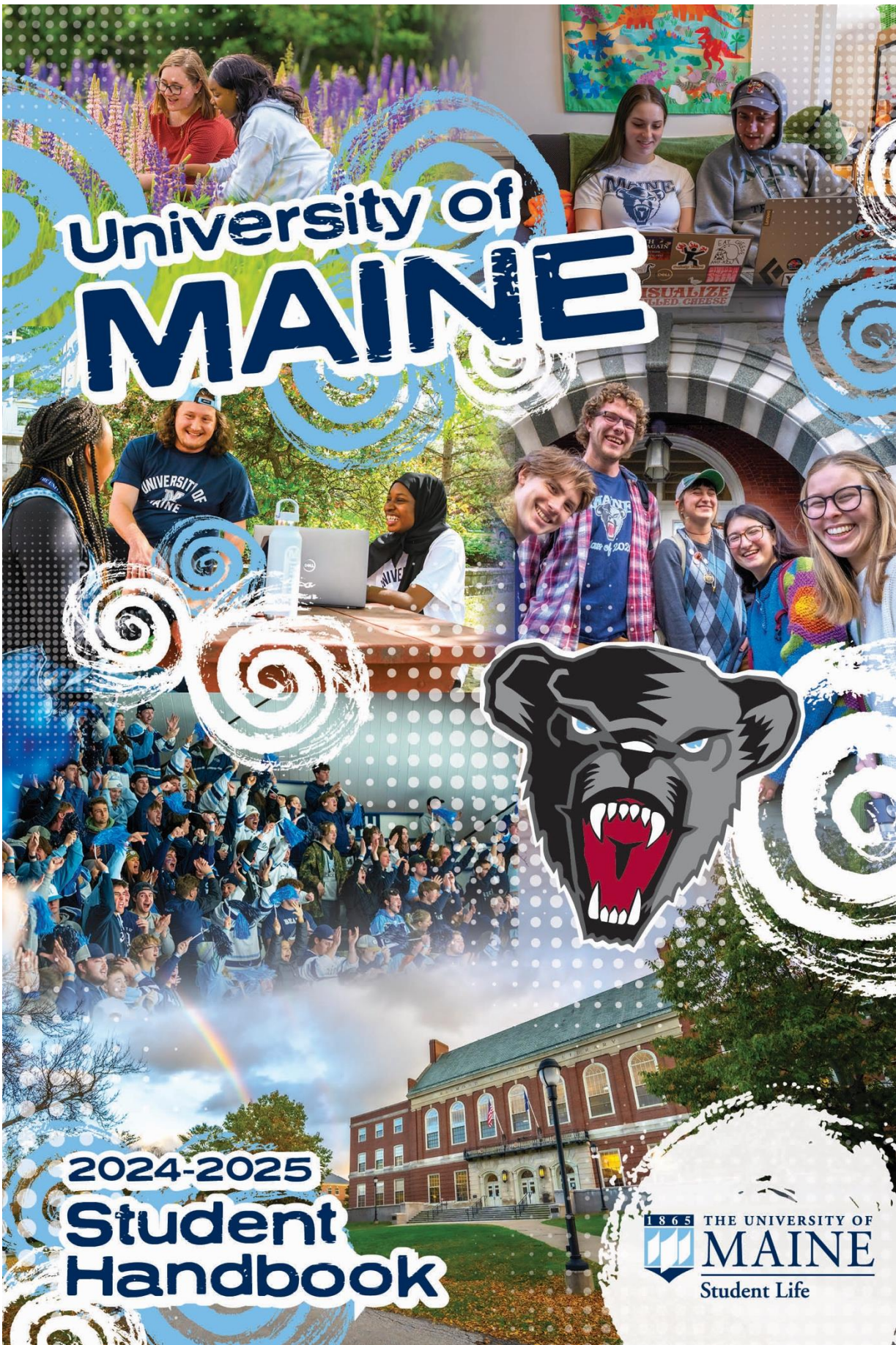


# University of **MAINE**



## 2024-2025 **Student Handbook**

1865 THE UNIVERSITY OF  
**MAINE**  
Student Life





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HAMPSHIRE

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In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquires regarding nondiscrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono ME 04469-5713, 207-581-1226,(voice) TTY 711 (Maine Relay System) [equal\\_opportunity@maine.edu](mailto:equal_opportunity@maine.edu) with questions or concerns .

# Message from the Vice President of Student Life



On behalf of the staff and students who work in student affairs, I welcome you to the University of Maine.

The remarkable beauty of this place, the dedication of our faculty and staff, the diversity of your fellow students all hold great promise for you. I urge you to be more than a spectator; rather, take full advantage of the opportunities here. The University of Maine can be and is a wonderful place to live, to study, and to learn.

Let me point out that as a citizen of the University of Maine community, you have both rights and responsibilities. We take seriously the assurance of these rights for every member of the community. Likewise, we expect each community member to fulfill their responsibilities. This student handbook is designed to help you understand what you can expect of the University of Maine and what the University of Maine expects of you. In particular, I wish you to take some time and familiarize yourself with the student conduct code.

Finally, remember one thing. There is someone here to help whenever you need it. Whether it be your academic advisor, a resident assistant in your residence hall, an officer at UMaine Police Department, another student, the Dean of Students, there is always someone to help. Make sure you ask.

Do good work and enjoy the University of Maine.

Robert Q. Dana  
Vice President for Student Life and Inclusive Excellence  
Dean of Students



# Introduction

Established in 1865, the University of Maine is the flagship university of the University of Maine System. It is also the state's designated land-grant and sea-grant institution. Within the System, UMaine has unique responsibilities for providing high quality undergraduate and graduate education programs, basic and applied research, and statewide public service outreach. Its fundamental purpose is to provide a world-class education, and, through research and outreach, help create the kind of state where citizens can put their education to work at the highest and most rewarding level.

Located in Orono between the Penobscot and Stillwater rivers and within proximity to the ocean, lakes and mountains, UMaine offers an inspiring learning environment. At the center of campus is The Mall, an open, tree-lined quadrangle. Some of the most distinctive buildings on campus border The Mall, including the Raymond H. Fogler Library the newly renovated Williams Hall with its unique arches and Stevens Hall complex including Boudreau Hall. Lord Hall offers gallery space and classroom facilities for UMaine's art department. Class of 1944 Hall, home to UMaine's School of Performing Arts, is considered one of the finest educational facilities of its kind in the Northeast. The Advanced Engineered Wood Composites Center is a one-of-a-kind facility where students and faculty members develop new and expanded products and processes. The Fernald Engineering Education and Design Center is a State-of-the-art facility at the center of campus. Similar examples of top-notch facilities may be found in every corner of UMaine's 660-acre campus.

The University of Maine maintains the look and feel of a traditional New England institution of learning while featuring modern research facilities. UMaine's undergraduate and graduate academic programs are built upon a liberal arts and sciences foundation while also featuring profession-oriented education in a wide range of disciplines, many of which are found nowhere else in the state. Because of their responsibility to teach, conduct research and serve the public, UMaine's faculty incorporate the new knowledge they gain with classroom activities, often giving students hands-on experience in research activities, business and community assistance and public service.

Many of UMaine's engineering, business, science, liberal arts, and natural resources programs have gained national and international respect. Some of the world's most creative minds have been attracted to UMaine because of its reputation for excellence and accomplishment.

As a public university, the University of Maine strives to make its programs and services of the highest quality while remaining affordable and accessible. The size of the student population makes it the largest in the state, yet it is still small enough to promote a sense of familiarity among members of the campus community.

Outstanding cultural and athletic programs and opportunities exist for both active participants and spectators. Minsky Recital Hall features both high-quality performance areas and a digital recording studio for use by students and faculty. UMaine's Museum of Art and Hudson Museum feature works and artifacts of international renown. UMaine's Collins Center for the Arts serves as a cultural hub for much of Maine, bringing high-quality performances to the central part of the state.

The New Balance Student Recreation Center has continued to be recognized as a key student hub with outstanding programs and the newest fitness equipment. UMaine's Alford Sports Arena and surrounding athletic facilities are home to the state's only NCAA Division I athletics program, including the UMaine Black Bear hockey team, the 1993 and 1999 national champions, and the highly popular UMaine women's basketball team. Morse Field at the 10,000-seat Alford Stadium, which opened in September 1998, is home to UMaine's football and field hockey teams. Combined, these cultural and athletic programs and opportunities enhance the student learning experience while benefiting the people of the region and state.

In day-to-day activities as well as overall direction, the University of Maine exemplifies many of the values often identified with the State of Maine: a strong work ethic, community and state pride, self-reliance, and environmental sensitivity.

## UMaine's goals

- Helping Maine and the nation solve their most pressing needs.
- Generating and disseminating new knowledge
- Preparing students for life, work, citizenship and change in the 21st century.
- Responsible stewardship of university resources

## Editorial policy

The University of Maine reserves the right to revise, amend, or change items set forth in the student handbook from time to time. Accordingly, readers of the student handbook should inquire as to whether any such revisions, amendments, or changes have been made since the original date of publication.

As part of the University of Maine community, students are expected to abide by the rules, policies, and procedures of not only this Student Handbook, but also the Student Conduct Code and the Academic Integrity Policy

*Last updated: August 2023*





# Equal Opportunity Policy

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities.

The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5713, 207.581.1226, TTY 711 (Maine Relay System).

## Equal opportunity complaint procedure

The University of Maine is committed to maintaining a respectful, fair educational and work environment, free from discrimination or harassment that violates our policy prohibiting discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veterans status. The University of Maine has an equal opportunity complaint procedure to deal promptly and fairly with concerns and complaints about discrimination or harassment. The procedure may be used by any student or employee who believes that he or she has been discriminated against or harassed based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status. Sexual discrimination complaints alleging discrimination based on marital status, pregnancy, or parental status may also be raised through this procedure.

Anyone may bring information or a concern about discrimination or harassment to the executive director of equal opportunity, University of Maine, 101 North Stevens Hall; 207.581.1226. Any employee or student who feels that he or she has experienced discrimination or harassment, and anyone with knowledge of an incident, should contact

his or her supervisor or the EO director as soon as possible after the incident. The complainant and the person accused have certain rights to representation during the complaint process, which includes the right to be accompanied by a grievance representative for an employee who is a bargaining unit member. Any supervisor who becomes aware of the problem should promptly consult with the executive director of equal opportunity. If the executive director of equal opportunity files a complaint, is the subject of a complaint, or has a substantial conflict of interest regarding the complaint or the person accused, an alternate investigator may be requested.

The executive director of equal opportunity discusses informal and formal options for resolving the problem. Complaints are handled as confidentially as possible to protect the rights of both the complainant and the person accused. Retaliation against anyone who makes a complaint or participates in a complaint process will not be tolerated.

The goal of the informal process is to seek a resolution acceptable to everyone involved. Most concerns can be addressed through the informal process, which provides the maximum privacy and an opportunity for the earliest possible resolution.

If the complainant chooses or if a problem cannot be resolved informally, the complainant may request a formal investigation. When the person accused of discrimination or harassment is a student and a formal complaint is filed, the Office of Community Standards, Rights and Responsibilities

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informally, the complainant may request a formal investigation. When the person accused of discrimination or harassment is a student and a formal complaint is filed, the Office of Community Standards, Rights and Responsibilities conducts the investigation according to the procedure in the Student Conduct Code. When the person accused is an employee, the executive director of equal opportunity assesses whether the University's policy prohibiting discrimination or harassment has been violated and notifies the complainant, the person accused, and the responsible administrator. The administrator is responsible for taking action on the findings and making decisions about corrective or disciplinary action.

Under certain circumstances, either the complainant or the person accused may appeal the executive director of equal opportunity's findings or the responsible administrator's decision to the equal opportunity coordinator for the University of Maine System. The equal opportunity coordinator reports the result of the review to those directly involved, the campus executive director of equal opportunity, the responsible administrator, and the President. The final decision on an appealed complaint is made by the President.

Students, staff, and faculty are encouraged to use this procedure to raise concerns or complaints but may choose instead or in addition to file a grievance (for employees) and/or a complaint with the appropriate government agency.

The complete complaint procedure is available through the Office of Equal Opportunity, 101 North Stevens Hall. Equal Opportunity

## Important Websites

Below is a list of important websites :

- Academic Calendar
  - <https://calendar.umaine.edu/events/category/academic-calendar/>

- Undergraduate Catalog
  - <https://catalog.umaine.edu/>
- Graduate Catalog
  - <https://gradcatalog.umaine.edu/>
- Financial Aid
  - <https://umaine.edu/stuaid/>
- Student Records
  - <https://studentrecords.umaine.edu/>
- Student Business Services (Bursar)
  - <https://umaine.edu/bursar/>

## Academic and Financial Policies

Please visit the following link for

<https://umaine.edu/stuaid/resources/policies/>

## Institutional Accreditation Information

Please visit the following links.

New England Commission of Higher Education (NECHE)

<https://www.necche.org/institutions/university-of-maine-system/>

Maine Department of Education Accreditation

<https://www.maine.gov/doc/home>



# Policies and Regulations

Below is a list of links which will bring you to the appropriate page:

- [Acceptable Use of Information Resources](#)
- [Accommodation Policy for Students with Disabilities](#)
- [Alcohol Beverage and Drug Policies](#)
- [Banner/Flag Policy](#)
- [CLERY Annual Security Report](#)
- [Facilities Use Policy](#)
- [First Year Residence Requirement](#)
- [Free Speech and Assembly Policy](#)
- [Hazing Policy](#)
- [Humane Care of Animals](#)
- [Inclement Weather Policy](#)
- [Licensing, Logos and Trademarks](#)
- [Missing Student Policy](#)
- [Name Usage Policy](#)
- [Nonsexist Language Policy](#)
- [Parental Notification Policy](#)
- [Posting, Chalking and Distribution of Informational Materials Policy](#)
- [Parking Rules and Regulations](#)
- [Protection of Human Subjects of Research Policy](#)
- [Research Compliance](#)
- [Resident's Guide to Campus Living](#)
- [Safety and Environmental Management Policies](#)
- [Scheduling Events on Campus](#)
- [Sex Discrimination, Sexual Harassment, Sexual Assault](#)
- [Relationship Violence, Stalking and Retaliation](#)
- [Student Administrative Appeal Policy](#)
- [Student Conduct Code](#)
- [Student Military Mobilization and Activation Policy](#)
- [Student Organization Administration Policy](#)
- [Student Risk Assessment and Safety Intervention Policy](#)
- [Student Travel Policy](#)
- [Tobacco-and Smoke Free Policy](#)
- [Weapons Policy](#)



## **Purpose**

The University of Maine System (“the University”) supports access to collections, services, facilities, equipment, and programs which meet the information and educational needs of the University community, and to advance the teaching research, outreach, and administrative missions of the University.

In fulfillment of this purpose, and responsive to advances in technology and the changing needs of the community, the University supports access to information resources, including the Internet, to the greatest extent possible. In return, users of information resources shall be aware of and act in compliance with all relevant federal and state laws, local ordinances, University policies, institutional contracts, and/or other requirements or obligations. Users shall be familiar and behave consistently with the following principles: Freedom of Expression, Privacy Rights, Property Rights, Freedom from Harassment, and Compliance with Intellectual Property Rights and Copyright Law.

## **Scope**

This policy applies to users who access information technology (IT) resources under the authorization of the University, including but not limited to, currently enrolled students; employees; authorized contractors, vendors, and guests; and other authorized users as determined by University institutions.

University IT resources include all electronic equipment, facilities, technologies, and data used for information processing, transfer, storage, display, printing, and communications by the University and/or any University institution. These include, but are not limited to, computer hardware and software, computer labs, classroom technologies such as computer-based instructional management systems, computing and electronic communications devices and services, email, networks, telephones, voicemail, facsimile transmissions, audio, video, multifunction printing devices, mobile computer devices, data, multimedia and instructional materials. This definition also includes services that are owned, leased, operated, or provided by, or otherwise connected to University resources, such as cloud computing or any other connected/hosted service.

It is the responsibility of all users to comply with this Student Handbook

## Guiding Principles

Information resources are essential in accomplishing the University's mission of disseminating and extending knowledge, fostering the free exchange of ideas, and providing effective support for University teaching, research, outreach and administration. It is the policy of the University that access to and use of information and information technology resources are privileges that extend to authorized users for use in fulfilling the missions of the University and University institutions, and for appropriate University-related activities.

