

**Information, Policies, and Procedures  
for all courses at  
University of Maine at Presque Isle (UMPI)**

The following information, policies, and procedures apply to all courses offered by UMPI. Be certain to consult the individual syllabus for each of your courses to determine additional requirements that might apply to a specific course.

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**Accommodations and Resources**

**Academic Advising**

Academic Advising, with Professional Advisors located within each college, provides direct service and support to optimize the student experience and improve student retention and success. Services include degree program exploration and declaring or changing a major or minor, assistance with MaineStreet and degree progress reports, referrals to faculty advisors and assistance with academic procedures such as course withdrawals and academic appeals. For more information, contact [advising@umpi.edu](mailto:advising@umpi.edu). [Top](#)

### **Center for Student Success**

The first floor of South Hall is home to the Center for Student Success. This area contains Student Support Services which provides individual and group counseling in the areas of personal, academic, career, and/or financial counseling; Disability Services; the Counseling Center; Career Preparation and Employer Relations; International Student Services; Women, Work, and Community, and information about the National Student Exchange program. Support can be accessed through (207) 768-9615 or [studentaffairs@umpi.edu](mailto:studentaffairs@umpi.edu).

### **Career Preparation and Employer Relations**

The office of Career Preparation and Employer Relations helps students to define career goals and promotes effective career planning skills. The office assists with resumes, internships and job search strategies, facilitation between the student and employers, and resource information. The Career Preparation and Employer Relations contains printed, video, and computerized information on all aspects of career development. The office also assists students who are interested in gaining part time and summer employment. For more information, contact Career Preparation and Employer Relations, 102 South Hall, [Nicole.fourier@umpi.edu](mailto:Nicole.fourier@umpi.edu), 207-768-9589. [Top](#)

### **Disability Services**

Disability Services is located on the first floor of South Hall. Students with disabilities needing accommodations or assistance with coursework or testing should contact Mary Kate Barbosa, Director of Student Support Services, at 207-768-9613. Please note that students with disabilities must present current and complete documentation to receive accommodations. [Top](#)

### **The Learning Commons**

The Learning Commons, located on the first floor of the Center for Innovative Learning (formally known as the Library), is designed to support students and promote premier scholastic achievement and lifelong learning for the campus community. It contains seating areas for studying, relaxing, and conversations, the Tutoring and Writing Center, Computer Services, information on Proficiency-Based Education, group work spaces, the Circulation Desk, and the Reference Librarian. To inquire about support, contact (207) 768-9611 or [learningcommons@umpi.edu](mailto:learningcommons@umpi.edu). [Top](#)

### **Tutoring and Writing Center**

Student Support Services, in conjunction with the Learning Commons located on the first floor of the library, offers tutoring and writing assistance to all students for all UMPI courses via experienced professional and peer tutors individually and in small groups. If you are interested in receiving tutoring and/or writing assistance, please contact (207) 768-9611 or [learningcommons@umpi.edu](mailto:learningcommons@umpi.edu). For more information about the Writing Center, visit <http://www.umpi.edu/writing-center> [Top](#)

### **Student Responsibilities**

### Attendance Policy

Individual faculty members determine the attendance policy for each course. However students are expected to arrive punctually and to attend all classes. Attendance in on-line courses is determined by faculty members. On-line attendance is defined as participation on-line. Students are expected to review the course attendance policy during the semester add/drop period. The attendance policy for both live and on-line courses is part of each course syllabus. If possible, any necessary absences should be discussed with the professor beforehand. Any work missed must be satisfactorily completed. Behavior that detracts from the learning environment—including excessive absences or extensive periods of not logging into the class or posting to discussion boards—may result in sanctions including conduct code violations and/or grades of F or L being assigned. [Top](#)

### Catalogue and Student Handbook

The University Catalogue and the Student Handbook are the student's guides to the programs and regulations of UMPI. Students are expected to become familiar with University policies and procedures, and to assume responsibility for abiding by them. Failure to do so does not constitute waiver. Enrollment implies that students understand and accept the obligation to comply with University regulations and procedures and that they will endeavor to meet the academic standards of UMPI. For specific information, consult the *Student Handbook*, available in the Dean of Students Office and online at <http://www.umpi.edu/student-handbook>. [Top](#)

### Email Communications

Your @maine.edu is your official email address. You are expected to check that email address routinely to receive official university communications.

### ETS Proficiency Profile (ETSP)

In order to meet regional accreditation standards, UMPI must assess student learning in our General Education program. One way we do that is by administering the ETS Proficiency Profile test to all incoming freshmen and all graduating seniors. It is absolutely imperative that UMPI have a representative sample of its students complete the Proficiency Profile each year. Therefore, if you are a graduating student you will be expected to complete the assessment at a designated time this semester. You will receive information at your @maine.edu email address of the exact date and time. It is an expectation that you will complete the assessment before the end of the semester. [Top](#)

### Equal Opportunity

The University of Maine at Presque Isle is committed to providing a positive education environment for all students. In complying with the letter and spirit of applicable laws and in pursuing our own goals of diversity and inclusion, the University makes every effort to ensure that all students can learn and work in an environment free of discrimination including sexual harassment. It is our goal that every student feel safe on campus and be treated with respect. For more information, contact the Equal Opportunity Office, 205 South Hall, Barbara.DeVaney@umpi.edu, 207-768-9750 or the Conduct Code Officer. [Top](#)

### Important UMPI Dates (drop-add, withdrawal, etc.)

Please visit <http://www.umpi.edu/academic-resources/calendar> to view the academic calendar.

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### Student Academic Integrity Policy

The academic community of UMPI recognizes that adherence to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community. The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Each student has an obligation to know and understand those standards and expectations. All students, faculty, and staff are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

A student who is found to be in violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the *Procedures for Student Violations of Academic Integrity*. A copy of the complete policy and procedures may be obtained from the Dean of Students office or assessed online on the Student Life section of the UMPI website. [Top](#)

### Sexual Assault Policy

The University of Maine System ("the University") is committed to providing a safe environment which promotes the dignity and worth of each member of the community. In complying with the letter and spirit of applicable laws and in pursuing its own goals of diversity, the University does not discriminate on the basis of sex in employment, education, and all other programs and activities. For this reason, the University will not tolerate sex discrimination, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation in any form. All conduct of this nature is considered a violation of this policy.

The University will respond promptly and effectively to complaints and reports of violations of this policy. In responding to all complaints and reports, the University will act to ensure the safety of students, guests, and employees while complying with state and federal laws and provisions of applicable collective bargaining agreements and employee handbooks.

Please go to <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/> for more information. [Top](#)

### Student Conduct Code

It is the purpose of the University of Maine System Student Conduct Code to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the auspices of the University of Maine System (hereinafter referred to as "University") and the individual campuses. It is also the purpose of this Code to ensure the safety of persons engaging in those pursuits; to protect the free and peaceful expression of ideas; and to assure the integrity of various academic processes.

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

All members of the University are governed by University policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may refer to the University Policies and Procedures manual; campus student handbooks; campus residence hall agreement and manual; and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off the campus. In addition, the student may be subject to disciplinary action by the University pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation and circumstances of the situation.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY'S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

To view a copy of the Student code of Conduct, please go to <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/> [Top](#)

#### **University of Maine at Presque Isle Statement of Commitment**

As an UMPI student you are expected to commit to the following statement: "As a member of the university, I pledge to pursue academic excellence, support open inquiry and civil expression, listen respectfully to the viewpoints of others, participate responsibly in the life of the community, conserve and enhance the beauty of the campus, and help members of the university realize their potential." [Top](#)