related to this Handbook, see Part I. Section B UNE Handbook Definitions.

### **Authority**

The Vice President for Student Affairs and Dean of Students is that person designated by the University President to be responsible for the administration of the University Code of Student Conduct. The Vice President for Student Affairs and Dean of Students shall refer complaints of a violation of the University Code of Student Conduct to the Director for Student Resolutions.

### **Jurisdiction**

#### *UNE Students*

Generally, the jurisdiction of the University of New England to take disciplinary action shall be limited to conduct which occurs on University premises, at off-campus University sponsored, supervised, or related activities, at affiliated and clinical sites, on the UNE international campuses, or on Study Abroad Programs, and which violates the University Student Conduct Code and/or creates a potentially hostile learning environment. In addition, any conduct off campus which directly and adversely disrupts the educational environment and/or the mission or objectives of the University on any campus may be acted upon by the University. Information posted or shared on-line, including social media, which violates the University Student Conduct Code and/or creates a potentially hostile learning environment may also be acted upon by the University. The University reserves the right to complete any investigation and/or disciplinary started while a student is enrolled even if a student withdraws, graduates or otherwise leaves the University.

#### *Non-UNE Students*

When the University Student Conduct Code is violated by students on the campuses of UNE or at UNE sponsored events or programs on or off campus who are not enrolled at UNE, the University does not have jurisdiction over those individuals. However, the University will make every effort to identify the student alleged to have violated the University Student Conduct Code and to inform the college or university where they are enrolled about their alleged acts of misconduct.

### **Violations of Professional Codes of Conduct**

Reports of alleged violations of the Professional Codes of Conduct by graduate, undergraduate, or professional students subject to such codes should be made initially to the Dean of the student's college.

If the allegation involves any act of sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, the Dean must also report the allegation immediately to the Title IX Coordinator or one of the Deputy

Coordinators. For more information on the Title IX Coordinator and Deputy Coordinators, see Part I. Section E: Nondiscrimination, Anti-Harassment, and Sexual Misconduct [hyperlink], and Part I. Section F: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations [hyperlink].

### **Violation of the Law and University Discipline**

University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code.

Proceedings under this Code may be carried out prior to, or simultaneously with civil or criminal proceedings off-campus.

If a student is charged with an off-campus violation of a federal, state, and/ or local law which causes substantial disruption to the educational program on campus, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. However, to the extent permitted by FERPA, the University may advise off-campus authorities of the existence of the University Student Conduct Code and how such matters will be handled internally within the University community.

The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Individual students and faculty members, acting in their personal capacities and not as agents or representatives of the University, remain free to interact with governmental or law enforcement agencies as they deem appropriate.

The University will not delay a University student conduct review proceeding because the Respondent is also the subject of a criminal investigation, indictment or charge.

Student Conduct Records and related files are maintained by the Office of Student Affairs and/or Department of Housing and Residence/Commuter Life.

Student conduct records/files are maintained under the Family Educational Rights and Privacy Act (FERPA).

### **Student Nonparticipation**

No student is required to participate in the review, investigation, and/or resolution processes outlined in Section D of this Handbook. However, a lack of student participation in any part of these processes does not stop the process. A review, investigation, and/or resolution process may continue without a student's participation.

Should a student choose not to participate in the process, the decision-maker will use the information in the Incident Report and any information gathered during the investigation to determine whether it is more likely than not that a policy violation occurred.

### **Retaliation**

Retaliation against any member of the University community who reports a possible violation of the Code of Student Conduct, 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 Code of Student Conduct. Any individual alleged to have participated in and found responsible for retaliation may be subject to additional disciplinary action by the University.

### **Standards for Decisions**

All written decisions issued under this Student Conduct Review Process will be drafted in compliance with the requirements of FERPA. University proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in Code of Student Conduct proceedings is the preponderance of evidence, or more likely than not.

### **Conflict of Interest Policy**

If any involved party thinks there is a conflict of interest in filing a report with or having a report reviewed by the Director for Student Resolutions or designee, the party should inform the Vice President for Student Affairs and

Dean of Students of their specific concern. The Vice President for Student Affairs and Dean of Students will seek to resolve the potential conflict of interest before the process proceeds.

If any involved party thinks there is a conflict of interest in appealing to the Vice President for Student Affairs and Dean of Students regarding a conflict of interest, the party may appeal to the University Provost. The University Provost's resolution of the potential conflict of interest will be final.

### **Interim Action Measures**

At any time after the receipt of the complaint the Decision maker or designee, in consultation with senior administrators, when appropriate, may take interim actions necessary to protect the safety of the parties or the community during the pendency of the investigation, including but not limited to:

- Issuing no contact orders
- Changing class and/or work schedules, or
- Issuing an interim suspension.

Either student, Complainant or Respondent, may request interim action measures from the Director for Student Resolutions or designee. The final decision on whether or not such measures will be taken rests with the University. The decision by the Director for Student Resolutions or designee to take such interim action creates no presumption that the Respondent has engaged in the alleged violation of the Code of Student Conduct.

### **Reporting Process**

The University uses Advocate, a case management and reporting tool, to receive reports of alleged misconduct. Reports can be filed using the [Public Incident Report](#) or in [Advocate](#). If someone is unsure of how or whether to report, they can contact the Office of Student Affairs at 207-602-2373 or [student-affairs@une.edu](mailto:student-affairs@une.edu) in Biddeford or 207-221-4212 or [pcstudentaffairs@une.edu](mailto:pcstudentaffairs@une.edu). A written report should describe the action or behavior in question.

In cases involving Sexual Misconduct, Harassment, and Discrimination a report should be made to the Title IX Coordinator or a Deputy Title IX Coordinator. For more information on the Title IX Coordinator and Deputy Coordinators, see Part I. Section E: Nondiscrimination, Anti-Harassment, and Sexual Misconduct, and Part I. Section F: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations.

### **Resolution Processes**

The resolution of alleged violations of the Code of Student Conduct is the responsibility of the Director of the Office for Student Resolutions. In the absence of the Director of the Office for Student Resolutions, the Vice President of Student Affairs and Dean of Students will designate these duties to another member of the Office of Student Affairs. The Director for Student Resolutions is responsible for ensuring that student misconduct matters are handled fairly and without unnecessary delay. The Director for Student Resolutions may designate other College professionals to assist with conduct matters.

### **Receipt and Review of Information, Investigation, and Selection of Resolution Process**

#### *Receipt and Review of Information*

Information regarding a potential violation is sent to the Director, usually in the form of an Incident Report, possibly with accompanying evidence.

The Director reviews the information to determine whether there is evidence of a potential violation of the Code of Student Conduct to initiate a resolution process. If the Director determines that there is insufficient evidence to suggest that a potential violation occurred, no further action is taken.

If the Director determines that there is evidence to suggest that a potential violation occurred, an investigation is opened.

#### *Investigation*

The Director or designee will contact involved parties via their UNE email address. This email will include the nature of the alleged violation, the date of the reported incident, and will give the student the opportunity to attend a meeting to discuss the potential violation.

*NOTE: A student is not required to participate in the review, investigation, and/or resolution processes. However, a lack of student participation in any part of these processes does not stop the process. The review, investigation, and/or resolution process may continue without a student's participation. See "Nonparticipation" below.*

If additional information is needed, the Director or designee may investigate further by, for example, speaking with the source of the information or requesting the submission of a statement by people identified or implied in the source information.

In their scheduled meeting with the Director or designee, a student will be provided with the opportunity to discuss, from their perspective, the nature of the reported concern. The Director or designee may choose to allow the student to review the reported information during this meeting.

### *Selection of Resolution Process*

The Director or designee may refer the incident for a Restorative Resolution Process Practice if such an incident shows:

- A student's ability to acknowledge how/why their behavior was harmful;
- A potential need for the restoration of a community;
- Harm caused to a community by an individual or group; or
- A potential need for the restoration of relationships between individuals where either one or more of the individuals caused harm to another.

The Director of the Office for Student Resolutions is the final decisionmaker regarding whether or not a student is eligible for a Restorative Resolution Process. Incidents that would preclude a student's participation in this process include but are not limited to:

- An established pattern of behavior without adequate prior resolution;
- Repeated incidents of the same nature;
- A student's inability to acknowledge how or why their behavior was harmful; or
- A suspension for a period of more than two weeks or a dismissal are viable sanctions for the reported behavior.

### **Restorative Resolution Process**

Restorative Resolutions typically occurs when a student acknowledges responsibility for violating the Code of Student Conduct and agrees to appropriate outcomes. It is typically an option for minor, first time violations, and is used at the discretion of the Director of the Office for Student Resolutions or designee ("The Decision Maker"). Mitigating and aggravating circumstances revealed in the investigation meeting may influence whether a Restorative Resolution is offered. In rare circumstances, Restorative Resolutions may be reached without an admission of responsibility.

Outcomes may include an obligation to complete restorative practice/s, educational/developmental programs or meetings, or other actions deemed appropriate for the student and University community. In cases where there are multiple alleged violations, it will be noted in writing for which violations the Respondent is acknowledging responsibility. If there are alleged violations included in the case for which the Respondent is not acknowledging responsibility and an appropriate Restorative Resolution is reached for the acknowledged violations, the Decision Maker may drop the unacknowledged alleged violations.

The Decision Maker will propose the outcomes they deem appropriate to the Respondent, either in person or in writing via email. The Respondent may respond with suggestions for alterations to the outcomes. There may be several rounds of correspondence between the Respondent and Decision Maker. If the Respondent does not agree to the outcomes offered, the matter will revert back to the Administrative Resolution Process or Conduct Board Process. The Decision Maker or hearing board will make a finding/s for all alleged violation/s and assign outcomes. The decision of a Restorative Resolution cannot be appeals, as a student and the Decision Maker have agreed to the

proposed outcomes and timelines for completion. The outcomes of a Restorative Resolution process will not become part of a student's disciplinary record.

### **Administrative Resolution Process**

If, after meeting with a student and conducting any additional investigation and/or document review, the Director of the Office for Student Resolutions or designee determines that the Respondent has violated the University Student Conduct Code and also determines that the Restorative Resolution process is not appropriate, the Decision Maker may initiate the Administrative Resolution Process. The Administrative Resolution process allows the Decision Maker to impose discipline for responsible findings of a violation(s) of the Code of Student Conduct.

The Decision Maker will outline the applicable sections of the Code of Student Conduct for which the student is being found responsible for violating. The Decision Maker may impose any of the sanctions set forth in this Student Handbook except for suspension for a period of more than two weeks or dismissal from the University. Cases that may result in a suspension for a period of more than two weeks or dismissal will be referred to the University Student Conduct Board process outlined below.

The Decision Maker shall provide a student with a Decision Letter within ten (10) business days of completing the investigation. The Decision Letter will include the sections of the Code of Student Conduct for which the student has been found responsible for violating, a brief rationale for the finding of responsibility, any sanctions that student is expected to complete, the timelines within which the student is expected to complete the sanction(s), and information about appealing. The Decision Letter will be emailed to the student's UNE email address. In cases resolved in an Administrative Resolution process involving a student Complainant, the Complainant will be informed of the finding rendered in writing via the student's UNE email address.

### **Appeal Process for Administrative Resolution Decisions**

If a Respondent or Complainant (if applicable) disagrees with the Decision Maker's decision to impose discipline, either party may appeal the Decision Maker's decision to the Dean of Students or designee. The appealing party must provide their appeal to the Dean of Students or designee ("the Appeal Officer") within five (5) business days of the receipt of the Decision Maker's written decision. The appeal must be in writing and must clearly set forth the reason for the appeal. The two grounds upon which a student may appeal include:

- An appeal based on new evidence which was not and could not have been presented to the Decision Maker, or
- An appeal alleging a material procedural irregularity by the Decision Maker that had a substantial impact on or otherwise prejudiced the determination made by the Decision Maker.

The Appeal Officer shall issue a written decision within ten (10) business days of the receipt of the written appeal. The Appeal Officer may:

- uphold the decision of the Decision Maker, or
- send the decision back to the Decision Maker for further consideration based on new evidence or a material procedural error.

A written reconsideration decision by the Decision Maker shall be completed within seven (7) business days of receipt of the request for reconsideration and shall be considered final. Finally, the Appeal Officer may decide to request the Decision Maker to convene the University Student Conduct Board.

### **University Student Conduct Board Process**

If the Decision Maker determines that the appropriate discipline for a Respondent may be either a period of suspension for longer than two weeks or dismissal from the University, the Decision Maker will so inform the parties and ask Dean of Students or designee to convene the University Student Conduct Board. The Vice President for Student Affairs and Dean of Students shall determine the specific membership of each panel of the University Student Conduct Board. The Decision Maker will review the University Student Conduct Board procedures with each of the parties.

At the start of each academic year, the Dean of each college shall propose the names of five faculty to serve on the student conduct board. The names of the faculty shall be sent to the Assistant Vice President of Human Resources for review and approval before they are appointed. When the Decision Maker requests the Dean of Students or designee to convene the University Student Conduct Board, the Dean of Students or designee will select four (4) faculty members from among the appointed and trained representatives to sit on that panel. At least two of the faculty members must be from the Respondent's College.

The Dean of Students, or designee (hereafter "Chair"), will Chair the University Student Conduct Board and is a voting member. If the undergraduate, graduate, or professional student is in a program with a professional code of conduct, the Dean or the Program Director of the student's College or program or designee shall also sit on the panel as a non-voting member and may address any issues under a Professional Code of Conduct that may be applicable to the Respondent.

The Decision Maker or designee will present the case to the University Student Conduct Board and is not a voting member of the Board. If the University Student Conduct Board should determine that further investigation is warranted or that additional information is needed, it will be conducted or provided by the Decision Maker or designee. The Decision Maker, in consultation with the Chair, may present documentary evidence to the University Student Conduct Board. 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. All evidence presented shall be in a form that complies with the applicable provisions of FERPA. 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. 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.

After the Complainant and the Respondent receive the written notice from the Decision Maker 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. The Decision Maker and the Chair shall have the discretion to determine what, if any, additional documentary evidence shall be presented to the University Student Conduct Board.

- The Complainant and Respondent may each also submit names of witnesses they would request to appear before the University Student Conduct Board.
- These names should be submitted to the Chair in writing along with the basis of their proposed testimony.
- The Chair in consultation with the Decision Maker shall decide which, if any, of these witnesses shall be called.
- The Complainant and the Respondent shall both be provided with a final witness list and copies of all documents to be presented at the hearing prior to the hearing.
- If witnesses other than the Complainant and Respondent do appear before the University Student Conduct Board, the Complainant and Respondent may question those witnesses within the discretion of and only indirectly through the Chair.
- The Complainant and Respondent may question each other only indirectly through the Chair.
- 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.
- Once they have provided information in the hearing, the witnesses will be excused from the University Student Conduct Board hearing room.

The University Student Conduct Board meetings are not open to the public. The Rules of Evidence as used by the state and federal courts do not apply in the hearing, and the hearings are not to be recorded in any fashion.

Both the Complainant and the Respondent may have one student conduct advisor of their choosing present with him or her at the hearing. Advisors are not permitted to speak or to participate directly in any review before the University Student Conduct Board. The student conduct advisor may be an individual from the University community, including an academic advisor, or a member of the University of New England faculty or staff.

Any student conduct advisor who disrupts the hearing process in any way or who attempts to participate improperly may be removed from the hearing. In addition, the University may, in its discretion, but is not required to postpone a hearing because a student conduct advisor cannot attend, if the University has provided at least five (5) business days' notice of the hearing date and time.

The University Student Conduct Board shall make its decision based only on the evidence presented to it during the hearing itself, and the standard for making a determination as to whether the violation has occurred and that discipline should or should not be imposed shall be by a preponderance of the evidence. This standard means the University Student Conduct Board shall decide if it is more likely than not that the violation took place.

The University Student Conduct Board may dismiss the complaint or impose discipline of suspension of greater than two weeks or dismissal from the University. It can also recommend a lesser sanction than a suspension of longer than two weeks or dismissal from the University by sending the matter back to the Decision Maker to impose a lesser sanction or to dismiss the complaint based on the written findings of the University Student Conduct Board. All members of the University Student Conduct Board shall vote and decisions are determined by a vote of the majority. The Chair will issue a written decision which shall include written Findings of Fact to the parties within ten (10) business days of the close of the University Student Conduct Board's meetings on the complaint. The Complainant and the Respondent shall simultaneously be notified of the decision.

### **Appeal Process for Conduct Board Decisions**

The decision of the University Student Conduct Board may be appealed by either party to the Provost of the University or designee (hereafter "Appeal Officer"). The appeal must be in writing and it must be filed in the Provost's Office within five (5) business days of the date upon which the parties received the University Student Conduct Board's written decision. The appeal must be:

- based on new information or evidence which was not and could not have been considered by the University Student Conduct Board, and/or
- must allege some significant procedural errors or conflict of interest by the University Student Conduct Board or one or more of its members that significantly impacted the outcome of the Hearing.

The Appeal Officer shall not conduct a full rehearing of the case during the appeal and may meet with either party to the original complaint but is not required to do so. The Appeal Officer may consult with the Chair of the University Student Conduct Board as well as any members of the Administration not involved in the original decision of the University Student Conduct Board in making a final determination on the appeal. The Appeal Officer will issue a written decision to both parties within ten (10) business days of the receipt of the appeal in the Provost's Office.

- The Appeal Officer may uphold the decision of the University Student Conduct Board and that decision by the Appeal Officer is final.
- The Appeal Officer may also send the matter back to the University Student Conduct Board for reconsideration based on findings made by the Appeal Officer during the appeal.

The decision of the University Student Conduct Board on reconsideration of the matter is final.

### **Potential Disciplinary Sanctions and Restorative Outcomes**

Please see Part I. Section E: Nondiscrimination, Anti-Harassment, and Sexual Misconduct, and Part I. Section F: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations for the sanctions that may be imposed for a violation of the Sexual Misconduct policy. In accordance with the procedures for the University Student Conduct Review System, the following sanctions may be imposed:

*Disciplinary Dismissal:* permanent separation of the student from the University.

*Time-Limited Disciplinary Suspension:* separation for a stated period of time, which could include:

- exclusion from classes, University functions and University housing for stated period of time.
- Conditions for readmission may be specified.

*Deferred Disciplinary Suspension:* a student shall be suspended for a specific period of time and have that suspension stayed with the understanding that any verified violations occurring within the period of jeopardy will result in a suspension or dismissal level hearing. Specific restrictions may also include, but are not limited to:

- Ineligibility to hold an office in a campus organization, and/or
- Ineligibility to represent the University in any on or off campus event.
- Ineligibility to participate in a University-approved Study Abroad experience.

*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.

*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.

*Residence Hall Suspension:* separation of the student from the residence halls for a stated period of time, after which the student is eligible to return. Conditions for readmission may be specified. In matters where a student is subject to the University's Residency Requirement residence hall suspension may result in suspension from the University.

*Housing Reassignment:* mandatory change of housing assignment within the Housing system for inappropriate behavior in the current living situation.

*Disciplinary Probation:* A designated period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with University policies, rules, standards, and sanction(s) assigned for the probational period. A Disciplinary Probation period includes the option of more severe disciplinary sanctions if the student is found to be violating any University regulation(s) during the probationary period. Specific restrictions may also include, but are not limited to:

- Ineligibility to hold an office in a campus organization,
- Ineligibility to represent the University in any on or off campus event,
- Ineligibility to participate in a University-approved Study Abroad experience.

*Referral:* referral to the Dean of Students and Assistant Provost of Student Affairs, or some other appropriate University official.

*Loss of Privileges:* denial of specified privileges for a designated period of time.

*Discretionary Sanctions:* work assignments, service to the University (Community Restitution), educational programs/assignments, or other related discretionary assignments.

*Restitution:* compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

*Fines:* a charge levied against an individual or group.

*Disciplinary Reprimand:* a written notification to a student following a resolution process that acknowledges that the behavior in question was misconduct.

*Letter to Parent(s) or Guardian:* primarily used when a student is in violation of the University's Alcoholic Beverages and/or Narcotics or Drug Policies.

*Deactivation [student organizations]:* loss of all privileges, including University recognition, either permanently or for a specified period of time.

Other sanctions as defined by a student conduct review body. More than one of the above listed sanctions may be imposed for any single violation. The above sanctions are applicable to behavior of individual students and/or student organizations, clubs, athletic teams, and/or groups. These standards do not preclude removal from the University in accordance with provisions of the residence hall occupancy agreement, or other University rules or regulations found in the University Student Handbook.

### **Referral Meetings**

A University official may request a meeting with a student in order to discuss a referral made to the Office for Student Resolutions or other department when the referral may not be deemed a violation of the Code of Student Conduct, but when the Director of the Office for Student Resolutions or designee determines the referral warrants a discussion. The purpose of the discussion is to clarify concerns of the involved parties, to offer assistance to all involved parties, and to explain to the reported student(s) that repeated referrals of this nature may warrant opening an investigation in the future.

### **Policy Clarification**

A Policy Clarification is written notice to a student when it is determined that the information reported does not warrant an allegation but may warrant notice to the involved parties to clarify the policy in question.

## **Section E: Nondiscrimination, Anti-Harassment, and Sexual Misconduct**

November 2021. Please refer to <https://www.une.edu/title-ix-civil-rights-compliance> for most current policy.

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The University of New England (“the University”) is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, and University policy, the University prohibits any member of the faculty, staff, administration, trustees, student body, vendors, volunteers, or visitors to campus, whether they are guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, 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.

### **Nondiscrimination 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 state laws. Inquiries regarding compliance with these statutes may be directed to the Title IX Coordinator, Angela Shambarger ([ashambarger@une.edu](mailto:ashambarger@une.edu), (207)-221-4554, 11 Hills Beach Road, Biddeford, ME 04005), the Associate Vice President of Human Resources & Chief Human Resources Officer, Anmarie Allen ([aallen17@une.edu](mailto:aallen17@une.edu), (207) 602-2339, 11 Hills Beach Road, Biddeford, ME 04005), or to the Director, Office of Civil Rights, Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111 or the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6290, and/or the U.S. Equal Employment Opportunity Commission, 131 M Street, NE, Washington, D.C. 20507, (202) 663-4900.

Every member of this University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to behave in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UNE policies, as well as federal and state law, as a term of employment.

Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment. No person will be penalized for good faith utilization of or participation in channels available for resolving concerns dealing with prohibited discrimination, harassment, or sexual misconduct.

Discrimination, harassment, and sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking, undermine the character and mission of the University and will not be tolerated. Students and employees who engage in conduct prohibited under this Policy may be subject to disciplinary action, including dismissal from the University or termination of employment. In addition, the University will provide remedies to a Complainant designed to restore or preserve equal access to the University’s education programs or activities where a determination of responsibility has been made against a Respondent.

In addition, this policy specifically prohibits any and all forms of sexual or gender-based harassment, and all forms of sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, and sexual exploitation. This policy also addresses consensual sexual or romantic interactions where a supervisory relationship and/or power imbalance exists. This policy covers conduct that falls within the jurisdiction set forth in the May 2020 Title IX regulations, as well as conduct that falls outside of Title IX such as gender-based and sexual harassment that does not meet the Title IX regulations' definition and conduct that occurs outside of the United States but still within the University's education programs or activities. The University condemns all forms of sexual misconduct, even conduct that does not meet the definition of sexual harassment under Title IX. Accordingly, this Policy provides procedures for reporting and investigating sexual harassment that falls outside of Title IX's definition of sexual harassment or outside of Title IX's geographic scope but is nonetheless detrimental to the safety and wellbeing of the University community.

### **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](mailto:ashambarger@une.edu). You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Vice President for Student Affairs at 207-602-2372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); Ray Handy, Associate Dean of Student Affairs at 207-221-4213 or [rhandy@une.edu](mailto:rhandy@une.edu); Heather Davis, Director of Athletics at 207-602-2629 or [hdavis@une.edu](mailto:hdavis@une.edu); Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or [edoyle1@une.edu](mailto:edoyle1@une.edu). In addition, 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 207-2830176 from any non-campus phone. Local Law enforcement can be reached by dialing 911.

The Title IX Coordinator/ Deputy Title IX Coordinators will: (1) provide oversight of any investigation of claims of discrimination, harassment, or sexual misconduct in violation of this policy; (2) be available to assist any individual to access the resources of the University or the community in the event of any complaint under this policy; (3) assist anyone who wishes to report a crime to local law enforcement; (4) be responsible for all training and education programs and monitoring the campus climate with regard to discrimination, harassment, and sexual misconduct; and (5) complete required annual reports to government agencies.

### **Applicable Processes**

The nature of the conduct alleged, the geographic location in which it occurs, and the status of the parties will dictate the applicable process to be used for investigating and resolving reports.

- When the reported conduct falls within the Title IX regulations, the University's Title IX grievance process will be used for both employees and students, linked here: <https://www.une.edu/title-ix-civilrights-compliance>.
- When the reported conduct involves both Title IX and non-Title IX allegations arising out of the same facts and circumstances, the University's Title IX grievance process will be used: <https://www.une.edu/title-ix-civil-rights-compliance>.
- When the reported conduct against a student involves either (a) gender-based harassment or sexual misconduct covered under this Policy that does not fall within the Title IX regulations or (b) discriminatory harassment based on other protected categories covered under this Policy, the investigation and grievance process set forth in this Policy will be used.
- To the extent that alleged misconduct by a student implicates the University's Professional Codes of Conduct, the matter may be referred for adjudication under the applicable College's conduct board proceedings following an investigation and hearing under this Policy or the Title IX Policy. This referral to a professional code of conduct board may occur even if no determination of responsibility is found under the Title IX or Discriminatory Harassment policies.