Acceptable use of University resources includes any purpose related to the direct and indirect support of the University's educational, research, service, student and campus life activities; and administrative and business purposes. Authorized users are provided access to information resources in order to support their studies, instruction, research, duties as employees, official business with the University and/or any University institution, and other University-sanctioned activities according to their roles and responsibilities.

Authorized users must not use University resources to speak on behalf of the University or use the University trademarks or logos without authorization. Affiliation with the University does not, by itself, imply authorization to speak on behalf of the University.

The University is not responsible for the content of documents, exchanges or messages, including links to other information locations on the internet that reflect the personal ideas, comments, and opinions of individual members of the University or other community, even when this content is published or otherwise circulated to the public at large.

## Responsibilities

### A. Expected Behaviors

All users of University information resources are expected to behave responsibly, legally, and ethically in their use of all information resources. To that end, it is the responsibility of users to:

1. honor all applicable federal and state laws, local ordinances, University policies, institutional contracts, copyright provisions, software licensing agreements, and/or other requirements or obligations to which the institution is a party;
2. be aware of and comply with the University's procedures and regulations for accessing and operating computer and related hardware, software, and other information resources;

3. protect accounts and passwords by selecting obscure passwords, using passwords unique from personal account passwords, and not sharing such information or the use of accounts with others;
4. properly logoff or logout whenever leaving a computer in an area which is accessible to others;
5. respect the privacy and confidentiality rights of others, including their files and accounts.

#### B. Unacceptable

Uses and Behaviors Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

1. providing false information to obtain an account;
2. damaging, disrupting, or exposing IT resources or data to unauthorized access or to harm;
3. violating, or attempting to violate, computer system security;
4. violating, or attempting to violate, software license agreements or contracts;
5. incurring unauthorized or unreasonable costs for the University;
6. sharing or transferring authentication details to others, or using another user's authentication credentials such as IDs and passwords, or other access codes or means for circumventing user authentication;
7. disrupting or monitoring electronic communications without authorization;
8. harassing or threatening other computer users or University staff; including defamation of others, creating a hostile environment as defined by law, engaging in stalking and/or illegal discrimination;
9. violating the privacy of others;
10. using, accessing, disclosing, modifying, duplicating, or destroying University information, resources, accounts, and/or privileges,
11. using any University resource for any illegal purpose, or in violation of applicable laws, institutional policies, contracts, or rules;
12. use by University employees of University resources for conducting an outside business or private employment, or other similar activities conducted for private financial gain;

13. campaigning for public office or soliciting political contributions, or political lobbying, except for specific employees authorized to lobby on behalf of the University or University institutions;
14. wagering or betting, except as it relates to bona fide, University-related academic or research pursuits;
15. copying or distributing copyright-protected material without legal right or authorization;
16. engaging in the storage, display, transmission, or intentional or solicited receipt of material on a University-owned device that is obscene as defined by the U.S. Supreme Court, except as needed to investigate violations of applicable laws, institutional policies, contracts or rules;
17. any use that interferes with work or job performance, or other University business.

### **Privacy and Security**

A. The University takes reasonable measures to protect the privacy of its information resources and accounts assigned to authorized users. However, the University cannot guarantee absolute security and privacy. Any activity on University resources may be monitored, logged and reviewed by University-approved personnel or may be discovered in legal proceedings or in response to public records requests. Users are responsible for all actions performed through their credentials. Generally, the contents of user accounts will be treated as private and not examined or disclosed except:

1. as required for system maintenance or business necessity, including security measures;
2. to investigate violations of law, University or other contract;
3. to meet the requirements of law, regulations, or institutional policies, rules, contracts or guidelines; or
4. as permitted by applicable law, regulation, institutional policies, rules, contracts or guidelines.

B. The University has the right to employ appropriate security measures, to investigate as needed, and to take necessary actions to protect the University and University personnel and resources. The University may also have a duty to provide information relevant to ongoing investigations by law enforcement, or for other regulatory requirements, or obligations.

### **Consequences of Inappropriate Behavior**

Inappropriate behavior has an adverse effect on the work of others, on the ability of University staff to provide good service, and/or on information and information resources themselves. Users of information resources at the University shall be constructively responsive to others' complaints, and receptive to University staff's reasonable requests for changes in behavior or action.

Failure to adhere to the provisions of this APL may result in the suspension or loss of access to University resources, disciplinary action, civil action, and/or criminal prosecution. To preserve and protect the integrity of University resources, there may be circumstances where the University or a University institution may immediately suspend or deny access to resources.

### **Contact Information and Reporting Actual or Suspected Violations**

For questions on this APL, or to report an actual or suspected violation of this APL, please contact the University Information Security Office at [infosecurity@maine.edu](mailto:infosecurity@maine.edu) or 207-581-9105.

## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: ACCOMMODATION POLICY FOR STUDENTS WITH DISABILITIES

It is the policy of the University of Maine to provide reasonable accommodation for qualified individuals with disabilities. Federal law (the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) and the state law (the Maine Human Rights Act) establish the rights of individuals with disabilities. These laws provide that recipients of federal funds, employers, and places of public accommodation shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified person with a disability. Refusal to provide reasonable accommodation constitutes illegal disability discrimination and creates legal liability for the University. An accommodation is not reasonable, however, if it imposes an undue hardship.

Campuses shall comply with all applicable federal and state laws and regulations regarding reasonable accommodations needed to provide equal opportunity to qualified individuals with disabilities. A qualified individual with a disability is a person who, with or without reasonable accommodation, can perform the essential functions of a job or meet essential program or course requirements. The University is required to make courses, programs, activities and services that are offered at any on-campus or off-campus location accessible to qualified individuals with disabilities unless to do so would create an undue burden or cause a fundamental alteration of the program. The University is also required not to discriminate in employment on the basis of disability unless an accommodation would impose an undue hardship on the University. Reasonable accommodation shall be provided in a timely, cost-effective manner. The essential functions of a job or essential requirements of an academic course or program need not be modified to accommodate an individual with a disability.

University faculty and staff bear a special responsibility for responding to the needs of individuals with disabilities. The attitude and responsiveness of faculty and staff with whom individuals with disabilities interact often determine, even more than physical barriers, the degree of access they feel they have to University programs, services, and employment. The actions of faculty, staff, and supervisors in responding to accommodation requests also raise legal implications for the University.

For specific accommodation procedures please contact Student Accessibility Services at 207.581.2319 or visit their website at [umaaine.edu/studentaccessibility](http://umaaine.edu/studentaccessibility). ■

## **A. Philosophy**

Social settings may vary in size and purpose, and some will include the consumption of alcoholic beverages. In this respect it is expected that all those who choose to use alcohol on the University campus do so in a responsible, legal and appropriate manner and at no time should alcohol become a primary focus of any activity. Students should understand that misuse of alcohol or other drugs can result in psychological and physical dependence and that alcohol and other drug abuse can lead to serious physical consequences such as suppression of immune response, organ damage, and learning and memory problems. Any substance used immoderately will result in negative consequences for the user.

## **B. Basic Principles**

- Illicit drug use, including consumption, possession, and distribution, is a violation of University policy as well as state and federal law. It is, therefore, prohibited at the University of Maine. Students who violate the University's drug policy and/or state and federal laws will be subject to the University's Student Conduct Code and/or state and federal criminal justice procedures.
- Students desiring information or help concerning a substance use or abuse issue are encouraged to contact the Student Wellness Resource Center at 207.581.1423 for a confidential consultation.
- Consumption of alcoholic beverages on campus, on university property, or in fraternity/sorority houses is a privilege accorded any person 21 years of age or older unless other rules do not allow drinking at all (ex. facility rules, etc.).
- Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.
- Whenever alcohol is served, there must be a variety of non-alcoholic beverages (served in the same type containers in which alcoholic beverages are served) and food available in sufficient quantities to last for the entire event.
- Although cannabis is legal in Maine for medical and recreational use it is not permitted on any campus owned, controlled, or leased property by UMS policy.

## **C. General Guidelines**

- Illicit drug use is forbidden on-campus and off-campus at any University-sponsored event.
- Persons 21 years of age and over may use alcohol in the privacy of their rooms unless otherwise determined by University policies.

- The consumption of alcohol or possession of an open container is prohibited in all public areas.
  - The University prohibits delivery of alcoholic beverages to the campus except delivery by wholesale distributors to an event for which proper permits and liquor licenses exist.
  - The use of containers other than glass is strongly encouraged to prevent breakage and personal injury.
  - All members of the University community who are of legal drinking age are urged to limit their consumption of alcoholic beverages to one drink (5 oz. wine, 12 oz. beer, 1 1/4 oz. distilled spirits) per hour to decrease the likelihood of intoxication.
  - Alcohol shall not be the primary focus of any event.
  - Consumption of alcoholic beverages is not allowed in any academic building without prior approval from the appropriate vice president and registration of the event through the event management policy and the University of Maine Police Department.
  - Consumption of alcoholic beverages is prohibited in the University dining facilities. Requests for exception to this regulation must be approved by the facility manager. Proper licenses or permits must be obtained through catering services.
  - Any student event where alcoholic beverages will be available must be approved through the University's event management process including, but not limited to, the filing of the appropriate form through Center for Student Involvement.

#### **D. Maine State Law**

All students and employees should be familiar with the Maine State Law pertaining to the sale, consumption, or possession of alcoholic beverages. A copy of the laws along with the University Alcohol Beverage and Drug Policies will be distributed to all incoming students, employees, and outside users of University facilities prior to October 1st of each academic year. Please see Federal and Maine State laws website for more details at: [maine.gov/dps/bhs/impaired-driving/guide.html](http://maine.gov/dps/bhs/impaired-driving/guide.html).

#### **E. State Alcohol Beverage Control Liquor Licensing and Compliance**

The University recognizes the function of this authority and will cooperate with all those responsible in the discharge of their duties: [maine.gov/dafs/bablo](http://maine.gov/dafs/bablo).

#### **F. Alcohol and Drug Education and Prevention**

The University recognizes that consuming alcohol is a common adult activity for some. It is further recognized that alcohol use, misuse, and abuse are complex behaviors and that increased education and knowledge, concerning the substance alcohol leads to more responsible use and consequently fewer problems associated

with alcohol misuse. In this regard, the University actively supports alcohol education and awareness programs through its Alcohol Education Program, which is situated within the Student Wellness Resource Center. This office provides an array of services to the student body, including workshops, screening, brief intervention, staff training, prevention programming, non-alcoholic activities, assessment, limited outpatient treatment, and referral services. Throughout the year educational programs and alternative non-alcoholic functions are offered to promote environments, which are conducive to positive functions and responsible drinking. Further efforts to disseminate knowledge and reduce alcohol and drug misuse in this community are mandated in the following ways:

- The University will support and maintain the Student Wellness Resource Center and an Employee Assistance Program that provide extensive services and education for the entire University community. These services will include, but are not limited to policy dissemination, assessment, prevention programming, training, consultation, referral to internal and external facilities, assessment, and limited outpatient treatment.
- Alcohol education norms campaigns will be distributed to the campus regularly.
- Alcohol education sessions will occur each academic year that target the highest risk populations including first year students, student organizations, and athletic teams.
- Each October is designated as Alcohol Responsibility Month. During this month extensive alcohol-related programming will occur.
- All student services staff will be given an appropriate (as determined by individual program directors) alcohol and other drug education. These staff will include Resident Life, Counseling Center, Police, Community Standards Rights and Responsibility Office, and Student Life staff.
- All residence halls will be required to present an alcohol/substance abuse-oriented workshop for their students each semester.
- All fraternity/sorority new members will attend an alcohol and other drug education series as recommended and mandated by the University of Maine Interfraternity Council and the University Panhellenic Association respectively in association with Fraternity and Sorority Life.
- All fraternities/sororities will present one alcohol/substance

a abuse-oriented workshop each year as suggested and mandated by the University of Maine Interfraternity Council and the University Panhellenic Association respectively.

- The University expects that the faculty will be educated in a alcohol and other drug issues. This could occur through separate colleges in conjunction with the Student Wellness Resource Center. Model plans are available through this office.

### **G. Residence Halls and University Buildings: Guidelines for Private Functions Where Alcoholic Beverages Are Available**

The following arrangements must be made for these functions:

- All events with a alcohol must follow Maine State Liquor Laws and proper permits and licenses must be obtained.
- All events with a alcohol must have an approved event management form through Center for Student Involvement who will go over risk management.
- State Liquor I.D.'s or State of Maine Driver's Licenses are required and must be checked by an attendant at the door. Legal drinkers will receive a distinctive hand stamp or otherwise be visually recognizable (e.g. wrist band, etc.).
- The host or their designee will control access to liquor.
- Attendants must be assigned who will help assure that liquor is not given to minors.
- Violators of the law will be asked to desist by the attendants. If the violators refuse, a staff member must be notified who will notify proper personnel to deal with the situation, i.e., resident director, area director, police.
- If staff is aware of violator(s), they should notify the attendants who should confront the violator(s). If the attendants are unable to handle the situation, they should call the University of Maine Police Department (UMPD).
- Any function at which minors are found drinking may be shut down immediately, and the minors and students responsible for the function will be immediately referred through appropriate channels. (e.g. Community Standards, UMPD, Residence Life) as appropriate.
- All common source containers of a alcohol (i.e., kegs, punch bowls, beer balls, a alcohol-filled fruits) must be approved by the Director of Residence life, the appropriate building manager, or their designee and may be obtained for approved functions only. The Director of Residence life or their designee determines whether there is a sufficient number of students to

warrant common source containers and then determines the number permitted at any given time.

- Students with illegal common source containers will be immediately referred to the Office of Community Standards, Rights and Responsibilities.
- All illegal common source containers will be confiscated and given to the police.

## **H. Alcohol Beverage Marketing Policy**

The misuse of alcohol is a potential problem for college campuses. The inappropriate and irresponsible advertising of alcohol on a campus can further contribute to the problems of alcohol abuse. Therefore, the University of Maine has developed the following policy in support of a responsible approach to dealing with alcohol distributors wishing to advertise alcoholic beverages on campus: departments, programs, or officially recognized organizations of the University of Maine will only enter into advertising agreements with alcoholic beverage distributors/companies or their agents when the advertisements clearly advocate responsible alcohol use; have been approved by the Student Wellness Resource Center; and meet the following criteria: the essential element of on-campus alcohol ads being a clear anti-alcohol abuse message:

- Alcohol advertisements specifically targeted for members of the UMaine campus must avoid demeaning, sexual or discriminating portrayal of individuals.
- Alcohol ads will not encourage any form of alcohol misuse nor place emphasis on the quantity of or frequency of use.
- Alcohol beverage advertising will subscribe to the philosophy of responsible and legal use of the products represented.
- Alcohol beverages advertised on campus or in campus media will not portray drinking as contributing to the personal, academic, or social success of students.
- Alcohol beverage advertising will not associate beverage alcohol with increased sexual prowess, athletic ability, or with the performance of tasks that require skill or skilled reactions.
- Distribution of free alcohol shall not be used as a marketing tool.
- Alcohol advertisements promoting drink specials are prohibited on campus

Administration and oversight of the University's Alcohol Beverage Marketing Policy rests with the Center for Student Involvement. In interpreting the policy, the decisions of that office are subject to the same administrative review which applies to all other University policies, namely, that decisions can be appealed to the next

supervisory level, up to and including the President. Oversight includes seeking action on non-compliance and resolving differences in policy interpretation. All individuals and departments within the University are expected to comply.

### **I. Coerced/Forced Consumption of Alcohol and/or Other Drugs and/or responsible organization(s).**

In instances, such as hazing, where a student or students force another to consume alcohol or other drugs, or conspire(s) to force another to consume alcohol or other drugs, or fail(s) to take direct action to stop the incident (personal intervention, calling authorities) immediate and strict sanctions (including suspension/dissmissal) may be imposed on the responsible individual(s).

### **J. University's Relationship to Students**

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

### **K. University Catered-Party Policy**

The service of alcoholic beverages at university functions must be in compliance with Maine State Law and University policies — i.e., an individual must be of legal age to possess or purchase alcoholic beverages; and individuals/organizations may not sell alcoholic beverages without proper license. The only approved University of Maine plan for dispensing alcoholic beverages at student functions is the University through UMaine Dining Catering.

Catered-Party Policy. The sale of alcohol at any function is illegal without a liquor license.

Catering Services: The University through UMaine Dining Catering will extend its qualified caterers liquor license for University Catered Parties under the following conditions:

- Arrangements must be made with the UMaine Dining Catering Office fourteen (14) days prior to the event with an approved event form from the University office of Campus Activities and Student Engagement.
- The sponsoring organization plays a major role in planning and implementing the event.

