



University of Maine at
PRESQUE ISLE
North of Ordinary

Student Handbook

Revised September 19, 2012

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ACADEMIC ACCOMMODATIONS

See the [Student Support Services](#) Home Page and check out the Accommodations link if you have a disability and require academic accommodations.

PURPOSE STATEMENT

STUDENT SERVICES UNIVERSITY OF MAINE AT PRESQUE ISLE

The Division of Student Services at the University of Maine at Presque Isle has the following three primary functions:

1. supporting the curricular mission,
2. leading in the development of the cocurriculum, and
3. contributing to an enhanced sense of campus community.

The Division has a vital supporting role in the curricular mission of the University. Students do best scholastically if they are emotionally, academically, and physically ready to take on the challenges of college. The Division's offices are dedicated to helping students attain that readiness.

Through its Upward Bound Program, the Division supports at-risk high school sophomores, juniors and seniors. The purpose of Upward Bound is to prepare those students for success in higher education. The Program also tracks its graduates following their matriculation at colleges and universities.

The Student Services Division supports emotional readiness. Students with short term personal problems (including, but certainly not limited to, loneliness, relationship issues, insecurity and other stressors) need counseling when - if not before - those issues become so overwhelming that classroom performance is adversely affected. Faculty and staff to whom troubled students turn, frequently either seek the advice or make referrals, to a professional therapist. The Counseling Center meets those and other demands.

Student Services Division supports physical readiness. Clearly, healthy students are more likely to attend classes and retain more than ill students. Students, whose behaviors place them at either immediate or long-term physical danger, may not meet their obligations to themselves or to the larger community, which has invested in their education. Student Health Services promotes wellness and tends to illnesses so students can perform optimally while in school and afterwards.

The Division of Student Services through the Office of Student Support Services assists eligible students in addressing academic and personal developmental needs through tutoring, counseling, orientation, assessment testing, tutoring, and a range of other support services.

While having a supporting role in the curriculum, the Division has the primary role with the development of the cocurriculum. The cocurriculum consists of structured and unstructured learning that occurs outside of the classroom. Because students are in classrooms only 15 to 20 hours a week, the greatest opportunities to influence student learning are within the cocurriculum. Even if the traditional prescription of two hours of study for every hour in class were universally followed, there remains ample additional time during which students will experience a range of learning stimuli. The role of the Division of Student Services is to influence and shape those stimuli in healthy directions. Lifelong lessons in areas such as planning, negotiation, intra personal skills, healthy lifestyles, cooperation, conflict resolution, organization, time management and cross cultural understandings are best taught through involvement in organizations and clubs, volunteer work, part-time jobs, residence hall living, food service operations, student activities, non-credit workshops and seminars, wellness programs, and other experiences beyond classroom confines. Therefore, the Division and the University must constantly enrich the cocurricular options for students.

Finally, the Division of Student Services has a contributing role to the development of an enhanced sense of campus community within and among campus constituencies. All colleges and universities regardless of size, budget, or tradition, are subject to centrifugal forces that pull them into separate and lesser components. The personnel in the Division should extol and support those activities (e.g. art, athletics, musical performances, and speakers' series) already in place, which further enhances a sense of community as well as develop and promote additional interests.

ACADEMIC CALENDAR

The development of the University academic calendar is the responsibility of the University Senate. The calendar is developed through subcommittees of the Senate and voted on in the Spring Semester. For more information regarding the calendar, you should direct your questions to the Office of Student Records (768-9581).

The Academic Calendar is available [online](#). Please note that this page will open in a new window.

SECTION ONE

STUDENT SERVICES AND ACTIVITIES

STUDENT LIFE SERVICES

ADMISSIONS OFFICE

The Office of Admissions supports academic readiness. The Office seeks to enroll qualified students with diverse interests, talents, and experiences that will benefit from and contribute to the educational mission of the University of Maine at Presque Isle. As a consequence of its mission, some under prepared and other at-risk students are among the students admitted to the institution. Call 768-9532 to reach the Admissions Office or email them at admissions@umpi.edu.

ADVISING CENTER

The Advising Center assists students with advising or degree program questions, ensures that students are assigned to faculty advisors, facilitates changes of major and/or advisor, advises undecided and liberal studies students, and coordinates the placement testing program, new student advising and registration, the Peer Advising program, and the Program of Basic Studies. The Advising Center's number is 768-9431.

BOOKSTORE

The Bookstore is located in the Campus Center. It is open during regular business hours, Monday through Friday from 8:00 - 4:30 PM. It is open additional hours during the first week of each semester. In addition to a complete inventory of required texts, the Bookstore features a line of quality UMPI clothing and other designer-logo casual and athletic clothing. It also stocks a wide variety of study and writing materials, computer software available (can be special ordered), notebooks of all kinds, leisure reading, snack food, as well as sundries and personal toiletries. The Bookstore also features a best-seller and trade book section. The bookstore's telephone number: 768-9572

CAREER SERVICES

Career Services plays an integral role in your education. Through a number of services and programs, Career Services can help you develop your career goals. You can define career goals through interest inventories, counseling, and directed readings. Employment services include resume development, creation of student placement files, development of job search skills, and job listings for full-time, part-time, summer, and internship positions. The Career Resource Library contains printed and video information and free handouts related to careers, jobs, employers, and graduate schools. It also provides Internet access for career-related information.