-When the reported conduct against an employee involves discrimination or harassment, including gender-based or sexual harassment, that is not covered by Title IX, the investigation and grievance procedures below and in the University's Personnel Handbook will apply. These grievance procedures are set forth in Appendix A and Appendix J of the Personnel Handbook. The complete Personnel Handbook can be found here:

<https://www.une.edu/studentlife/handbook>.

The Title IX Coordinator or Deputy Title IX Coordinator will assess the complaint and submit it to the appropriate University investigation and grievance process, which are all designed to be fair, impartial, prompt, and equitable.

## **Definitions**

### *Discriminatory Harassment*

At the University of New England, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, 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, when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
- 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.

The Title IX regulations define Sexual Harassment as conduct on the basis of sex that must satisfy one or more of the following:

- A University employee conditions the provision of an aid, benefit, or service of University on an individual's participating in unwelcome sexual conduct (quid pro quo); or
- Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity;
- Sexual Assault, Dating Violence, Domestic Violence, Stalking and Retaliation as defined below.

In addition, pursuant to the Maine Human Rights Act and Title VII of the Civil Rights Act of 1964, the University defines Sexual Harassment here and in the University Personnel Handbook to include any:

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

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; and/or
- Such conduct has the purpose or effect:
  - of interfering with the individual's work or educational performance;
  - of creating an intimidating, hostile, or offensive working and/or learning environment; and/or
  - of interfering with or limiting one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

- Physical assault, and/or physical sexual acts perpetrated against a person's will or where the actor knew or should have known the person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability and where the respondent should have known the person to be incapacitated. This includes sexual assault (including, rape), sexual battery, and any form of sexual coercion.

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
  - Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
  - A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that do not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position, and/or respective gender of the parties. Same sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her/their supervisor.

### *Sexual Misconduct*

#### *A. Sexual Assault*

Sexual Assault is having or attempting to have sexual intercourse with another individual, including: (1) by use of force or threat; (2) without effective consent; or (3) where the actor knew or should have known the individual is incapacitated by drugs and/or alcohol or was physically or mentally unable to make informed or reasonable judgments or provide consent. For purposes of this definition, sexual intercourse includes vaginal, anal or oral penetration, no matter how slight, with any body part or object, or oral penetration involving any form of mouth to genital contact. For purposes of these regulations, Sexual Assault includes rape, fondling, incest, or statutory rape as those crimes are defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Program. This definition conforms to the FBI's Uniform Crime Report and Clery Act definition and also conforms to the definition of rape under Maine law.

#### *B. Non-Consensual Sexual Contact (includes "Fondling")*

Non-Consensual Sexual Contact is contact with the intimate parts of another individual (including but not limited to contact with breasts, buttocks, groin, genitals, or other intimate body parts) for the purposes of sexual gratification through the (1) use of threat or force, (2) without effective consent, or (3) where the actor knew or should have known the individual was incapacitated or physically or mentally unable to make informed, reasonable judgments or provide consent.

#### *C. Sexual Exploitation*

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one's own benefit or the benefit of anyone other than the individual being exploited. Sexual exploitation may include but is not limited to: (1) secretly observing the sexual actions of another or allowing others to secretly observe the sexual activity without the knowledge or consent of the other party; (2) sharing visual images, audio recordings, videos of another individual in a state of undress or of a sexual nature without consent; (3) causing an individual to prostitute themselves through force, intimidation, or coercion; (4) knowingly exposing another individual to a sexually transmitted disease without their knowledge; (5) exposing one's genitalia or causing another person's genitalia to be exposed without effective consent.

#### *D. Dating Violence*

Dating Violence is violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of whether there was a "social relationship of a romantic or intimate nature" is based on the Complainant's characterization of the relationship, the length and type of the relationship, and the frequency of interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of dating is not determinative. Emotional and psychological abuse are not encompassed in this definition. Dating violence also does not include incidents of Domestic Violence.

### *E. Domestic Violence*

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

### *F. Stalking*

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, theirs, or another's safety, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a person under similar circumstances and identities with the Complainant. "Substantial emotional distress" means a significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. Stalking includes the concept of cyberstalking, a particular form of stalking in which electronic media is used.

### *G. Consent*

Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Consent requires an outward demonstration, through mutually understandable words or actions, indicating that an individual has freely chosen to engage in sexual contact.

Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law.

- a. Consent given at the start of sexual activity may not be understood to apply to each individual sexual act during the encounter.
- b. Each party must clearly consent to each act during the sexual encounter.
- c. Consent may not be inferred from silence.
- d. Consent is not voluntary if it is induced by force, threat, coercion or deception.
- e. Consent cannot be obtained by taking advantage of the incapacitation of another, such as someone who is incapacitated by drugs or alcohol, who is asleep, unconscious, or otherwise physically or mentally incapacitated.
- f. Consent may be withdrawn at any time and if it is, sexual activity of any kind must stop.
- g. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity, and consent to sexual activity with one person does not equal consent to engage in sexual activity with anyone else.
- h. The failure to obtain consent is never excused by the consumption of alcohol or drugs.

### *H. Coercion or Force*

Coercion is verbal or physical conduct that would reasonably place an individual in fear of immediate or future harm and that is employed to compel someone to engage in sexual contact. Force is the use or threat of physical violence or intimidation to overcome an individual's free will to choose to participate in sexual contact.

### *I. Incapacitation*

Incapacitation is defined as the inability to make rational, reasonable decisions because the individual lacks capacity to give knowing consent (e.g. to understand the "who", "what", "when", "where", "why", or "how" of their sexual interaction). A person may be incapacitated because of their consumption of drugs/alcohol and/or because they are mentally/physically helpless or disabled, asleep, unconscious, or otherwise unaware that the sexual activity is occurring. Where drugs or alcohol are involved, incapacitation is a state beyond impairment or intoxication, and involves an assessment of the person's decision-making ability, awareness of consequences, ability to make informed, rational judgments, capacity to appreciate the nature and quality of the act, and/or level of consciousness. The assessment is based on objectively and reasonably apparent signs of incapacitation when viewed from the perspective of a sober, reasonable person.

### *J. Consensual Relations in Regard to Sexual Misconduct/Sexual Harassment*

When one party has a professional relationship toward the other or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. For the personal protection of all members of the UNE community, the University strongly discourages all relationships where such a power differential exists. Consensual romantic or sexual relationships in which one party maintains a direct supervisory and/or evaluative role over the other party constitute a conflict of interest both intrinsic to the relationship and may be perceived by others as preferential. Therefore, the University requires that persons with direct supervisory and/or evaluative responsibilities who are involved in such romantic or sexual relationships act immediately to remove themselves from any decision making regarding the individual in the lesser power position including, but not limited to, grading, evaluating, supervising, or in any way influencing any of the terms or conditions of that individual's education and/or position of employment, and bring the existence of the relationship to the attention of their senior administrator in a timely fashion. The notification will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or to shift the individual out of being supervised or evaluated by the person with whom the individual is in the consenting relationship. Failure to self-report such relationships can result in disciplinary action. For more information, please see "13.2 Consensual Relationships" in the Personnel Handbook here:

[https://www.une.edu/sites/default/files/personnel\\_handbook\\_effective\\_20191220\\_0.pdf](https://www.une.edu/sites/default/files/personnel_handbook_effective_20191220_0.pdf).

### **Scope**

#### **A. Applicability**

The University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy applies broadly to the entire University community, including all trustees, employees, the student body (graduate and undergraduate), vendors, volunteers, alumni, prospective students, prospective employees, and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University of New England. This Policy prohibits discrimination, harassment, or sexual misconduct discrimination in any University education program or activity, which means all academic, educational, extracurricular, athletic, and other programs. The term "education program or activity" includes all University operations, including locations, events or circumstances over which the University exercised substantial control over both the Respondent and the context in which the conduct occurs; and any building owned or controlled by a student organization that is officially recognized by the University.

#### **B. Off -Campus/ Non U.S. Based Programs**

Off-campus programs and activities are covered by this Policy even though it may fall outside the jurisdiction set forth in the May 2020 Title IX regulations. Such off-campus programs and activities covered under this Policy include, but are not limited to, the Morocco campus, study abroad programs, internships, participation in affiliated programs, clinical programs, student teaching, and applied learning, such as but not limited to, online course experiences. Depending on the particular facts and circumstances, the University may investigate and respond to complaints of discriminatory harassment or sexual misconduct by students or University employees that occur outside of the University's "education program or activity" if such conduct directly and adversely disrupts the educational process on campus at any location or in any program sponsored by or affiliated with the University.

#### **C. Employment Decisions**

This policy is not meant to address differences in opinion regarding the validity of employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, job classification decisions, transfers or reassignments, termination or layoff because of lack of work or elimination of a position, and normal supervisory counseling. Furthermore, this policy does not intend to address behaviors that do not constitute discrimination, harassment, or sexual misconduct. Offensive workplace behavior that does not violate this policy should be addressed to the appropriate supervisor and the Associate Vice President of Human Resources & Chief Human Resources Officer.

#### **D. Academic Freedom and Freedom of Expression**

The University is committed to protecting, maintaining, and encouraging both freedom of expression and the academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility

that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination, harassment, or sexual misconduct. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's Nondiscrimination, Anti-Harassment, and Sexual Misconduct Policy.

#### E. Responsibility of Supervisors and Others in Positions of Authority

No individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against, harass, or engage in acts of sexual misconduct by virtue of his, her, or their role. The University does not in any way, expressly or impliedly; condone discrimination, harassment, and/or sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, by any employee or person in a position of authority, including an administrator, or a supervisor. Furthermore, a supervisor, administrator, or person in a position of authority who does not appropriately handle reports or incidents of discrimination, harassment, and/or sexual misconduct or who does not report incidents about which they become aware to the Title IX Coordinator may be subject to disciplinary action. All members of the University community including students, contract vendors, trustees, employees, and others should report any discrimination, harassment, and/or sexual misconduct that they experience and/or observe to the Title IX Coordinator. No UNE community member should assume that an official of the University of New England knows about any particular situation of concern involving discrimination, harassment, or sexual misconduct. All incidents must be reported to the Title IX Coordinator.

#### F. Responsible Employees

Any employee of the University who is responsible in any way for student welfare, or who a student could reasonably believe is responsible for student welfare, and who is not by law, licensure or University regulation designated as a confidential resource, must forward any report of discrimination, harassment, or sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator as soon as possible after receiving it. This definition of "responsible employee" includes faculty, coaches, administrators, security officers, advisors, staff, RAs, and other student employees involved in promoting student welfare. If a responsible employee receives or becomes aware of a report or incident covered by this Policy, if possible before hearing it fully, the responsible employee should be clear with the Complainant that (1) they are not a confidential resource, if they are not so designated, and (2) they are obligated to report any incident to the Title IX Coordinator.

#### G. Confidential Resources

Confidential campus professionals are those individuals with the statutorily granted ability to maintain information as privileged and who cannot reveal such information unless they receive the express permission of the individual, there is an imminent threat of harm to self or others, the conduct involves suspected abuse of a minor under the age of 18, or as otherwise required by law. Confidential resources on campus include:

#### **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 tollfree: 1-866-798-9201.

Confidential and free to students. <http://www.une.edu/studentlife/counseling>

#### **Student Health Care**

Biddeford Campus: 207-602-2358

Portland Campus: 207-221-4242

Website: <https://www.une.edu/studentlife/shc>

Confidentiality is distinguished from "privacy." For the purposes of this policy, unless shared with a confidential resource, information disclosed related to a report of discriminatory harassment or sexual misconduct will be shared

with a limited number of individuals who “need to know” in order to ensure the prompt, equitable, and impartial review, investigation and resolution of the report. The University will attempt to protect the privacy interests of the parties involved in a report under this Policy, but cannot assure confidentiality unless disclosure is limited to a confidential resource.

#### H. Clery Act Reporting

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 an incident (including incidents disclosed to Confidential Resources). The University will also issue a timely warning to the community for reports of Clery-defined conduct that may constitute a serious and ongoing threat, as outlined in the Annual Security Report.

### **Reporting Complaints of Discrimination, Harassment, or Sexual Misconduct to the University**

Anyone who reports an incident of discriminatory harassment, or sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, will be assisted in understanding their reporting options and will not be forced to make any type of report with which they are uncomfortable. Any individual may make a report under this Policy regardless of whether or not the reporting person is the alleged victim of the conduct or a member of the University community. Reports can be made in person, by mail, by telephone, online, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any means that results in the Title IX Coordinator receiving the person’s verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number, email, online reporting link (<https://www.une.edu/title-ix/reporting>), or mailing address listed for the Title IX Coordinator or other persons familiar with this Policy including:

The **Title IX Coordinator** for the University of New England is Angela Shambarger, 207-221-4554, [ashambarger@une.edu](mailto:ashambarger@une.edu), Director, the Office of Title IX and Civil Rights Compliance, 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 at 207-6022372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, [rhandy@une.edu](mailto:rhandy@une.edu); (3) Heather Davis, Director of Athletics, 207-602-2629, [hdavis@une.edu](mailto:hdavis@une.edu); (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, [edoyle1@une.edu](mailto:edoyle1@une.edu).

The Associate Vice President of Human Resources & Chief Human Resources Officer for the University of New England is Anmarie Allen, 207-602-2339, [aallen17@une.edu](mailto:aallen17@une.edu), Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, Maine 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

As noted above, individuals may disclose incidents and seek support in a confidential manner to a designated confidential resource. A disclosure to a confidential resource does not constitute a report to the University. Individuals may also file anonymous reports on the University’s Title IX webpage using the anonymous reporting feature here: <https://www.une.edu/title-ix/reporting>.

### **Amnesty Involving Alcohol or the Use of Controlled Substances**

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting such an incident. The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Alcohol and/or drug use may affect the memory of involved parties and may affect the

outcome of the complaint. Further, immunity from disciplinary actions has no effect on actions by law enforcement agencies. For more information, please see the Responsible Action Clause [\[hyperlink\]](#).

### **Timeline for Reporting**

Complaints and reports of sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, and/or sexual harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated though there is no time limit on reporting violations under this Policy. If a Respondent is no longer affiliated with the University (as a student or employee), the University may still provide reasonably available supportive measures to the complainant, assist the complainant in identifying external reporting options, and take other appropriate action to address the reported conduct.

### **Initial Assessment Upon Receipt of a Report and Filing of Complaint by Title IX Coordinator**

When the Title IX Coordinator receives a report, the Title IX Coordinator will reach out to the Complainant to explain options for informal and formal resolution of a complaint, offer supportive measures, and conduct an initial assessment of the reported information. The initial assessment seeks to gather information only to determine whether this Policy applies and what form of resolution is reasonably available and appropriate. The initial assessment is not an investigation of responsibility. The initial assessment may also include a determination as to whether a timely warning pursuant to the Clery Act is necessary to protect the safety of the Complainant or any other individuals.

In receiving a report under this policy, the University will make all reasonable efforts to protect the privacy rights of the Complainant, the Respondent, and the witnesses in a manner consistent with the University's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

The University will, whenever possible, honor the Complainant's wishes with respect to supportive measures and seek to respect a Complainant's autonomy in making a determination regarding how to proceed. Any request for confidentiality must be balanced against the University's obligation to provide a safe and nondiscriminatory environment for the entire University community. The University may also be severely limited in its ability to take action against a Respondent if strict confidentiality is maintained. The Title IX Coordinator, , the Director of Safety and Security, the Chair of the Behavior Risk Assessment Committee (BRAC), and/or their designee(s) shall be responsible for evaluating all requests for confidentiality and will consider the severity of the alleged conduct, the ages of the parties, any pattern of misconduct, and the rights of the Respondent in assessing whether such a request can be honored. In limited circumstances, typically where a risk of imminent harm to an individual or others or a threat to the physical health and safety of the campus is determined to exist, the University may need to take immediate action upon a receipt of a report under this Policy and/or a Title IX Coordinator may need to initiate a formal complaint against a Complainant's wishes. In such cases, the Title IX Coordinator will notify the Complainant and keep the Complainant informed of the status of the investigation and resolution of the complaint at reasonable intervals.

As part of the initial assessment phase, the University's Title IX Coordinator will determine whether the alleged conduct, if true, falls under Title IX (see the University's Title IX Grievance Policy for definitions). If the alleged conduct falls outside of the definition of sexual harassment and/or geographic scope of Title IX, the University will then assess whether the alleged conduct, if true, would amount to a violation of this Policy. If the complaint proceeds to a formal investigation under either policy and the investigation reveals that the conduct was incorrectly placed within either policy, the University will transfer the complaint to the appropriate process for resolution or dismiss the complaint, as appropriate.

### *Supportive Measures*

The University will make available reasonable and appropriate supportive measures designed to restore or preserve access to educational and employment opportunities without unreasonably burdening either party; address safety concerns of the Complainant, the Reporting Party, the Respondent or broader University community; maintain the integrity of the investigative and/or resolution process; and deter retaliation. Supportive Measures are available

whether or not a Formal Complaint is filed and regardless of whether the Complainant or Title IX Coordinator files a Formal Complaint. Supportive Measures are non-disciplinary, non-punitive individualized measures offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent. More restrictive supportive measures are typically only available if there is an articulable factual foundation that would support taking such a measure and is interim in nature while the investigation is pending, unless voluntarily agreed to by the restricted party. The respondent will have an opportunity to challenge the decision immediately following the imposition of a more restrictive action and these more restrictive actions may be evaluated and reassessed by the University during the pendency of the investigation. Members of the University's Behavioral Risk Assessment Team or designee will review the student respondent's appeal to removal. Employee respondent's appeals would be reviewed by the AVP of HR.

Supportive Measures may include:

- 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;
- 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;
- Change in the Complainant's or Respondent's campus housing;
- Escort and other safety planning steps;
- 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.
- Emergency removal of a Student Respondent;
- Paid or unpaid administrative leave for the Employee Respondent;
- Withdrawal from sponsored research projects; • 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 discipline will depend on the severity of the false claim and may include, but is not limited to: probation, suspension, expulsion, or termination. Failure to prove a claim of discrimination, harassment, or sexual misconduct does not constitute proof of a false and/or malicious accusation.

### **Retaliation**

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment, as set forth in the University's Amnesty policy in the University's Antidiscrimination, Anti-Harassment and Non-Discrimination Policy.

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 Violations 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 Code of Student Conduct 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 Code of Student Conduct 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 an 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 students experience 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](mailto: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 at 207-6022372 or [jdeburro@une.edu](mailto:jdeburro@une.edu); (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, [rhandy@une.edu](mailto:rhandy@une.edu); (3) Heather Davis, Director of Athletics, 207-602-2629, [hdavis@une.edu](mailto:hdavis@une.edu); (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, [jmerritt2@une.edu](mailto:jmerritt2@une.edu); or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, [edoyle1@une.edu](mailto:edoyle1@une.edu).

### [Student Counseling Center 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 tollfree: 1-866-798-9201. UNE's on-call counselor may be reached by calling 207-602-2549 and then pressing "6".

Confidential and free to students.

### [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) 2830176 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 Center](#)

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 make arrangements with local hospitals, municipal Police Departments, and Campus Safety and Security for transportation and medical protocol used to provide evidence for prosecution. They will also provide referral and advice regarding campus and community resources.

### [Housing and Residential/Commuter Life Staff, Biddeford Campus, \(BC\)](#)

(Resident Advisor or Professional Staff)

Individual R.A. extension or 207-602-2272 (BC) for Housing

This office can provide immediate support and response, make arrangements as necessary for emergency services, provide advice regarding university and community resources, and provide intervention to assure safety.

### [Intercultural Student Engagement](#)

Biddeford Campus: Campus Center 100, 207-602- 2461 or

Portland Campus: 02 Proctor Hall, 207- 2214212.

Can help connect students to resources and support regarding spiritual or faith communities as well as provide information on gender expression and inclusivity.

### [Student Access Center](#)

Biddeford Campus: 207-602-2815, [bcstudentaccess@une.edu](mailto:bcstudentaccess@une.edu)

Portland Campus: 207-221-4438, [pcstudentaccess@une.edu](mailto:pcstudentaccess@une.edu)

### *Off-Campus Resources*

Police Department (911)

Any individual who experiences sexual misconduct can contact the Police Department or Department of Safety and Security for assistance in obtaining medical attention and to initiate an investigation of the crime. The University will assist any individual who wishes to report to the police. Those departments can summon medical resources and criminal investigators, act as a liaison with local law enforcement, County Attorney, and Victim/Witness Advocate, and provide referral and advice regarding University and community resources. The University will make reasonable efforts to protect and secure the complainant's rights and the complainant will have input into the course of the investigation.

#### Hospital Emergency Department

Maine Medical Center at 207-662-2381 or Southern Maine Medical Center at 207-294-5000

These health care units can provide immediate medical care, STD (sexually transmitted disease) testing and pregnancy testing and prevention. The successful prosecution of sexual assault/rape cases often depends on physical evidence collected soon after the assault. Each hospital has health care providers trained to treat individuals who have experienced sexual assault/rape with attention to collecting physical evidence. In order to assure the collection of evidence, individuals who have experienced sexual assault/rape are advised not to wash or change clothes prior to seeking immediate medical treatment.

#### Maine State Crisis Number

1-888-568-1112

#### National Crisis Text Line

Text "TALK" to 74174

#### National Suicide Prevention Lifeline

1-800-273-TALK (8255)

#### *Sexual Misconduct-Specific Off-Campus Resources*

##### [Sexual Assault Response Services of Southern Maine](#)

24 Hours: 1-800-871-7741, 207-828-1035 (Cumberland Administrative Office), or 207-571-3451

Provides confidential hotline counseling and referral for victims of sexual misconduct. They may accompany you to a medical facility and stay with you during an examination if you wish.

##### [Caring Unlimited](#)

1-800-239-7298

York County's Dating/Domestic Violence Program. 24-hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

##### [Through These Doors](#)

1-800-537-6066, or 207-874-1973

Cumberland County Domestic Violence Services. 24-hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

##### [Planned Parenthood of Maine](#)

Biddeford: 275 Main St, Suite 102, Biddeford, ME 04005 207-282-6620

Portland: 443 Congress Street, Portland, ME 04101, 1-800-230-7526, 207-221-4242

Confidential services and can provide information about emergency contraception and information about sexually transmitted diseases.

##### [Rape, Abuse, and Incest National Network \(RAINN\)](#) (confidential resource)

800-656-HOPE (4673)

##### [National Sexual Violence Resource Center \(NSVRC\)](#)

### **Applicable Procedures Under this Policy**

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-civil-rights-compliance>.

*For Discriminatory Conduct, Harassment and Sexual Misconduct Not Covered by Title IX (employees):* Please see the University's Personnel Handbook, linked here: <https://www.une.edu/pdfs/une-personnelhandbook> and the investigation process listed below.

*For Discriminatory Conduct, Harassment and Sexual Misconduct Not Covered by Title IX (undergraduate and graduate students):* Please see the process below.

Reported conduct may also implicate other University policies and/or professional codes of conduct and, where applicable, referred to the applicable grievance procedures for resolution.

### **Complaint Review Procedures for Alleged Violations of the University Nondiscrimination, Anti-Harassment, and Sexual Misconduct Policy by Students**

#### **A. Steps Taken by the Title IX Coordinator Once a Formal Complaint is Received**

Once a complaint has been received by the Title IX Coordinator or one of the Deputy Title IX Coordinators as set forth above the following steps will be taken:

- a. The Title IX Coordinator or designee (hereafter referred to as the Title IX Coordinator) will meet with the Complainant and conduct an initial assessment. As part of the initial assessment, the Title IX Coordinator will determine whether the University has jurisdiction and which policy (or policies) and grievance process applies. The Complainant may be asked to provide a statement of the allegations in writing.
- b. If the allegations in the complaint would constitute a violation of the discriminatory harassment or sexual misconduct provisions of this Policy and/or the Code of Student Conduct if proved, then the Title IX Coordinator will meet with the Respondent.
  - i. The Title IX Coordinator will issue a letter to the Respondent outlining the specific sections of the Policy and/or Code of Student Conduct, and/or applicable professional codes of conduct the Respondent is alleged to have violated. The Title IX Coordinator may also meet with the Respondent in person to inform the Respondent of the allegations and provide access to resources for support prior to issuing the written notice of allegations.
- c. A Respondent may elect not to participate in the University process as that is their legal right. However, failure to provide information to the Title IX Coordinator or to otherwise not participate in the process as it moves forward will not stop the University's investigation and grievance process from proceeding according to the provisions of this policy.

## B. Investigation of Alleged Violations of Discriminatory Harassment and Sexual Misconduct

- a. All allegations of discriminatory harassment and sexual misconduct will be investigated either by the University's Title IX Coordinator, internal Title IX Investigator and Prevention Specialist, or designee, or at the University's sole discretion by an outside Investigator.
- 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 may not address the Investigator. If the advisor is in any way disruptive 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. There is a presumption that all investigatory interviews conducted by the investigators will be recorded electronically in accordance with the University Investigative Interview Recording Policy. 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 shall each have the opportunity to provide the Investigator with any additional written statement they wish to submit concerning what they have reviewed in the Record.
  - i. The Complainant and the Respondent should provide this additional statement, if they wish to submit one, to the Investigator within five (5) business days of the receipt of the Record.
  - ii. The Investigator will review and consider the parties' statements (to the extent timely submitted) in the investigation report.