Furthermore, the student organization is responsible for seeing the members' and guests' behavior is consistent with university policies and state statutes. The sponsoring organization must create an atmosphere where norms of responsible alcohol use prevail.

- The University office of Campus Activities and Student Engagement will determine in consultation with student groups the number of UMaine staff, including police coverage, required to service a party function.
- A student or sponsoring organization must ensure both a variety of non-alcoholic beverages be available at the service areas and food is available in sufficient quantities to last the entire event. UMaine Dining's non-alcoholic beverages will have same price or less than the cost of alcoholic beverages.
- University Student Organizations catered parties will occur only on Fridays and Saturdays. Exceptions for special occasions will be considered.
- For university student or sponsoring organization catered parties all money collected for cash sales over the bar will be collected by UMaine catering staff.
- The cost of beer and wine offered for sale at university student catered parties should be competitive with market prices.
- Student related Organizations hosting catered licensed parties may, however, collect a cover charge at the door to help defray party expenses related to entertainment.
- All party venues must be in compliance with town fire, safety, and crowd-control regulations in order to be eligible for the University Student Catered-Party Policy. Regulations are available from the Director of Campus Activities.

#### **L. Federal Notifications Regarding Alcohol and Other Drugs**

Federal notifications occur through the Annual Safety and Fire Report

<https://umaine.edu/police/clery-annual-safety-report/>

## M. University Policy on Alcohol and Illegal Drugs

University policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Accordingly, each campus and system-wide services have designated an individual to assist employees and students who seek referral for assistance with a substance-abuse problem. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The University will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

- *Alcoholic Beverages:* The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the State of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited by University policy.
- Although cannabis is legal in Maine for medical and recreational use it is not permitted on any campus owned, controlled, or leased property by UMS policy.
- *Illegal Drugs:* The possession, use, manufacture, or distribution of illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.) are prohibited at any time on University property and as part of any University activities. “Illegal drugs” does not mean the use of drugs under a valid prescription. Employees and students known to use, possess, manufacture, or distribute illegal drugs are liable to public law-enforcement actions and University disciplinary actions.
- *Sanctions:* Employees and students who violate the University’s policy will be subject to disciplinary action by the University. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions the University deems appropriate.

### Special Rules That Apply to Employees and Students Under the Drug-Free Workplace Act

In November of 1988, the United States Congress enacted the Anti-Drug Abuse Act which contains a section called the “Drug Free Workplace Act of 1988.” This section requires organizations receiving federal grants and contracts to ensure that

their workplaces are free from illegal use, possession, manufacture, or distribution of controlled substances.

The law requires employers who receive federal funds to:

- Notify employees that drug abuse is prohibited in the workplace,
- Establish a drug-free awareness program,
- Require each employee to notify the University of any criminal conviction for violations occurring in the workplace, and
- Impose sanctions or remedial actions for convicted employees.
- As a result of the Anti-Drug Abuse Act of 1988, a court of law may suspend or terminate an individual's eligibility for federal benefits, including student financial assistance, if that individual is convicted of certain drug offenses.
- Marijuana is not permitted on campus even though a possessor may have a valid Maine medical marijuana card or is currently legal according to state law.

As a University employee, the Drug Free Workplace Act requires you to notify your supervisor (for example, Department Director or Principal Investigator) if you are convicted of any workplace-related criminal drug violation. You must notify your supervisor within five calendar days after the conviction. Failure to report a conviction may be grounds for dismissal.

Grantees, whether the University or individuals, must report in writing to the contracting or granting agency within 10 calendar days of receiving notice of the conviction.

Violations of the Drug Free Workplace Act can result in:

- Disciplinary action, including dismissal
- Suspension of payments under the grant
- Suspension or termination of the grant
- Suspension or debarment of the grantee

### **Maine Alcohol Laws**

Please see the state of Maine Alcohol Laws website at [maine.gov/dhhs/samhs/osa](http://maine.gov/dhhs/samhs/osa).

### **Maine Drug Laws**

Maine law prohibits the knowing, intentional and unauthorized possession, furnishing (distribution or giving away), and trafficking (selling) of scheduled drugs, such as cocaine, marijuana, lysergic acid diethylamide (LSD), heroin, and steroids: [maine.gov/dps/mdea](http://maine.gov/dps/mdea).

Possession can include merely allowing drugs to be kept in your room, car, or locker even though the drugs are owned by someone else. Furnishing means giving drugs

to another, regardless of profit. For example, if a student on one end of a bleacher sends drugs to a student at the other end, everyone who passed the drugs and who knew (or should have known) they were passing illegal drugs is legally guilty of “furnishing” that drug. Sharing a line of cocaine with friends (even if the friends don’t pay for it) is “furnishing cocaine.”

Trafficking is selling or exchanging an illegal drug and getting something in return. Trafficking also includes making, creating, manufacturing, growing, or cultivating drugs. Aggravated trafficking (carrying longer terms of imprisonment or greater fines) includes one of these factors:

- Trafficking within 1,000 feet of an elementary or secondary school
- Trafficking on a school bus
- Trafficking involving a minor (under 18)
- Trafficking 112 grams or more of cocaine or 32 grams or more of cocaine base
- Trafficking involving a firearm
- Prior conviction of a drug-related offense with a prison term of more than a year.
- 

### **Federal Drug Offenses**

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.”

Simple possession without necessarily intent to distribute is also forbidden by federal law and carries a penalty of imprisonment. Furthermore, “attempts” and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law.

Specific drug crimes carry greater penalties, including:

- Distribution of narcotics to persons under 21
- Distribution or manufacturing of narcotics near schools and colleges
- Employment of juveniles under the age of 18 in drug trafficking operations
- Distribution of controlled substances to pregnant women

The penalties for violating federal narcotic statutes vary considerably. The penalties may be more harsh based on two principal factors:

- Type of drug involved (heroin, cocaine, cannabis, LSD, etc.)
- Quantity of the drug involved

With the exception of simple possession charges, which result in up to one year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either 5 years or 10 years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also more harsh.

Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a \$250,000 fine.

Questions sometimes arise as to what amount of narcotics found in the possession of a person is considered to be for personal use as opposed to the more serious offense of possession with intent to distribute. Federal law, as a general rule, considers anything more than a dosage unit as indicating an intent to distribute. In other words, the greater quantity possessed by the individual, the more likely it is that an individual possessed such quantity with an intent to distribute.

Maine Drug laws can be found at: [janus.state.me.us/legis/statutes/17-a/title17-Ach45sec0.html](http://janus.state.me.us/legis/statutes/17-a/title17-Ach45sec0.html).

### **Health Risks Associated with Alcohol and Drug Abuse**

Alcohol abuse and drug-use problems have become a national health concern. Alcohol is a chemical. So are drugs. Any chemical is potentially harmful to someone. Some of the health risks associated with alcohol and drugs are listed below.

### **Where Can Students Go For Help?**

Each campus of the University of Maine System has designated individuals to help students deal with substance abuse problems. In addition to the designated individuals, you may discuss problems with residence hall staff, counselors, or your supervisor. Those individuals can help you get assistance from a trained professional. TDD callers may leave a message for one of these individuals by calling the University of Maine System Office TDD: 207.973.3300. Indicate the name and campus of the person you wish to contact.

- Laurie Sidelko Associate Dean of Students, Memorial Union, Room 315, 207.581.1406
- Counseling Center 207.581.1392

In addition to campus resources you may find local social service agencies who can help: [maine.gov/dhhs/samhs/osa](http://maine.gov/dhhs/samhs/osa).

The following state and national telephone numbers may also be helpful:

- National Treatment and Referral Line: 1.800.662.HELP. ■

**Last reviewed : August 2023**

## **Purpose**

To provide recognized student groups and UMaine departments the opportunity to display banners and flags representative of their organizations on the University of Maine campus. The University permits this activity on the UMaine Mall on a University installed pole specifically for such display. Banners and flags may not be draped or hung from surrounding buildings except where appropriate infrastructure has been installed to support this (ex. west entrance Memorial Union, west entrance Fieldhouse, etc.). Fogler Library and other campus facilities or locations with flag poles are not included in this policy.

## **Outdoor Banner Policy**

The hanging and draping of banners or flags is permitted under the following conditions:

- Only University departments and officially recognized University student organizations in good standing are permitted to hang or drape banners or flags.
- Organizations planning to hang or drape banners on or in the Memorial Union or flags on the Mall must contact the Student Life Office prior to doing so. In order to ensure fair and equal opportunity for all groups, the requests must be submitted no less than one week before the day the banner or flag is to be hung. Organizations may reserve flag space for a maximum of one week per month.
- Indoor and outdoor banner space is available in and on the Memorial Union by contacting the Student Life Office, Room 315, Memorial Union, or 207-581-1406.
- The UMaine Mall is used for many activities such as eating outdoors, conversation, studying and recreation, also significant pedestrian traffic may be present. Therefore in order to provide for the health and safety of those using the UMaine Mall and other campus spaces, the hanging of banners and flags must meet the following:
  1. They may be hung only from the pole dedicated to such purpose, using the existing clips and hardware.
  2. They may be no larger than 10 feet wide by 8 feet tall. There can be no exceptions to this size limitation.
  3. They should be constructed of heavy cloth, heavy vinyl or heavy plastic, and properly sewn. Wind vents should be cut into the banner or flag to prevent the wind from damaging the banner, flag, or pole.
  4. They must have grommets in order to properly attach them using the

clips provided on the pole.

5. They must be hung with the long side running parallel to the ground.

Banners and flags should not touch the ground. Any banner or flag that is too large or is sagging will need to be removed.

6. Banners and flags must be hung on the pre-installed pole on the south end of the Mall or the approved spaces in and/or on the Memorial Union.
7. No banners or flags can be placed on building roofs, over a campus road or roadway, or placed in such a manner as to impede the normal passage of foot, vehicular, bicycle or other traffic.
  - The organization or department requesting the use of the UMaine Mall flagpole is responsible for all costs including the cost of the flag or banner itself, any damage caused by or done to their banner or flag, and any installation and/or removal costs.
  - All banners or flags not removed by the end of business on the last day of the organization's reservation may need to be removed by the University. Such organizations or departments may also then jeopardize banner and flag privileges for one semester.
  - Advertising for commercial vendors unconnected to the University, or a University department or student organization shall not be permitted.
  - Organizations or departments are responsible for knowing and adhering to University of Maine policies, rules and regulations. Failure to do so may result in the loss of the ability to hang banners or flags on campus for a period of time.

## **Recommendations**

- Use exterior house paint so that rain or snow will not wash the text away.
- Use light colored banner materials for your banners so that the text may be easily seen.

Updated: August 2023

UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS:  
**STUDENT/STUDENT ORGANIZATION FACILITIES USE POLICY**

### Policy Statement

#### Applies to

All University of Maine Graduate and Undergraduate Students

#### Rationale

The University of Maine is dedicated to ensuring student support, success, and engagement on campus. To fulfill this commitment and comply with local, state, and federal laws, as well as University of Maine Board of Trustee policies, the University provides a wide range of programs, services, offices, and support systems. This policy is designed to ensure that these efforts are fully aligned with legal and regulatory requirements and to address issues of risk management, licensure, and insurance.

To prevent duplication of services and ensure consistency, students and student organizations are prohibited from using University facilities and resources to offer services already provided by the University. Exceptions to this rule may be granted by the Vice President for Student Life or their designee, but must be documented in writing. This documentation will outline the authority, conditions, and supervision arrangements for the service or program. The University reserves the right to require appropriate insurance, confirm necessary licensure, and impose any other reasonable requirements to ensure compliance and proper oversight.

#### Policy

The policy outlined by the University of Maine sets strict guidelines for the use of University facilities and resources by students and student organizations. Here's a concise breakdown of the policy:

1. **Prohibition on Duplication:** Students and student organizations are not allowed to use University facilities or resources to offer services or programs that are already provided by the University.
2. **Facilities Covered:** This includes both indoor and outdoor University facilities.
3. **Exceptions:**
  - o Exceptions can be made by the Vice President for Student Life or their designee.

- Any granted exception must be documented in writing before the service or program starts.
- The written document must detail the authority and conditions under which the service or program can operate, including supervision and support arrangements.

**4. Conditions for Exceptions:**

- The University may require appropriate insurance.
- The University may need to confirm appropriate licensure.
- All legal or regulatory requirements must be met.
- Any other reasonable requirements deemed necessary by the University.

This policy ensures that the University maintains control over services and programs offered on campus, preventing redundancy and ensuring compliance with relevant regulations and standards.

Last reviewed : August 2023



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: FIRST YEAR RESIDENCE REQUIREMENT POLICY

Living on campus maximizes students' opportunities for social, cultural and extra curricular involvement and is positively linked to students' persistence toward attaining a degree. Because the University of Maine (UMaine) believes that residence hall living is an essential educational opportunity that all new students should experience, living on campus is required for all newly admitted first-year students who are: aged 20 or younger; do not live within easy commuting distance (35 miles to campus); and do not have exceptional circumstances that prevent this option. ■

**Note: Any request to be exempt from this policy must be submitted to the Director of Residence Life or their designee. Contact Residence Life for more information**

Last reviewed: August 2023



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: FREE SPEECH AND ASSEMBLY POLICY

### INTRODUCTION

The University of Maine is committed to free and open inquiry and expression in all matters. It guarantees all members of the university community the broadest possible latitude to speak, write, listen, challenge and learn. With the exception of certain limitations (time, place, manner) on that freedom which are necessary to the functioning of the university, the University of Maine fully respects and supports the freedom of all members of the university community to discuss, debate, write, assemble and/or demonstrate regarding any issue or problem.

The ideas of members of the university community will frequently and naturally conflict, but it is not the appropriate role of the University to shield individuals from opinions and ideas that could be unwelcomed, disagreeable, or even acutely or deeply offensive. Although civility and mutual respect are greatly valued and all community members should take responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off the discussion of thoughts and ideas no matter how offensive or disagreeable those ideas and thoughts might be to some members of the community. It is for individual members of the university community, not for the university as an institution, to respond to such ideas for themselves, and to take action not by seeking to suppress speech, but to openly and vigorously contest the ideas they oppose with more speech.

### POLICY

The University of Maine fully supports and encourages free speech, freedom of expression and freedom of assembly. There are no designated free speech zones at UMaine. The entire campus is open for free speech and assembly. There are however, a few time, place, and manner limitations on these fundamental rights at UMaine. These limitations are:

1. The activity cannot disrupt or interfere with the normal operation or activity of the University; and
2. The activity cannot block or interfere with the safe ingress and/or egress from the indoor or outdoor site for participants and/or for emergency personnel/vehicles.

The normal operation and activity of the University includes but is not limited to: teaching; research; performances; events/contests; basic facility, farm and grounds operations; and similar functions. Safe ingress and egress from indoor and outdoor sites includes but is not limited to: vehicular and pedestrian traffic flow on roads,

sidewalks, driveways, etc.; proper door opening/closing/access; and use of and access to foyers, vestibules and atria.

## **REQUIREMENTS AND RECOMMENDATIONS**

It is required of those planning events, activities, and speakers on campus to use the Event Management Process (EMP) where the anticipated attendance will be 50 or more people, where the use of fire/fire pit is part of the event, where the use of fireworks is part of the event and/or where the use of alcohol is part of the event. The Event Management Process is a pre-event planning process that helps individuals, student organizations, departments and outside groups to safely prepare and hold events and activities on campus. Further, it allows preparation for contingencies such as inclement weather, risk management/safety concerns, competing events/activities, security needs, road/parking lot closures, redirection of normal vehicular or pedestrian traffic, use of fireworks/fire pits, use of games of chance, etc.

Groups not affiliated with the University of Maine and campus departments should contact Events and Hospitality at (207) 581-4093 (<https://umaine.edu/conferences/>) to begin the EMP. Campus departments should also contact Events and Hospitality to begin the EMP. Students and student organizations should contact the Center for Student Engagement (CSI) (Division of Student Life) to begin the EMP (207-581-1406), <https://umaine.edu/campusactivities/planning-events/>. The earlier the EMP process is initiated, the better, however a minimum of two weeks prior to the scheduled event date is highly recommended.

## **GENERAL INFORMATION**

1. In order to preserve the academic functioning of the University, amplified sound, including but not limited to microphones, speakers and megaphones, is prohibited on the Mall between 7:30 a.m. -7:30 p.m. Mondays-Fridays. Limited exceptions to this general ban may be given to University departments and/or recognized student organizations: location limited to Fogler Library steps and near vicinity, sound amplification is provided/controlled by the University (CSI), and the time frame for the event is 12:00 noon-1:00 p.m. Exception approval: Student Life 207.581.1406.
2. Planning assistance, including making space and equipment reservations, and compliance with the University's Event Management Process, are highly recommended and in some cases required (ex. use of fire and/or fireworks, events with 50+ attendants). Outside groups and campus departments should contact Events and Hospitality. Campus departments should also contact Events and Hospitality for

assistance with the EMP. Students and student groups should contact CSI (Division of Student Life) located in the Memorial Union (207-581-1406) for the Event Management Process (no cost).

3. Commercial solicitation is not permitted in any University of Maine building, except as noted below.
4. Tabling in and outside the Memorial Union is permitted and encouraged. This service is free to University departments and recognized University of Maine student organizations. Outside/non-University groups, vendors and individuals may also reserve and participate in tabling in and outside the Memorial Union by making a reservation and paying the current rental fee (contact the Division of Student Life for reservations, details, fees, and information, 315 Memorial Union, 207-581-1406). For use of other indoor space in University buildings, contact the building manager of the building of interest.
5. Athletic and recreational indoor and outdoor spaces are also available by contacting those units directly to make reservations and other arrangements (rental fee, equipment, etc.).
6. For safety reasons, do not block ingress and/or egress to sidewalks, roadways, crosswalks, and/or parking areas.
7. Additional information resources include: UMaine Student Handbook, the Use of Buildings Policy, and the Board of Trustees policies.
8. For more information regarding these policies, contact the Division of Student Life, 315 Memorial Union, 207-581-1406.

Created: August 2019

Updated: August 2023 ■



The purpose of this policy is to provide the University of Maine (UMaine) with an explicit policy prohibiting hazing, to establish clear procedures and reporting guidelines, to clearly define hazing, and to protect the rights of students involved with groups and organizations at UMaine.

### **Applicability**

This policy is applicable to all UMaine students, faculty, staff and to all involved with any UMaine club, athletic team, organization, association, program or activity under the auspices of UMaine regardless of their student status. This policy is applicable to both recognized and unrecognized groups.

### **Policy**

Certain forms of hazing are against Maine State law (Chapter 159 of the Public Laws of 1983, 20-A M.R.S.A. 10004) and/or the University of Maine System (UMS) Policy against hazing (Student Life, Section 503). All forms of hazing are prohibited by the UMaine both on and off campus. Included in this prohibition are actions which intentionally or recklessly put any student or anyone at risk.

### **Definitions**

*Hazing:* Any activity without reasonable or legitimate educational value expected of someone joining a group or to maintain their status in a group that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person's willingness to participate ([hazingstudy.org](http://hazingstudy.org)). The definitions set forth by Maine state law and by the UMS are also adopted into this policy.

*Organization:* Any association, organization or group at the UMaine. Recognition is not a factor so organization as used in this policy includes both recognized and unrecognized entities. Examples include but are not limited to: fraternities, sororities, athletic teams, honor societies, clubs, bands, and associations.

*Prohibited Activity:* Any new member, initiate (pledge) or other group activity that intentionally or recklessly puts a student or person at risk of physical, emotional, psychological, and/or physical harm is prohibited.

#### *Policy Enforcement*

Violation of this policy is a violation of the Student Conduct Code, UMS policy and/or state law. Suspected violations of this policy should be referred and reported to the Director of Community Standards, Rights and Responsibilities (207.581.1409) and/or the University of Maine Police (207.581.4040). In emergency situations call 911.

It is not a defense to violation of this policy to claim that:

1. participant consent was obtained;
2. participant injury was not a result of participation in a recognized, sanctioned or approved event or activity;
3. participant injury was unintentional; or
4. participant injury was minimal.

*Policy Review*

This policy will be reviewed annually by the Vice President for Student Life or their designee. ■

Last reviewed: August 2023



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: INCLEMENT WEATHER POLICY

The policy of the University of Maine is to remain open for classes and other university functions the maximum number of scheduled days possible during the academic year in order to avoid the necessity of make-up days on weekends and holidays. Therefore, as a rule the University of Maine will remain open. A serious

parking emergency or a case of exceptionally serious road conditions in the Greater Bangor area will be the only reasons to delay opening for one or more hours to allow road and sidewalk crews to get ahead of the problem prior to the arrival of commuter students and staff, or to cancel classes.

The [full inclement weather policy](#) is online, complete with the best options for getting up-to-date information about delays and class cancellations.

For the most timely notification of weather-related class cancellations or postponements, members of the University of Maine community are strongly encouraged to sign up for text and/or email message alerts, see the UMPD website to do this: ([umaine.edu/police](http://umaine.edu/police)).

Notifications also are posted on the UMaine website and portal; University of Maine Facebook and Twitter. These notification options are considered the most reliable options.

In addition, updates can be heard by calling 207.581.SNOW (1.800.581.SNOW outside the local area), with early morning notifications recorded by 6 a.m., and others made throughout the day. Local media also are notified of UMaine's weather-related cancellations and delays. ■

Last reviewed: August 2023

## I. Purpose

The purpose of this policy is to promote the safety and welfare of members of the University of Maine (UMaine) community through compliance with the requirements of the Higher Education Opportunity Act of 2008 (the HEOA). This protocol includes the official notification procedures of UMaine for missing students who reside in on-campus housing, in accordance with the requirements of HEOA.

## II. Policy

It is the policy of UMaine to provide all students, including those residing in on-campus housing the option of identifying an individual (confidential contact person) to be contacted by UMaine in the event that the student is determined to be missing for a period of more than 24 hours, in addition to notifying any contact person designated by the student to UMaine.

## III. Definitions

- *Missing Student:* For purposes of this policy, a student is determined to be missing when UMPD or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.
- *On-Campus Housing:* A residence hall or other residential facility for students that is located on UMaine's campus. (34 CFR §668.41(a))
- *Campus:* For purposes of this policy, "campus" is defined as:
  - Any building or property owned or controlled by UMaine within the same reasonably contiguous geographic area and used by UMaine in direct support of, or in a manner related to, the UMaine's educational purposes including residence halls; and
  - Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the University but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). (34 CFR §668.46(a))

## IV. Protocol: Missing Students Including Those Who Reside In On-Campus Housing

- If a member of the UMaine community has reason to believe that a

student, including one who resides in on-campus housing is missing, or receives a report of a missing student, they shall immediately contact their supervisor and/or University of Maine Police (UMPD) at: 207.581.4040.

- UMPD will then initiate the Missing Student Policy.
- Nothing in this policy/protocol is intended to preclude UMaine from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.
- A student who wishes to identify a confidential contact may do so through housing application and/or the Office of the Vice President for Student Life. Students shall be given the opportunity to register confidential contact information by completing and submitting the Student Confidential Contact Form to the Office of the Vice President for Student Life. A student's confidential contact information shall be accessible only by authorized campus officials, and will not be disclosed except to law enforcement in connection with a missing person investigation.
- A missing student report must be referred immediately to UMPD. If the student who is missing is under 18 years of age and not emancipated, UMaine must notify a custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying the confidential contact person designated by the student. UMaine will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

## **V. Contact Information**

- UMaine Police Department, 207.581.4040 (non-emergency number), [umaine.edu/police](http://umaine.edu/police)
- UMaine Student Records, 207.581.1288, [studentrecords.umaine.edu](http://studentrecords.umaine.edu)
- UMaine Student Life, 207.581.1406, [umaine.edu/studentlife](http://umaine.edu/studentlife)

## **VI. Related Information**

- Clery Act
- Higher Education Opportunity Act of 2008, Public Law 110-315

## **VII. Approval**

A. Drafted: August 25, 2010.

B. Approved: September 30, 2010. ■

Last reviewed: August 2023

## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: NAME USAGE POLICY

### Purpose:

The University recognizes that many members of its community use names other than their legal names. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the University has established this policy which allows students and employees to indicate their preferred/chosen names to the University community even if they have not changed their legal names.

### Definitions:

#### Preferred/chosen name

A preferred/chosen name is an alternative to the individual's legal name as designated by the individual in University systems. A preferred/chosen name can include first, middle and/or last name. A preferred/chosen name may include:

- a middle name or nickname instead of a first name;
- an anglicized name;
- a preferred/chosen name that is used in place of a legal name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity.

#### Legal name

A person's legal name is the name they use for official government documents, such as licenses, passports, and tax forms. Any change to the legal name must be accompanied by appropriate documentation.

### Policy:

A student or employee may request that their preferred/chosen name be used instead of the person's legal name in select University-related systems and documents as listed below.

An indicated preferred/chosen names will be used in the following systems and records:

- Class and grade rosters (for students and employees taking courses)
- Student or Employee Identification Cards\*

- Learning Management System (such as Brightspace/D2L)
- Degree Progress Reports
- Student Conduct Records (Maxient)
- Online Phonebook Directory\*\*
- Official Student Email Display Name
- Official Employee Email Display Name
- Directory information\*\*
- MaineStreet Advising Center
- MaineStreet Student Services Center
- MaineStreet Employee Self-Service Center
- EAB Navigate
- Student Health Records (internal and external)\*\*\*
- Reports and/or lists generated for academic purposes
- Responses to requests made under the Maine Freedom of Access Act
- Press Releases (i.e., Dean’s List)
- Employee business cards
- Social Media Sites
- Other Venues, as appropriate

Because the use of legal name is necessary for certain records and communication, both the legal name and preferred/chosen name are stored within University systems. Any request to change a legal name within the University systems must be accompanied by appropriate documentation.

Legal Names still appear in MaineStreet records and will be visible to many employees who can only search by legal name and not preferred/chosen name (this *may* change in future MaineStreet updates). Employees are reminded to maintain the privacy of students, and to use preferred/chosen names in communication when the use of those names is in alignment with the Name Usage Policy.

Legal/primary names will continue to be used for certain official University records including, but not limited to the following:

- Legal Documents and Reports Produced by the University (e.g., enrollment reports to the National Student Clearinghouse, enrollment lists for student insurance)
- Applications for admission
- Student Account Statement (Bills)
- Financial Aid, Scholarship and Loan Documents
- Student Health Insurance documents, Employee Health Insurance documents
- Transcripts (Official and unofficial)
- Enrollment Verifications
- Degree Verifications
- Employment Documents including student employee documents
- Responses to requests from military recruiters made under the Solomon Amendment
- Employment Verifications
- Paychecks, W2s, and other payroll documents
- Benefits Enrollment
- IRS, SSA, and other state and federal reporting requirements
- Visa records (for international students)

Graduating students have the option of specifying the name they wish to be used on their diploma and in the Commencement Program when completing the Application for Graduation.

Official communications that require the use of the legal/primary name shall use that name; other communications will use the preferred/chosen name.

Preferred/chosen name change requests may be denied or revoked by the University when the preferred/chosen name is used to avoid a legal obligation, commit fraud, misrepresent, or otherwise violate University policy or law. Reports of such activity will be handled pursuant to University policies and procedures and applicable law. Depending on the individual and circumstances involved, this could include the offices of Human Resources, Equal Opportunity, General Counsel, the Student Conduct Officer, the Chief Academic Affairs Officer, and/or appropriate law enforcement agencies.

\*A one-time waiver of the fee to update the Student or Employee Identification Card with the preferred/chosen name will be provided. Subsequent changes will result in an applicable fee.

\*\* “Directory information” is certain demographic information the University sometimes releases to third parties upon request. Under the Family Educational Rights and Privacy Act (FERPA, students can request that their directory information not be released to the public. Students must do this through Self Service within MaineStreet or by submitting a “Request to Suppress Directory Information” form to the Registrar’s/Student Records Office. The request will be honored until such time as the student requests otherwise in writing. In the event that such written notification (or indication within Student Self Service) is not filed, the University assumes that the student does not object to the release of directory information. Employees may request to restrict the listing of their (legal or preferred) names in the online employee directory by contacting their campus office of Human Resources. Approvals will be made on a case-by-case basis. More information about “directory information” and FERPA can be found on institutional websites (located under Student Records).

\*\*\*Certain required reporting of healthcare data, such as to the Centers for Disease Control (CDC), requires the use of legal name.

If there are questions about this policy, contact the UMS Associate Vice Chancellor for Student Success and Credential Attainment or the UMS Director of EO.

Updated: August 2023

## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: NONSEXIST LANGUAGE POLICY

The University of Maine, 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. Accordingly, all University communications, whether delivered orally or in writing, shall be free of sexist language.

This policy shall apply to all future University publications, whether produced through Marketing and Communications or elsewhere, that are intended for distribution to students, parents, faculty, staff, or other people interested in the University of Maine.

University publications shall include, but not necessarily be limited to:

University printing office publications; promotional materials distributed by all units of the University both academic and nonacademic; and policy booklets prepared for students and faculty.

Inventory on hand of existing publications may be used until exhausted or a publication is revised.

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 of the American Psychological Association on the use of nonsexist language provide direction and are recommended because they are brief and list examples, but others may be used. Consult the Marketing and Communications Department or Women's Gender and Sexuality Studies Program for alternatives.

[umaine.edu/womensgenderandsexualitystudies](http://umaine.edu/womensgenderandsexualitystudies). ■

Last reviewed: August 2023



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: PARENTAL NOTIFICATION POLICY

The University of Maine Parental Notification Policy allows the institution to notify parents or guardians of certain student behaviors that are prohibited by the Student Conduct Code. Federal law, the Higher Education Amendments of 1998, permits educational institutions to disclose, to parents or legal guardians, information regarding a student's violation of any federal, state or local law or educational institution's rule or policy which governs the use or possession of alcohol or a controlled substance. Accordingly, it is the policy of the University to notify parents or guardians of students under the age of 21 when the student has been found responsible for any drug or alcohol related offense in violation of the Student Conduct Code, federal, state, or local law.

It is also University policy to notify parents or guardians of students under the age of 21 when any of the following offenses occur, even on the first offense:

- The student has caused harm to any person while under the influence of alcohol or other drugs.
- The student was arrested or taken into custody by police while under the influence of alcohol or other drugs.
- The student was responsible for vandalism or other destruction of property while under the influence of alcohol or other drugs.
- The student was operating a vehicle while under the influence of alcohol or other drugs.
- The student was transported to a medical facility and treated because of alcohol or other drug use.
- The student has been found responsible for an alcohol or drug-related violation that may result in suspension or dismissal from the University, or removal from campus housing.
- Other circumstances determined by the Dean of Students, or their designee.

The University of Maine's parental notification policy is further established to foster a safer campus community, promote the academic success of students and promote student health.

University policy attempts to strike an appropriate balance between the interests and developmental needs of students, and the interests of and supportive opportunities provided by the involvement of parents or guardians. Parental notification will not typically occur until the student's avenues of appeal have been exhausted, except with cases where lengthy appeal delays may unnecessarily prevent timely notification. However, nothing in these guidelines shall prevent University officials from notifying parents or guardians of health or safety emergencies, regardless of the judicial status of the student.

Parents or guardians will be contacted by the Dean of Students or their designee. Whenever possible, students will be notified in advance that their parents or guardians are to be contacted. ■

Last reviewed: August 2023



UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS:  
**POSTING, CHALKING AND DISTRIBUTION OF  
INFORMATIONAL MATERIALS POLICY**

### **I. Purpose**

The Posting, Chalking and Distribution of Informational Materials Policy for the University of Maine facilitates the equitable, responsible and orderly use of bulletin boards, banners, chalking and distribution of informational materials on university property (owned, controlled, and/or leased) as a means for communicating information about activities, events and notices of interest to the University of Maine community. It is not the intent of this policy to censor or otherwise control the content of notices or other informational materials. Rather, the expectation is that such informational materials and notices be within the spirit of the University of Maine Student Conduct Code and comply with applicable standards of conduct.

### **II. Applicability**

The Posting, Chalking and Distribution of Informational Material Policy applies to any person, group, entity, or organization seeking to use bulletin boards, to chalk, or distribute informational materials (ex. flyers, brochures, pamphlets, etc.) on University property in order to communicate information to the University community, or any subgroup thereof.

### **III. Definitions**

Affiliated Entities: University colleges, departments, and offices; recognize student clubs and organizations; and University students, employees and agents (ex. volunteers).

Chalking: As used in the policy, drawing or writing on sidewalks with water soluble chalk (commonly known as “sidewalk chalk”) as a means for communicating information about University-sponsored events, activities and/or services to the campus community.