## C. Investigation Report

The Investigator's report shall set forth findings of fact which shall include assessments of credibility where called for. Based on those findings of fact and the applicable provisions of University policy, the Investigator will make a

recommended finding based on the preponderance of the evidence standard as to whether or not the investigator finds the Respondent responsible for each of the allegations of violation of University policy set forth in the letter of specific allegations sent to the Respondent prior to the start of the investigation. The Investigator shall not make any recommendation as to possible sanctions. If the alleged facts, even if substantiated, would not meet the specific policy elements of conduct that is prohibited by this Policy, the investigator may either:

- (1) dismiss the complaint or
- (2) refer the complaint for resolution under a separate University policy and process, as applicable.

If the investigator dismisses the complaint, the parties shall have the opportunity to appeal the dismissal decision by initiating the appeal process for any of the reasons set forth under Section E below.

#### D. Hearing Panel

- a. Following the completion of the investigation report, the VPSA will ask the Director for Student Resolutions or designee to convene a three-person Hearing Panel.
  - i. The Hearing Panel will be chaired by the Director for Student Resolutions or designee. Based on the findings of facts, the Hearing Panel shall meet to consider the recommended findings of the investigator to determine whether there is sufficient evidence, by a preponderance of the evidence, to establish that the Respondent engaged in conduct that is prohibited by this Policy, the Hearing Panel, and/or other applicable professional code of conduct and to determine what sanctions, if any, are appropriate for the violations. The Hearing Panel may accept or reject the recommended findings of the investigator. The Hearing Panel may also direct the investigator to conduct any follow up inquiry or investigation the Hearing Panel deems necessary to reach a final determination.
- b. Both the Complainant and the Respondent shall each have the opportunity to appear before the Hearing Panel to address the investigator's recommended findings and the material issues before the Panel. They may also choose to submit a statement in writing to the Hearing Panel and to not appear in person.
  - i. An appearance by either the Complainant or the Respondent is voluntary and not required. If either or both choose to appear they may each have an advisor with them. The advisor may be a member of the UNE community or if allegations involve conduct covered by the Title IX or Clery Act, they may have an advisor of their choice (who may be an attorney). The advisor is there for support and may not address the Hearing Panel. If the advisor is in any way disruptive of the Hearing process, the Director for Student Resolutions or designee shall ask the advisor to leave the room and the process shall not continue until they have done so. The proceedings of the Hearing shall not be recorded in any manner.
- c. At the conclusion of the Hearing, the parties and their advisors shall leave the room and the Panel shall begin deliberations in order to make a determination of responsibility and, if the Respondent is found responsible, what, if any, sanctions should be assigned for the violations of the provisions of this Policy. The determination of responsibility and sanctioning portions of the Hearing may be bifurcated.
  - i. If the Respondent is found responsible and is an undergraduate, graduate, or professional student in a program with a professional code of conduct, a faculty member from the student's College or Program shall be added to the Hearing Panel to address applicable professional code of conduct issues and serve as an additional decisionmaker on sanctioning only.
  - ii. In determining sanctions, the Panel shall consider the final investigation report, the statements made by the parties in the hearing, and any previously adjudicated violations of the Code of Student Conduct and any related outcomes/sanctions.
  - iii. Once the Panel has reached its decision, the Director for Student Resolutions or designee shall report the decision of the Panel to the Title IX Coordinator who shall inform the Complainant and the Respondent of the decision in writing.

#### E. Appealing a Decision of the Hearing Panel

- a. Within seven (7) business days of the receipt of the written decision letter from the Title IX Coordinator, both Complainant and the Respondent shall have the right to appeal the decision on sanctions to the Vice President of Student Affairs (VPSA) or designee. The appeal may raise any of the following grounds (1) alleged procedural errors that had a material impact on the fairness of the proceedings by the Hearing Panel; (2) new evidence that was not reasonably available at the time of the hearing that could have affected the outcome of the matter. Upon receipt

of the appeal request, the VPSA will determine if it meets the requirements for an appeal review and convene a three-person appeal board chosen from a pool of trained appeal board members.

- i. Within seven (7) business days of the receipt of the appeal/s the three-person appeal board shall issue a decision in writing to both the Complainant and the Respondent. The three-person appeal board may uphold the decision of the Hearing Panel or return the decision to the Hearing Panel through the Director for Student Resolutions or designee for reconsideration of a procedural error or based on new evidence.
- ii. If necessary, the Hearing Panel will reconsider their decision based on the concerns of the three-person appeal board. The Hearing Panel shall issue a new written decision to the three-person appeal board within seven business (7) days of the receipt by the Hearing Panel of the three-person appeal panel's request for reconsideration.
- iii. The three-person appeal board shall then have five business (5) days to issue a final decision on the appeal. This final decision shall be issued to both the Complainant and the Respondent concurrently.

## Section F: Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations

November 2021, please refer to <https://www.une.edu/title-ix-civil-rights-compliance> for the most current policy.

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### I. Introduction

#### What is the Purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, the University of New England will implement the following Title IX Grievance Policy, effective August 14, 2020.

#### How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, the University of New England must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. Only incidents falling within the Final Rule's definition of sexual harassment will be investigated under this policy and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below. The University of New England remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our University has a **Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy** that defines certain behavior as a violation of campus policy, also linked here: <https://www.une.edu/title-ix-civilrights-compliance>.

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 outlined 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 Office of Title IX and Civil Rights Compliance and reporting structure remains in place. What has changed is the way our Office of Title IX and Civil Rights Compliance 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 Nondiscrimination, 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 and linked here: <https://www.une.edu/title-ix-civil-rights-compliance>. 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:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Maine domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Maine.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for their safety or the safety of others; or
- suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, the University's Personnel Handbook, the University's Student Code of Conduct, the University's Professional Codes of Conduct and/or any other applicable University Conduct Policy.

### **Consent**

For the purposes of this Title IX Grievance Policy, "consent" means consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for the full definition, found here: <https://www.une.edu/title-ix-civil-rights-compliance>.

### **Education Program or Activity**

For the purposes of this Title IX Grievance Policy, the University's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that the University of New England has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of University of New England's programs and activities over which the University has substantial control.

### **Formal Complaint**

For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within University of New England's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

### **Complainant**

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

### **Relevant Evidence and Questions**

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true. Information that does not directly relate to the facts at issue, but instead relates to the reputation, habits, personality, or qualities of an individual is generally not relevant and will not be considered.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior **unless**:
  - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
  - They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege. Legally-recognized privileges include, e.g., attorney client privilege and a medical professional and patient relationship.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

**Respondent**

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

**Privacy vs. Confidentiality**

Consistent with the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, references made in confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

**Disability Accommodations**

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

**III. Making a Report Regarding Covered Sexual Harassment to the Institution**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment, and/or whether or not the person is a member of the University community), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the University's Title IX Coordinator:

Angela Shambarger  
Title IX Coordinator  
McDougall Hall 203, Portland Campus  
ashambager@une.edu  
(207) 221-4554

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

**Confidential Reporting**

Please refer to the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for information regarding confidential reporting.

**IV. Non-Investigatory Measures Available Under the Title IX Grievance Policy****Supportive Measures**

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the University regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive. Please see the University's Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy for a full description of all available supportive measures.

## **Emergency Removal**

The University retains the authority to remove a student respondent from the University's program or activity on an emergency basis, where the University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If the University determines such removal is necessary, the respondent will be provided notice by the University's Title IX Coordinator or designee. The respondent will have an opportunity to challenge the decision immediately following the removal. The challenge should be submitted in writing to either the Vice President for Student Affairs (VPSA) for student respondents or to the Associate Vice President for Human Resources (AVPHR) for employee respondents or their designees. Members of the University's Behavioral Risk Assessment Team or designee will review the respondent's appeal to removal.

The University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with the University's Personnel Handbook.

## **V. The Title IX Grievance Process**

### **Filing a Formal Complaint**

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and generally within one hundred (100) business days (approximately 60-75 days to conduct the investigation, 10 business days for the party to inspect and review evidence, and approximately 15 days for the investigator to complete the investigation report) after the filing of the Formal Complaint. The process provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need to replace an advisor due to the violation of the rules of decorum (see the University's Rules of Decorum Policy for Title IX Grievance Process Hearing); or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

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-civil-rights-compliance>.

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 Student 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-civil-rights-compliance>.

### **Multi-Party Situations**

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

## **VI. Determining Jurisdiction**

At any point the Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, the Title IX Investigator or designee will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in the University's education program or activity;
4. The institution has control over the respondent; and
5. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the University will investigate the allegations according to the Grievance Process.

### **Allegations Potentially Falling Under Multiple Policies**

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations. This includes conduct that falls under employee policies, the Code of Student Conduct, and other professional codes of conduct (student and employee).

### **Mandatory Dismissal**

If any one of these elements are not met, the Title IX Coordinator, The Associate Vice President of Human Resources & Chief Human Resources Officer, The Title IX Investigator, or designee will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

### **Discretionary Dismissal**

The Title IX Coordinator or designee may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- 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, Code of Student 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.
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.
- A statement that knowingly making or submitting false statements during the investigation and grievance process is prohibited by the University's Non-Discrimination, Anti-Harassment and Sexual Misconduct Policy.

### **Ongoing Notice**

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

### **VIII. Advisor of Choice and Participation of Advisor of Choice**

The University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The University has a longstanding practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. The Advisor of Choice can be but does not have to be an attorney. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the University and as outlined in the University's Nondiscrimination, Anti-Harassment and Sexual Misconduct Policy.

The University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and the University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The University will not be obligated to delay a meeting or hearing under this process more than five (5) business days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the University.

### **Notice of Meetings and Interviews**

The University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

### **Delays**

Each party may request extensions in the Grievance Process, which may be granted or denied in the sole judgment of the Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, the Title IX Investigator, or designee. The requestor should provide reasonable notice and the delay must not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, the Associate Vice President of Human Resources & Chief Human Resources Officer, or designee shall have sole judgment to grant further pauses in the Process.

## **IX. Investigation**

### **General Rules of Investigations**

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe (as designated above) of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

The University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and the University may not draw an adverse inference from a party's lack of participation.

The University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

### **Inspection and Review of Evidence**

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider, including expert witnesses and their statements, as soon as possible during the course of the investigation, and prior to when the parties' time to inspect and review evidence begins unless it was not discovered or reasonably available at that time. The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension as their designated extension request.

The institution will provide copies of the parties' written responses to the investigator to all parties and their advisors, if any. Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination. 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 the record evidence, and identify potential biases/motives of parties and witnesses.

### **XI. Hearing**

#### **General Rules of Hearings**

The University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing, unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through a University-approved video conferencing option, including but not limited to Zoom. This technology will enable participants simultaneously to see and hear each other. At its discretion, the University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings with the exception of the hearing deliberation will be recorded, which will be made available to the parties for inspection and review. Parties, advisors, and witnesses may not record the hearing.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

### **Continuances or Granting Extensions**

The University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

### **Participants in the Live Hearing**

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 constitutes a prior statement made by a party. See, Letter to Students, Educators, and other Stakeholders re Victim Rights Law Center et al. v. Cardona (August 24, 2021), available at: <https://www2.ed.gov/about/offices/list/ocr/docs/202108-titleix-VRLC.pdf>.
- The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- 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, also 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 actual or perceived conflicts of interest or bias prior to the commencement of the live hearing. Objections must be submitted in writing to the VPSA or AVPHR or designee within three days of receiving the Notice of Hearing.

#### *Advisor of Choice*

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- In addition to selecting an advisor to conduct cross-examination, the parties may select a process advisor and/or support person who may accompany the parties to any meeting or hearing they are permitted to attend but may not speak for the party.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- 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 hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The primary hearing officer will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The primary hearing officer and the hearing board will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination by advisors after the hearing board conducts its initial round of questioning; During the Parties' cross-examination, the hearing board will have the authority to pause cross-examination at any time for the purposes of asking the hearing board's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Board.

### **Live Cross-Examination Procedure**

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time. Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Board may be deemed irrelevant if they have been asked and answered and will not be permitted

### **Review of Transcript**

The transcript of the hearing will be available for review (though copies will not be provided) by the parties within ten (10) business days, unless there are any extenuating circumstances.

## **XII. Determination Regarding Responsibility**

### **Standard of Proof**

The University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the hearing panel determines whether it is more likely than not that a violation of the Policy occurred.

### **General Considerations for Evaluating Testimony and Evidence**

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should consider the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

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 exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the University allow parties to call "expert witnesses" for direct and cross examination. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses. The University is not obligated to provide expert witnesses on behalf of any party.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Board may draw an adverse inference as to that party or witness' credibility.

### **Components of the Determination Regarding Responsibility**

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the Code of Student Conduct, Professional Codes of Conduct, the Personnel Handbook and/or the Faculty Handbook, if any, the respondent has or has not violated.
5. For each allegation:
  - a. A statement of, and rationale for, a determination regarding responsibility;
  - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
  - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeals").

### **Timeline of Determination Regarding Responsibility**

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within ten (10) business days of the completion of the hearing.

### **Finality**

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

### **XIII. Appeals**

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal to the VPSA, AVPHR, or designee, within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or demonstrated bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than five (5) pages (including attachments).

Appeals will be decided by a three-person appeal board selected from a pool of trained appeal hearing officers who will be free of conflict of interest and demonstrated bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing, including via email, simultaneously to both parties, and include rationale for the decision.

#### **XIV. Retaliation**

The University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment, as set forth in the University's Amnesty policy in the University's Anti-Discrimination, Anti-Harassment and Non-Discrimination Policy.

Complaints alleging retaliation may be filed according to the University's Anti-Discrimination, Anti-Harassment, and Sexual Misconduct Policy.

## **Section G: Model Decorum Policy for Title IX Grievance Process Hearings**

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### **Purpose of the Rules of Decorum**

Title IX hearings are not civil or criminal proceedings and are not designed to mimic formal trial proceedings. They are primarily educational in nature, and the U.S. Department of Education, writing about Title IX in the Final Rule “purposefully designed these final regulations to allow recipients to retain flexibility to adopt rules of 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 a hearing process that will reassure the parties that the institution “is not throwing a party to the proverbial wolves.”

To achieve this purpose, institutions may provide for reasonable rules of order and decorum, which may be enforced through the removal of an advisor who refuses to comply with the rules. As the Department explains, the removal process “incentivizes a party to work with an advisor of choice in a manner that complies with a recipient’s rules that govern the conduct of a hearing and incentivizes colleges and universities to appoint advisors who also will comply with such rules, so that hearings are conducted with respect for all participants.”

At base, these Rules of Decorum require that all parties, advisors of choice, and institutional staff treat others who are engaged in the process with respect.

The rules and standards apply equally to all Parties and their Advisors regardless of sex, gender, or other protected class, and regardless of whether they are in the role of Complainant or Respondent.

### **Rules of Decorum**

The following Rules of Decorum are to be observed in the hearing and applied equally to all parties (meaning the complainant and respondent) and advisors. The University asks, but cannot mandate, that all advisors submit all questions planned to be asked of the parties during the hearing to the hearing officer twenty-four hours prior to the hearing.

1. Questions must be conveyed in a neutral tone.
2. Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
3. No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, advisors, or decision-makers.
4. While an advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum.
5. When an advisor is not directly questioning a party, the advisor is not to comment or interject into the hearing. The advisor can ask for a break during the hearing to speak to their advisee privately.
6. The advisor may not yell, scream, badger, or physically ‘lean in’ to a party or witness’s personal space. Advisors may not approach the other party or witnesses without obtaining permission from the hearing officer.
7. The advisor may not use profanity or make irrelevant personal attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.
8. The advisor may not ask repetitive questions. This includes questions that have already been asked by the hearing officer, the advisor in cross-examination, or the advisor in direct testimony. When the hearing officer determines a question has been “asked and answered” or is otherwise not relevant, the advisor must move on.
9. Parties and advisors may take no action at the hearing that a reasonable person in the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

### **Warning and Removal Process**

The hearing officer shall have sole discretion to determine if the Rules of Decorum have been violated. The hearing officer will notify the offending person of any violation of the Rules.

Upon a second or further violation of the Rules, the hearing officer shall have discretion to remove the offending person or allow them to continue participating in the hearing or other part of the process.

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 relevant, will allow the question to be re-asked in a respectful, non-abusive manner by the advisor (or a replacement advisor, should the advisor be removed for violation of the Rules).

## Section H: Academic Misconduct Policies, Procedures, and Progression Appeals for Students

Adopted by University Council September 30, 2010

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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.

### Academic Misconduct Policies

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, As defined in Part I. Section C Code of Student Conduct in this Handbook, includes:

#### a. Cheating

1. Copying from another individual's academic work, test, quiz, or other assignment.
2. Receiving, providing, and/or seeking assistance/aid from another individual to complete academic work, test, quiz, or other assignment.
3. The use of materials or devices during academic work, test, quiz, or other assignment which are not authorized.
4. Possession or use of current or previous course materials without the instructor's permission.
5. Obtaining, or coercing another person to obtain, an unadministered test, test key, homework solution or computer program/software.
6. Substituting for another person, or permitting another person to substitute for oneself, to complete academic work.
7. Uploading, downloading, or accessing complete or incomplete academic work, test, quiz, or other assignment without the prior approval of the instructor.
8. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
9. Altering and/or destroying the work of another student.
10. Failing to comply with instructions given by the person administering the academic work, test, quiz, or other assignment that results in academic misconduct not enumerated above.

#### b. Plagiarism/Self-Plagiarism

1. The representation of words, ideas, illustrations, structure, computer code, other expression, or media of another as one's own and/or failing to properly cite direct, paraphrased, or summarized materials.
2. The submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

#### c. Collusion

Any unauthorized collaboration or attempted collaboration with another individual to complete academic work, test, quiz, or other assignment that results in similarities in the work, including, but not limited, to providing unauthorized assistance to another student and/or allowing another student access to completed academic work.

#### d. Falsifying Academic Records

Altering or assisting in the altering of any official record of the University and/or submitting false information. Omitting requested information that is required for, or related to, any official record of the University.

#### e. Misrepresenting Facts

1. Providing false grades or falsifying other academic information.
2. Providing false or misleading information in an effort to injure another student academically.
3. Providing false or misleading information in an effort to receive credit for attendance or a postponement or an extension on academic work, test, quiz, other assignment.

#### f. Violation of Professional Standards

Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

*NOTE: Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.*

#### g. Unfair Academic Advantage

Any other action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student that is not enumerated in items a-f above.

### **Academic Misconduct Procedures**

-First time violations of academic misconduct shall be referred to the appropriate academic Dean for investigation and sanction in accordance with the University Code of Student Conduct.

-The Dean or Program Director shall report the violation to the Director for Student Resolutions for information purposes only on a first offense.

-Any student who is reported for a second violation of academic misconduct must be reported to the Director for Student Resolutions by the Dean and/or Program Director and the student will go through a Student Conduct Resolution Process as set forth in this Handbook.

### **Academic Progression Appeals**

Academic Progression Appeals will proceed as follows:

1. Appeals regarding decisions on Academic Progression will be submitted to the student's Academic Dean or designee and may require the submission of an Academic Petition <http://www.une.edu/registrar/registration/registration-forms>.
2. A decision regarding academic progression reached by the individual faculty member, department chair or other designated academic administrator, hereafter referred to as the academic review officer, or a decision imposed by an academic review committee may be appealed by the accused student(s) or Complainant(s) to the appropriate academic Dean within seven (7) business days of the decision.
3. Such appeals shall be in writing and shall be delivered to the appropriate Dean and must be based on;
  - a. new evidence that could not have been presented to the academic review officer or committee at the time of the original decision, or
  - b. procedural errors in the original review process that had a substantial impact on or otherwise prejudiced the original determination. Students may also appeal a decision denying readmission to the University.
4. Failure to file a written request for an appeal within the allotted time will render the original decision final and conclusive.
5. Appeals will only be accepted by the Academic Dean's office if the student has exhausted all required procedural options at the instructor, departmental or other appropriate level(s).
6. The appropriate Dean will make a determination whether grounds are present in the petition to warrant a review.
7. This decision is generally based on the merit(s) of the cause outlined in the petition, and/or the weight of the consequences on the student and the University.
8. The appeal is not intended to afford a full rehearing of the case but to serve as a method of reviewing the written content and grounds for appeal submitted by the student.
9. The appropriate Dean will inform the student in writing of the decision within fifteen (15) business days of the receipt of the appeal.
10. If it is deemed by the appropriate Dean that an appeal is warranted, the following procedures will be followed:
  - a. When possible, appeals will be heard by the appropriate Dean. This will generally be true for decisions made on an academic departmental level. The Dean will request from appropriate parties any information which will assist in the review.
  - b. The student will be afforded the opportunity to meet with the Dean if s/he requests, in writing, a personal meeting.
  - c. The Dean will inform the student of the decision within fifteen (15) working days of the final date of the review process. The decision of the Dean is final.
11. If the Dean was the original decision maker, the appeal will be referred to the Provost or designee.
12. If the Dean or Provost deems that the appeal would be better addressed by a committee, an appropriate appeal committee will be convened and a review will be conducted. Composition of the Appeal Review Committee will be as follows:

- a. Four (4) faculty members from the student's college.
- b. A faculty member from the accused student's program will serve in an ad hoc capacity, will sit in on the review but not on the deliberation.
- c. A member of the Student Affairs staff who has not served in an advisory capacity to the student in this matter, except in cases involving programs out of the United States when no member of the Student Affairs staff is available.
- d. Persons may not serve on an Appeal Review Committee unless they can be available for the entire review process.
- e. A person may not serve as a member of the Appeal Review Committee if s/he is the Complainant, is to be a person providing information for or against the accused student or has been involved in any capacity in events leading to the appeal. Should a conflict of interest be perceived by any party involved, the Appeal Review Committee will decide whether any member will be replaced. The Dean will appoint a new member at the recommendation of the Committee.

### **Appeal Review Protocols**

Academic Progress Review Protocols will include the following:

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.
2. The Dean will notify the student, in writing, of the time and place of the Review.
3. The student has the option of being present throughout the proceedings.
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.
5. All meetings will be conducted in private.
6. The Committee will focus on information relevant to the appeal and not review the original case.
7. All information upon which a decision will be based must be introduced into evidence at the proceedings before the Committee; the decision will be based solely upon such information.
8. It may call persons providing information of its own and/or hear from persons providing information provided by the student and by other principals involved.
9. The Chair may limit the number of persons providing information to be heard, and may require statements in advance. Individuals, however, cannot be compelled to testify.
10. The Committee may also require the Dean to produce University, student, or other records as permitted by law.
11. Unless deadlines have been extended by the Dean, the final findings and recommendations of the Committee will be forwarded to the Dean no later than thirty (30) business days subsequent to the Committee's first meeting. The report will consist of a summary of the reviews, evidence presented, and recommendations of the Committee.
12. The Dean will make a decision and report it to all parties involved within ten (10) working days of receipt of the Committee's findings and recommendations. The decision of the Dean will be final.
13. If an appeal is upheld by the Appeal Review Committee, the matter may be remanded to the original academic review officer or committee for re-opening of the review and reconsideration of the original finding and/or sanction(s). A new academic review officer may be assigned as determined appropriate by the Dean.
14. In cases involving appeals by persons other than students accused of violating the University Conduct Code, the Dean may, upon review of the case, reduce or increase the sanctions imposed by the academic review officer or remand the case to the original academic review officer or committee.

## Part II: Community Guidance

### Section A: Alcohol, Marijuana, Other Drug, and Smoking/Tobacco Use Guidance

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#### Overview

The University of New England has adopted a public health philosophy regarding alcohol, marijuana, and other drugs. Policies, guidelines, student conduct resolution options, and systems of assistance have been framed to support that philosophy. UNE seeks to create a campus environment that promotes healthy, responsible living; affirms civility; and is consistent with federal and state law and institutional regulations governing behavior. The University provides clear statements of expectations to members of the community. The University is also committed to assisting those individuals exhibiting behaviors reflecting misuse or abuse of alcohol and other drugs through the availability of assessment and referral mechanisms. At the same time, it should be understood that being under the influence of drugs or alcohol will not be accepted as an excuse for violations of the *Code of Student Conduct*. For purposes of this policy, a student who is 21 years of age or older is considered “of age” and students under the age of 21 years is considered “underage.”

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-owned or controlled property or as part of any University sponsored activity. Students are personally responsible for adhering to federal, state, and local laws and University policy. The University respects students' privacy and autonomy and assumes that they will behave legally and responsibly. In keeping with the University's commitment to public health as related to alcohol, marijuana, and other drug use/abuse, when violations of law and/or policy come to the attention of University officials, appropriate disciplinary measures will be taken, up to and including suspension or dismissal, and may include notification of parent or guardian. Such disciplinary measures may include any of the sanctions or outcomes as defined in this Handbook. In addition, these persons may become involved with law enforcement authorities. All controlled substances and paraphernalia found or taken by University officials in their official capacity may be turned over to the police department of jurisdiction. University Safety and Security Reports describing how the University came into possession of the materials may also be provided to the police department of jurisdiction. These reports may be the basis of a summons to court or arrest of the student.

Any faculty, staff member, or student employee engaged in activities supported by a federal grant or contract must report any criminal conviction or Office for Student Resolution disciplinary sanction related to possession or use of a controlled substance in the workplace, to the Office of Human Resources of the University of New England within five (5) calendar days of conviction and/or sanction. The term "conviction" means a finding of guilt (including a plea of nolo contendere) to determine violations of federal or state criminal drug statutes. The term “disciplinary sanction,” as defined in Part I. Section B., “The sanction that determines a student’s standing with the University. A disciplinary sanction is assigned after a student has been found responsible for a violation(s) of the Code of Student Conduct. Potential disciplinary sanctions are Reprimand, Disciplinary Probation, Deferred Disciplinary Suspension, Time-Limited Disciplinary Suspension, or Dismissal.” The University is obligated to notify the appropriate federal contracting agency within ten (10) days of receipt of notice of an employee’s conviction.