Commercial Activity: Communicative conduct or activity on behalf of a business or company or person for the purpose of advancing or profiting the business or company or person. Such activity is economic in nature and to financially benefit the entity or person. Flyers or other informational materials pertaining to the sale of goods and/or services authorized by the University are not considered commercial activity.

Community or General Use Bulletin Board: A designated public bulletin board in the Memorial Union (there are four).

Distribution: For the purposes of this policy, distribution is defined as persons physically offering materials (ex. flyers, brochures, pamphlets, etc.) to other people who may accept or reject them. Distribution can also mean people physically putting/leaving information in locations on campus (ex. on vehicles, on tables in buildings, etc.).

Flyer: A form of paper advertisement (e.g., pamphlet, circular, handbill, leaflet, notice, brochure, poster, sign, etc.).

Free Expression Activity: For the purposes of this policy, free expression activity is communicative conduct or activity protected by the First Amendment including, but not limited to, public speeches, demonstrations, marches, protests, and picketing. Free expression activity does not include commercial activity.

Posting: Placement of flyers or other printed materials as a means of communicating information about activities, events and/or notices of interest to the campus community. This includes affixing printed materials on bulletin board, approved posting spaces and non-approved posting spaces

Public Areas: Most outdoor areas on campus, building lobbies/atria, or other areas open to the public within campus buildings where pedestrian traffic, or educational or administrative functions will not be unreasonably disrupted.

Special or Assigned Use Bulletin Boards: Any bulletin board assigned to or designated for use by a specific university department or office and all bulletin boards in residence halls.

Unaffiliated Entities: Businesses, organizations, groups, or persons not affiliated with any department or unit within the University.

University Community: For purposes of this policy, the university community includes all employees, students, contractors, visitors, invitees and volunteers of the University.

University Property: All land, buildings, facilities, and other real property owned, leased and/or controlled by the University.

## **IV. Policy**

A. The University is committed to promoting communication and protecting free speech rights of the University community. Accordingly, posting, chalking and the distribution of informational materials in public areas on University property are permitted in accordance with the scope of this policy. The University reserves the right to remove and discard any flyers or other informational materials and to remove any chalking without notice that are not in compliance with this policy.

B. The University does not permit the posting or distribution of informational materials that are unlawful or otherwise prohibited by law. Such informational materials include but are not limited to: those that defame, incite unlawful conduct, make imminent threats of actual violence or harm, constitute obscenity, are fighting words, include a copyright or trademark violation, meet the definition of criminal or civil harassment, violate another University policy or state or federal law, trespass on the property of the University or others, constitute false advertising and/or depictions that promote or encourage illegal activity.

C. Any activity connected to/with the distribution of informational materials that constitutes free expression must comply with the University's Free Speech/ First Amendment Policy and the University of Maine System (UMS) Board of Trustees (BOT) Policy 212.

## **V. Procedures**

### **A. Affiliated Entities**

Affiliated entities may utilize general use bulletin boards, special use bulletin boards, chalking and distribute informational materials in public areas on University property as a means to communicate information about activities, events, and notices of interest to the campus community in accordance with the following:

#### **1. Posting on General Use Bulletin Boards:**

- a. Flyers and notices may be posted by any party on any of the general use bulletin boards (4 located in the Memorial Union). No approval is required. All postings are cleared from the general

use bulletin boards on a regular basis without regard to the date it was posted or the date of the event(s) the postings advertise.

b. Flyers publicizing or advertising events should prominently display the event sponsor(s), name of the event, contact information, and the date/time/location of the event.

## 2. Posting on Special Use Bulletin Boards:

a. Departments and offices are responsible for maintaining special use bulletin board(s) under their control.

b. No flyers or other informational materials may be posted on special use bulletin boards without the permission of the department or office that controls the bulletin board.

## 3. Banners and Flags are covered by a separate policy/procedure that can be found in the University of Maine Student Handbook.

## 4. Chalking

a. Chalking may only be used to advertise events/activities occurring on University property unless an exception is made by the Center for Student Involvement (Director or their designee).

b. Chalking is permitted only on concrete or paved walkways at least thirty (30) feet from buildings.

c. Chalking is NOT permitted on bricks, steps, or vertical surfaces.

d. Only non-permanent (water soluble) sidewalk chalk may be used. Paint, spray/adhesive chinks, markers, or inks are not permitted.

e. Chalking is done on a first-come, first-served basis (no reservations for space or locations).

## 5. Distribution of Informational Materials in Public Areas

- a. The non-disruptive distribution of noncommercial flyers, literature, or other informational materials is permitted in public areas on University property. Flyers and other materials may not be affixed to the outside of any University building, structure or property (including but not limited to fences, utility poles, signs, flag poles, trash/recycle bins, and similar).
- b. Flyers, brochures and other informational materials may NOT be put on or in vehicles (ex. under windshield wipers).
- c. Tables (indoor/outdoor) may be reserved inside of and outside of the Memorial Union (contact the Memorial Union Building Manager, 207-581-1406) in order to distribute information. Fees may apply to non-University entities.
- d. Commercial activity is managed through the Memorial Union Building Managers and/or on a contractual basis. Vendors should contact the Memorial Union Building Manager (207-581-1406) for additional information.

## **B. Unaffiliated Entities**

Unaffiliated entities may post and/or distribute informational materials about activities, events and/or notices of interest to the University community in accordance with the following:

1. Flyers or other informational materials may only be handed out, or posted on general use bulletin boards on campus. Flyers or other informational materials posted on any other bulletin boards on University property will be removed without notice.
2. Chalking by unaffiliated entities is not permitted at any location on University property.
3. Banner/flag use is covered on the Flag/Banner Policy in the Student Handbook.
4. The non-disruptive distribution of noncommercial flyers, literature or other informational materials is permitted in public areas on University property. Tables may also be reserved in the Memorial Union (indoors/

outdoors) by contacting the Building Manager (207-581-1406).

5. Commercial activity is managed through the Memorial Union Building Managers and/or on a contractual basis. Vendors should contact the Memorial Union Building Manager (207-581-1406) for details.

### **C. Prohibited Activities for All Entities**

1. Posting is strictly prohibited on vehicles, indoor walls, windows, doors, porches, walks, stairways, light/utility fixtures, signs, lampposts, the outside of buildings, trees, shrubs, trash receptacles or dumpsters, signs, utility poles, other living things or other University or private property not owned by the person who is posting.

2. The distribution of informational materials must not obstruct, in any way, vehicular or pedestrian traffic, or the ability to freely exit/enter buildings or facilities, whether indoor or outdoor. Obstruction of public sidewalks or streets is a violation of Maine law. Additionally, such distribution must not unreasonably interfere with the educational and/or administrative activities inside or outside of buildings.

### **VI. Exclusions**

None.

### **VII. Appendices**

None.

### **VIII. Interpretation**

The authority to interpret this Policy rests with the President of the University whose designee is the Vice President for Student Life (or their designee). Decisions made by any University official under this Policy will not be made based on the content of or the viewpoint expressed in the material, except in accordance with section IV. (B) of this Policy and BOT Policy 212.

Last Updated: August 2023 ■



UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS:  
**SCHEDULING EVENTS ON CAMPUS [ STUDENTS / STUDENT ORGS ]**

All student-sponsored events held on University of Maine property or in University facilities must be registered through the Event Management Process, facilitated by the Center for Student Involvement. Students and event managers from student organizations must have a Campus Groups account to complete the event management form. More information about Campus Groups is available at: <https://umaine.edu/studentinvolvement/involveME/>.

Various departments and units on the University of Maine campus, such as Residence Life, New Balance Student Recreation Center, Maine Bound Adventure Center, and certain Academic units, control their own event spaces. Even when using these spaces, students and student organizations must complete an event management form. The Center for Student Involvement will then work with these units to assess the availability and feasibility of the event.

University departments and external groups should contact Events and Hospitality for event and booking information. They can be reached at 207.581.4094 or via email at [events.hospitality@maine.edu](mailto:events.hospitality@maine.edu).

For assistance, the Center for Student Involvement can be contacted at 207.581.8325, via email at [um.getinvolved@maine.edu](mailto:um.getinvolved@maine.edu), or by visiting their office at 151 Memorial Union.

Updated: July 2024

## **Introduction**

Any UMaine student may appeal an action or decision made by a University administrator. The procedure outlined below is intended to assure a fair and equal adjudication of student grievances.

Note: The Administrative Appeal Policy cannot be used for appeals which are covered under other policies and procedures, such as appeals of parking tickets, student conduct cases, or faculty actions/decisions, i.e., grading policy or attendance policy. Also, student employees in Residence Life should follow the appeal process outlined in the Residence Life Staff Guide.

Students should take the following steps to appeal an administrative action.

## **Process**

Students must initiate an appeal of an administrative action within ten working days of notification of the action. An extension to make an appeal may be granted of up to ten additional working days with a written request to the Vice President for Student Life or their designee.

An appeal is made directly in writing to the administrator or staff person involved. If the appeal is not resolved to the student's satisfaction, the student may continue the process by appealing in writing in the following order:

- To the department supervisor (within five days),
- To the department head or division director (within five days), and
- To the vice president of the area involved (within five days).

The student must receive a written response to the appeal within five working days of the date of receipt of the appeal at each level.

## **Appeal Board**

A student who continues to feel a grievance has not been satisfactorily resolved may ask to be heard by the Student Administrative Appeals Board. Within five working days from the date of the denial by the vice president involved the student must request in writing that the Vice President for Student Life or their designee convene the Appeals Board. If the Vice President is involved in the grievance, then the student should request in writing that an appropriate alternate (Executive Assistant to the President, Assistant Dean of Students, Vice President for Student Life, or other) convene the Board. This Board will meet to hear the appeal and render its recommendation to the President within five working days of the date of the hearing.

**The Board shall consist of seven members; five members shall constitute a quorum:**

- Two students appointed by Student Government Inc. for a one-year term;
- One student appointed by the Graduate Student Government for a one-year term;
- Two student services professionals appointed by Professional Employees Advisory Council (PEAC) for a three-year term;
- One non-student services professional appointed by PEAC for a three-year term; and
- One teaching faculty member appointed by the Faculty Senate for a three-year term.

The President, upon recommendation of the Vice President for Student Life or the person convening the Board, will name the chair from the members selected above who will preside over the hearing unless removed for cause (see below.). In such case the President will appoint another member of the hearing Board as chair.

## **Procedure**

The following guidelines shall govern the workings of the Student Administrative Appeal Board, except where the Board chairperson determines otherwise for cause:

- At least four days in advance of the hearing, the chairperson will notify the grievant and the administrative representative of:
  - The time and place of the hearing.
  - The names of Board members. Both parties have the right to challenge for cause any member of the Board by submitting a written memorandum to the Board chair stating the grounds for this challenge at least two days prior to the scheduled meeting. Removal of a member for cause shall be within the authority and at the discretion of the Chair of the Board or by a majority of the Board if the Chair is unable to exercise that function or is challenged for cause. If removing a member for cause from a specific hearing results in a lack of quorum, the Vice President for Student Life or their designee will appoint a replacement to hear that specific case.
  - Each party's right to call witnesses, to bring an advisor to the hearing, and to present documents or other information. No party shall be accompanied by legal counsel, except when the grievant also faces criminal charges for the same incident.
  - The order each party will follow to present their interest.

The hearing will proceed in the following order:

- The grievant presents the appeal:

- The Board may ask questions of the grievant.
- The administrator presents the background for the decision.
- The Board may ask questions of the administrator.
- Both parties are dismissed.
- The Board discusses the circumstances of the appeal and decides on a recommendation. A majority vote by the committee members present shall prevail.
- The Chair submits a written recommendation to the President or their designee within five working days of the hearing of the appeal. In its recommendation to the President, or their designee the Board shall specify the basis for its recommendation, including which one or more of the specified grounds (below) were found to be sufficiently credible and compelling if its recommendation is to overturn any part of the administrator(s)' decision(s).

The Board may grant the appeal only for one or more of the following reasons; otherwise, the appeal must be denied:

- Demonstrated bias on the part of the decision maker(s); or,
- New and significant information not reasonably available to the decision maker(s); or,
- Substantial and material departure from printed procedures; or,
- Judgments shown to be arbitrary or capricious; or,
- A remedy or sanction not in due proportion to the nature and seriousness of the situation or offense.

Other than for these reasons, the Board may not substitute its judgment on the substance of the decision for that of the original decision maker.

## **Final Decision**

The final decision on any student administrative appeal rests with the President or the President's designee, and shall be made after receipt of a recommendation from the Student Administrative Appeals Board. The President's decision shall be presented to the student within five working days of receiving the Board's recommendation. The President or their designee, if they accept the recommendation, shall also forward the Board's statement of the grounds for its recommendation to the President to all those who have rendered decisions on the matter at all previous levels.

Note: The Vice President for Student Life shall be responsible for widespread distribution of and publicity for this policy and for periodic review of this policy and procedures. ■

Last Updated: August 2023 ■



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: STUDENT MILITARY MOBILIZATION AND ACTIVATION POLICY

### PURPOSE

The University of Maine System recognizes that many students serve our country in the U.S. Armed Forces, including the National Guard and Reserves. Students serving in the military are subject to unforeseen mobilization or activation in response to local, regional, national, or international emergency situations. The unexpected mobilization and activation may seriously disrupt these students' academic careers. As these students are legally obligated to report to duty when so ordered, it is the policy of the University of Maine System to minimize the effects of this disruption of their education as much as possible. The following policies are written in accordance with 20 U.S.C. §1091c(c)(2), 34 CFR §668.18, and 37-B M.R.S.A. §388.

### ELIGIBILITY

In order to qualify under the provisions of this policy, a student must present official Military Orders indicating their mobilization or activation to the institution's School Certifying Official (SCO), Dean of Students, Registrar, or other appropriate university official within 30 days of receipt of orders. If, due to time constraints between the time of notification and the time of actual mobilization or activation, the student cannot present their orders as required, the parents, guardians, spouse, or other authorized representative of the student may do so. No notice is required if the giving of such notice by the Service member or their family is precluded by military necessity.

### DEFINITIONS

- **Activation** - Order to Service in the Uniformed Services on active duty, active duty for training, or full-time National Guard duty in response to federal or state orders, and as defined below.
- **Armed Forces** - A term used to denote collectively all components of the Army, Marine Corps, Navy, Air Force, and Coast Guard.
- **Service member** - a student who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in the Uniformed Services.
- **Service in the Uniformed Services** - service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-

time National Guard duty under State order or Federal authority.

- **Military Order** - 1. An instruction, including an individual command by an armed forces officer to a person under their command. 2. A published directive originated by a commander of a military organization.
- **Mobilization** - 1. The process of assembling and organizing national resources to support national objectives in time of war or other emergencies. 2. The process by which the Uniformed Services, or part of them, are brought to a state of readiness for war or other state or national emergency.

## ACADEMIC GRADES

- All Service members will be provided an excused absence and not penalized when legally obligated to report for duty. Service members are responsible for missed coursework and faculty will offer accommodations when necessary, ie. testing and presentations.
- Mobilization or activation during a regular semester or during summer sessions may result in the complete voluntary withdrawal of the Service member from the university and without penalty or a punitive grade. Course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a prorated basis.
- In the event of mobilization or activation during the semester and/or after the term drop period, Service members are provided the following academic options:
  1. **Withdraw for Military Activation** -- A student may choose to withdraw from one or more courses in which they are officially enrolled. In this case, course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. NOTE: Please consult with your School Certifying Official (SCO) as this option may impact VA benefits; or,

Students may pursue one of the following in consultation with their instructors:

2. **Incomplete (I)** -- A student may request to take an incomplete grade in some or all of these courses. Students shall be allowed to complete specific work that remains unfinished as a result of activation or

mobilization. See section 34 CFR §668.18(e) for the time allowed for a cumulative length of absence; or,

3. **Final Grade** -- A student may request to receive a final grade in some or all of their courses based upon the student's work in the courses up to the date of mobilization/activation; or,
  4. **Final Exam** -- A student may request to take an early final examination in some courses in order that the instructor can determine a final course grade for the student; or,
  5. **Combination** -- A combination of options that best serves the students' needs based on Military Orders, following the policies set forth above, may be selected. This option will result in a refund of that portion of tuition and fees paid for those courses that the student chooses to withdraw from (other non-course fees are not refunded).<sup>1</sup>
- Room and board payments will be refunded on a prorated basis, if applicable.

## TIME LIMIT FOR AN INCOMPLETE GRADE

Students who receive an incomplete grade in all or some of their courses shall have the time allowed under 34 CFR §668.18(e) which generally does not exceed five (5) years of service, although there are several exceptions offered.

## RE-ADMISSION

Under 34 CFR §668.18, an institution must readmit a member of the uniformed services with the "same academic status" upon notice of their intent to reenroll, unless the student requests a later date of readmission or unusual circumstances require the institution to admit at a later date.

## STUDENT FINANCIAL AID

When students whose higher education academic careers are interrupted by mobilization or activation re-enroll, the University follows all regulations outlined in 34 CFR §668.18 and Title IV of the Financial Aid regulations. Any readmission application fee will be waived for those students. Students should consult with

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<sup>1</sup> - The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive an incomplete or final grade.

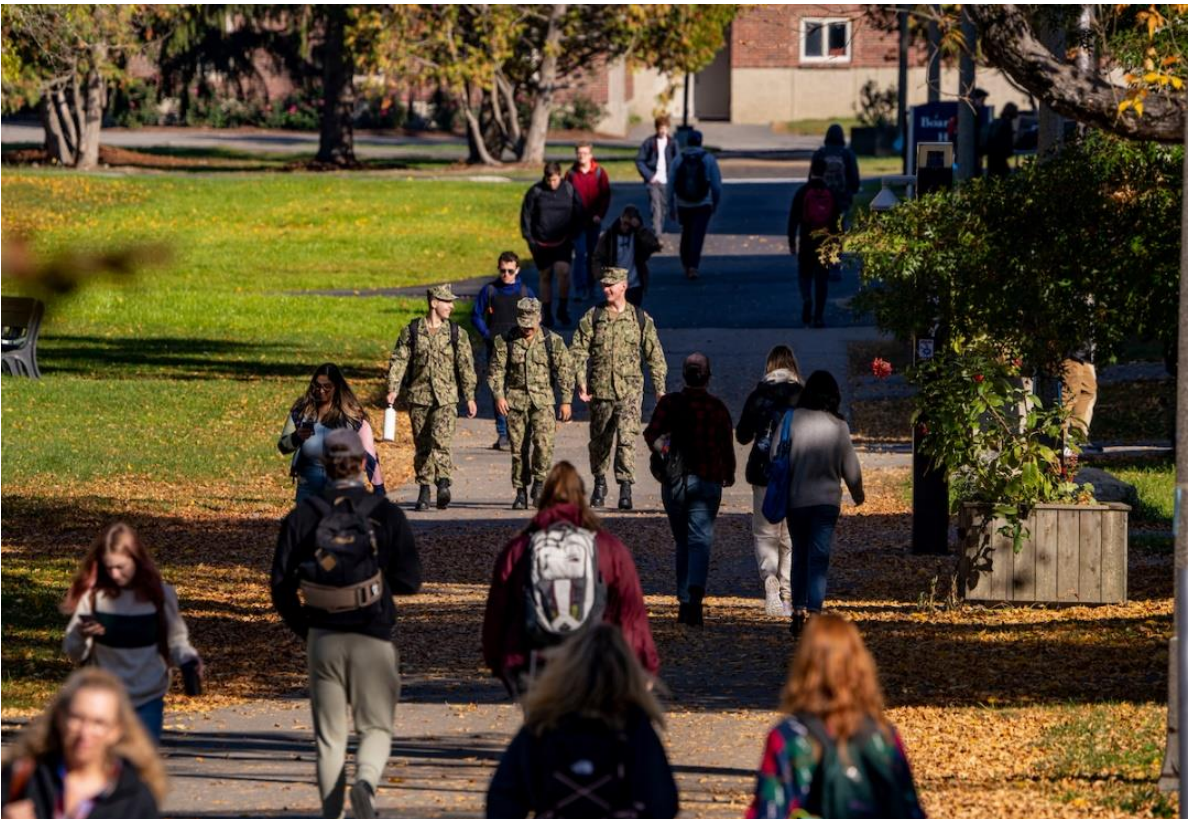
the Financial Aid Officer of the University they are attending in order to obtain clarification and/or further information.

## **HOUSING**

The spouse and dependents of students who are mobilized or activated and who live in university family housing shall be allowed to continue renting or leasing these quarters. If the student does not re-enroll in their former university within six (6) months after the completion of their mobilization or activation period, then the spouse and dependents of this student may be required to vacate the family housing.

Effective: November 1, 2019 ■

Last Updated: August 2023 ■



UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS:  
**STUDENT ORGANIZATION ADMINISTRATION POLICY**

The University of Maine establishes a recognition system for student organizations to ensure students' rights to freely form associations, uphold the University's discretion in recognizing organizations, define the University-student organization relationship, and guarantee fair and equitable administration of recognition requirements, privileges, and governing policies and procedures.

To operate on campus, organizations must be recognized according to the University of Maine's policy. While students may engage in off-campus organizations without university recognition, all recognized organizations must adhere to the university's criteria for all activities, whether on or off campus. The University of Maine offers two types of recognition for student organizations: standard Recognition and Direct-Funded Certification. Additionally, there is a provision for organizations that opt not to seek recognition, detailed in Section I. Recognition requirements are applicable to all student organizations.

### **I. Recognition**

A. Recognition will be administered through a two-step process. It will be the responsibility of the University of Maine (specifically the Division of Student Life) to pre-approve groups seeking recognition from student government. Groups seeking recognition status must submit their application/documentation first to the Center for Student Involvement through involveME (Campus Groups). After approval from the Center for Student Involvement, the organization's application/documentation will be forwarded to the appropriate student government (graduate or undergraduate) for its review. If an organization is given approval by the Center for Student Involvement, but not Student Government, they remain active as an organization recognized by the university. Otherwise, the group, although including UMaine students, is not acting under the auspices of the University of Maine or student government.

Organizations that do not wish to seek recognition status or are denied recognition status may seek affiliation status from the Vice President for Student Life or their designee. Affiliation status granted by the Vice President for Student Life or their designee will allow the organization to have access to University programs, facilities, and services but not recognition with or funding

from student government. Student government in this document refers to UMaine Student Government, Inc., Graduate Student Government, and/or any other applicable student government.

**A. Requirements for Recognition**

a. In order for a student organization to become recognized and retain recognition status, the following conditions must be met to the satisfaction of the applicable student government. Student governments have the authority to revoke recognition in accordance with this policy. This process is separate from action the University may take under the Student Conduct Code. In order to become recognized, the organization must:

- i. For initial recognition, submit the appropriate recognition application to the Center for Student Involvement through the student organization application process on involveME (Campus Groups). This application will be forwarded to the appropriate student government.
- ii. For continued recognition, submit an updated recognition form annually by October 15 and within two weeks of any changes in officers and/or the advisor through involveME (Campus Groups).
- iii. Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
- iv. Submit a constitution and bylaws according to prescribed standards
- v. Submit all changes in the constitution and bylaws within two weeks of any action taken.
- vi. Follow the appropriate student government guidelines with respect to organization officers and membership.
- vii. Adhere to University regulations and policies,
- viii. Adhere to local, state, and federal laws.
- ix. Conduct all activities in a manner consistent with the mission of the University.
- x. Not participate in any hazing activities and abide by UMaine Hazing Policy.
- xi. Comply with the University of Maine's nondiscrimination policy.
- xii. Not participate in any physical disruption of the educational process or the peace, order, and discipline of the University.

- xiii. Not use the organization for the inappropriate financial enrichment of any officer, member, or affiliate.
- xiv. Use dues and other membership fees for the express and direct benefit of the organization and in fulfillment of its purpose.
- xv. Not enter or attempt to enter into contracts which obligate the University of Maine without prior written authorization by the appropriate University official.
- xvi. Agree not to use University funds, including, but not limited to student activity fee monies, to finance administrative claims, or litigation of any kind against the University of Maine System, the University of Maine, or any of its trustees, officers, employees or agents.
- xvii. Designate employees of the organization as such and not as employees of the University and
- xviii. Comply with all applicable state and federal laws regarding employment, and
- xix. Adhere to the University of Maine equal employment and nondiscrimination policies and other UMaine policies related to classified and/or professional employees.
- xx. Appoint a current University employee as advisor to the organization.
  - 1. (An organization that cannot find an advisor should contact the Center for Student Involvement in the Division of Student Life for assistance.)
  - 2. An advisor must perform the following functions:
    - a. Meet at least once a semester with the executive board or officer group and inform them of institutional matters;
    - b. Attend full organization meetings periodically, but not less than once a semester;
    - c. Advise delegations regarding trips to conferences, business meetings, and inform organization of the Student Travel Policy and/or the International Travel Policies;

d. Respond to concerns from the members about officer elections, transition, and the group's development;

e. Provide background history and institutional insight as appropriate;

f. Hold at least one goal-setting or assessment meeting for the executive board, officer group, or membership at least once annually and monitor and advise the group regarding risk management decisions and practices.

## **B. Privileges of Recognition**

Recognized student organizations are eligible to:

- Use the University of Maine as part of their name designation;
- Use University facilities, equipment, and services, as available and according to prescribed policies and procedures;
- If recognized by both Student Life and UMSG, Inc., apply for funding from the applicable student government under the policies and procedures set forth in that student government's constitution and bylaws;
- Request professional advising and other services from the Center for Student Involvement;
- Collect reasonable dues and/or fees for service, sponsor fund-raising events, and solicit funds according to University policy;
- Receive awards or honors presented by the colleges to organizations and/or members;
- Be listed in University/student publications;
- Participate in University/student activities;
- Distribute literature and organizational materials according to established University policies and procedures;
- Utilize the University mail service and to maintain a mailbox with the appropriate student government
- Apply for a University C&I account and to request the services of other University departments;

- Request assistance from University Relations to promote organizational activities; and
- Post materials on designated University bulletin boards and web sites within the parameters of existing guidelines.

### **C. Suspension / Revocation of Recognition**

Any violation of the recognition requirements may result in suspension or revocation of recognition. The appropriate student government adjudicates recognition violations. These decisions may be appealed to a three-person committee appointed by the Vice President for Student Life, and the committee's decision is final. This process is separate from action the University may take under the Student Conduct Code.

*Organizations granted affiliation status by the Vice President of Student Life under section I A of this document may have their status suspended or revoked for specified violations by a three-person committee appointed by the Vice President for Student Life, and the committee's decision is final.*

## **II. Direct-Funded Certification**

There are a handful of student organizations that receive funding from student money collected by the University and directly transferred to student organizations. The University of Maine System Policy and Procedures Manual, Section 704.1, states "The Board of Trustees recognizes the educational value of student-administered funds for educational, cultural, social, and recreational purposes consistent with Board policy and law. The Board recognizes its ultimate responsibility for these funds and delegates to the Chancellor and the Presidents the authority to assure that student government funds are expended for University-related educational, cultural, and recreational purposes. Changes to the amount of the fee shall be requested by the recognized student governing body on each campus and authorized after:

- A referendum approved by the student body,
- Approval of the President, and
- Approval of the Chancellor for presentation and approval by the Board of Trustees."

Section 704.1 of the University of Maine System Policy and Procedures Manual clearly states that the Board intends for the University administration to provide sufficient oversight to these direct-funded organizations to ensure that the funds are used properly. Furthermore, the University of Maine System Administrative Practice Letters sets forth guidelines that must be followed in the areas of

financial record audits, administration of payrolls for any employees, bank accounts for funds, and proper fiscal control procedures. Accordingly, additional requirements and privileges must be afforded to direct-funded student organizations: the Maine Campus, WMEB Radio, the Student Government, Inc., Association of Graduate Students, ASAP Media, the Maine Journal and any other student organization which receives funds from any University entity.

All University of Maine student publications and student broadcast media organizations and activities are governed by and accountable to the Student Media Board, as a condition of their receiving any “Student Activity” or “Communication” fee monies. This Board is established and chartered in full recognition of, and with respect for, the legal and educational responsibilities and proprietary interests of the University, and for the long-honored principle of an editorially independent campus press and broadcast media. The Board is appointed by and accountable to the President of the University of Maine and his/her designee.

#### **A. Requirements for Direct-Funded Certification**

In order for a direct-funded student organization to be certified, it must:

- Meet the requirements for recognition except for items 1. and 2., that pertain to the method of application, and
- In place of recognition item 1., make an initial application to one of the student governments for recognition leading to certification. This initial application is not required for organizations already in existence when this policy is adopted or updated. If the student government approves, it will schedule the necessary referendum. If the referendum passes, the organization must next apply to the Vice President for Student Life (VPSL) and the Sr. Vice President for Administration and Finance (VPAF) for certification as a direct-funded organization. If both approve, the VPAF will prepare the necessary paperwork for the approval of the President, the Chancellor, and the Board of Trustees for the establishment of, in addition to, and/or increase to the mandatory fee(s). When approval of the fee is final, the VPAF will ensure that the organization officials are aware of the necessary procedures and documentation for sound business practices and fiscal management.
- In place of recognition item 2., submit a copy of an annual audit in accordance with the provisions of paragraph 4. below. Include with this audit a one or two-page summary of activities from the previous year and any changes in operation anticipated for the coming year. This information should enable the VPAF to report to the President

and to the Chancellor whether the organization is in compliance with provisions of the University of Maine System Policies and Procedures Manual Section 704.1 and the Administrative Practice Letters.

- Maintain any University accounts as required and have an audit performed annually by a recognized auditing firm. A copy of the completed audit shall be submitted to the University of Maine System Internal Audit Department, the University of Maine Vice President for Administration and Finance, the Vice President for Student Life, the appropriate student government and, when applicable, to the organization being audited.
- Submit to periodic audits performed by the University of Maine System Internal Audit Department. Any advice on means of improving fiscal control and operational management practices must be reconciled with Internal Audit within 60 days to the satisfaction of the Vice President for Administration and Finance. Failure to comply fully will allow the University to take appropriate action up to and including cessation of the collection and/or disbursement of funds to that organization.
- Require all students elected and/or appointed as officers, committee chairs, and/or other leadership positions to be enrolled in a degree program and carrying six (6) or more credit hours as an undergraduate or three (3) or more credit hours as a graduate student in the semester(s) in which they serve and possess at least a cumulative 2.0 GPA for the semester(s) they serve and the immediate semester preceding their selection to a leadership position.
- If employing individual(s), comply with all applicable state and federal laws regarding employment.
- If employing individual(s), adhere to the University of Maine's equal employment and nondiscrimination policies and practices.
- Comply with procedures of all Administrative Practice Letters and with policies established by the Director of Budget and Business Services in maintaining accepted business practices and responsible fiscal control.
- Ensure that all published material by the organization complies with current and applicable laws.
- Assure that any redistribution of funds be made on a content-neutral basis as required by law.

## **B. Privileges of Direct-Funded Certification**

A certified direct-funded organization will be:

- Eligible for all of the privileges of recognized organizations.
- Assisted in the collection of fees from students and in distribution of funds to the organization by the University Bursar.
- Eligible to use permanent space in University facilities pending availability and to use University utilities.
- Eligible to hire College Work-Study Program students.

## **C. Suspension / Revocation of Direct-Funded Certification**

Because of the unique responsibilities assigned to the President of the University for these organizations and because direct-funded certification is a privilege and not a right, the President may suspend or revoke certification or withhold certain privileges from any direct-funded organization that fails to comply with these requirements. Furthermore, in view of participation of University of Maine Student Government, Inc. and the Graduate Student Government or other applicable student government in setting the fees for these organizations, student governments may recommend to the President that certification be suspended or revoked from any organization that the appropriate government believes fails to comply with these requirements. This process is separate from action the University may take under the Student Conduct Code, however, this process will afford due process and fundamental fairness to any organization whose direct-funded certification is considered for suspension and/ or revocation. For more information about the steps of this process, contact the Director of the Center for Student Involvement or their designee.

### **Distribution and Availability of this Policy Document**

A copy of this Student Organization Administration Policy and any future changes to this policy will be distributed to University vice presidents, academic and student life deans and directors, the Association of Graduate Students, the Student Government, Inc., all direct-funded certified organizations, and through the student governments to all recognized student organizations. The Vice President for Student Life and the Vice President for Administration and Finance and applicable student governments will keep a copy of an up-to-date version of this policy available for ready reference by any of the University of Maine's students or employees.

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# UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: STUDENT RISK ASSESSMENT AND SAFETY INTERVENTION POLICY

## I. POLICY STATEMENT

This Policy and procedures described within, establish a process for safety interventions of students who, pose a credible substantial risk of harm to self, to another individual or individuals within the University or to the University community, or substantially impede the lawful activities, educational process, or activities or functions of other members of the University community.