#### University of New England Alcohol Guidance

- All University alcohol regulations are applicable to all University Students and their visitors.
- 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.
- Intoxication which interferes with or disrupts the campus life of others or necessitates staff intervention or medical attention (as determined by a University official) is prohibited.
- Intoxication of underage students is prohibited.
- Alcohol will not be served at events deemed high risk for injury or liability.
- Common source containers of alcohol such as kegs, "beer balls", or punch bowls, are only permitted at approved events and on licensed premises. Alcohol-filled fruit, beer-funnels, or other devices designed to promote binge consumption are not permitted at any time.

- Drinking games, involving the presence or consumption of alcoholic beverages, are prohibited. Drinking games are considered those activities which, although perhaps designed for another purpose, are frequently used in the consumption of alcohol, and will be referred to the Office for Student Resolutions for review.
- Social events at which alcohol is served or made available to students who are of age, whether occurring on University property, off-campus, or at events sponsored by recognized University groups or organizations, must adhere to the following:
  - All events must be registered at least twenty-one (21) calendar days in advance with the Director of Student Engagement (Biddeford Campus-BC), the Coordinator of Student Life or the Assistant Dean of Students (Portland Campus-PC), or the Assistant Dean, Recruitment, Student, and Alumni Services (COM).
  - No student events in the residence halls may have alcohol available.
  - Alcoholic beverages may not be a focus of a registered event. Advertising of any event, on or off campus, may not imply that a focus of the event is the consumption of alcohol. All advertising must be approved by the Director of Student Engagement (BC), Assistant Dean, Recruitment, Student, and Alumni Services (COM), or the Assistant Dean of Students or the Coordinator of Campus Life (PC). Advertising will not portray drinking as contributing to personal, academic, or social success of students. Alcohol advertising will not associate beverage alcohol with increased sexual prowess, athletic ability, or with the performance of tasks requiring skill or skilled reactions such as the operation of a motor vehicle.
  - Registered events must provide equally accessible non-alcoholic beverages and food, while the alcoholic beverages are being served or available.
  - Only persons who are of legal drinking age and provide appropriate forms of identification (ID) may purchase and/or consume alcohol. Appropriate forms of ID include Maine State ID and Maine State Driver's license. The liquor license holder MAY accept an out-of-state license if presented with a valid University ID. If there is any question about the authenticity of the license/ID, the liquor license holder may refuse a sale. Individuals may be required to wear an identifying wristband (wristbands are non-transferrable), or other device during the event.
  - 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.
  - 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.
  - Sponsors of events are responsible for compliance with University policies, for cleanup, and damages.
  - Signs and promotional items (such as t-shirts, mugs, etc.) which advertise products containing alcohol are not permitted.
  - Visibly intoxicated students/guests will not be permitted to enter an event and/or will be removed from an event once identified.
  - Student organization funds may not be used for the purchase of alcohol.
  - 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.
- Alcoholic 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.
- Alcohol may not be given as a prize or promotion for contests, raffles, games, scavenger hunts, or other such activities.
- Consumption of alcoholic beverages is prohibited during University sponsored activities requiring coordination and good judgment for safety, such as water related activities, hiking trips, etc.
- Alcohol may not be consumed or possessed by groups or individuals in University vehicles or any University public area, including but not limited to: classrooms, laboratories, restrooms, offices, library, cafeteria, Health Centers, Campus Center, lobbies and reception areas, or at a University sponsored event off campus unless an event is registered and approved for that location and complies with all University rules and regulations.
- Underage students and/or guests may not consume, be in possession of, or be in the presence of alcoholic beverages on University property or at University-sponsored events. Underage students may be in the presence of alcoholic beverages only if an event is located in an officially licensed space.

- Providing alcohol to students or guests under the age of twenty-one (21) or a place for these individuals to consume alcohol is expressly prohibited.
- Students shall not force or deceive another to consume alcohol or drugs, or conspire to force or deceive another to consume alcohol or drugs, or knowing of such deception or force, fail to take direct action to stop the incident.
- Students shall not serve or provide alcohol or drugs to another who is visibly intoxicated or under the influence of alcohol or drugs.
- Alcoholic beverages may not be discounted in price at any University-sponsored event.

### **Alcohol Guidance Specific to University Residence Halls**

- Open alcohol containers are not permitted in common areas including but not limited to hallways, lounges, bathrooms, stairwells, or any other common areas.
- Displays that contain content regarding alcohol may not be placed in areas of public view, such as room/suite windows facing out and room/suite door exteriors. This includes but is not limited to neon signs and posters. All decisions about public view compliance rest with the Housing and Residence/Commuter Life Professional Staff or designee.
- Alcohol containers, full or empty, may not be used for decorative or display purposes nor be stored in the rooms or suites of underage residents.
- Alcohol may be possessed or consumed by students who are “of age” (or older) in an “of age” student’s room/suite only. There can be one (1) open container per “of age” person in the room.
- “Of age” students may not possess in his/her room/suite more than twelve 12oz coolers, malt beverages, or beers; or two 750 ml (about 25.36 oz). bottles of wine; or one liter of hard alcohol (up to 80 proof or 40% alcohol by volume (ABV)) per “of age” individual.
- Students, or their guests, under the age of twenty-one (21) may not be in the presence of alcohol in a residence hall room/suite.
- If “of age” student(s) are living with “underage” roommate(s), the “underage” roommate(s) may be present where there are open containers, but no other “underage” students may be present.
- “Underage” students may not consume alcohol or be in possession of alcohol.
- If “of age” student(s) are living with “underage” roommates, they may store a reasonable amount of alcohol (see above) in his/her personal bedroom refrigerator.

### **University of New England Marijuana Guidance**

Even though the recreational use and possession of up to 2.5 ounces of marijuana (also known as cannabis) is legal in the State of Maine, students must be aware that the use and possession of marijuana is still prohibited by University of New England policy and federal law. Other analogs, derivatives, and products of marijuana are also prohibited.

- The possession and use of what is commonly referred to as “medical marijuana” is also prohibited since no institution receiving Federal funding can allow any use of marijuana. Thus, the University prohibits the possession and use of marijuana even for those students who are registered users under the care of a physician.
- UNE, like all institutions of higher education, is subject to the Drug-Free Schools and Community Act and the Drug-Free Workplace Act. These laws state that in order to receive any federal funding (work-study, financial aid, and federal research grants), the University must prohibit all illegal drugs, and marijuana is still illegal under federal law.
- Another consideration for many students is that clinical health care sites also receive federal funding and thus have policies that also prohibit the use of marijuana by providers. These policies will also apply to students during their clinical experiences at these sites.

### **University of New England Controlled Substance/Illegal/Other Drug Guidance**

- Students shall not possess, make, grow, furnish, sell, trade, or conduct any other form of transaction of any illegal drug or possess, use, sell, manufacture, or advertise drug paraphernalia. Paraphernalia is defined as all items created for the express purpose of using illegal drugs or as items, which although designed for another purpose, are frequently used in the consumption of illegal drugs.

- Being under the influence of any illegal drug will not be accepted as a defense or an excuse for not abiding by federal, state, or local laws and the University Student Conduct Code, Policies, or guidelines.
- The presence of smoke or other types of residues, including but not limited to seeds, stems, strong odor as determined by a University official, from illegal drugs provides justifiable grounds for disciplinary action.
- Displays that contain content regarding drugs may not be placed in areas of public view, such as room windows facing out and room door exteriors. This includes but is not limited to neon signs, posters, and empty container displays. All decisions about public view compliance rest with the Housing and Residence/Commuter Life Professional Staff or designee.
- All drugs are subject to side effects, some of which may be immediately life threatening. Many prescription drugs, when combined with alcohol or other substances, may lead to harmful or fatal effects. Prescription drugs are dispensed within stringent guidelines for treatment, prevention, and monitoring of an individual's specific condition. Attention to possible side effects is part of the educational and healing process. Prescription drugs are not to be shared even with those known to be on a similar prescription. Ramifications can be detrimental, as they may alter conditions leading to improper testing and/or treatment and could therefore be life-threatening.
- No person under eighteen (18) years of age shall purchase, possess, or use any tobacco, vaping, or e-cigarette product, including chewing tobacco and its residue, on University property or at any University-sponsored event.
- Any person who is not a licensed pharmacist in a registered pharmacy is prohibited from manufacturing, compounding, dispensing, selling, offering for sale, or having in possession any prescription drug provided that this policy shall not prevent persons from possessing prescription drugs dispensed to them pursuant to a lawful prescription(s).
- Students may not possess on campus any substance, such as bath salts, Salvia, or K-Spice, which although not designed or sold for human consumption is often misused in this manner.

### **University of New England's Relationship to a Student**

- In regard to alcohol, marijuana, and other drug use, the University realizes that students are adults who are ultimately responsible for their own behavior. Failure to comply with the University's Alcoholic Beverages and/or Narcotics or Other Drugs Policies will result in appropriate actions and/or disciplinary sanctions/outcomes, including potential reporting to appropriate law enforcement authorities.
- Consumption of alcohol or other controlled substances can create circumstances where an individual may need medical or other assistance. Whenever possible, the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol by a student in need of emergency assistance or a student seeking assistance for a peer.

### **Responsible Action Clause**

The primary concern of the University of New England with respect to alcohol, marijuana, and other drugs is to ensure the safety and well-being of our students. The University is committed to providing guidance to students who choose to consume alcohol, marijuana, or other drugs so that students can learn to develop a responsible approach to their own use. This includes how to do so in moderation and how to comply with local, state, and federal laws governing alcohol, marijuana, and other drug consumption. UNE expects students to abide by laws and University policies regarding alcohol, marijuana, and other drug possession and consumption.

For those students who choose to consume alcohol, marijuana, or other drugs, UNE expects that they do so in moderation and thereby minimize the incidence of alcohol, marijuana, or other drug related injuries, alcohol poisoning, or drug overdose. The University, however, acknowledges there may be times when students may face medical emergencies involving excessive drinking, marijuana, or drug use. In these situations, students are expected to call for assistance (e.g., Resident Advisor, 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, marijuana, or any other drugs are involved, the University has instituted a "Responsible Action Clause" to the Alcoholic Beverages and Narcotics or Other Drugs Policies [[hyperlink these](#)]. UNE's Responsible Action Clause is applicable to the student requesting medical assistance for oneself, the student seeking medical assistance for another person, and the student for whom medical assistance was sought.

The University values and promotes responsible decision making. Upon receipt of a report that a student was acting responsibly to seek medical attention for themselves or another person, the Director for Student Resolutions or the Office of Residential/Commuter Life will reach out to the students involved, which may include the student(s) who sought medical assistance to process the incident. Students contacted are expected to cooperate with any instructions provided in the Office for Student Resolution process.

When the Responsible Action Clause is applied to an incident, there will not be a formal hearing, however students may be part of the University's investigation into and/or resolution of the incident.

Students involved in the incident may be required to participate in educational outcomes designed to help prevent future risks regarding their alcohol, marijuana, or drug use.

When processing an incident where the Responsible Action Clause may be used, the Director for Student Resolutions or the Office of Residential/Commuter Life may not report the incident to a student's parents or guardians.

To the extent permitted by law and University policy, the University may inform a student's emergency contact of a student's transport to a hospital or medical facility for the reported misuse of alcohol, marijuana, or other drugs. The University's response to these incidents is independent of any action taken by local law enforcement.

A record of the incident and use of the Responsible Action Clause will remain on file. Please note that this policy does not excuse or protect those who repeatedly or flagrantly violate the Alcoholic Beverages and/or Narcotics or Other Drugs Policies. If the Responsible Action Clause has been applied to a student for a prior incident, the availability of the Responsible Action Clause for a subsequent incident is at the discretion of the Director for Student Resolutions or a designee. The Responsible Action Clause for alcohol, marijuana, or other drug violations, however, will not be given to students whose conduct placed the health or safety of any other person at risk.

### **Responsible Action & Reporting Sexual Misconduct**

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting an incident of sexual misconduct ("an incident"). The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Alcohol and/or drug use may affect the memory of involved parties and may affect the outcome of the complaint (For complete University policy, see Part I. Section E: Sexual Misconduct Procedures for Students, Part II. Section B: Nondiscrimination, Anti-Harassment, and Sexual Misconduct).

### **Smoking/Tobacco Use on Campus**

Smoke and tobacco use in the workplace has become an important public health issue as evidenced by the many local and national initiatives plus the implementation of new policies by many colleges and universities. There is considerable evidence that smoke is harmful not only to smokers but also nonsmokers. The University of New England, as an Innovative Health Sciences University grounded in the Liberal Arts, strives to provide a healthy learning and work environment. Every student, employee, contractor/vendor, and visitor should be able to breathe clean air plus the right to avoid exposure to the effects of smoke and tobacco. The University of New England, therefore, establishes the following tobacco and smoke free policy.

#### *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.

## **Section B: Study Abroad and the Code of Student Conduct**

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The following section of the handbook is in reference to the University's Study Abroad site in Morocco and any other site where a UNE student may be studying through a third-party program.

### **Study Aboard**

- 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 Code of Student Conduct.
- Students will also be subject to the Code(s) of Conduct for any third-party provider or host university.
- Students are expected to participate fully and be engaged in the academic and cultural experience.
- 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.
- 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.
- 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.
- 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.
- Information regarding these issues will then be sent to the Vice President for Student Affairs and Dean of Students for potential student conduct review.
- 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.
- 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.
- 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.
- 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.
  - In such cases, the student may incur expenses related to dismissal.
  - 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.
  - Students may also request a copy of the policy from the Office of Student Affairs or online at <http://www.une.edu/studentlife/handbook/>.

### **Discipline Issues and Third-Party Programs**

- 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.
- 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.
- 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.
- 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.

### **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.

## Section C: Weapons and Fireworks Policy Guidance

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Please note that this section of the Handbook constitutes guidance around the *Code of Student Conduct* policy related to weapons and fireworks. Please see the Code for said policy language.

-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.

Examples of weapons include but are not limited to: 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.

-Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocketknives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

-Recognizing that any object could be a potential weapon, the Director of Safety and Security shall evaluate any questionable object and determine if the device shall be prohibited under the terms of this policy.

-This policy shall in no way be used to prohibit the possession of kitchen type knives used for food preparation so long as they remain in the owner's "kitchen" area.

-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.

-Individuals should contact the Department of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item.

-Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any Residence Hall space, will be confiscated.

-The violation will be addressed expeditiously through the student conduct review process with related sanctions including the potential of suspension or removal of the individual(s) from all campus properties.

-Violations of this policy by employees/vendors of the university shall be handled in accordance with the UNE Employee Handbook and may result in disciplinary action up to and including termination from employment.

## **Section D: Hazing Policy Guidance**

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The University of New England supports Maine State Law and does not condone or tolerate any acts of hazing. Any such acts, on or off University property or at University affiliates, are expressly prohibited. In accordance with the Maine Prohibition of Hazing Law, UNE will impose severe sanctions on 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.

### **Hazing Definitions**

Hazing includes intentional, reckless, or knowing acts directed against a student, on or off University premises, for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization or to be a member of a team whose membership consists of primarily students. Consent and/or acquiescence by a student(s) subjected to hazing is not a reasonable defense in a disciplinary process. Hazing includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body, or similar activity.
2. Any activity that subjects a student(s) to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student, including but not limited to sleep deprivation, exposure to the elements, confinement, personal servitude, or calisthenics.
3. Any activity that involves the consumption of a food, liquid, alcoholic beverage, drug, or other substance which subjects a student to an unreasonable risk of harm, or which adversely affects the mental or physical health or safety of a student.
4. Any activity that induces, causes, or requires a student(s) to perform a duty or task that involves coercing a student to consume alcohol or drugs in an amount that would lead a reasonable person to believe that the student(s) is intoxicated.
5. Any activity in which a person intentionally, knowingly, and/or recklessly solicits, encourages, directs, aids, and/or attempts to aid another person in engaging in hazing. This includes witnesses and/or having knowledge of a specific hazing incident and failing to report the incident.
6. Any activity in which hazing is either condoned or encouraged, or any action by an officer or combination of members, pledges, associates and/or alumni of the organization/team in committing or assisting in the commission of hazing.

### **Responsibilities**

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

- Knowingly participates as an actor in any student hazing; or
- 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 and Dean of Students or designee(s).

A group or organization is responsible of violating the Hazing Policy if it:

- Knowingly permits or condones student hazing; or
- Knowingly or negligently fails to take reasonable measures within the scope of its authority to prevent student hazing; or
- Fails to report to the Dean of Students and Assistant Provost for Student Affairs, or designee(s), any hazing reported to it by others or of which it otherwise has knowledge.

### **Consent**

The implied or express consent of any person toward whom an act of hazing is directed will not be a defense in any action brought under this section.

### **Penalties**

Violation of the Hazing Policy may result in suspension, dismissal, or other disciplinary action or, in the case of an organization or group, revocation of organization recognition and permission to operate on campus or the denial of other benefits.

## **Section E: UNE Expression, Demonstration, and Gathering Policy**

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The University of New England believes in the rights of its community members to pursue their academic and career objectives without unreasonable obstruction or hindrance. We also believe that members of the university community are free to communicate, by lawful demonstration, the positions that they support on vital issues of the day. The University welcomes speakers from a variety of viewpoints and will provide them platforms from which to express their views in an unconstrained manner.

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.

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 for Student Resolutions.

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

### **UNE's Status as a Private Institution**

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.

### **Events Covered by this Policy**

#### **Classroom Speakers/Invited Guests**

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.

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.

An individual member or group of members of the UNE community may also invite any person to address the community as long as the procedures in this document are followed.

### **Planned Protests, Rallies, or Demonstrations**

Protests, rallies, or demonstrations under this policy are classified as any event planned with the expressed purpose of gathering multiple people to raise awareness about, or express a viewpoint on, any issue or cause. These events require advanced arrangements with the University as outlines below (Advance Arrangements).

#### **Spontaneous Events**

A spontaneous event is permitted involving University members only. These include responses to world or local events, vigils, and/or celebratory gatherings (e.g. Red Sox win the World Series, UNE wins a championship). Recognizing that there are times when things happen that preclude the ability to plan an event, the University has designated areas on both Biddeford and Portland campuses where these events may occur (see section below).

Restrictions to these spontaneous events include: any construction; amplified speech; disruption of the business of the university, and blocking traffic. Generally, these events would (should) take place between the hours of 9:00 a.m.-10:00 p.m.

### **Counter Protests**

Planned protests, rallies, or demonstrations may invite protest by persons or groups whose ideas lie in contrast. Student organizations and University departments are required to plan for the possibility of counter protests when organizing events. 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. Student organizations and University departments are required to plan for the possibility of counter protests when organizing events.

### **Planning and Execution of Event**

#### *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.

#### *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).

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. 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.

### **Approved Locations**

#### *Biddeford Campus*

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.

#### *Portland Campus*

Main Campus Green, and Hersey/Blewett Courtyard.

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

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

On the Portland campus, 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.

### **Building Occupancy**

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. 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.

### **Restriction from Buildings (individuals and groups)**

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

### **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.

### **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.

### **Disruptions and Obstruction**

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. 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.

### **Noise Levels**

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. Amplified sound may only be used during the hours of 9:00 AM and 10:00 PM.

### **Special Circumstances**

The University recognizes that some demonstrations may occur over a period of hours or days (i.e. late night into morning events). Similarly, some protests, rallies, or demonstrations may draw large attendance warranting the need for an increased presence among University officials including Safety and Security. Any such events will require the approval of the Dean of Students/Assistant Provost for Student Affairs (or designee), who will consult with the Office of Safety and Security, Facilities, etc. It will also be necessary that the faculty or staff advisor associated with the club or organization be present throughout the duration of the event when it occurs over a period of hours or days, is expected to draw a large crowd, or when a counter protest should be anticipated.

### **Solicitation and Distribution of Information**

Handbills, pamphlets, flyers and quarter-sheets may be distributed on any location on campus (Portland/Biddeford/on-line) except in classrooms or offices in use. When handbill distribution is associated with a particular event, whether indoor or outdoor, the locations of distribution may be restricted to preserve safety and security but material

distribution may not be wholly prevented or unnecessarily restricted (e.g. at a campus event-commencement etc.). Distribution is subject to the University of New England Sign Posting Policy.

### **Posters, Placards, Banners, and Signs**

Students, student organizations, faculty, staff, and employees commonly post signs and flyers to inform the University community of upcoming events or expressing their opinions. The University allows this practice within regulations designed to reasonably govern what, when and where the event takes place for the protection of the students, University property, and appearance of the campus. Banners and/or signs must be approved in accordance with the policies of the Office of Student Engagement or College of Osteopathic Medicine Office of Recruitment, Student & Alumni Services (Biddeford Campus) or with the Office of Graduate and Professional Student Affairs (Portland Campus). Placards, banners, and signs used during a protest, rally, or demonstration may not impede upon the operations of the University and thus should not block sidewalks, entryways, or the like. While allowed, if found to impede upon the operation of the University, placards, banners, and signs may be relocated at the request of University officials.

### **Media and Public Relations**

The Office of Communications is responsible for communications including media relations, public relations, publications, advertising/marketing and web sites for the University. All communications with the media should be coordinated through the Office of Communications. Students are encouraged to contact the Office of Communications with items that might be of interest. Faculty, staff and students may not speak on behalf of the university unless previously approved.

## Section F: Images of the University

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### 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., symbols of the osteopathic medical profession, and an open book, which stands for the medical education offered by the College of Osteopathic Medicine.

The lighthouse on a rocky ocean shore in the bottom right quadrant signifies the University's geographical identification with Maine and New England.

The Latin motto "Lucens et Ardens" on the ribbon below the shield literally means "ardor for light." More loosely translated the motto means "passion for learning or enlightenment." The significance of the motto is incorporated symbolically in the lighted lamp of knowledge in the top right quadrant.

The University now recognizes Westbrook College's 1831 charter date as the University of New England's founding date.

### The University Logo

When the University of New England merged with Westbrook College in 1996, becoming a larger, more diverse institution, University officials realized that the University's public image should better reflect the new, more dynamic status of the institution.



They agreed the University logo should be updated, and the University colors changed to better reflect both campuses' special relationship to the water (Casco Bay in Portland and the Saco/Atlantic Ocean confluence in Biddeford). Blue and light gray on a white field were chosen.

### The Nor'easters Athletic Logo



In keeping with our location on the coast of Maine, famous for its powerful storms, the Nor'easters are our many and varied teams, varsity, club, recreational, or intramural levels. GO BIG BLUE! Support all of our athletes and attend as many games as you can!

## Section G: UNE History at a Glance

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- 1831 Westbrook Seminary, a co-ed boarding school, founded.
- 1834 Alumni Hall completed, featuring a cupola, which once topped Portland's City Hall. The Bell, which signaled class time, was added to cupola just after the Civil War.
- 1869 Hersey Hall, noted for its "bathing rooms", opens as dormitory. Building was later noted for its ghost. (See [www.une.edu/wc/history.asp](http://www.une.edu/wc/history.asp) for more of the story!)
- 1925 Two-year women's college curriculum started, thus beginning Westbrook Junior College.
- 1939 Franciscan Friars opened St. Francis College, a high school and 2-year college program for men on a site which had hosted a seasonal campground for Sokokis Indians, an orphanage and girl's school, and WWII patrol barracks.
- 1953 Charter granted, establishing St. Francis College as a four-year college
- 1961 Westbrook Junior College becomes first residential junior college in the United States to offer a Dental Hygiene degree program.
- 1973 First male students admitted to newly named Westbrook College, now a four-year curriculum.
- 1977 Westbrook College Art Gallery opens to house collection of Joan Whitney Payson.
- 1978 University of New England is founded when New England College of Osteopathic Medicine and St. Francis College combine. The new university structure features Maine's only medical school.
- 1985 University of New England offers its first Masters Degree program.
- 1988 Beverly Burpee Finley Center, housing a gymnasium, is built at Westbrook College.
- 1989 Campus Center opens at UNE in Biddeford.
- 1995 Construction of the Harold Alfond Center for Health Sciences begins in Biddeford.
- 1996 Westbrook College and the University of New England merge.
- 1998 The proposal providing for a University student to serve as a full voting Student Trustee member of the University's Board of Trustees was approved.
- 1999 UNE commits to becoming a significant research institution, leading to participation and leadership in the Maine Biomedical Research Coalition and the Maine Marine Research Coalition. Sets the stage for future biomedical research center.
- 2000 College of Arts & Sciences begins initiatives to expand and diversify its liberal arts curriculum, leading to new degree programs in art education, English, history, political science, psychology and sociology.
- 2002 UNE earns national top honors in NCAA Division III for its student-athlete graduation rate (100% of 1996 freshman class), receiving a \$20,000 grant and getting publicity in USA Today.
- 2002 Extensive renovations and opening of the Parker Pavilion on the Westbrook College Campus.
- 2002 Launching of the Integrated Interdisciplinary Health and Healing program (I2H2) within the College of Health Professions on the Westbrook College Campus.
- 2002 Dedication of the Marine Mammal Research and Rehabilitation Center on the Biddeford Campus.
- 2002 Opening of two suite-style residence halls on the Biddeford Campus
- 2004 UNE listed a "top school" (Tier 1) for regional universities in the Northeast in U.S. News & World Report's "America's Best Colleges."
- 2004 Nationally known physical therapy major becomes a doctoral program (DPT). UNE introduces on-line master of public health (MPH) degree and adds Women's Studies minor.
- 2004 UNE featured in fall issue of Down East magazine.
- 2005 UNE introduces several new degree programs including a communications major in business, a two-track master's program (marine sciences/applied biosciences) in biological sciences, and two specialty programs in the graduate education program.
- 2005 Champlain Residence Hall opens. Other buildings planned include a biomedical research center and George and Barbara Bush Cultural Center on the Biddeford Campus and a Performance Enhancement and Evaluation Center (PEEC) on the Westbrook College Campus (Portland).
- 2007 Featherman Residence Hall opens on the Biddeford Campus (Biddeford). College of Pharmacy opens its doors to first student cohort.
- 2008 George and Barbara Bush Cultural Center opens.
- 2009 College of Pharmacy welcomes its inaugural class.
- 2009 Owen Pickus and Morgane Halls open. New University Logos and campus designations are unveiled.
- 2010 Sokokis Residence Hall and new Athletic turf field open for Fall 2010.
- 2012 The Harold Alfond Forum opens in Fall 2012.
- 2013 College of Dental Medicine welcomes its inaugural class.
- 2014 The University opens its campus in Tangiers, Morocco.
- 2018 The University open the Danielle N. Ripich Commons on the Biddeford Campus and Innovation Hall on the Portland Campus. The Harold Alfond Forum expansion is also completed.