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

The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, North Stevens Hall, Orono, ME 04469; voice: (207) 581-1226; TTY 711 (Maine Relay System) email: [equal.opportunity@maine.edu](mailto:equal.opportunity@maine.edu).

## II. MISSION

The University of Maine System, together with all of its campuses, (the “University”) is committed to maintaining a learning environment where all persons feel safe to carry out the University’s mission and goals. The University is an institution that values the safety of each individual in its community. Each of the University’s seven (7) campuses has developed a Risk Assessment and Safety Intervention Team (the “Team”). The primary mission of each of the seven (7) Team’s is to improve community safety through collaborative, coordinated, objective, and thoughtful approaches to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety, security, and well-being of the campus community and its individual members. Therefore, each Team will review and evaluate all, available and relevant information regarding concerns or issues involving threats to the University community by University students, and will act, as necessary, to protect the community and its members.

## III. DEFINITIONS

A. Chief Student Affairs Officer or their designee (“CSAO”): The person responsible for overseeing student life and student services on a University campus.

B. Public Safety Representative (“Public Safety”): Persons with public safety knowledge and experience and may include those individuals with experience and knowledge with law enforcement.

C. Counseling Services Representative (“Counseling Services”): Persons with current knowledge and experience with student support services.

#### **IV. PROCEDURES FOR RISK ASSESSMENT AND SAFETY INTERVENTIONS**

##### **A. Purpose of and Criteria for a Risk Assessment and Safety Interventions**

The procedures for a risk assessment and safety intervention described below establish a fact-based investigative and analytical process for intervening with and assessing the risk presented by students who:

1. Pose a credible substantial risk of harm to self; or
2. Pose a credible substantial risk of harm to another individual or individuals within the University or to the University community as a whole; or
3. Substantially impede the lawful activities, the educational process, or the activities or functions of the University or other members of the University community.

The University shall consider voluntary withdrawal, accommodations, involuntary withdrawal, and will provide students with information about on-campus and off-campus resources and services (for example, Counseling Services, whether or not students have asked about such services) in the local community. Student conduct, judicial, academic or other proceedings may continue even when a student is subject to a safety intervention pursuant to this policy.

##### **B. Interim Safety Interventions**

When there is an imminent threat to the health or safety of a student or other individuals, the University may take interim actions, including, but not limited to, interim suspension to protect the well-being of all members of the University community, including contacting the student’s parents or other family members, campus Public Safety or local law enforcement. Local law enforcement should be contacted when/if their knowledge of the threat is necessary to protect the health or safety of the student or other individuals.

##### **Interim Suspension**

When the University imposes an interim suspension, the University may remove a student from any or all University premises when, in the professional judgment of the CSAO, and considering all reasonably available information, the CSAO determines that a credible substantial threat of imminent harm to the health or

safety of an individual or the University community exists. Interim suspension is a preliminary action taken to protect the health and safety of the University community, and is not a penalty. A student suspended on an interim basis shall have a right of review of the interim suspension. The student should submit a written request for review to the President or designee for the campus within two (2) business days from the effective date of the interim suspension. Following receipt of the student's request for review, the President or designee for the campus may either continue or cancel the interim suspension.

An interim suspension may remain in effect until a final decision is made pursuant to the procedures outlined in this policy. If the interim suspension is withdrawn, the procedures described in this policy regarding a safety intervention may still proceed.

If the student is currently under review by the Team, and the student voluntarily withdraws, the Team may still outline terms and conditions for return or readmission based on an evaluation of the following:

1. Does the student pose a credible substantial risk of harm to self;
2. Does the student pose a credible substantial risk of harm to another individual or individuals within the University or to the University community as a whole; or
3. Will the student's behavior substantially impede the lawful activities, the educational process, or the activities or functions of the University or other members of the University community?

If the Team imposes terms and conditions for return or re-admission the procedures in Section VII will be followed.

## **V. RISK ASSESSMENT AND SAFETY INTERVENTION TEAM**

The Team for each campus is responsible for evaluating whether students meet the criteria for a safety intervention.

Each campus' Team will include a representative of the following University departments: (1) CSAO; (2) Public Safety; and (3) Counseling Services. Other campus representatives may be consulted as each particular case will depend upon the specific circumstances. The Team consults as needed with the General Counsel.

In addition to evaluating whether students meet the criteria for a safety intervention, the Team may also act as a resource, consultant, or advisor to any academic department, school, college or program in determining whether an individual is qualified to perform the essential functions of an academic program with or without a reasonable accommodation, and/or to provide other guidance regarding an individual student's access to the University's educational

opportunities. Any decision regarding reasonable accommodation will involve the campus office for services for students with disabilities.

## **VI. SAFETY INTERVENTION PROCESS**

Before the University considers safety interventions, either on or off-campus, Counseling Services or other available resources may be recommended. Involuntary withdrawal will be considered after other safety interventions have been explored and the student will be notified that the possibility of an involuntary withdrawal is being considered.

Any member of the University community who has reason to believe that a student poses a violent threat or other imminent threat to public safety should contact campus public safety or local law enforcement.

Any member of the University community who has reason to believe that a student poses a credible substantial risk of harm to self, to another individual or individuals, and/or the University community and thus may meet the criteria for a safety intervention are encouraged to contact the Student Affairs or Public Safety for their campus who will conduct an informal review of the information presented. All reports made pursuant to this policy will be handled in as confidential a manner as possible, with information released only on a need-to-know basis in accordance with applicable federal and state laws and regulations.

Upon completion of the review, the Team may recommend to the campus CSAO that a student be subject to a safety intervention for reasons under the criteria set forth in Section B above. In determining whether the student presents a credible substantial risk of harm to self, another individual and/or the University community, the CSAO will make a decision based on reasonable judgment that relies upon the best available evidence to ascertain:

1. The nature and duration of the risk;
2. Severity and immediacy of the risk;
3. The probability that potential injury and/or harm will occur;
4. Whether the student substantially impedes the educational process or functions of other members of the University community;
5. Whether reasonable modifications of policies, practices or procedures could significantly mitigate the risk; and
6. The University may consider the impact of the student's behavior on others in the community.

The student, the student's representative and/or a student's treatment provider shall be given an opportunity to provide information and their input will be given consideration. To enable careful, individualized consideration, the student may

need to sign a release authorizing disclosure of relevant information by and between treatment providers working with the student and the appropriate University official(s). In making the individualized assessment, the University may also require the student to undergo an evaluation, including a medical or psychological evaluation, by an independent and objective health professional designated by the University, at the University's expense.

Inherent to this decision-making process is the University's commitment to consider an individual's past and ongoing behavior, which may have contributed to the risk of harm that is in question. The CSAO may seek the assistance of the Team or other resources, as needed, to determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet his/her essential academic and College community responsibilities, while sufficiently mitigating the risk of harm and maintaining a safe college environment for all students. This determination shall also evaluate whether such accommodation can be provided without fundamentally altering the essential functions of the educational program provided by the University, or lowering academic standards, and/or creating undue hardship to the University.

The CSAO may communicate with essential personnel regarding the proposed plan and will take necessary steps to ensure its implementation and/or any necessary monitoring.

Once the CSAO makes a final determination on whether the student will be subject to a safety intervention, the CSAO will provide the student written notification of the decision and any rights of review available to the student.

If a student is subject to a safety intervention pursuant to this policy, to the extent appropriate and practicable, terms and conditions for return or readmission may be specified in writing by the University.

A student who is subject to a safety intervention pursuant to this policy may make a written request to the campus President or designee, to review the determination. The written request for review must be received by the President or designee for the campus within seven (7) calendar days after the student has received notice of the safety intervention determination.

The President or designee shall conduct the review within five (5) business days of receipt of the written request.

The student and/or their advisor or legal counsel will be provided by the Team or the individual recommending the safety intervention with the following prior to the review:

1. A written statement providing a detailed explanation of the reasons for the safety intervention and the information relied upon; and
2. The opportunity to review the evaluations relied upon by the CSAO.

For the review process, the student may be assisted by an advisor, which may include a parent or guardian, a health professional of the student's choice, legal counsel, and/or a faculty or staff member. The student will be permitted to be heard, to present relevant witnesses, and information to dispute the reasons for the intervention or the information relied upon by the CSAO in making the determination. The student or the student's representative shall provide in writing to the President or designee any witnesses and the subject matter of their expected testimony three (3) days in advance of the informal proceeding. The President or designee has ultimate discretion to determine which witnesses may appear and testify at the informal proceeding based on the relevance and necessity of their expected testimony.

Following the review, the President or designee shall determine whether to (a) uphold the safety intervention; (b) reinstate the student; or (c) reinstate the student subject to specified conditions.

The decision of the President or designee shall be final.

## **VIII. RETURN TO CAMPUS**

A student who has been suspended or withdrawn pursuant to this policy, either voluntarily or involuntarily, who wishes to be considered for return to campus or re-admission shall contact the campus CSAO and provide appropriate documentation that demonstrates compliance with the terms and conditions of their return or supports their readmission.

The CSAO or designee will review the request for return or readmission as follows:

1. Review and investigate compliance with the terms and conditions of return or readmission;
2. Consult with the appropriate academic unit to determine whether the student is eligible for return or readmission based upon the student's academic record and the policies, practices, and standards of the academic program;
3. Consult with appropriate members of the Team;
4. Conditions for return or reasonable accommodations requested by the student must be individually tailored;

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**I. Statement of Philosophy**

- A. The University of Maine is the principal research and graduate institution of the State of Maine. It offers a comprehensive program of graduate and undergraduate study that is enriched by the resources of its university setting. The University recognizes that in order to engage in a full collegiate experience, students can and do benefit from opportunities that exist beyond the campus. The institution believes that conferences, matches, games, institutes, competitions, and certain social and cultural activities add to the student experience at The University of Maine and to their engagement in the richness of the culture of the State of Maine. It is in support of these beliefs that this policy was conceived. *Travel is defined as leaving the University of Maine campus, outside of the general Bangor area.*

**II. Student Use of University of Maine Vehicles**

- A. The University of Maine regulates the use of vehicles owned or leased by the University of Maine System. Some regulations within this policy have been taken from the University of Maine Administrative Practice Letter (APL) Number 27, which outlines use standards for all campuses of the University of Maine System. The Office of Facilities Management maintains The University of Maine's vehicle fleet and administers its fleet policy. The full policy is available from the Motor Pool Office (Administrative Practice Letter-Vehicle Admin) in the Service Building on Rangeley Road. Students utilizing University vehicles must abide by operating guidelines and regulations set forth in the Motor Pool Vehicle-Use Policy and Regulations for University Motor Pool Vehicles policy.
- B. Students, student groups, student clubs, sports clubs, and other recognized student organizations are eligible to utilize University vehicles for University related and sponsored business. Only drivers approved by the Motor Pool are eligible to operate University of Maine vehicles. In addition to the regulations outlined in the Motor Pool policy, the following standards must be followed:
1. All students traveling in University vehicles must recognize they are representing the University and conduct themselves in a way that reflects positively on The University of Maine and are subject to The

University of Maine Student Code of Conduct which applies to both on- and off campus activities.

2. When operating a vehicle students must be properly licensed to drive. In the case of students from countries other than the United States or Canada, proof of a valid international driver's license must be provided. Student drivers must have a valid driver's license in their possession. Only those drivers approved for driving the vehicle by the Motor Pool are allowed to operate the vehicle.
3. Any student whose license has expired, been revoked, or is under suspension is not eligible to operate a University vehicle. Violation of this regulation will subject the student to disciplinary action.
4. Any student with an unacceptable driving record will not be eligible to operate a University of Maine vehicle. All drivers of University vehicles are subject to University and/or insurance company verification of their driving record. The University reserves the right to deny the use of a University vehicle to any individual based upon their driving record.
5. No one under 18 years of age is permitted to drive a University vehicle.
6. Students must be alcohol and drug free. This includes illegal prescription drugs and prescription drugs, and non-prescription drugs that are known to cause drowsiness, or known to impair driving. Violation of state Operating Under the Influence laws (OUI) while operating a university vehicle will also subject the driver to disciplinary action.
7. Tobacco use is prohibited in University of Maine vehicles.
8. Only those listed on the travel roster for a particular trip/event/activity may travel in University vehicle(s) for that trip. Unauthorized passengers, such as hitchhikers, family, or friends are not permitted.
9. It is a violation of Motor Pool policy to use a University of Maine vehicle for anything other than its intended

purpose. Unauthorized “off road” use is prohibited, as is personal use of vehicles for such things including but not limited to trips to town, movies, home, supermarkets, or stores.

10. Vehicle occupancy is limited to the number of seat belt sets. State law requires that all occupants wear their seat belts.
11. Drivers must obey all traffic and parking regulations including observing posted speed limits. Drivers are personally responsible for fines resulting from their actions. No University funds of any kind may be used to pay such fines.
12. Drivers must not operate a vehicle when driving conditions are hazardous (ice, snow, heavy rain, fog) or when the vehicle engine, brakes, lights, tires, or steering are not operating properly.
13. Drivers must check the vehicle before driving to make sure that the lights, brakes, horn, and steering are operating properly. Check to make sure tires appear to be properly inflated. The driver should also check to make sure that there is in the vehicle a University Accident Report form and an insurance card summarizing the University’s liability insurance. Report any problems or absence of report form or insurance information to Motor Pool.
  - a. The focus needs to be on driving; therefore, drivers should use extra caution when adjusting vehicle controls. The driver should not eat, drink, smoke, or use a cell phone while driving the vehicle.
  - b. No student driver may operate a vehicle for more than four consecutive hours without a rest break. Breaks should be for at least fifteen minutes. When possible, drivers should be rotated/changed after four hours of driving.
  - c. Drivers must lock unattended vehicles. Keys must not be left in or about unattended vehicles. The University is not responsible

for the personal possessions of the driver or occupants of a University vehicle. Theft of a University vehicle or theft of personal property resulting from an unlocked vehicle or keys being left in the vehicle may be deemed the negligence of the driver and be subject to disciplinary action and/or financial restitution.

- C. Drivers under the age of 21 are not permitted to drive vehicles that are transporting five or more passengers (including the driver) unless the driver has at least two years of driving experience without a moving violation.
- D. University vans may carry no more than nine passengers (including the driver.) In vans with less than nine seat belts, the maximum number of riders will match the number of belt sets.
- E. Drivers must demonstrate the ability to handle vans, either through a test drive or by acceptable evidence of prior experience in operating this type of vehicle. This demonstration will occur through a Motor Pool testing procedure.

### **III. Use of Personal Vehicles**

- A. Personally owned vehicles used for University-related business should be properly registered, inspected, and appropriate for such use, as determined by the owner/driver of the vehicle who is responsible for the vehicle and its use.
- B. The University provides no physical damage coverage (collision or comprehensive) or liability coverage for non-University vehicles. If a student uses their own personal vehicle for University-related business, that person's own vehicle insurance will be responsible for any insurance claims.

### **III. Non-University of Maine Rented Vehicles**

- C. Students have the option of renting vehicles from private rental businesses.
- D. Any student using a non-University of Maine vehicle while on University business shall abide by the policies and standards for student travel.
- E. Vehicles approved for rental for University business should be rented in the name of the University of Maine. Vehicles rented in the name of an

individual student are the sole responsibility of the student renting the vehicle.

### **III. Accident while traveling on University of Maine business**

#### **F. Policy**

1. Under Maine law all accidents involving personal injury or death to a person or apparent property damage of \$1,000 or more must be reported to the State or local police department or sheriff's office and within 48 hours to the Secretary of State on forms provided by the Secretary of State or the above departments.
2. Any accident involving University owned or leased vehicles must be reported to the appropriate campus office as soon as possible and in all cases within 72 hours of the time of the accident. The driver is responsible for reporting the accident. The reporting requirement includes the Motor Pool, the student group/club advisor, the Dean of Students Office, and the staff member signing the travel request form.
3. Any student with an "at fault" accident may not drive a University vehicle until completion of a Maine State certified Driving Dynamics course. Proof of successful course completion will be required.
4. The sponsoring student club, organization or department is responsible for covering the University's deductible, currently \$250, for any physical damage to a vehicle beyond normal wear and tear. Financial responsibility and disciplinary action may result from damages to a vehicle caused intentionally or by misuse of the vehicle.
5. Student disciplinary procedures as appropriate may arise as a result of violations of this policy.