## Section H: University Student Services

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The following services are available to all students—undergraduate, graduate and medical—at the University of New England. Where information or procedures differ between campuses, services are further described under the Biddeford Campus or the Portland Campus sub-sections. Due to on-going service changes, information regarding telephone extensions, locations, and e-mail is subject to change.

### Academic and Career Advising Center

#### *Academic Advising*

Academic and Career Advising Center, Ripich Commons 2nd floor

(207) 602-2192

Email: [advising@une.edu](mailto:advising@une.edu)

The Academic Advising Center assists first- and second-year undergraduate students as they explore, develop and implement educational and career goals. With ongoing partnerships with faculty and professional staff throughout the university, we support the success of all undergraduate students, with increased support for those exploring major and career options and those who are academically at-risk.

Professional Academic Advisors are available to meet with students to help them develop an academic plan based on their ability, personal interests, and expressed goals. Each semester we guide the students in the registration process, by providing information on how to access U Online, the course schedule and recommending courses that will keep each student on track for graduation. We are also available to help student make connections with their faculty mentors, campus resources and help them to get connected to co-curricular activities.

Visit the Academic Advising Center on the second floor of Ripich Commons to find out how to make an appointment with your Professional Academic Advisor.

#### *Career Advising*

Biddeford Campus: Academic and Career Advising Center, Ripich Commons 2nd floor

(207) 602-2096

Email: [bccareerservices@une.edu](mailto:bccareerservices@une.edu)

Portland Campus: Career Advising, 110 Hersey Hall; (207) 221-4237

Email: [pccareerservices@une.edu](mailto:pccareerservices@une.edu)

Career Advising has resources for any student or alum, in any major, at any academic standing or timeline, from creating that first resume to offering tips on salary negotiation. We are here to help on any direction of life after UNE—guiding students with career exploration and life planning or advising on a job search or residency application strategy.

Career Advising provides assessment tools and other resources for those who need assistance with choosing or changing a major/career, learning about career options, identifying skills, interests and career goals. Our staff has expertise in assisting students with creating and refining application materials such as resumes, cover letters and LinkedIn profiles.

Career Advising is instrumental in helping students select graduate schools and generating successful applications. We also conduct mock interviews. Our staff reaches students through a combination of in class presentations, workshops and one on one counseling sessions.

The office has partnered with Handshake for a complete listing of Career Advising events, jobs and internships. Students can also book Advisor appointments through Handshake. All students can activate and manage their accounts so long as they use their UNE email through <https://www.une.edu/careerservices/handshake>.

## Admissions

Undergraduate: Decary Hall, 11 Hills Beach Road  
(207) 602-2847

Email: [admissions@une.edu](mailto:admissions@une.edu)

Social: [facebook.com/UNE.Admissions](https://facebook.com/UNE.Admissions)

[Instagram.com/uneadmissions](https://Instagram.com/uneadmissions)

[twitter.com/UNEAdmissions](https://twitter.com/UNEAdmissions)

Snapchat: [uneadmissions](#)

Graduate, Portland Campus: 108 Hersey, Portland  
(207) 221-4225

Email: [Gradadmissions@une.edu](mailto:Gradadmissions@une.edu)

Web: [www.une.edu/admissions/graduate](http://www.une.edu/admissions/graduate)

Graduate, Biddeford Campus: 120 Stella Maris  
(207) 602-2212

Email: [Gradadmissions2@une.edu](mailto:Gradadmissions2@une.edu)

Web: [www.une.edu/com/admissions](http://www.une.edu/com/admissions)

Admissions staff members work year-round to recruit and admit students to the University. Visiting college fairs, talking to interested students, arranging campus visits, and processing applications are just some of the many functions of these offices. Students seeking involvement in admissions activities, including serving as a campus tour guide or social media intern, should contact the appropriate office for more information.

## Alumni Advancement

Alumni Advancement, 3rd Floor Ginn Hall, 746 Stevens Ave, Portland  
(207) 221-4377

[COM Office of Recruitment, Student, and Alumni Services](#), 127 Stella Maris  
(207) 602-2329

The Alumni Office keeps alumni connected to UNE and each other through events, communication, social media outreach, and fundraising for UNE undergraduate and graduate alumni as well as the alumni of St. Francis College and Westbrook College. Alumni Office staff coordinates on-campus events such as Homecoming and Reunion as well as regional and virtual events. They also provide a variety of career networking tools, volunteer opportunities, and information about UNE and fellow alumni.

## Athletics

Harold Alfond Forum, Biddeford Campus  
Campus Center (Swimming), Biddeford Campus  
Athletics, (207) 602-2499

### *Intercollegiate Athletics*

The University of New England Intercollegiate Athletics Program is administered and organized to offer highly skilled student-athletes fair and equitable opportunity to pursue athletics interests through various varsity sports programs. While available to students on both campuses, all intercollegiate athletics practices and games are conducted on the Biddeford Campus. Portland Campus students interested in participating should contact the Athletics Department at the extension listed above.

The University of New England actively supports the NCAA Division III philosophy, which is based on the belief that intercollegiate athletics plays an integral role in the University's total educational mission. The Department

offers student-athletes experiences that provide a basis for physical, emotional, intellectual and social growth, while instilling the values of teamwork, commitment and hard work.

The welfare and overall success of each student-athlete is a major focus of the Athletics Department. Student athletes are required to maintain good academic standing. In addition, student-athletes are expected to act as positive role models for their peers, University Community, and society at large. As the University of New England continues to develop as an institution, so too will the intercollegiate program. A chief objective of intercollegiate athletics at UNE is to sponsor programs that will create a sense of school spirit and pride that the student body and University Community will embrace.

Intercollegiate teams for men include basketball, cross country, football, ice hockey, lacrosse, soccer, and golf. Women's teams include basketball, cross country, field hockey, ice hockey, lacrosse, rugby, track & field, soccer, softball, swimming and volleyball. In addition to NCAA membership, UNE also holds membership in the Commonwealth Coast Conference (CCC), National Intercollegiate Rugby Association (NIRA) and New England Intercollegiate Swimming and Diving Association (NEISDA).

#### *Athletic Training*

The staff of Certified Athletic Trainers provides health care for University athletes. Athletics health care includes daily athletics injury prevention and management during practices and games, as well as rehabilitation and coordinating appropriate referrals. It is the goal of the Athletic Training Staff to provide the finest quality care possible to University athletes. Athletic Training Staff members directly supervise and facilitate educational experiences for athletic training education students each semester.

#### *Club Sports*

Club Sports Office, Forum 269

(207) 602-2831

Email: [club-sports@une.edu](mailto:club-sports@une.edu)

The University of New England Club Sport program is a unique campus experience emphasizing recreational opportunities, student development and leadership activities. The success of Club Sports is dependent on student involvement, availability of facility or training space, coaches and advisors, educational opportunities and effective student leadership. Club Sport teams are funded by the Undergraduate Student Government and supplemented by fundraising efforts. Club Sport teams generally practice 2-3 times per week and compete on the weekends against other institutions' club level, junior varsity, or varsity level sports programs. Eligible participants must be presently enrolled students at the University.

The following 17 Club Sports are currently active: Baseball, Cheerleading, Dance Team, Equestrian, Esports, Field Hockey, Gymnastics, Ice Hockey (M+W), Rugby (M), Softball, Swimming (M), Tennis, Track and Field, Ultimate, and Volleyball (M + W). Refer to the website for current club contact information.

#### *Intramural Sports*

Intramural Sports Office, Forum 269

(207) 602-2831

Email: [intramurals@une.edu](mailto:intramurals@une.edu)

The mission of the Intramural Sports program is to provide fun and safe activities for the UNE community for the purpose of promoting growth and development, positive interpersonal relationships, and healthy lifestyles. The UNE Intramural Sports program offers all undergraduate and graduate students as well as faculty and staff an opportunity to engage in a wide variety of recreational activities. These activities are open to men and women, and include both team and individual sport activities. Participants can sign up as a team captain or as a free agent online at

[www.imleagues.com/UNE](http://www.imleagues.com/UNE).

#### **Bicycle Storage/Removal**

Students living in the Residence Halls are encouraged to take their bicycles home during the Thanksgiving break. All bicycles must be removed from bike racks and outdoor storage by the last day of the fall semester and may not return until after Spring Break. Limited indoor storage space is available; contact the Coordinator of Outdoor Recreation & Education at 207-602-2495 for more information. All bicycles remaining on bike racks or around the outside of the Residence Halls after the last day of the fall semester are removed by the University. Removal by the University incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the removal process.

The university is not responsible for any damage that occurs during the bicycle removal or storage process. If removed bicycles are not retrieved by the student by the end of the spring semester these bicycles will be donated to the UNE Outdoor Recreation Department or a local charity. Students may not leave bikes attached to bike racks beyond the end of the spring semester. Any bike(s) left after the end of the spring semester will be confiscated by the University. The only exception to this policy is for students returning for summer classes. These students must arrange for their bike to be stored by the University until they return for the start of summer session.

### Campus Center

Office of Student Activities/Organizations: (207) 602-2447

Campus Center Front Desk/Lobby: (207) 602-2546

Located on the Biddeford Campus, the Campus Center is at the heart of the UNE experience. Members of the University Community are encouraged to make the Campus Center an integral part of their daily campus life. The Campus Center offers a wide variety of services and activities to meet your social, fitness, and cultural needs. In addition to the sports and recreational facilities, visitors will find the University Bookstore, the Cultural Exchange Lounge, evening programs and events, the Box Office with discounted tickets to local events, and a staff that is looking forward to serving you.

In addition to the Bookstore and three (3) multi-purpose rooms, there are extensive fitness opportunities. The recreation center includes a 25-yard/6 lane handicapped-accessible swimming pool; an 8-person hydro spa; a fitness center that includes cardio equipment, strength training equipment, functional training space and free weights. 12,100 square feet of gymnasium space with a 1/12-mile balcony track for indoor walking or jogging. Men's and women's accommodations include showers, sauna, and locker facilities. We now offer all UNE students free fitness assessments, group fitness classes, and personal training. To schedule a fitness assessment or inquire about personal training and group fitness call the Coordinator of Fitness & Wellness at (207) 602-2282.

The recreation center is free to full-time students, faculty and staff. Any student organization/club seeking to schedule an area for use in the Campus Center should contact the Office of Student Engagement. Sports and Outdoor equipment is available, ask for more information at the Front Desk. It is required to present a valid UNE ID to either check out equipment or enter the recreation center.

In addition to the outdoor recreation and fitness programs, several health and wellness programs are available free to students. Wellness and nutrition assessments are performed under the supervision of the Health and Wellness Educator. For information, call the Wellness Educator at (207) 602-2246.

Campus Center Storm Hours: On days when the University has closed due to inclement weather, the Campus Center will make every effort to keep normal operating hours.

### Campus Services

Facilities Management Building, Pool Road  
(207) 602- 2368

The Department of Campus Services at the University of New England is committed to providing the highest possible service in its operations including Food Services, Facilities Management, Bookstore, Auxiliary services (copy center, mail services and vending), Student Health Insurance, and planning and project management. Staff

also provide set-ups for events, coordinate the University Motor Pool, organize the Recycling Program, and oversee Environmental Health and Safety practices.

### Clubs and Organizations

Biddeford Campus, Division of Student Affairs  
The Office of Student Engagement, Campus Center  
(207) 602-2447  
Email: [saintern@une.edu](mailto:saintern@une.edu)

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](mailto:pcstudentlife@une.edu)

### College of Osteopathic Medicine

COM Office of Recruitment, Student and Alumni Services, 229 Stella Maris  
(207) 602-2329  
Email: [comsa@une.edu](mailto:comsa@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.

The Office of Student Engagement (BC) and the Office of Graduate and Professional Student Affairs (PC), and the COM Office of Recruitment, Student and Alumni Services (BC) are excellent sources of information on clubs and organizations. Club and Organization Fairs are held on each campus at the beginning of the fall semester, but students can join at any time.

For a list and descriptions of Biddeford Campus clubs and organizations visit: <https://getinvolved.une.edu>.

For a list and descriptions of College of Osteopathic Medicine clubs and organizations visit: <http://www.une.edu/com/rsas/student-organizations>.

For a list and descriptions of Portland Campus clubs and organizations visit: <http://www.une.edu/studentlife>.

### College of Osteopathic Medicine (COM) Office of Recruitment, Student, and Alumni Services

Stella Maris 229, (207) 602-2329  
Email: [comsa@une.edu](mailto:comsa@une.edu)

The COM Office of Recruitment, Student and Alumni Services offers a one-stop approach to meeting the needs of prospective osteopathic medical students, current osteopathic medical students and alumni, and a link to campus and community resources to enhance the quality of student life.

Staff assist potential students through personal contacts, regional receptions, campus visits, and interviewing for admission. Once admitted, staff work with students in the areas of leadership development, student organization support, personal support, event planning, and more. Alumni will find this office of great value as they remain connected to the COM community.

### Copy Center and Fax Services

Biddeford Campus  
Facilities Building  
Phone: (207) 602-2289, Fax: (207) 282-6379  
Hours: Monday-Friday, 8:00 AM to 4:30 PM

### *Copy Services*

The Copy Center provides high-volume copying and related services, primarily for administrative purposes. Most copy requests can be completed within a 24-hour notice period, depending on the services requested. Student groups who have high-volume copying needs must obtain a copy code from a group administrator or officer.

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 Services*

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 cash, is \$2.00 per page.

### Portland Campus

Proctor Hall 1

Phone: (207) 221-4202, Fax: (207) 797-7225

Hours: Monday-Friday, 8:00 AM to 4:30 PM

### *Copy Services*

The Copy Center provides high-volume copying and related services, primarily for administrative purposes. Student groups who have high-volume copying needs must obtain a copy code from a club/group officer or advisor. Small copying needs should be done in the Library or Proctor Center. Fees for copies can be paid using card access on your UNE ID and/or coin. 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 Services*

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 cash, is \$2.00 per page.

### [Danielle Ripich Commons](#)

Solutions Desk: (207) 602-2434

Email: [RipichCommons@une.edu](mailto:RipichCommons@une.edu)

Hours: 7:00 am to midnight, seven days per week.

Hours may vary when classes are not in session or during exam weeks.

The Danielle Ripich Commons, named after UNE President emeritus Danielle Ripich, was dedicated and opened in March 2018. The Ripich Commons, located in the center of the Biddeford campus, features beautiful landscaping and stunning views of the Saco River. The grounds outside the Ripich Commons have many options for relaxing and hosting events. There is a large patio outside the Commons with a gas fire pit. Closer to the Saco River are green spaces, a performance pavilion, an event tent, a second fire pit and a kiosk.

The Ripich Commons includes a number of eco-friendly features, including "bird glass" facing the river to keep migratory birds from flying into the glass, a living green wall, and solar panels to augment heating. The three-story building offers a wide range of services and spaces for our students. The first floor features a variety of soft seating for meeting and greeting, a gas fireplace, a game room, lockers and kitchenette for commuters, and a pub with grill and Starbuck's coffees.

On the second floor is the Solutions Desk where students can get answers and/or direction for any number of questions related to being a student at UNE. The second floor houses offices for Academic and Career Advising

Center, Internships, First Year Experience, and Global Education, as well as a large tutoring center as part of the UNE Student Academic Success Center. The second floor also includes small study rooms, a large meeting room, a Reflection Room, student printers and a gas fireplace in the large Great Room with a variety of seating options, tables, and white boards for group or individual study.

The dining area is located on the third floor. It features a wide range of food options, including the very popular Mongolian Grill and a terrific view of the Saco River. See *Dining Services* for more information on dining options.

### **Dental Hygiene Clinic**

Location: Coleman Building, Portland Campus

To schedule an appointment, call 207-221-4900

The dental hygiene clinic on our Portland Campus offers services to the public, functioning as both a community and teaching resource. Our students gain practical experience working in the 20-chair clinic, while the public enjoys a variety of dental hygiene services at a greatly reduced fee.

We operate the clinic during the academic year and accept patients by appointment. The clinic is open September through April. There are no income restrictions and we welcome patients of all ages. UNE students are eligible for a discounted price beyond our already-reduced fees. Because we are a not-for-profit teaching clinic, appointments may require more time than a typical visit.

Services Include:

- Oral inspections
- Risk assessment for oral disease
- Nutritional counseling
- Scaling and plaque removal
- Non-Surgical periodontal treatment
- Personalized oral hygiene instruction
- Blood pressure screening
- Radiographic surveys (x-rays)
- Fluoride treatments
- Sealants application
- Athletic mouthguard fabrication

### **Dining Services**

Dining services understands the importance of a well-balanced diet and the direct link to a student's well-being. It is also an essential factor in academic achievement. We strive to enhance the quality of a student's campus life by offering on-site dining services that satisfy everyone's appetite and dietary needs.

Dining services wants our students to refuel with a good meal and UNE's Biddeford campus offers five dining venues each with its own unique ambiance. Whether you're meeting some friends for pub-style food at The Commons Pub, or enjoying the river views at the Danielle N. Ripich Commons Dining Hall, you'll be sure to find a place to eat on campus that suits your taste buds.

### **Facilities Management**

Facilities Management Building, 605 Pool Road, (207) 602-2368

Facilities Management at the University of New England is committed to providing the highest possible service in its operations including mechanical services, grounds maintenance, housekeeping, planning and project management services. Staff also provide set-ups for events, and coordinate the University Motor Pool.

### **Financial Aid**

Please see Student Financial Services section.

### **Finley Recreation Center (Portland Campus)**

Portland Campus, Graduate and Professional Student Affairs

Department of Health & Wellness Education

The Beverly Burpee Finley Recreation Center includes 5,952 feet of gymnasium (half court only), a 4,608-foot 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.

Other programs offered by the Department of Health & Wellness Education include Outdoor Adventure Club, Student Health Advisory Council, Lunch N Learns, Functional Workshops and Stress Relief Series. Trips include white water rafting, hiking, ice climbing and skiing/snowboarding, etc. Trips range from beginner to advance.

Facility hours are 6:00am-10:00pm Monday through Thursday, 6:00am – 8:00pm Friday, 8:00am-6:00pm on Saturday and 8:00am-8:00pm on Sundays. Closures will be posted.

The Facility is only accessible with a valid UNE ID. Card scanner is located in the front entrance. Scan your card for the door to unlock.

### Global Education

126 Decary Hall or Ripich Commons 2nd floor, (207) 602-2585, (207) 602-5980 (fax)

global@une.edu

The Global Education Program develops and promotes global education by working closely with all colleges of the University to provide support services to students and faculty engaged in global explorations, as well as assisting international students, scholars, and visitors to UNE.

The mission of the Global Education Program is to foster global citizenship by providing the opportunity for all UNE undergraduate students to study abroad for a semester or on a short-term faculty-led travel course and by developing opportunities abroad for graduate students.

For the same cost as a semester on campus in Maine, students may spend a semester or year at UNE's campus in Tangier, Morocco, or with partner universities in Seville, Spain; Aix-en-Provence, France; and Akureyri, Iceland. Students may choose from a variety of courses in the sciences, humanities, social sciences, business, and the arts, taught in English, with the opportunity to study Arabic, Spanish, French, or Icelandic. The course offerings at the UNE Tangier Campus and in Seville, Spain, include lab science courses required for many UNE majors. This allows UNE students opportunities to participate in a global curriculum while staying on track with their major.

### Health and Wellness Education

Health and Wellness Educator, Eryn Neptune (207) 602-2246

Fitness and Wellness Coordinator, Shannon Garland (207) 602-2282

Campus Center Front Desk, (207) 602-2546

The Fitness and Wellness programs in the Campus Center offer a variety of activities and services to meet the 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](mailto:ssousa2@une.edu) or Shannon Garland, Fitness & Wellness Coordinator at [sgarland@une.edu](mailto:sgarland@une.edu) or (207) 602-2282.

#### Fitness Assessments

Students can take advantage of free fitness evaluations, which may include assessments of body composition, muscular strength and endurance, cardiovascular endurance, and flexibility. You will have the opportunity to receive a personalized exercise routine and equipment instruction as well go over your fitness goals. Appointments are necessary. Please contact Shannon Garland, Fitness & Wellness Coordinator, at [sgarland@une.edu](mailto:sgarland@une.edu) or (207) 602-2282.

#### Get Started Program

Designed for individuals who seek assistance and/or accountability in “Getting Started” with their fitness & wellness journey. This program includes a Fitness Assessment; as well as three or four follow up appointments/sessions. Schedule an appointment with Shannon Garland at [sgarland@une.edu](mailto:sgarland@une.edu) or call (207) 602-2282.

#### Personal Training

Students have access to free personal training to help them exercise safely and effectively, stay motivated, and reach their fitness goals while receiving guidance from a Certified Trainer. The first step to working with a personal trainer is scheduling a fitness assessment with Shannon Garland, Fitness & Wellness Coordinator at [sgarland@une.edu](mailto:sgarland@une.edu) or call (207) 602-2282.

#### Fitness Workshops

Designed to educate individuals on certain pieces of equipment in the Fitness Center. You will be provided with 10-15 exercises you can utilize. At the end of the workshop you will be led through a workout with the exercises you learned at the beginning of the workshop, and be able to leave with a handout of that workout. If you have any questions contact Shannon Garland, Fitness & Wellness Coordinator at [sgarland@une.edu](mailto:sgarland@une.edu) or (207) 602-2282.

#### Gym Buddy Pairing

Complete a 5-question survey regarding your workout preferences. This survey will ask you about the goals you are looking to achieve and your preferred time to exercise. Whether you are an early bird or a night owl, whether you are more into weight lifting, strength training or looking for a cardiovascular focused workout. We look at your survey responses to pair you with a partner to keep you motivated! Questions contact Shannon Garland, Fitness & Wellness Coordinator at [sgarland@une.edu](mailto:sgarland@une.edu) or (207) 602-2282.

#### Comprehensive Wellness Assessment/Wellness Coaching

Students can sign up for a free wellness consultation, which is a guided conversation to help students evaluate themselves on a multi-dimensional level. This assessment is a starting point to guide students toward the specific programs/aspect of wellness they might need to help their overall well-being. After the initial meeting, students pick a short-term goal, and are encouraged to schedule follow-up meetings so that their progress can be tracked for better success with habit and lifestyle changes. Email Eryn Neptune, Health & Wellness Educator at [eneptune@une.edu](mailto:eneptune@une.edu) for more information.

#### Peer Health Educator Internship

The Peer Health Educators are a select group of students from the Health, Wellness, and Occupational Studies major who are trained and certified through the BACCHUS initiatives through the Student Affairs Professionals in Higher Education (NASPA). The Peer Health Educators assess the needs and interests of the UNE student community in order to develop and implement both active and passive programming that increase awareness of every aspect of wellness. Email Eryn Neptune, Health & Wellness Educator at [eneptune@une.edu](mailto:eneptune@une.edu) for more information.

#### UNEhnw Instagram

Check out @UNEhnw on instagram to learn more about resources, programs, wellness tips & tricks, and more! You will also see a lot of opportunities to get involved with health and wellness here at UNE.

#### Stall Street Journal

A monthly publication displayed across campus bathroom stalls highlighting relevant topics and events related to health and wellness. Email [eneptune@une.edu](mailto:eneptune@une.edu) for more information.

#### Stress-Less Finals

The last part of the semester can be challenging for any student. Stress-Less Finals is a multi-departmental effort bringing stress-relieving activities and education all over campus.

## Health Care

Sanford Petts Health Center—Student Health Center 11 Hills Beach Road Biddeford, ME 04005 Phone numbers are: (207) 602-2358, (207) 602-2359 Fax: 602-5904

Linnell Hall – Student Health Center 716 Stevens Ave Portland, ME 04102 Phone numbers are: 207-221-4242 Fax: 207-523-1913

For complete information about Student Health Services go to the website at: <https://www.une.edu/studentlife/shc>  
UNE's electronic health record can be accessed through the SHS web site or at: <https://une.medicatconnect.com/>  
All required medical and immunization information can be found on the student patient portal.

The University of New England is proud to offer quality health services for our students. For convenience and easy access, the Health Centers are located at the Biddeford and Portland campuses.

UNE's Health Center staff are dedicated health care providers who specialize in caring for university students. We are committed to providing holistic, quality, and compassionate care. All visits to UNE student health center are private and confidential.

We offer appointments M-F from 8-4:30. We provide a broad array of primary care services as well as medical management of mental health conditions. Services not performed at the health center, including processing of labs and radiology, will be billed separately to your insurance by the rendering facility. Students are responsible for charges not covered by your health insurance for these services. If a student requires specialized care, they are referred to the appropriate specialist or facility.

### Health Insurance

#### Student Health Insurance

The University of New England provides group plans for the consideration of Undergraduate, Graduate, and Medical students through United Health Care Student Resources as a convenience. The Student Health Center bills for services and students are responsible for charges not covered by their health insurance.

All students with full-time status or are enrolled in at least 7 credits or more are required by the University to have complete health insurance coverage and will be billed automatically for health insurance with every fall billing. Included with the fall billing, students will receive literature that will explain the plan in greater detail and instructions on the enrollment/waiver process.

Students may accept the University-suggested health insurance plan, may locate their own comparable plan, or if already covered by another equivalent plan, may opt out of the program by submitting an online waiver. All UNE fulltime students are required to either enroll or waive the Health Insurance Plan by going to the United Health Care Student Resources (UHCSR) website: <https://studentcenter.uhcsr.com/school-page>. The insurance fee will be removed from the student's bill only if an online waiver showing proof of coverage is completed by the due dates.

#### *Student Malpractice Insurance*

Check with your individual program about requirements and procedures for student malpractice insurance coverage.

### Housing and Residential/Commuter Life

East Hall, first floor, (207) 602-2272

Email: [Housing-Office@une.edu](mailto:Housing-Office@une.edu)

For complete resource and policy information on the Office of Housing and Residential/Commuter Life, refer to the [Housing Handbook](#).

The residence halls are a "home" to those students who live on campus. A residence hall is a vital community--alive with people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living environment conducive to learning. They provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who:

- Are interdependent on each other for the fulfillment of certain needs,
- Live in close proximity and interact on a regular basis,
- Share in defining expectations for all members of the group and assume responsibility for meeting these expectations, and
- Are respectful and considerate of the individuality of other persons within the community.

The University believes that residence hall living is an important aspect of the entire University program. The Office of Housing and Residential/Commuter Life makes initial assignments for first-year students with room changes allowed after the first two (2) weeks. Graduate students, commuting undergraduate students, domestic partners, married students living with their spouses, local residents, and a limited number of upper class students are permitted to live off campus. In accordance with the Residency Requirements stated below, undergraduate students must be granted permission from the Office of Housing and Residential/Commuter Life to reside off campus.

### RESIDENCY REQUIREMENTS

UNE has a three (3) year residency requirement for full-time undergraduate students with some exceptions outlined in the terms and conditions of the Residence Hall and Dining Application and Contract. Students who wish to explore an exception to this policy should contact the Office of Housing and Residential/Commuter Life to discuss their circumstances and acquire the necessary forms.

**Part Time Students:** Part time students are not required to live on campus, however, should a part time student attain full time status at any point, his/her off-campus permission may be reviewed and may be denied. Further, the residential standing of full-time residential students who drop to part-time status may be reviewed and may 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 standards. Applications shall be canceled and room deposits refunded whenever all available residence hall space is committed to early applicants.
2. Authorized UNE personnel may enter and inspect residence hall rooms to insure compliance with safety and maintenance procedures.
3. The University respects the right of resident student privacy. Proper written notice will be given in case of a routine, scheduled room inspection and every effort will be made to have the resident present if a search of a room by University personnel is necessary. Civil or criminal warrants do not require prior notification.
4. The University holds residence hall students financially responsible for all loss or damage to institutional property, whether in assigned rooms or throughout the residence hall, except for those resulting from normal age and wear.
5. A reservation deposit is required to guarantee room reservations for the following semester and is refunded upon completion of the contract terms or is carried over to the next academic year if residency is maintained.
6. The University requires completion of a Residence Hall and Dining Services Application and Contract by all resident students prior to assuming residency. The contract conveys the obligations of the University as well as the responsibilities of students in housing accommodations. The contract is for a full academic year, unless prior arrangements have been made. Note: Residence halls are closed during specified holiday periods and access to the buildings is prohibited.
7. The University reserves the right to change room assignments at its sole discretion.

### OFF-CAMPUS HOUSING (BC)

After three years of living on campus, some students choose to live in the Biddeford-Saco area rather than on campus. The Office of Housing and Residential/Commuter Life maintains a listing of available rentals in the Biddeford, Saco, Kennebunk/Kennebunkport, Portland and Old Orchard Beach areas. Listings may be viewed on the web at: <http://www.une.edu/studentlife/portland/ocss>.

Students who rent seasonal housing are advised to be specific with the rental agent regarding lease dates; bearing in mind that the academic semester typically begins before Labor Day and for some students on campus jobs or campus activities such as athletics involves an even earlier arrival time.

The Office of Housing and Residential/Commuter Life is available to support commuter students at any point in their academic careers. Students should not hesitate to reach out and we will do our best to assist.

### **Identification Cards**

Department of Safety and Security  
Biddeford Campus  
Safety & Security, Facilities Building  
Call (207) 602-2298

Portland Campus  
Safety & Security, Safety & Security Building  
Call (207) 602-2298

Questions or to order replacement:  
Email [ldphoto@une.edu](mailto:ldphoto@une.edu) or call (207) 602-2900

The UNECard is the official University identification card, needed for identification, security and access to University services and certain restricted offices and buildings including residence halls. All students and UNE employees must possess a current, valid, UNECard. While on campus, you should carry it with you at all times. As the card will permit access to Residence Halls and other secured areas, you may not leave your card unattended or permit anyone to “hold” your card at any time. You must produce your ID Card upon request to any university official. Lost or stolen UNECards should be reported immediately to Security at (207) 602-2298.

### **Immunizations**

Technical Questions should be directed to Student Health Center (BC) (207) 602-2358 or 602-2359 or to Student Health Center (PC) (207) 221-4242.

Forms and information can be found on the Student Health Center Website:

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.

Students who are not in compliance with Maine State Immunization Requirements (for students on UNE’s 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 are expected to obtain a booster update at the appropriate time. Examples of appropriate DPT vaccines include DTaP and Tdap and Td.

### Measles, Mumps and Rubella

For all students born after 1956 without lab evidence of disease, the administration of the vaccine or combination of vaccines on two separate occasions after the student's first birthday, with at least 28 days between doses must be documented by an appropriate health care provider. Evidence of immunity in the form of a laboratory titer must be provided if there is no documentation or history of vaccination. If the titer proves negative, then two administrations of the vaccine are required and no further testing is then required.

## REQUIRED FOR ALL INCOMING UNE STUDENTS LIVING IN RESIDENTIAL HOUSING

### Meningococcal

Meningococcal immunization is a requirement of matriculation for all students living in residential housing or other UNE approved congregate living situations on any UNE campus, including Portland, Biddeford, and Morocco. Please contact Student Health Center on the Biddeford or Portland Campus for information on how to become immunized against meningococcal meningitis/sepsis.

## HEALTH PROFESSIONS STUDENTS

In addition to meeting the immunization requirements for all students, matriculating students in colleges or programs with a health clinical training component (e.g., internships, clerkships, field work placements, service learning, or job shadowing in clinical settings), will be required to complete the immunizations and/or titers related to Hepatitis B, Varicella, and Tuberculosis, as detailed below, within five days after entering any portion of their academic curriculum.

Health professions students or online students with required clinical training components must meet any additional immunization requirements for health care workers of the state (other than Maine) and/or clinical site where they will train. For instance, some clinical settings now require annual influenza vaccine of all health care workers. The UNE Student Health Center will provide guidance and assistance with completion of these requirements if necessary.

Expenses related to completing these requirements through UNE Student Health will be the responsibility of the student or will be billed to the student's insurance.

### Hepatitis B

The administration of a Hepatitis B vaccine on three separate occasions must be documented by an appropriate health care provider. Minimum dosing intervals are: four weeks between the first and second dose; eight weeks between the second and third dose; and sixteen weeks between the first and third dose. UNE health professions students must also provide laboratory evidence of a positive protective titer for Hepatitis B (taken at least 6 weeks after the last dose). Testing should use a quantitative method that allows detection of the protective concentration of

anti-HBs (> 10mIU/ml) (e.g., enzyme-linked immunosorbent assay, ELISA). If the titer proves negative or equivocal, then a repeat Hepatitis B vaccine series of three vaccines is required.

Hepatitis B Non-responders: Vaccinated health professions students whose anti-HBs remains <10mIU/ml after revaccination (total of 6 doses) should be considered susceptible to HBV infection. No specific work or clinical rotation restrictions are recommended for vaccine non-responders, though they should inform themselves of ways to prevent infection from CDC and other sources such as: [http://www.immunize.org/askexperts/experts\\_hepb.asp#hcw](http://www.immunize.org/askexperts/experts_hepb.asp#hcw).

#### Varicella

The administration of live varicella vaccine on two separate occasions after the student's first birthday with a minimum of four weeks separating the doses is required. If there is no evidence of such vaccinations or a student has a history of infection with chickenpox, that student must provide evidence of immunity with laboratory titer, and the positive titer must be documented by an appropriate health care provider.

#### TUBERCULOSIS TESTING

##### Tuberculin Skin Testing (TST)

TB testing is an important step in disease prevention and health promotion. All UNE health professions students are required to obtain a two-step TST, or if indicated, an IGRA (blood test for TB). Two-step TST is defined as a TST on two separate occasions separated by at least two weeks. Proof of administration and results must be documented by an appropriate health care provider within the year in which the student begins matriculation at UNE.

If there are contraindications to performing a TST (e.g., having received a BCG vaccine within the previous five years or having had a positive TST in the past with no symptoms), he/she will need an IGRA (TB blood test). The student will then be required to have an annual symptom review and exam by an appropriate health care provider or IGRA, with appropriate treatment if indicated. If a student has received or is in the process of treatment for TB, Student Health Center must have documentation of such treatment.

Tuberculosis testing will also be required of any UNE students, including those who are not in health professions programs, but who meet criteria such as based on travel and found in the resources below. For instance, testing is conducted of some incoming foreign students as well as some pre- and post- travel students as per national guidance.

#### [Information Technology Services \(ITS\)](#)

[helpdesk@une.edu](mailto:helpdesk@une.edu) · Phone 1-207-602-2487 · After Hours Support 1-877-518-4673

The Information Technology Services department oversees academic and administrative computing on the UNE campuses. We maintain high-speed wired and wireless internet access across both campuses and printing facilities in our computer labs. From tech support to online learning, ITS is your resource for getting online, keeping your technology up to date, and staying connected with your professors, colleagues, and classmates.

#### [Intercultural Student Engagement](#)

Campus Center 102, Biddeford Campus (207) 602-2826

Proctor Hall 02A, Portland Campus, (207) 221-4495

The Office of Intercultural Student Engagement recognizes, advocates and encourages the cultural identities each member of the community brings to the University of New England.

This department provides opportunities to explore significant issues around race, nationality, spirituality, gender expression, sexual identity, disability, and class. Through speakers, cultural celebrations, performing arts, workshops, lectures and trainings, ISE and its associated student organizations offer the UNE community occasion to discover new intellectual, social, cultural, and political perspectives.

Events sponsored by the Office of Intercultural Student Engagement are open to the entire UNE community and the public. Additionally, ISE has a unique role of providing support to international students and individuals from underrepresented communities and cultures.

Cultural Exchange Lounge

Campus Center 100, Biddeford Campus

Students on the Biddeford Campus are invited to visit the Cultural Exchange Lounge (CXL) in the Campus Center, which includes a comfortable atmosphere for students to meet, socialize, and study. The Lounge is staffed by a team of work-study students and houses a film and book library with resources available to view or check out. The CXL frequently hosts presentations, events, and workshops.

### Library Services

Email: [library@une.edu](mailto:library@une.edu)

Phone: 207-602-3000

Services for Students:

Library Materials

The majority of the libraries' collections are available online with access from both on and off campus using your UNE Login and password. You can also borrow an unlimited number of physical books and DVDs, as well as items like phone and laptop chargers, flash cards, anatomy models, board games and more. Learn more about what we lend and our policies.

Course Reserves

Course reserves are required textbooks and other materials for students in a program or course to use within the library for 2 hours at a time. Check reserves for your courses.

Interlibrary Loan

Request free copies of anything not available at the UNE Libraries. Digital items will be sent as PDFs, while books and other physical items will be sent to the UNE library for you to pick up. Learn more about using Interlibrary loan.

Research Help

Research and Teaching Librarians are available to help with your research. We have developed Research by Subject Guides with recommended specialized research resources for each curricular area taught at UNE. We can help you evaluate resources appropriate for your academic work, format and manage your citations, and offer remote or in-person research consultations.

Study Spaces

The libraries offer extensive hours and 24/7 study spaces, comfortable furniture, silent and collaborative study areas, and private study rooms. Learn more about our library spaces.

### Mail Services

Biddeford Campus

Facilities Building, (207) 602- 2356

Email: [Mail\\_Services@une.edu](mailto:Mail_Services@une.edu)

Hours: Monday-Friday, 8:00 a.m.- 4:30 p.m.

Portland Campus

Proctor Hall, Room 1, (207) 221-4540

Hours: Monday-Friday, 8 a.m.-4:30 p.m.

Mail Services sells stamps, offers services for certified mail, overnight and priority mail, shipping and receiving. Students who are valid box-holders may receive their first-class mail in their campus mailboxes.

INTER-CAMPUS MAIL

All mail to be delivered to the other campus should be put in a large, blue routing envelope (available in Mail Services) and dropped in the Inter-Campus Mail box located in Mail Services area. Inter-campus mail is delivered each weekday.

### Media Services

For more information about Media Services see INFORMATION TECHNOLOGY SERVICES (ITS).

### Off-Campus Student Services

#### BIDDEFORD CAMPUS

Housing and Residential/Commuter Life

Commuter Lockers

The College of Osteopathic Medicine offers lockers for medical student use. Lockers are assigned by the COM Office of Recruitment, Student, and Alumni Services.

#### PORTLAND CAMPUS

Portland Campus, Graduate and Professional Student Affairs

102 Proctor Hall, (207) 221-4247

Commuter Lockers

Graduate and Professional Student Affairs offers lockers and locks for student use.

### Oral Health Clinic (Portland Campus)

New patients, call (207) 221-4747 today to schedule an appointment.

Receive Quality Dental Care and Support Maine Dental School Students

The Oral Health Center is the clinical educational center for UNE's College of Dental Medicine. At our state-of-the-art dental clinic in Portland, Maine, UNE dental students will address all of your oral health care needs under the supervision of our licensed faculty dentists. We maintain all current clinic compliance policies required to ensure a healthy, safe environment for our patients.

At the Oral Health Center, we offer comprehensive oral health care, which encompasses all major dental services.

Our services include:

- Cleanings
- Check ups
- Fillings
- Root Canals
- Crowns
- Veneers
- Extractions
- X-Rays
- Partial Dentures
- Dentures
- Bridges
- Implants
- Emergency Walk-In Clinic

### Registration Services

Biddeford Campus

University Registrar's Office

114 Decary Hall, (207) 602-2473

Fax: 207-602-5927

Portland Campus

University Registrar's Office

Hersey Hall, First Floor: (207) 602-2473

Fax: (207) 221-4898

Email: [UNERegistrar@une.edu](mailto:UNERegistrar@une.edu)

The mission of the University Registrar's Office is to support the instructional and student progress endeavors of the University by implementing and monitoring academic policies, providing quality services and timely responses to requests by students, staff, faculty, administrative offices, alumni, and the public while recognizing the responsibility to maintain the accuracy, security, and privacy of the student's education record.

The Registrar's Office offers services on both the Portland and Biddeford campuses where students may: register for classes, make schedule changes (add/drop/withdraw), request an official copy of their academic transcript, make an address and/or name change, obtain an enrollment verification, change major or declare a minor, get a degree audit or transfer credit evaluation, and petition to graduate. While there is no physical Registrar's Office on the Morocco campus, students there still have access to services via U-Online.

The Registrar's Office is pleased to also offer a student centered, self-service option through known as U-ONLINE; UNE's Online Information Service (<http://uonline.une.edu>). U-Online is your official source for university information. Through U-Online, students may view their course schedules, financial aid awards, account balances, grades, unofficial transcripts and order ski passes. In addition, students may confirm their enrollment, order official transcripts, and obtain enrollment verifications. Eligible students may also register and add/drop courses during pre-determined time periods.

U-Online is located at: [uonline.une.edu](http://uonline.une.edu) or can be accessed through the UNE home page or via myUNE. Students can log into U-Online using your Nor'easter Login ID and password. You may look this up by clicking on "Look Up Your Nor'easter Login" on the U-Online login page (<http://uonline.une.edu>). If you are a first-time U-Online user, you must login to myUNE first to create your own new Nor'easter password.

The Registrar's Office is responsible for enforcing academic policy and regulations as defined in the Catalog ([www.une.edu/registrar/catalog](http://www.une.edu/registrar/catalog)) and for managing all records under the terms of the Family Education Rights and Privacy Act (FERPA) (<https://www.une.edu/catalog/2021-2022/student-records-and-administrative-policy>).

### **Recycling and Composting Program**

Facilities Management Building: (207) 602-2507

Web: <http://www.une.edu/recycle>

Environmental Stewardship is a Core Value at UNE, and all members of the UNE community are asked to fully participate in programs and activities that make our institution more sustainable. Waste reduction and recycling are central to these efforts. Recycling is handled through Campus Services, with help from the Sustainability Office. A variety of materials are recycled on both campuses; for a complete list, visit [www.une.edu/recycle](http://www.une.edu/recycle).

In academic and business buildings there is a three-bin, color-coded system for waste: gray bins for trash, blue bins for returnable cans and bottles and green bins for single-sort recycling. Green bins are for recycling plastics #1-7, paper, metal and glass. Any funds raised through recycling and the return of bottles and cans are reinvested into the program and used to support further recycling efforts.

Students in residence halls are required to take their trash out to the nearest dumpster, but recycling stations are provided inside the residence halls, and small green bins are offered to individual rooms/suites to encourage recycling participation. To maintain a cost effective and environmentally responsible program, it is important that the recycling is not contaminated with trash. Contamination includes: food waste, plastic bags, snack bags, packing peanuts, Styrofoam, or any form of these. Fines may be issued per building or floor for trash left in recycling totes or closets. To aid in the effectiveness of the program, cardboard should be broken down and placed neatly beside the tote. Food waste from our dining hall is composted off campus. The Sustainability Office offers a voluntary composting membership program for students in the residence halls.

### **Safety and Security**

Emergencies

Dial 911 for Biddeford or Portland Police/Fire/Ambulance

Biddeford Campus

605 Pool Road

Emergency (from Campus Phone): ext. 366 or 207-283-0176

Non-Emergency: ext. 2298 or (207) 602-2298

Priority from off-campus phone: (207) 283-0176 Email: [Security@une.edu](mailto:Security@une.edu)

Portland Campus  
79 College St.  
Emergency: ext. 366  
Non-emergency: ext. 2298

The Department of Safety and Security is the unit responsible for safety, security, and coordination of emergency services at both campuses of the University of New England, and can be reached 24 hours a day at the phone numbers above. The Biddeford Campus office is located at 605 Pool Road in the Facilities Management building. On the Portland Campus, the Security Office is at 79 College St.

Calls to the UNE Department of Campus Safety and Security are answered by the UNE Safety and Security Dispatch Center on the Biddeford Campus who have radio contact with Security Officers on both the Portland and Biddeford campuses. Officers are ready to respond to calls for service 24 hours a day, every day including holidays.

To report a fire, medical emergency or a crime in progress dial 911 from either campus. You will be immediately connected to a 911 operator who will dispatch the appropriate emergency response service. If time allows after calling 911, dial ext. 366 or (207) 283-0176 for Campus Security.

Full-time and part-time University employees provide security staffing. Security Officers make routine vehicle and foot patrols of the campus grounds, academic buildings, and residence halls, particularly during hours of darkness.

The Biddeford, Saco, and Portland Police and Fire Departments are the primary providers of law enforcement, fire protection, and ambulance services. To report a crime or emergency at any UNE campus or facility dial 911. There is no need to dial "8" before dialing 911 from any campus extension including residence halls.

The UNE Department of Safety and Security is not a law enforcement agency and responds to calls for service on campus only. The department provides safety and security services to the UNE community including coordinating responses to campus by city police, fire and medical agencies. Any member of the community may call the UNE Safety and Security Department at any time of the day or night, any time of the year for any emergency or anytime police/fire or medical assistance is needed. The non-emergency phone number for UNE Safety and Security is (207) 602-2298. For emergency assistance please dial (207) 283-0176. Trained Safety and Security Officers will be pleased to assist by contacting city police/fire or medical assistance when needed. Community members may also call city police/fire or medical services directly by dialing 911 from any campus phone or by cell phone.

#### Important/Helpful Phone Numbers

##### Biddeford

Biddeford Police: (207) 282-5127 (non-emergency and information)  
Fire: (207) 282-6632 (information and fire permits)  
Fire Prevention Office: (207) 282-6332  
Police Administrative Office: (207) 282-5127  
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 Services

AAA Emergency Road Service (members only)

1 (800) 482-7497

#### Emergency Protocols

For information on University Emergency Protocols, go to <http://www.une.edu/emergency>

#### Fire Drills

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Participation in and compliance with University officials during a fire drill is mandatory.

#### Fire Equipment

Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment including evacuation signage is provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in an assessment of one hundred dollars (\$100.00), per incident, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

#### Crime Statistics

More complete information regarding safety and security at UNE may be found in the Department of Safety and Security's Annual Safety Report (ASR) which is available on the Department of Safety and Security website. A copy of the "crime log" is available at no charge in person by meeting with Dispatch at the Safety & Security office

#### Lost and Found

Lost and found items usually are deposited at the Safety and Security Office at 605 Pool Road, Biddeford or 79 College St. Portland.

#### Found Property

The Office of Safety & Security will hold all found property for a minimum of 30 days. Exceptions include clothing items that are heavily soiled or contaminated and any items containing food or drinks that may spoil. These items will be discarded immediately. All other found property will be purged at the end of each semester in May and December. These purged items will be donated, destroyed or recycled.

#### Seized Property

Any seized items that are considered contraband (i.e. weapons, drug paraphernalia) must be picked up at the Office of Safety & Security at the end of the academic semester. Any items not retrieved will also be purged at the end of each semester in May and December. Hot plates or toaster ovens confiscated will be stored in Housing until the student can take the items home.

#### Surveillance and CCTV

The surveillance of the campus's public areas is intended to deter crime and assist in protecting the safety and property of the University of New England's community. Postings may be placed in areas where surveillance is ongoing however no notification of active surveillance may be made to university community.

#### Access to Campus Facilities

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. Students with prior approval from an authorized person and legitimate reasons for entering a locked area after hours should call the non-emergency Security number and request access. The exterior doors to student residence halls are locked 24-hours-a-day, seven-days-a-week. Only students, Security and appropriate staff members have keys that open the exterior doors. Guests and visitors to student residence halls may gain admittance by calling a student living in the residence hall and then may be escorted by that individual at all times. Special telephones are installed at an entrance to each residence hall.

#### Maintenance and Security of Campus Lighting

The University is committed to maintaining a safe level of exterior lighting. The University regularly maintains campus lighting including parking lots, pedestrian walk ways and building exteriors. Security Officers routinely survey lighting and, as required, recommend maintenance and repositioning of existing lights and additional illumination. Members of the campus community are encouraged to report any lighting deficiencies to the Department of Safety and Security.

#### Keys/UNE ID Cards

It is important that all lost or stolen keys or UNE ID cards be reported promptly to the Department of Safety and Security. If living in a residence hall, students must immediately report lost or stolen residence hall room keys/ID cards to their Resident Advisor or Area Coordinator who will make the necessary notification to Security and/or Facilities Management. Exterior doors on campus buildings are locked and secured each evening. Security Officers patrol and check these buildings and residence halls frequently throughout the night.

#### Campus Escort and Safe Ride

The Department of Safety and Security operates the “Safe Ride” shuttle daily. Safe Ride hours of operation vary, please visit the Safety and Security page (<https://www.une.edu/studentlife/security/getting-around>) for hours of operation. The shuttle makes stops at convenient locations throughout the Biddeford Campus. The shuttle does not provide individual rides to the rider’s exact destination. After the last shuttle run each night Safety and Security Officer will provide individual escorts for genuine safety concerns. Pedestrian escorts for genuine safety concerns are also available at the Portland Campus.

#### Parking Decals

All students, faculty, and staff who park on campus must purchase a parking decal by going to <https://une.thepermitstore.com>.

#### Parking Policies

UNE parking policies can be found at <https://www.une.edu/studentlife/security/getting-around>

#### Spiritual Affairs

##### Biddeford Campus

Campus Center, (207) 602-2826

##### Portland Campus

02 Proctor Hall (207) 221-4495

The University of New England understands that for many members of its community, spirituality is very important. UNE is committed to creating an environment that is responsive to expression and exploration of spiritual needs in the campus community.

On the Biddeford Campus there are three spaces on campus that are available for use for prayer and meditation: the Peace Grove, which is located on the knoll near the Kiosk on the banks of the Saco River, and the St. Francis Heritage Plaza which is located adjacent to the lower level of the Library and the Reflection Room in 209 Ripich Commons.