#### **G. Procedure in the event of an accident**

1. Stop immediately. Do not move anyone injured unless their life is in danger and it is absolutely necessary. If there is an immediate hazard within your power to correct it, correct it. If it is not within your power to correct, report it to someone who can — immediately.
2. Take all reasonable steps to protect University property from further damage after an accident.

3. Do what is necessary to prevent further damage or accident at the scene.
4. Each University vehicle contains within it a Driver's Accident Report form and an insurance card summarizing the University's liability insurance.
5. Call 911, and notify the dispatcher if an ambulance or doctor is needed. Ask for police so that an accident report may be filed. Provide the facts requested regarding the accident.
6. When dealing with the responding law enforcement officials, get name, phone number, and address of each witness; state facts (not feelings) such as your name, address, school, club you are representing, your advisor, and upon request show your driver's license, vehicle registration, and insurance card; don't argue, be courteous; make sure you get the following information from others at the scene.
7. Registration information for other vehicle(s) including owner's name, license plate number, expiration date, and state, and vehicle identification number (VIN).
8. Information on the other driver(s) including name, address, phone number, and operator's license number and expiration date including the issuing state.
9. Name, address, and phone number of the company insuring the other vehicle(s).
10. Name, address, and phone number of each person involved and extent of injury, if any.
11. General information such as location (i.e., city, state, street name, intersection, etc.), time, road conditions, weather, property damage and estimated damage to other vehicles.
12. A review will be conducted by the University after every accident. Findings of the review may affect a student's or student organization's ability for future travel.

#### **H. Procedure in the event of a breakdown requiring major repairs**

1. Contact the Motor Pool Garage Supervisor at 207.581.2645 during regular business hours.
2. After hours call Public Safety at 207.581.4040.

## VI. Pre- and Post-Travel Procedures for Student Travel

### A. Pre-Travel Procedures

1. The student organization must have an approved Event Management Form within the department they fall under: Student organizations with The Center for Student Involvement. Students should also let any associated department know of the travel and include departmental contact information in the Event Management Form. Student Life, Sport Clubs with Campus Recreation, and Volunteer trips (day and overnight) with the Bodwell Center (with travel components/roster) are some examples and all trips require at least two weeks' notice prior to the departure date. A roster should be shared directly with The Center for Student Involvement. If edits need to be made after the initial Event Management Form has been completed, the event coordinator should contact the Center for Student Involvement.
2. Each individual participating in the trip needs to fill out the *Release of Assumption of Risk* at least one week in advance of the departure date. This can be found on the Center for Student Involvement website. These can be submitted through involveME (Campus Groups) and can be reviewed by the appropriate staff from the Center for Student Involvement, Campus Recreation, Bodwell Center for Service and Volunteerism, etc.
3. *For each excursion by the club, group, or student class, the advisors/faculty member must discuss with the students each of the points contained in the Checklist for Student Travel.*
4. If using a vehicle from Motor Pool
  - a. An application for use of a vehicle will be submitted on a "Request for Motor Vehicle Form". The form must be completed and submitted seven days in advance of proposed travel to the Motor Pool Office. These forms may be obtained at the University Motor Pool. Approval of vehicles without the seven day advanced notice will be at the sole discretion of the Motor Pool.

b. Drivers must furnish a driver's license information card along with a photocopy (both sides) of current driver's license for approval by the Motor Pool at least seven days in advance of proposed travel.

c. In general, vehicles must be obtained at the garage during normal working hours (7 a.m.–3 p.m. Monday through Friday.) If weekend travel is scheduled, make special arrangements with Motor Pool several days prior to leaving.

### **B. Post-Travel Procedures**

1. Upon return to campus, student groups must follow Motor Pool requests as explained in the Motor Pool Vehicle-Use Policy and Regulations for University Motor Pool Vehicles as it relates to vehicle care.
2. Students must inform the group advisor and Coordinator of Student Organizations (student organization travel) or faculty member (class travel) of their return to campus. Voicemail messages and emails messages are sufficient, but should be agreed to with the organization advisor or faculty member prior to travel.

## **VI. COVID-Related Expectations**

C. Students are expected to comply with all University policies and directives regarding health and safety requirements related to COVID-19.

D. Students are expected to stay up to date and comply with state-based regulations depending on their location.

E. Students are unable to receive funding from the University for out-of-state travel if unvaccinated, even if they have exempt status.

## **VI. International Travel**

F. All student organizations conducting international travel are subject to following the same guidelines for travel stated above.

G. Students traveling abroad should be aware of travel restrictions and conditions to their locations prior to leaving.

1. If students are required to have vaccinations they should check the [Center for Disease Control](#) for specific requirements.

H. Any event requiring international travel requires an in person meeting with staff from The Center for Student Involvement to go over a comprehensive risk management plan for all participants.

I. Student organizations must work with the Office of International Programming to ensure they meet all international travel requirements for students and attend their training (by scheduling with staff at OIP) on internal travel.

Last reviewed: August 2023 ■



## UNIVERSITY OF MAINE POLICIES & RECOMMENDATIONS: TOBACCO AND SMOKE FREE POLICY

### SUMMARY

The University of Maine joins with the American College Health Association (ACHA) in supporting the findings of the U.S. Surgeon General that tobacco and nicotine delivery product use in any form, active and passive, is a significant health hazard. The University of Maine further recognizes that secondhand smoke and secondhand vapor have been classified as Group A carcinogens by the United States Environmental Protection Agency (EPA). The University of Maine supports the finding that smoking, vaping, or other use of tobacco products on campus grounds is detrimental to the health and safety of everyone. The University of Maine therefore promotes an environment where the students, faculty, staff, contractors, vendors, and visitors are not exposed to the harmful effects of secondhand smoke or vapor and all are supported in efforts to live tobacco-free.

### POLICY STATEMENT

The University of Maine is dedicated to providing its students, staff, faculty, and visitors with a safe and healthy environment. The University of Maine is a 100% tobacco and smoke-free campus. This policy became effective on **January 1, 2011**.

This policy prohibits smoking and tobacco use, including smokeless, electronic, and nicotine delivery products:

- In all university owned, leased, and affiliated buildings, including residence halls and parking lots.
- In all Administrative facilities, classrooms, and fraternity and sorority houses.
- On all university-owned or leased grounds.
- At all university-sponsored events, both indoor and outdoor.
- In all university-owned, leased, or rented vehicles.
- In all vehicles parked on campus including parking lots.

The Tobacco and Smoke Free Policy applies to all students, faculty, staff, contractors, vendors, and visitors. Organizers of, and attendees at, public events, including, but not limited to, conferences, meetings, lectures, social events, cultural events, and/or athletic events using university owned, leased, and affiliated property are required to abide by the University of Maine's Tobacco and Smoke Free Policy.

All students and employees should be familiar with the following laws relating to the sale of tobacco products.

- Federal law H.R. 1865 SEC 603 906(d) FFDC 21U.S.C.387f(d) states: “(5) MINIMUM AGE OF SALE.—It shall be unlawful for any retailer to sell a tobacco product to any person younger than 21 years of age.” [<https://www.congress.gov/bill/116th-congress/house-bill/1865/text#toc-H3554E0FF53864AAA95B27C6EAA9030E7>].

In addition to prohibiting smoking and tobacco use, and to best support tobacco and smoke-free lifestyles, the University of Maine prohibits:

- The sale or distribution of all tobacco or cannabis products and paraphernalia on campus or at any campus-sponsored events.
- The advertising and promotion of tobacco or cannabis products on any owned, leased and affiliated property.
- The advertising and promotion of tobacco or cannabis products in university publications, including, but not limited to, newspapers and magazines, both in print and online.
- Accepting money or goods from tobacco or cannabis companies, including campus groups, events, individuals, and athletic events.
- Littering the remains of smoking, tobacco, or cannabis products or packaging on any campus owned, leased, or a ffiliated property.

## DEFINITIONS

- A. “Smoke” or “Smoking” refers to inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs, bong, and recreational or medicinal cannabis, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any inhalant smoking device for the purpose of circumventing the prohibition of smoking in this policy. Students who are prescribed medicinal cannabis should consult with Student Accessibility Services.
- B. “Electronic Smoking Device” refers to any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol form of the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, dab rig, or vape pen, or under any other product name or descriptor. Examples of electronic smoking devices include oil-filled tank, pod-based, or disposable products such

as those produced by Juul, Elf Bar, Vuze, Lost Mary, or any equivalent products under other names.

- C. “Hookah” or “bong” refers to a water pipe and any associated devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, cannabis, or other plant matter.
- D. “Tobacco” or “Tobacco Product” refers to “any product made or derived from tobacco, or containing nicotine from any source, that is intended for human consumption” as defined by Section 201(rr) of the FD&C Act 21 U.S.C. 321(rr). These products take many forms such as whole leaf, shredded or compacted leaf, oil, aqueous liquid, concentrate, extract, salt, and powder, among others. The types of products refer, but are not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kretek; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less chew, plug, twist, snuff, snus, powder tobacco, orbs, sticks, strips; any and all products intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to electronic nicotine delivery systems, electronic smoking devices, such as e-cigarettes, e-cigars, e-pipes, e-hookahs, vape pens, nicotine salts in powder, pouch, or any other form, such as those produced by Zyn, On!, Velo, or any other product name or descriptor. This includes the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy. Find more details on what products are approved by the FDA at [<https://www.fda.gov/consumers/consumer-updates/want-quit-smoking-fda-approved-and-fda-cleared-cessation-products-can-help>].

## CLARIFICATIONS

The following may be permitted:

- Controlled research with prior approval from the University of Maine’s Institutional Review Board.
- Religious ceremonial tobacco use with prior approval from the University of Maine Division of Student Life.
- Use of non-vapor producing Nicotine Replacement Therapy (NRT) products used in conjunction with a Tobacco cessation plan. Examples of these products are nicotine gum, lozenges, or a patch.

## PROCEDURES

The policy will be communicated through the following:

- New student orientation.
- New employee orientation.
- Campus social media accounts periodically.
- Statement and link to policy on every job posting.
- An email to every employee before October 1 annually.
- Information about the campus policy on the University's website.
- Signage posted in key campus locations such as entrances, buildings, parking lots, etc.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. It is the responsibility of all members of the University of Maine campus community to comply with this policy.

Information regarding smoking and tobacco cessation resources is made available for smokers and tobacco users who are interested in quitting. Employees can take advantage of the Employee Assistance Program or through the Center of Tobacco Independence's Maine Quitlink program. In addition, Students can contact the Student Wellness Resource Center.

Those interested in scheduling a conference, meeting, lecture, social event, or cultural event on campus can contact the department of Conferences and Institutes for tobacco and smoke-free accommodations. Housing is available on campus and tobacco and smoke-free lodging in the community can be arranged as well. More information can be found at [\[https://umaine.edu/conferences/housing/\]](https://umaine.edu/conferences/housing/).

## ENFORCEMENT

All University of Maine employees and students are subject to the University of Maine's Tobacco and Smoke Free Policy. Visitors, vendors, and guests to the University of Maine are also subject to this policy. Enforcement of this policy is viewed as the shared responsibility of all those in the campus community. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, contractors, vendors, and visitors about the policy and providing smoking cessation assistance to those who seek it.

Members of the campus community who see individuals using tobacco products on the University of Maine campus are asked to politely inform these individuals that the University of Maine policy prohibits smoking, vaping, or the use of tobacco products anywhere on campus grounds. Communication should be polite, brief, educational, and non-confrontational.

Violations can be handled in a variety of ways, including the following:

- Students who are found in violation may be referred to the Dean of Students, Office of Residence Life, and/or the Office of Community Standards, Rights, and Responsibilities and may be subject to disciplinary action in accordance with the Student Conduct Code. Multiple infractions may result in progressive discipline.
- Employees who violate the policy are subject to procedures in accordance with the University of Maine’s human resource policies and applicable contracts. Supervisors will be notified and assist in the discipline process and are expected to remind individuals of the policy to encourage compliance.
- Contractors, vendors, and visitors who violate the policy will be informed that the university is a tobacco and smoke free campus, and those who continue to violate the policy following warnings may be escorted off-campus.

## **CAMPUS RESOURCES**

- Cutler Health Center: 207-581-4000
  - Healthcare services for students and employees
- Counseling Center: 207-581-1392
  - Confidential discussion and substance use planning
- Employee Assistance Program: 1-877-622-4327
  - Offered to employees through Cigna health insurance
- Student Wellness Resource Center: 207-581-1423
  - Private discussion and resources for students

## **LOCAL RESOURCES**

- Bangor Public Health & Community Services: 207-992-4530
- The Maine QuitLink - Maine Tobacco Helpline: 1-800-QUIT-NOW [1-800-784-8669]
- My Life, My Quit: Text “Start My Quit” to 36072 or call 855-891-9989

## **WEB RESOURCES**

- American Cancer Society [[www.cancer.org](http://www.cancer.org)]
- American College Health Association’s (ACHA) Position Statements on Tobacco and Vaping on College and University Campuses

[\[www.acha.org/documents/resources/guidelines/ACHA\\_Position\\_Statement\\_on\\_Tobacco\\_Nov2011.pdf\]](http://www.acha.org/documents/resources/guidelines/ACHA_Position_Statement_on_Tobacco_Nov2011.pdf)

[\[www.acha.org/documents/resources/guidelines/ACHA\\_Addressing\\_E-cigarette\\_Use\\_and\\_Vaping\\_on\\_Campuses\\_January2021.pdf\]](http://www.acha.org/documents/resources/guidelines/ACHA_Addressing_E-cigarette_Use_and_Vaping_on_Campuses_January2021.pdf)

- American Lung Association [[www.lung.org](http://www.lung.org)]
- American Lung Association in Maine [[www.lung.org/about-us/contact-us/maine](http://www.lung.org/about-us/contact-us/maine)]
- Bangor Public Health & Community Services [<https://www.bangorpublichealth.org/community/tobacco-ecig-vaping-prevention/>]
- Breathe Easy Coalition of Maine [[www.breathesymaine.org](http://www.breathesymaine.org)]
- CDC Office on Smoking and Health [[www.cdc.gov/tobacco/about/osh/index.htm](http://www.cdc.gov/tobacco/about/osh/index.htm)]
- Centers for Disease Control and Prevention [[www.cdc.gov/tobacco](http://www.cdc.gov/tobacco)]
- Maine CDC/Prevention and Truth Initiative's text-based resource for quitting vaping [[www.vapefreemaine.com](http://www.vapefreemaine.com)]
- The Maine Quit Link [[www.mainequitlink.com](http://www.mainequitlink.com) [www.thequitlink.com](http://www.thequitlink.com)]
- My Life, My Quit [[me.mylifemyquit.org/](http://me.mylifemyquit.org/)]
- Office of the Surgeon General [[www.hhs.gov/surgeongeneral/index.html](http://www.hhs.gov/surgeongeneral/index.html)]
- Prevention for ME [[www.preventionforme.org](http://www.preventionforme.org)]
- Project Know [[www.projectknow.com/tobacco/](http://www.projectknow.com/tobacco/)]
- Safe Sleep Maine; Dangers of Substance Exposure to Children [[www.safesleepforme.org/](http://www.safesleepforme.org/)]  
Surgeon General Reports on Smoking and Tobacco Use [[www.hhs.gov/surgeongeneral/reports-and-publications/tobacco/index.html](http://www.hhs.gov/surgeongeneral/reports-and-publications/tobacco/index.html)]
- Vape Free Maine [[www.vapefreemaine.com/](http://www.vapefreemaine.com/)]



## **Policy Statement**

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition are inappropriate in an academic community for any reason other than protection of University employees, faculty, students, and members of the public invited on campus as allowed by law, Board of Trustees policies, and policies of the University of Maine.

**Definitions of Weapons and Ammunition:** A weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, barbs, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. This policy also does not apply to the possession and/or use of a disabling stun gun when used for self-defense (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)

## **Weapons and Ammunition Prohibition:**

- No weapon or ammunition shall be worn, displayed, used, or possessed on campus.
- Weapons may be stored on campus under the control of the Chief of University Police Department and in accordance with the policy and procedures of the University of Maine Police Department.
- The Chief of the University Police Department may grant permission in writing to an individual to possess a weapon or ammunition on campus for instructional purposes and in other special circumstances and under conditions as approved by the Chief prior to the weapon or ammunition being brought on campus.

## **Violation**

Any employee, faculty, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under Maine law.

## Exemption

All currently licensed law enforcement officers are exempt from this policy. (4/96). ■

Law enforcement officers should notify UMPD when coming on campus with their weapons.

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5748 Memorial Union  
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[umaine.edu](http://umaine.edu)