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](mailto: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

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 clearinghouse of articles, handouts, videos, practice exams, and texts that students are encouraged to use.

### **Student Activities and Organizations**

Biddeford Campus

Office of Student Engagement

Campus Center, (207) 602-2447

Email: [getinvolved@une.edu](mailto:getinvolved@une.edu)

Activities Programming Board

Email: [APBoard@une.edu](mailto:APBoard@une.edu)

Portland Campus

Student Life (PC)

02 Proctor Hall, (207) 221-4267

Email: [pcstudentlife@une.edu](mailto:pcstudentlife@une.edu)

Student Engagement (BC) and Student Life (PC) staffs are ready to assist students in planning and promoting programs, developing and supporting student organizations, and fostering leadership skills.

Student input is essential to a successful Student Involvement program, and students of all degree levels are encouraged to be involved, whether by serving in a leadership role in a student organization or simply participating in planned activities. What each student sees and learns through activities can be of significant value to a student's educational and personal development. Individual involvement by students determines the success of the programs as well as the value to each student.

For the latest information, please visit the department's website where students will also find a complete listing of Clubs and Organizations.

## **Student Affairs**

Biddeford Campus

Decary 129, 207-602- 2372

Email: [Student-Affairs@une.edu](mailto:Student-Affairs@une.edu)

Portland Campus

Proctor 02, 207-221-4212

### **Mission**

The Division of Student Affairs prepares a diverse community of learners to lead purposeful lives by using an exceptional, individualized approach to provide meaningful, engaging experiences while developing habits for personal and professional success.

### **Division Organization**

In order to best serve students, the Division of Student Affairs is organized into a series of units, each with a focus on a particular area of the student's experience. Each unit collaborates with others within the Division and the University, to provide a comprehensive approach to student engagement at UNE. Oversight of the Division and the leadership of each unit is exercised by the Vice President of Student Affairs (VPSA) and Dean of Students. Also reporting to the VPSA are the Office of Student Conduct and the Office of Intercultural Student Engagement.

### **Student Well Being and Support**

This unit, supervised by the Assistant Vice President (AVP) of Student Affairs, consists of those departments whose overarching priority is to support the health and well being of UNE's students. Included in this unit are Counseling Services, Student Access, Campus Center and Outdoor Recreation, and Health and Wellness Education. The AVP also provides oversight of the Division in the absence of the VPSA.

### **Undergraduate Campus Life**

This unit, supervised by the Assistant Dean of Students, consists of those departments whose work is focused on the engagement of our undergraduate residential and commuting students. Included in this unit are Housing and Residential/Commuter Life, Student Engagement, First Year Experience, and Orientation. Members of this unit also work closely with others across the Division to support efforts that serve our UNE parents and families.

### **Graduate and Professional Student Affairs**

This unit, supervised by the Associate Dean of Students, consists of those departments in the Division whose efforts are focused predominantly on the needs of students enrolled in the graduate and professional programs found on the Portland Campus. In this area may be found the Office of Graduate and Professional Student Affairs, Community and Student Life, and the Finley Recreation Center. The Associate Dean of Students also provides oversight of University Commencement and the orientation of graduate and professional students.

## **Student Counseling Services**

Biddeford Campus

Petts Health Center, (207) 602-2549

Portland Campus

Ginn Hall Lower Level, (207) 221-4550

Toll Free: 1-866-743-2230

Crisis Response Services/24 Hours a day: 1-888-568-1112 (off campus resource)

[www.ULifeline.org](http://www.ULifeline.org)

The Student Counseling Center provides a variety of services that address the psychological and emotional health of the graduate and undergraduate student populations. In keeping with UNE's focus on health promotion and

maintenance, services such as workshops, special issues groups, informational sessions, developmental programming and consultation are designed to address the needs of UNE's populations.

#### Confidentiality

The counseling relationship is completely confidential within the legal and professional guidelines of the State of Maine and the American Counseling Association. Information that you share with us will not be released to anyone without your written consent. Homicide, suicide, child abuse, elder abuse, or abuse of any incapacitated person are exceptions to confidentiality and will be reported to the appropriate persons.

#### Cost

There is no fee for students to use counseling services.

### Student Financial Services

At UNE, over 98% of students receive some form of financial aid to help fund their undergraduate or graduate education. The Student Financial Services Department (SFS) interacts with 100% of students attending the University of New England, whether through receipt of financial aid and/or payment of bills. SFS is committed to excellent customer service and hands-on guidance in an effort to help students and their families explore the financial means to achieve their educational goals and pay their bills in a timely and responsible manner. SFS provides a central location to handle all aspects of Financial Aid and Student Accounts.

Regarding Financial Aid, SFS is responsible for compliance with federal financial aid policies, awarding and certifying funds to eligible students, (i.e. loans, Federal Work Study funds, grants and scholarships from public and private sources, etc.), and reconciling the use of federal and university funds. The Student Accounts unit of Student Financial Services is charged with producing bills for students, applying approved financial aid funding to student accounts, and collecting various types of payment for all costs. The Student Financial Services Office aims to provide accurate financial information as well as knowledgeable guidance and support to students and their families, and the staff is inviting and always ready to assist and answer questions.

Student Financial Services also offers counseling services to prospective and current students and their families regarding fulfilling financial obligations to the university as well as financial matters after leaving UNE--for example, options for financing higher education costs; applying for financial aid and obtaining funding; completing verification requirements; budgeting expenses and paying bills; refund and third-party payment information; budgeting and loan repayment after graduation; and other financial matters related to attaining an education at UNE.

The Student Financial Services Office maintains a web page that provides comprehensive details on available financial aid programs and the application procedures as well as information on alternative funding sources, costs, billing and payments, and financial education. Go to [www.une.edu/sfs](http://www.une.edu/sfs) and choose the tab corresponding to your student status.

#### Student Financial Services (Financial Aid / Student Accounts)

##### Biddeford Campus:

107 Decary Hall  
11 Hills Beach Road  
Biddeford, ME 04005  
Phone: (207) 602-2342  
Fax: (207) 282-5968

##### Portland Campus:

111 McDougall Hall  
716 Stevens Avenue  
Portland, ME 04103  
Phone: (207) 602-2342

Fax: (207) 221-4890

Email: [sfs@une.edu](mailto:sfs@une.edu)

#### Tuition & Related Expenses

Information regarding tuition and related expenses and fees can be found in the current catalog for each college: College of Arts & Sciences, Westbrook College of Health Professions, College of Pharmacy, College of Osteopathic Medicine, and the College of Dental Medicine or at [www.une.edu/registrar](http://www.une.edu/registrar). Also, tuition costs, fees and budgets may be found online at [www.une.edu/sfs](http://www.une.edu/sfs) under the “Costs” tab under each type of student (i.e. Undergraduate, Graduate and Professional, Online Students). Withdrawal and refund policies may be found online at [www.une.edu/sfs](http://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 Payroll Direct Deposit Self-Service guide. More information on refund can be found on the UNE website.

##### Local Banking and ATM Services

People’s United Bank ATM machines are available at the entrance lobby of the Campus Center on the Biddeford Campus, in the Harold Alfond Forum and in the breezeway between Hersey and Proctor Halls on the Portland Campus. The University encourages all faculty, staff, and students to obtain a People’s United Bank ATM card so that you can make deposits and withdraw cash as needed. The hours of access to the ATM are the same as the building hours of operation. There is no transaction fee as long as you maintain a checking account at Peoples United Bank.

#### Student Governance

##### [Undergraduate Student Government \(BC\)](#)

Campus Center, (207) 602-2377

Email: [sgovernment@une.edu](mailto:sgovernment@une.edu)

##### [Graduate and Professional Student Association \(PC\)](#)

Proctor 02, (207) 221-4267

Email: [gapsa@une.edu](mailto:gapsa@une.edu)

##### COM Student Government Association (BC)

Stella Maris 229, (207) 602-2329

Email: [unecomsga@une.edu](mailto:unecomsga@une.edu)

Student Government at the University of New England is an important resource for all students. Whether a graduate or undergraduate student, all are encouraged to become involved in student government and take an active part in building the University community.

#### Student Trustee Positions

The Student Trustee position is the means by which students play an integral part in the decision-making process at the University of New England. Two Student Trustees (one (1) from the Portland Campus and one (1) from the Biddeford Campus) are selected annually for a term of one (1) year. The students holding this position play a dual role, serving as (1) representatives of the entire student body and (2) Trustees for the University of New England. It is the intention of this position to foster the continued link between administration and students.

### The Representative Council

The Representative Council is a collaborative group of representatives that bridges all student levels and Student Government units within the University of New England. It is comprised of the president and one additional representative of each governing organization. The Council is advised by the Vice President for Student Affairs and Dean of Students, the Associate Dean of Graduate and Professional Student Affairs and the Associate Dean of Recruitment, Student and Alumni Services. The Student Trustees co-chair this committee.

### Undergraduate Student Government (BC)

The Undergraduate Student Government acts as a voice for the undergraduate student body's needs, opinions, and rights. USG seeks to promote the intellectual, social, career, and leadership interests of the undergraduate student body. USG provides for the general welfare of the student body by participating in the formation of policies and practices regarding the undergraduate students of the Biddeford Campus. USG is the official organization for the allocation of funds to organizations, clubs, and activities obtained through the Student Activity Fee. Membership is open, through an election or appointment process, to any full time undergraduate attending the Biddeford Campus.

### Graduate and Professional Student Association (PC)

The Graduate and Professional Student Association (GAPSA), on the Portland Campus is a student-run 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 advocating for and providing structure on which to build an optimal learning environment that fosters the growth of spirit, mind, and body in osteopathic medical education.

### Core Values

- Facilitate the formation and maintenance of student clubs and organizations
- Promote transparent communication and collaboration among student groups, community members, staff, and students of various disciplines at UNE
- Encourage student opinion, concerns, and comments; advocate for positive change
- Inform students of relevant news affecting osteopathic medical students at local, state, and national levels
- Promote diversity, equity, and unity of an ethical student body
- Recognize student achievement and cultivate personal and professional development
- Inspire UNE COM students to engage in efforts to improve the College of Osteopathic Medicine, the University, and local communities

### [Telecommunications/Telephone Services](#)

For more information on Telephone services see INFORMATION TECHNOLOGY SERVICES (ITS).

### [Wastewater Treatment Plant](#)

The Biddeford Campus has its own private wastewater treatment facility. As a result, we as a community are responsible for how well it operates.

The quality of treatment is directly related to what we put into it.

Please remember the following:

1. Immediately report any water wasting activities such as stuck toilets or faucets.
2. Immediately report any accidental or unknown chemical spills.
3. Limit use of all detergents high in Phosphorous.
4. Don't use bleach or dye (tie dye) clothing at any time.
5. No harsh cleaning agents should be used.
6. Don't discard trash (i.e. plastics, wrappers, tampons, sanitary pads, or other throw-aways) into sinks or toilets.

## Section I: Additional Administrative Policies/Procedures

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### 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/catalog/>.

### Administrative, Medical, or Psychological Leave of Absence Policy

#### *Mandatory Administrative Medical or Psychological Leave of Absence*

In certain circumstances, a student will be required to take a Leave of Absence in response to exhibited behaviors:

- Ongoing behaviors which cause significant and pervasive disruption to the learning community, either in the classroom or elsewhere on campus, or
- If a student presents a clear and imminent danger to themselves and/or others.

#### *Procedure*

1. The University's Medical Officer (defined for purposes of this section as the Medical Officer designated by the President of the University, or the designee of either, as appropriate), in consultation with the Provost, may place a student on a Mandatory Medical or Psychological Leave of Absence, without the student's agreement or consent, if the Medical Officer determines that the student's condition presents a clear and imminent danger to themselves and/or others.
  2. As part of the Mandatory Medical or Psychological Leave of Absence process, the Medical Officer or the Vice President for Student Affairs and Dean of Students or their designees, may inform the student's parents, guardians, or other appropriate person of the existence of a health and safety emergency.
  3. Before a student is placed on a Mandatory Medical or Psychological Leave of Absence, the Medical Officer will assess the student's ability to participate safely in applicable University programs. In making this assessment, the Medical Officer will exercise his or her reasonable judgment based upon the evidence available, consultation with the Vice President for Student Affairs and Dean of Students or his/her designee, and his or her knowledge of the student's condition. The Medical Officer will provide the student (and the student's parents, guardians or other appropriate persons in the event they have been notified) an opportunity to address the evidence being considered, unless the Medical Officer determines in his or her discretion that the circumstances require immediate action before the consideration of additional information.
  4. If the Medical Officer decides to impose a Mandatory Medical or Psychological Leave of Absence, the Leave will take effect immediately. The Medical Officer will thereafter explain the basis for the decision in writing, and may include conditions for the student's return, including a condition that the student grant permission for the Medical Officer to talk with, or receive documentation from, his or her treating professionals. The written decision will be provided to the student. The Medical Officer's decision remains effective unless modified on appeal.
  5. The student may request an appeal review within five (5) business days of the date of the Medical Officer's written decision by submitting a written request for a review to the Dean of Students and Assistant Provost for Student Affairs. The written request for review must include a summary of the basis for the request for review. The Vice President for Student Affairs and Dean of Students will review the written decision of the Medical Officer and the summary of the basis for the request for review. The Vice President for Student Affairs and Dean of Students will determine whether:
    - (i) to dismiss the request for review as obviously without merit,
    - (ii) to conduct the review him or herself or
    - (iii) to appoint a hearing panel to conduct the review.
- If the Vice President for Student Affairs and Dean of Students opts to appoint a panel, the panel will consist of him or herself (or his or her designee) and two health care providers. The Vice President for Student Affairs and Dean of Students or the hearing panel may retain legal counsel to advise it during the review hearing and deliberations.
6. If no timely request for an appeal review is submitted, the Medical Officer's decision is final.
  7. The student may be accompanied at the appeal review, but not the deliberations, by an Advisor, who shall ordinarily be a person from within the University community. The student may for good cause request that 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. The student may present evidence in opposition to the Medical Officer's decision. If the student has a proposal that is different from the Medical Officer's Mandatory Medical or Psychological Leave of Absence, the student is encouraged to present that alternative proposal at or before the review hearing. Information may be presented by telephone.

10. After the conclusion of the APPEAL review, the Vice President for Student Affairs and Dean of Students or hearing panel will deliberate in private.

11. In reaching its final decision on a Mandatory Medical or Psychological Leave of Absence, the Vice President for Student Affairs and Dean of Students or hearing panel will determine, based on the evidence presented, whether the student's condition presented a direct threat to the health or safety of him or herself or others. The Vice President for Student Affairs and Dean of Students or hearing panel may affirm the Mandatory Medical or Psychological Leave of Absence, adopt any alternative proposed by the student, or develop its own terms and conditions, including terms and conditions for the student's return, which may include that the student grant permission for the Medical Officer to talk with his or her treating professionals.

### **UNE Protocol for Health Professions Students Infected with Blood-Borne Pathogens (Updated May 2015)**

#### *Purpose*

The purpose of this protocol is to promote patient safety and to provide risk management and guidance to an applicant (otherwise eligible for acceptance) or an existing student in a University of New England (UNE) health professions program who presents with an infection with a blood-borne pathogen (BBP), such as human immunodeficiency virus (HIV), hepatitis B (HBV) or hepatitis C (HCV). Health professions students are those who are students in UNE programs with a clinical training component, such as is found in the College of Dental Medicine, College of Osteopathic Medicine, College of Pharmacy, and Westbrook College of Health Professions.

#### *Background*

The University of New England (UNE) is committed to protecting the health of the public as well as the legal rights and privacy of students infected with blood-borne pathogens, and to non-discrimination.

Health professions students infected with a blood-borne pathogen (BBP), including but not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), may attend UNE and may complete their clinical education, subject to appropriate limitations as deemed necessary to ensure the safety of patients. This protocol and any limitations on a student's clinical activities are not intended in any way to preclude or discourage any applicant or student from pursuing the study or practice of medicine, surgery, dentistry or any health profession. Any restrictions and limitations imposed on the scope of an infected student's clinical training will be intended to protect patient health and safety while facilitating the student's education, all in a manner consistent with the best currently available scientific knowledge, standards of practice, and established recommendations from the U.S. Centers for Disease Control and Prevention (US CDC) and any other applicable guidelines regarding limitations needed to be applied to clinical activity, and the protocols and informed-recommendations established by the UNE Infectious Disease Committee (UNE ID Committee).

#### **Cancellation/Delay Policy**

A decision to delay the opening time or to cancel school at the University due to inclement weather (snow or ice storms) will be made by 6:30 AM for day classes based on conditions at the University (each campus) and the immediate surrounding area after consulting with the weather service. The University's decision to cancel school or activities later in the day, evening, or weekends due to inclement weather will be made at least two hours prior to the class or event.

1. It is understood that a decision to either delay school opening or to close down the school early impacts classes as illustrated in the following examples and protocols: One-hour delay - 8 a.m. classes are canceled. Attend 9 a.m. class if applicable.

2. Two-hour delay: 8 a.m. and 9 a.m. classes are canceled. Attend 10 a.m. classes or remaining portion of a scheduled class not ended by 10 a.m.
3. School closing at 3 p.m.: Students will be excused at 3 p.m. and all remaining classes will be canceled.
4. Use these examples as a guide to delays or cancellations that may take place any time other than those designated above.
5. [Final Exam Schedule](#) impact
6. Student interns who have clinical responsibilities outside of the University or in University clinics should follow protocol established by the clinical site.

Announcements will be made for each campus as follows:

1. Internet/Television - WCSH-TV Channel 6 - [www.wcsh6.com](http://www.wcsh6.com), WMTW-TV Channel 8 - [www.wmtw.com](http://www.wmtw.com), and WGME-TV Channel 13 - [www.wgme.com](http://www.wgme.com)
2. Telephone/Bulletin Board - Call 602-2211 or 797-7688, x2211. Please do not call the switchboard or answering service because you cannot access the appropriate message since they are set up to handle emergency calls only
3. myUNE – <http://my.une.edu>
4. une.edu - <http://www.une.edu>
5. @unetweets - <https://www.twitter.com/unetweets>
6. @unealerts - <https://www.twitter.com/unealerts>
7. Portland Radio Group – [www.portlandradiogroup.com](http://www.portlandradiogroup.com); FM Stations 93.1, 101.9, 100.9, and 98.9

During work cancellations/delays, only *essential personnel* are required to report to work at their normal starting times or at times arranged by their supervisor including Facilities Management Staff, University Health Care Personnel, Food Service Personnel, Security and Safety Personnel.

The University switchboard or answering service will be in operation at all times.

Faculty and Staff: Consistent with the University's mission, faculty and staff are expected to be available to meet student needs when the University is open. In extreme circumstances where faculty elect, for their own reasons, not to attend work on storm days when the University is open, should follow college protocol for notifying students by placing an appropriate announcement on their voice mail at UNE, and/or for those that have Internet access on a home computer, sending a message to their class group on myUNE.

Faculty are reminded that some students leave their homes very early to attend classes, so messages should be timely. Similarly, staff should notify their immediate supervisor. Employees working on any shift other than the day shift will be notified of a delayed starting time or cancellation of their shift by the Department or Division Director. Employees who elect, for whatever reason, not to attend work when the University opens late, or leave early when the University does not close, will have time charged against the appropriate leave category.

### **Change of Address or Name Procedure**

The University must retain accurate address information on students for purposes of distributing important information, billing, grade mailing, or emergency contact. When a student name or any address information changes, please complete a "Change of Name or Address" form available in the Registrar's Office, Student Affairs, Student Accounts and several other offices. Certain programs or departments require that their students also notify them immediately of changes in name or address information. Note that name changes must be reported to the Registrar's Office, and copies of legal documentation must be provided. A change of address or phone number may also be made by using the UOnline portal, <http://uonline.une.edu>.

### *Change of Enrollment Status*

Matriculating students, in all programs, who wish to change their enrollment status, whether by requesting a Leave of Absence or Withdrawal, must complete necessary forms. These processes serve to notify essential departments 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 of Absence*

Sometimes a student may need to interrupt his or her studies for medical reasons. The university can assist a student making this decision on taking a medical leave and advise him or her about the necessary steps for successful return. Students requesting a Leave of Absence do not need additional permission to take the leave for medical reasons, however, to return from a Medical Leave of Absence, a student must provide documentation. Documentation needed to support this finding will be determined by the University Medical Officer or designee, but will generally include information from the student's clinician indicating that they are able to return to the University. The University also reserves the right to require an involuntary medical leave of absence if it determines that a student's continued enrollment would create a significant or imminent risk to the health and safety of the student or others.

#### *Medical Leave of Absence Reinstatement*

A student seeking to re-enroll after a medical leave must demonstrate to the university that the student's health permits successful pursuit of studies. Documentation needed to support this finding will be determined by the University Medical Officer or designee, but will generally include information from the student's clinician. The decision whether to permit a student to re-enroll is in the sole discretion of the University.

#### *To Process a Withdrawal from UNE*

##### *UNE Policy Regarding Withdrawal Notification:*

All matriculated students who wish to withdraw from the University of New England must complete notification documentation available from respective Program/School Director or Department Chair, Academic Dean’s Office, Student Affairs, Student Administrative Services Center (PC), or the Office of the Registrar (BC). Documentation must be signed by designated academic and administrative authorities. Student responsibilities include:

- a) knowledge of the University’s policies regarding refund of tuition and/or fees as stated in your respective catalog;
- b) return of University identification (ID) card to the Office of Student Affairs;
- c) return of any University keys in his/her possession to the appropriate departments.

The University reserves the right to withhold the issuance of refunds and transcripts until the process has been completed. Following withdrawal, any student wishing to re-enroll at the University of New England must apply through the Office of Admissions.

Forms for both processes may be found online at <http://www.une.edu/registrar/forms.cfm>.

#### **Children on Campus Policy**

The University of New England is a diverse environment of classrooms, offices, laboratories, recreational and other common areas. Visitors to campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. The

University of New England values its students and employees and strives to support them in an environment where we balance work and family.

Safety is always a primary concern when considering the presence of children and other visitors on campus. A number of our facilities are not designed for unsupervised public access and therefore maintain the same appropriate limited access to children /visitors as at other academic institutions. We want each employee and student to understand their responsibility for supervision of their child. To this end, the University has instituted the following guidelines to ensure the safety and welfare of our employee or students' children (or visitors).

#### *Student Guidelines*

- 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.

#### **Class Attendance**

##### *Intercollegiate Athletic Competition*

When an athlete misses class for a scheduled varsity intercollegiate competition, it is an excused absence. The student athlete should not suffer any academic penalty because of this absence. This policy does not apply to students on clinical rotations.

When such absences occur, the student athlete is responsible for initiating collaboration with faculty and making arrangements to obtain all information and/or training contained in each missed class. The athlete must make arrangements to take exams scheduled for a day of absence early or late, at the instructor's preference. All assignments must be handed in on time.

Faculty are not required to remediate student athletes as a result of these absences.

##### *Religious Observances*

When a student misses class for any religious observances, it is an excused absence. The student should not suffer any academic penalty because of this absence. Before the absence, the student is responsible for initiating collaboration with faculty to arrange to obtain all information contained in each missed class. The student must plan,

at the discretion of the faculty member to take any missed exam either prior to or following the scheduled exam time. All assignments must be handed in on time.

#### *Undergraduate Students*

All students are expected to attend all classes for which they have registered. Attendance policies regarding unexcused absences are established and announced by the individual instructor for his/her classes. If a student is absent to the extent that his/her work is adversely affected, the instructor will report the student's absence to the Department Chair with comments on the status of the student in the course.

Whenever a student is specifically reported in writing by an instructor to the Department Chair as being excessively absent from class, the instructor, with the approval of the Department Chair, may drop the student from that course with an appropriate grade.

#### *Graduate and COM Students*

Please consult individual academic program handbooks for specific policies on class attendance and absences.

### **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**

(Updated: August 2021)

#### *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 Center (or another appropriate licensed health care provider) in the event they have concerns about communicable diseases. Any student with symptoms suggesting an acute infectious disease (fever, fever and rash, fever and cough, severe headache and fever, flu-like symptoms, fever and shaking chills, pinkeye, sputum with blood, etc.) should consider being evaluated by the UNE Student Health Center or an appropriate licensed personal health care provider. When such evaluation is made of a student by a personal provider, and a communicable disease with public health implications is diagnosed or suspected, UNE Student Health Center should be notified by the student and his/her health care provider so that any potentially exposed university students and/or employees can be protected as per the University's infection control protocols.

When there is evidence of an outbreak or an infection with serious potential to impact public health (e.g., meningitis, measles, etc.), then the Vice President for Clinical Affairs will be consulted and will supervise UNE's response, in collaboration with the Director of Student Health Services.

UNE will generally refer to the guidelines or consultation provided by federal or state CDC and/or guidelines issued by the American College Health Association when dealing with specific communicable illnesses. Reportable events will be submitted to Maine CDC by UNE Student Health Services.

In the event of a serious widespread threat or outbreak, the Vice President for Clinical Affairs and/or the Director of Student Health will convene or co-convene the Infectious Disease Committee in order to obtain input and feedback. Information shared with them will be on a need to know basis but may include potentially identifiable information on patients.

Information released to the UNE community and the public about potential health threats will be HIPAA and FERPA compliant, with sufficient information to protect public health.

UNE laboratories and UNE clinical settings are to be environmentally safe with respect to communicable diseases. UNE Safety Manual guidelines (Chapter 8: Blood Borne Pathogens Exposure Control Plan) will be followed for decontamination of environmental surfaces and for the handling of equipment and objects that could come into contact with human blood or bodily fluids. In cases which require or which are likely to involve contact with blood, and /or bodily fluids, UNE guidelines for equipment and surface decontamination will be strictly enforced.

## **Computer Use and Email Policies**

### *Acceptable Use Policy for Students*

#### *Purpose*

The purpose of this policy is to outline the acceptable use of computer equipment at the University of New England. These rules are in place to protect the student, employee, and network of the University of New England. Inappropriate use exposes University of New England to risks including virus attacks, compromise of network systems and services, and legal issues.

#### *ITS Service Policy and Enforcement*

All students and others that are provided access to UNE's network must agree to install and update their virus signatures and OS patches on a regular basis. Any student not in compliance and found with a virus will have their Internet Access revoked until the student has proven compliance by having their computer cleaned, and protected by virus software and security updates.

File sharing that violates copyright laws is illegal. Illegal file sharing is detectable on our network through network monitoring, network overload, and the millions of connections it creates.

If network monitoring finds you participating in illegal file sharing, the computer in question will be blocked from the Internet. If the student wishes to have it done somewhere else they may do so. Although the computer will need to be checked by ITS before they will be allowed back on the network. They will be reported to the Office for Student Resolutions for further disciplinary action and may be criminally referred for prosecution.

For all other installation, repairs, hardware, software, peripherals, and troubleshooting of computer problems, students will need to call their hardware vendors for service. ITS will not fix, repair, or install computer equipment and software.

ITS will answer any help calls with issues regarding connecting to the Internet services, U-Online, and Office 365. We will be glad to direct you to a local computer vendor for all other repairs.

#### *Unacceptable Use*

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee or student of University of New England authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing University of New England-owned resources. **All students and employees are responsible for their own computers and the activities initiated on their computers no matter who is behind the keyboard.**

The lists below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

#### *System and Network Activities*

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by University of New England.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which University of New England or the end user does not have an active license is strictly prohibited.

3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a University of New England computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any University of New England account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification to InfoSec is made.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, University of New England employees to parties outside University of New England.

#### *Email and Communication Activities*

1. It is an unacceptable practice to move confidential information by e-mail that is not encrypted. UNE currently does not have an encryption system, therefore at no time should anyone email confidential information at any time for any reason.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
7. Use of unsolicited email originating from within University of New England's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by University of New England or connected via University of New England's network.
8. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
9. If you receive email from patients containing private health information, you may print and file in medical records and destroy email immediately.
10. Do not forward University email from external sources containing PHI to your personal e-mail.
11. If accessing work e-mail from home, secure e-mail from household members and shred any printed materials of a sensitive or confidential nature.

#### *Enforcement*

Repeating violators of this policy may face disciplinary action.

### **Contributions to Other Groups or Non-Profits**

When an outside group or non-profit asks UNE for a contribution, whether as cash or through goods and services, general policy is to decline the request.

There can be exceptions to this recommended policy. These include:

- 1) A group or non-profit with which UNE is a co- or partial beneficiary of external support.
- 2) A group or non-profit which is clearly a partner with UNE on a project or program.
- 3) A continuous history of the University's involvement with a specific non-profit, which operates as a type of "Grandfather Clause," such as with a regularly scheduled annual event hosted by UNE.
- 4) There can be established a clear and quantifiable quid-pro-quo between UNE and the particular non-profit which equals the value of the contribution UNE is making. This exception should be applied with great care and must be supported by strong justification.

For more information on this policy, please contact Student Affairs.

### **Copyright Policy (Text & Software)**

Excerpted from the *University of New England Copyright Policy*. Full policy is available at <https://www.une.edu/academics/copyright-policy>.

It is the policy of the University of New England that all members of the University Community adhere to the provisions of the United States Copyright Law of 1976, as amended (Title 17, U.S. Code), hereinafter referred to as the "1976 Copyright Act"; the Digital Millennium Copyright Act of 1998; and the Technology, Education, and Copyright Harmonization (TEACH) Act of 2002.

The purpose of the University of New England Copyright Policy is to provide guidance to University faculty, staff, and students in the responsible use of copyrighted works in the creation, exchange, and dissemination of ideas and 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
- Digital Millennium Copyright Act of 1998
- Technology, Education, and Copyright Harmonization (TEACH) Act

### **Equal Opportunity Policy**

The University of New England operates in accordance with Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, the Age Discrimination in Employment Act, Maine Human Rights Act, and all other applicable civil rights laws and regulations. The University of New England does not discriminate on the basis of race, creed, religion, color, sex, age, marital status, ancestry, national or ethnic origin, physical or mental disability, sexual orientation; including

transgender status and gender expression, citizenship status, political affirmation, veteran status or on any other basis prohibited by applicable law in the administration of its employment practices or in the educational programs or activities that it offers. The University is committed to the use of Affirmative Action principles and techniques in furtherance of its Equal Opportunity Policy.

Inquiries and complaints should be addressed to the Executive Director of Human Resources, who serves as the University Affirmative Action Officer at: Human Resources Office, University of New England, 11 Hills Beach Road, Biddeford, Maine 04005.

## **Fire Safety**

### *Fire Drills*

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Evacuation is mandatory.

### *Fire Equipment*

Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of a fine of two hundred and fifty dollars (\$250.00) for a first-time violation and five hundred dollars (\$500) for subsequent violations, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

## **Gambling—NCAA Policy**

The following sections are taken directly from the manual of the National Collegiate Athletic Association (NCAA), of which the University is a Division III member and therefore bound by certain guidelines. It is useful for students, especially student-athletes, and staff to be informed.

### *Gambling Activities*

Staff members of a member conference, staff members of the athletics department of a member institution and student-athletes shall not knowingly:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- b) Solicit a bet on any intercollegiate team;
- c) Accept a bet on any team representing the institution;
- d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt or dinner) that has tangible value; or
- e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

### *Disciplinary Action*

Prospective or enrolled student-athletes found in violation of the provisions of the regulation shall be ineligible for further intercollegiate competition, subject to appeal to the NCAA Eligibility Subcommittee for restoration of eligibility. Institutional staff members found in violation of the provisions of the regulation shall be subject to disciplinary or corrective action as set forth in 19.6.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

## **Health Insurance Portability and Accountability (HIPAA)**

The Full HIPAA Policy and Manual may be found online at <https://une1.sharepoint.com/sites/its/SitePages/University-HIPAA-Manual.aspx>.

It shall be the policy of the University of New England to protect and safeguard Protected Health Information (PHI) created, acquired, maintained or inspected by units classified as covered entities and for clinical training programs and at all other affiliated covered entities, in accordance with the HIPAA Privacy Regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 and applicable state laws.

The Policies contained in this manual are intended to provide guidance to UNE personnel and students in regard to the protection and enhancement of the privacy rights of eligible participants by

- (a) establishing rules related to the internal and external use and disclosure of Protected Health Information;
- (b) affording eligible participants access and information regarding the use and disclosure of their protected health information; and
- (c) implementing administrative procedures intended to assist eligible participants and UNE personnel to effectuate these Policies.

These Policies will apply to all Protected Health Information collected by UNE covered entities and affiliates after April 14, 2003, regardless of the form in which it is created or maintained (i.e., whether oral, written or electronic) for both living and deceased eligible participants. The policies apply to all eligible UNE workforce including employees, students, trainees, and volunteers. UNE covered entities may create separate Policies and Procedures relating to the use and disclosure of PHI to the extent that they do not conflict with HIPAA requirements or State law whichever is greater. UNE can add to or supplement the Policies and Procedures or the forms attached hereto, but may not delete or change HIPAA Policies without the approval of the University privacy officer and the Audit Committee of the Board of Trustees.

### **Identification Card Policy**

#### *Lost, stolen, or damaged UNECards*

Lost, stolen, or damaged UNECards on either campus should be reported immediately to the ID Office at (207) 602-2900. A student on a meal plan may have to sign and pay for meals until the card is replaced. There is no charge for a card replacement due to a name change. Stolen cards will be replaced at no charge with a police report. Lost and damaged cards will be replaced at a fee of \$10 per card. Temporary cards not returned at the time designated will be electronically deleted and the holder assessed a \$20.00 fee. Only the latest card version is valid.

Immediate notification of a lost or stolen card will protect the on-line accounts and campus access privileges. The computer codes that control the account (other than vending money applied through cash machine) and access stripe will be changed as soon as the card is reported lost, ensuring that no one will be able to use the account or access privileges. The UNECard should be protected the same way a credit or bankcard would be protected. The UNECard should be treated with care. Holes, stickers, creases, cracks, etc. will render the card damaged and inoperable. Access to University facilities and services may be denied if the card's chip is damaged.

The UNECard is non-transferable. Use of the UNECard, your official ID Card, is governed by University policies, rules and regulations. Misuse of the ID Card may be referred to the Office for Student Resolutions for disciplinary action.

### **Intellectual Property**

The Intellectual Property (IP) Policy is listed on the Office of Sponsored Programs website: [https://www.une.edu/sites/default/files/ip\\_policy\\_rev\\_5.12.20.pdf](https://www.une.edu/sites/default/files/ip_policy_rev_5.12.20.pdf).

### **Mail Services Policies**

#### *First Class Mail*

- All resident students are automatically assigned a full-service box to receive their first-class mail on campus. Mailboxes for resident students living in East, South, and West Halls on the University Campus are located off of East Hall lobby. Box numbers in East and West Halls will be preceded by "R" to differentiate them from mailboxes in Avila Hall. There is no charge for the box for resident students. Please note that, in some cases, two students may share a single box.
- All mailboxes on the Portland Campus are located in Alexander Hall.

- Commuters who would like to receive their first-class mail on campus are welcome to reserve a full-service campus mailbox (based on availability) at \$25.00 per year.
- Only resident students and full-service box holders will be entitled to receive first class mail on campus. Students must notify correspondents of their current box number.
- If you lose your key, or if the key is not returned when you no longer need the box, the lock will be changed and a \$25 lock-change-charge will be billed to the box holder.
- U.S. mail received must be addressed as follows:

J. DOE  
 UNIVERSITY OF NEW ENGLAND - #000 (#R000 if East/South/West Hall)  
 11 HILLS BEACH ROAD  
 BIDDEFORD, ME 04005-9599

OR

J. DOE  
 UNIVERSITY OF NEW ENGLAND  
 716 STEVENS AVENUE - # 000  
 PORTLAND, ME 04103-7261

Hint: do not use the word “box” in your address, as mail sometimes is diverted to boxes at the city Post Office.

- Students must promptly remove their mail from their boxes consistent with United States Postal Service regulations. Mail that is not picked up within 30 days, and for which a forwarding card has not been filled out, will be returned to sender.
- Mail Services must be notified if first class mail is to be forwarded, whether the forwarding order will be temporary, for the summer, or permanent.
- Students remaining in the area during the summer should notify Mail Services to receive first class mail at the University during the summer.
- Students are responsible for vandalism to their mailboxes.
- Students must pick up their mail by utilizing their assigned key. Federal law does not permit the dispensing of mail at the service window when locked boxes are available.
- Students will receive a Package Pick-Up Notice in their mailbox for any oversized mail/parcel. This notice must be signed and presented at the Service Window in order to retrieve the item.

### **Motorcycle/Bicycle Storage**

Life Safety Code regulations prohibit bicycles from being stored or parked in residence halls or in stairwells, corridors of academic buildings, or in any place that blocks a building exit. Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic laws. No motorized vehicle may be stored in any University building or near exits. The owner shall be responsible for any fee required to remove a motorized vehicle from a University building.

### **Nepotism**

The University has restrictions on hiring and transferring close relatives of employees for a number of policy reasons. The University has publicly committed to open, competitive search processes that do not require that someone be related to an employee in order to access employment.

Employees working under the supervision of, in the same offices with, and working closely with close relatives are sometimes seen as getting preferential treatment by virtue of their status as family members. Employees who are supervisors who directly or indirectly supervise a close relative, or who work in the same office or department as a close relative are sometimes seen as being in a conflict of interest. Therefore, hires of close relatives of UNE employees within a department will not be permitted nor will employees be hired or transferred into positions in

which they directly or indirectly supervise or are supervised by another close family member. Nor shall they work in the same office as their close relative, whether or not there is a supervisory relationship.

For purposes of this policy a close relative is defined as a parent, step-parent, sibling, step-sibling, child, step-child, spouse, partner, grandparent, grandchild and in-law. Employee is defined as any person receiving a paycheck from the University, including work-study employees.

Any exceptions to this policy require the approval of both the Senior Administrator of the area, and the Executive Director of Human Resources.

### **Nonsexist Language Policy**

The University of New England, as an equal opportunity educational institution, is committed to both academic freedom and the fair treatment of all individuals. It therefore discourages the use of sexist language. Language that reinforces sexism can arise from imprecise word choices that may be interpreted as biased, discriminatory, or demeaning even if they are not intended to be. Each member of the University community is urged to be sensitive to the impact of language and to make a personal commitment to eliminate sexist language. Supervisory personnel have a particular responsibility to discuss this policy with faculty and staff and to make available to them guidelines on nonsexist language. Guidelines have been developed by a University-wide committee. Guidance will be provided by the Human Resources Office. Complaints about the use of sexist language should be directed to the appropriate Dean, Senior Administrative Officer, or to the Human Resources Director.

### **Pets**

Pets (dogs, cats, etc.) are not permitted in university buildings, including residence halls, with the following exceptions: service animals in the company of their owners; assistance animals in accordance with UNE policy, pets of live-on professional staff; and small fish, fresh water turtles, or aquatic frogs contained in aquariums. Dogs, cats and other animals are permitted on campus grounds 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.

There are further limitations and restrictions on pets for students living on campus. Please refer to the Residential Education and Housing Handbook for more information or the Student Access Center for more information <http://www.une.edu/studentlife/student-access-center>.

### **Photography and Videography Policy**

The University of New England is a private non-profit institution that uses staff and independent contractor produced images of public campus life, events, ceremonies and other activities to advance the mission of the university.

#### *Use of Photos and Videography*

All photographs and videography created by the University of New England, regardless of which campus (Biddeford, Portland or Tangier, Morocco) or off-campus events involving students in any capacity remain the property of the University of New England Office of Communications. By registering at, enrolling in, visiting or being employed by the University of New England and being present in public settings, you authorize the use and reproduction by the university, or anyone authorized by the university, of any photographs or videography taken while at UNE, without compensation. All negatives and positives, photographic prints and digital photo and videography files shall constitute UNE property, solely and completely. If you wish to opt out of this policy, please notify the Director of Communications via email at [ccanney1@une.edu](mailto:ccanney1@une.edu).

The University of New England reserves the right to grant or deny permission to photograph film or videotape any aspect of its Biddeford and Portland campuses by any individual, group or organization. Requests to photograph, film or videotape must be made to the director of the University's Communications Office.

Students who are photographed for use in University publications and/or advertising are asked to sign a photo release form which is kept on file in the Communications Office.

*A special rule applies to cadavers in the Gross Anatomy Lab.* No photographs, film or videotape of a body or any of its parts may be taken without the express written consent of the Director of the Body Donation Program. The Director of the Body Donation Program retains the right to edit, with respect to propriety, all photographs, film or videotape utilizing gross anatomical human material intended for publication, and must be notified of intention to publish such material.

### **Political Candidate/Campaigns/PACS**

Unless the University of New England's interests are directly affected by votes in elections such as Bond Issues or Special Referendums, the University cannot, in any way, endorse or make a contribution to a political candidate or campaign, or contribute to any Political Action Committee (PAC). 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**

All research activities conducted by University of New England faculty, staff, or students proposing to involve human subjects must be reviewed and receive unconditional approval from the Institutional Review Board (IRB) for the Protection of Human Subjects before commencing. This applies to all research regardless of whether or not the activities are funded. This research must be conducted in accordance with federal, state, and local laws and regulations that are applicable to the use of human subjects in research. These regulations include, but are not limited to, Federal Policy for the Protection of Human Subjects, Title 45 Code of Federal Regulations Part 46; Food and Drug Administration Regulations for Human Subjects Protections, Title 21 Code of Federal Regulations Parts 50 and 56; Health Insurance Portability and Accountability Act of 1996 (HIPAA); the principles set forth in the Belmont Report; and applicable UNE policy. The full policy, contacts, and process information may be found online at, <http://www.une.edu/research/compliance/irb>.

#### *Definitions*

*Human Subject:* an individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual or obtains identifiable private information.

*Institutional Review Board (IRB) for the Protection of Human Subjects:* the committee appointed by the UNE President to oversee the use of human subjects in research conducted under the auspices of UNE.

*Research:* a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

*The Belmont Report:* The National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research titled *Ethical Principles and Guidelines for the Protection of Human Subjects of Research*.

### **Sign Posting**

Students, student organizations, faculty, staff, and employees commonly post signs and flyers in approved locations as a means of informing the University community of events they are sponsoring or expressing their opinions. The University allows this practice within regulations designed to reasonably govern the time, place, and manner for the protection of the students, University property, and appearance of the campus. Official University of New England signage—building designators, regulatory and traffic control, etc.—are not governed by this policy.

#### *Approval Process*

All signs/flyers/banners must be approved and stamped with an approval symbol and end date by any of the following individuals:

- Biddeford Campus Sign Managers
  - Office of Student Activities/Organizations

- Office of Housing and Residential/Commuter Life (for posting in Residence Halls)

#### 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 content of their dedicated board space. Signs/flyers that are posted on any dedicated spaces without approval will be removed.

Signs/flyers/banners may not be displayed without appropriate University approval. Signs/flyers/banners found posted by internal or external groups or individuals without University consent will be removed.

The name of the sponsor/sponsoring organization must appear prominently on all signs/flyers/banners.

Signs/flyers/banners announcing events should be removed within 48 hours of the end of the event. It is the responsibility of the sponsor/sponsoring organization to remove their sign/flyers/banners within the appropriate time period. Failure to remove may result in a removal fee (Facilities Management will need to approve banners for installation location and method of installation and removal).

Tattered or torn signs/flyers/banners that have become worn to the extent that they are no longer legible will be removed.

The right to distribute or post signs/flyers/banners shall not extend to libelous, obscene, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of University regulations.

Signs/flyers/banners will not portray the consumption of alcohol as the focus of an event. Signs/flyers/banners advertising products containing alcohol are not permitted.

#### *Indoor Signs/Flyers/Banners*

Approved signs/flyers/banners may be hung on any designated open bulletin board space with appropriate thumb tacks or on any approved flat wall surfaces using only sticky tack or Scotch removable mounting squares. The use of walls should be limited, if open bulletin board space is unavailable.

Signs/Flyers may be posted on doors providing they:

- Are not obstructing handles
- Are not placed on the inside of doorways to stairwells.
- Do not impair visibility

Use of non-approved materials (tape of any kind, tacks on a surface other than a bulletin board surface, etc.) to hang signs on wall surfaces is prohibited and will be removed. Any damage repairs to the surface may be charged to the sponsor/sponsoring organization.

Approved signs/flyers and table tents may be placed on Cafeteria and other public access areas/lounges tables.

#### *Outdoor Signs/Flyers/Banners*

All outside posting locations must be approved for each specific sign/flyer/banner (Facilities Management will approve installation location and installation and removal method).

Signs/flyers/banners may not be placed on directional signposts, building identification signs, or building windows.

Water-soluble chalk may be used on sidewalks only.

The sponsor/sponsoring organization is responsible for any clean-up associated with the distribution of printed materials placed on automobile windshields. Failure to remove waste may result in a removal fee.

#### *Administration and Enforcement of Policy*

When there is question whether a sign/flyer/banner shall be removed for content or safety, or if erroneously removed, contact the designated campus Sign Manager for clarification.

### **Student Records and Family Educational Rights and Privacy Act (FERPA)**

#### *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). All student conduct and related files are maintained by the Office of Student Affairs for a period of no less than four years after separation from the University. Records may be destroyed at that time. Disciplinary records may be retained for longer periods of time or permanently if specified in the terms of disciplinary sanctions.

#### *Student Access and Annual Notification*

FERPA (see above) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. The student should submit a written request that identifies the records which they wish to inspect to Registrar's office. The office will notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write to the University Registrar, clearly identifying the part of the record they want amended, and explain how it is inaccurate or misleading. If it is determined not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will accompany this notification.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another school official in performing his or her task; or the Veterans Administration for students registered for various GI Bill programs.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure(s) by The University of New England to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

#### *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 affect a “withhold” status.

Please remember: active students must renew a request for non-disclosure each year to keep such requests in effect. The University may disclose directory information about former students without meeting notification requirements; however, at the last opportunity as a student (just prior to departure from the University), written requests for nondisclosure will remain in effect until a written request to change non-disclosure status is made by the student.

#### **University Emergency Protocols**

##### *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 communicating with UNE community members and their emergency contacts. However, it is the responsibility of the individual community members to keep their personal and emergency contact information up to date with the University. Community members are prompted each fall to make these updates but can do it any time on their U-Online account (<http://uonline.une.edu>). Log into U-Online then go to “Personal Information Settings” then “UNE Alert Notification.” Please contact Student Affairs (BC) (207) 602-2372, the Office of Recruitment, Student, and Alumni Services (UNECOM) (207) 602-2430, or Graduate and Professional Student Affairs (PC) (207) 221-4212 with any questions.

##### *Shelter in Place/Lockdown Plan*

In the event of a serious, ongoing emergency requiring member of the community to Shelter in Place/Lockdown, The UNE Department of Safety and Security will send an emergency message by e-mail, text or phone or any combination of these methods. In order to receive these emergency messages, you must enter your contact information as described above. For more information about UNE’s emergency plans go to: [www.une.edu/emergency](http://www.une.edu/emergency).

##### *University-Wide Protocol in Cases of Medical Emergency*

The following procedure is the University-wide protocol in cases of medical emergency:

- The first person at the scene of a medical emergency has a vital role in the overall pre-hospital care of the victim. Above all remain calm and call for help by dialing 911 from any campus phone. Before approaching the

victim take a quick look around you to make sure the scene is safe. Electrical wires, broken glass or chemicals can also injure you making the matter worse.

- Provide first aid to the victim only to the extent you are trained.
- To activate the Emergency Medical Care System, dial 911.

#### **Call**

- 911 for an ambulance.

#### **Give**

- Your name.
- Your location (including the closest door for ambulance).
  - Example: "I am at the UNE Campus Center Bookstore. Send ambulance to the Campus Center front doors."
- Victim's name.
- Victim's condition (conscious, breathing etc.).
- Call-back number of closest phone.

#### **Wait**

- Answer any questions the dispatcher may have.
- Hang up phone when done with dispatcher.

#### **Call**

- Call Campus Security at Ext. 366 (either campus) or (207) 283-0176 (either campus).

#### **Give**

- Your name and phone number or extension.
- Victim's location.
- Victim's name and condition.
- State that you have called the ambulance and at which door you requested it to arrive.
- Hang up phone when done with Security.

#### **Keep the phone line free**

- Just in case the dispatcher needs to call you back for additional information.
  - Assign a responsible person to direct emergency (ambulance) personnel to the victim, if a person is available.
  - In the event of a spinal injury, the victim should be directed to lie still until emergency help arrives. **DO NOT MOVE THE VICTIM** unless CPR becomes necessary.
- Exception: In the Campus Center pool, all lifeguards are trained in back boarding procedures.

#### **University-Wide Protocol in Cases of Fire Emergency**

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from UNE.
4. Provide the proper name of the building, floor and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Campus Safety & Security department at extension 366 or (207) 283-0176.
8. Proceed to your designated muster location (see card posted in offices throughout both campuses).
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated "areas of refuge."

**Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.**

**Evacuation of all UNE buildings is mandatory when a fire alarm is activated for any reason.**

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

### **University Relations with Media, Public, and Alumni**

The Office of Communications is responsible for communications including media relations, public relations, publications, advertising/marketing and web site for the University.

#### *Media Relations*

All University-related communications with the media should be coordinated through the Office of Communications. Students are encouraged to contact Office of Communications with items that might be of interest. The Office publicizes University events and suggests feature stories to off-campus news media, both locally and in hometown areas. Students who have received notable recognition or are engaged in a campus project of unusual interest are encouraged to contact the office.

#### *Publications*

Any publication that is intended to be distributed off-campus should be reviewed, in advance, with the Office of Communications in order to assure consistency of content and quality. The names UNIVERSITY OF NEW ENGLAND, UNIVERSITY OF NEW ENGLAND COLLEGE OF OSTEOPATHIC MEDICINE, UNE, WESTBROOK COLLEGE and the University seal and logo are the private property of the University to be used for official purposes only. Permission to use these by any student or student organization must be requested, in writing, and responded to, in writing, by the Office of Communications. The above named are not to be used in any manner that may imply endorsement or sponsorship without specific written authorization from the Office of Communications.

The University of New England Magazine features stories on our students, faculty, programs, research, alumni and donors. *The Insider* (St. Francis College and UNE Alumni), *Inside UNECOM* (College of Osteopathic Medicine), and *The Brook* (Westbrook College Alumni), are annual alumni newsletters containing class notes. An electronic newsletter, UNE Online, is sent via email quarterly. In addition, the UNE website is a useful way to keep up with news of your University. All alumni are encouraged to keep the Alumni Office apprised of address, marital, and job updates, and to contribute as generously and as often as they can. Contributing alumni receive certain on-campus privileges.

### **Wheeled Vehicles in Buildings**

Use of any wheeled recreational vehicles/equipment including but not limited to in-line skates, skateboards, scooters, and bicycles inside University buildings is prohibited. Violators may be billed for any damage caused by prohibited use.

## Section J: University Administration

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