Jobs - professional, part-time, summer and internships:

Whether you are a senior graduating and getting ready to transition into the work world or an

underclassman looking for a part-time job, summer job or internship, Career Services is the place to start. Individual consultations and workshops are available regarding the latest information on jobs, how to apply and interview for them. Career Services can show you how to be successful in getting the job you want. Register for the Job Locator Program or establish a Credential File by stopping by 205 South Hall.

For further information, visit Career Services in room 205 South Hall. Telephone 768-9750

COUNSELING

Counseling services are available to any student experiencing difficulties of any kind that impedes progress in reaching academic goals. When necessary and appropriate, referral may be made to other, more specific services, area agencies, or other professionals. All counseling is kept strictly confidential. If all you need is someone to hear your problem, this is a good place to start. For further information contact the Director of Counseling, Room 101, South Hall at 768-9791.

OFFICE OF FINANCIAL AID

The Office of Financial Aid supports fiscal readiness. The office is committed to helping students and their families obtain the resources necessary to enroll at the University. For information call 768-9510.

HEALTH CENTER SERVICES

The Student Health Service is located in the Emerson Hall Annex. It provides students with a range of on-campus professional medical services. During the semester, a registered nurse practitioner holds regular office hours Monday through Friday. The Aroostook Medical Center is only a short distance from the campus. It is an accredited hospital and offers complete medical care services. Air ambulance is available when necessary.

Medical services available at the Health Service includes: physical exams, pap smears, breast exams, sexually transmitted disease (STD) testing and treatment, laboratory tests, and treatment for routine health problems such as cholesterol, mononucleosis, strep throat, pregnancy testing and tuberculosis screening. Information and immunizations are given for measles, German measles, mumps, tetanus/diphtheria, and Hepatitis B. Birth control counseling and materials are available at the Health Service, as is personal counseling.

For an appointment, please call 768-9585 or stop by Emerson Annex.

STUDENT ACCIDENT AND SICKNESS INSURANCE

To promote health and wellness during your college experience at the University of Maine at Presque Isle, all students with 9 or more credits **must carry health insurance that is valid in the State of Maine**. If a student does not show proof of health insurance coverage for the upcoming year, a comprehensive health and accident insurance policy is automatically made available to students at a reasonable cost. Spouse or family coverage is also available at an additional fee.

This student health policy can be waived if you have health insurance coverage. If you have questions regarding the Student Health Insurance, please contact the Business Office at (207) 768-9545 or the Health Service (207) 768-9586.

ID CARDS

Your first Student ID is free. However, if you lose your Student ID card, there is a \$15.00 replacement fee. (\$25.00 if the card is not paid for at the time of receipt and a bill must be generated through the Business Office). Student ID cards and replacements are issued in Emerson Annex.

The card does not have to be reissued each semester. Each semester that you take classes (fall, spring, and summer), your Student ID must be validated in the Business Office, located in Preble Hall. If your bill is paid in full, you may also have your IDs validated in Library Monday through Friday from 8:00 a.m. to 4:30 p.m.

The UMPI Student ID will be needed for the meal plans in the cafeteria, the library, athletic contests, and other campus events.

Resident Students use their ID's as entrance keys to their residence halls.

When shown at the door, this card will allow you free entrance into some athletic events and cultural programs. Other cultural events on campus will require that you obtain tickets, in advance. Your UMPI Student ID card must be shown at all SAB (Student Activities Board) events; otherwise, there will be a minimal fee.

You may also use your Student ID to receive discounts during the academic year at various businesses off campus. These offers are subject to cancellation or change without notice.

- Arby's-10% discount
- Big Cheese Pizza-Free Bread Stix with Pizza Order
- Big Rock Ski Area in Mars Hill-½ off lift tickets
- Dead River, 283 Main St.-\$0.02 off per gallon
- OAPI outdoor equipment rental 768-9401-Reduced rates or free, call for availability
- Presque Isle Skating Rink at Forum-Free admission
- Sandwich Shop-10% discount
- Smart Style Hair Salon-10% discount
- Free admission to Museum of Fine Arts, Boston

If you have questions regarding the Student ID card, please call 768-9585 or stop by Emerson Hall Annex.

INTERNATIONAL STUDENT SERVICES

Services are available to international students for academic and general counseling.

Due to increased security measures, the University must track international students. Therefore, if an international student changes his/her name, address, or telephone number, or needs to leave college for any reason, please contact either the Director of Testing and International Student Services (768-9589) or the Director of Career Services/ Director, AA/EEO (768-9750).

These offices are also available to assist international students with problems relating directly to their F1 visa status as students. You can obtain special advisory and counseling services for international students in regard to immigration, employment regulations, practical training, visas, and travel requirements.

International students are urged to maintain health insurance, which provides certain minimum benefits, including medical evacuation and repatriation coverage. Canadian students should carefully review the insurance coverage for health care obtained in the United States.

For further information, please refer to the following:

<http://www.umpi.edu/current-students/international-students> or go to 122 South Hall (768-9589) or 205 South Hall (768-9750).

MAIL SERVICES CENTER/COMMUNICATIONS CENTER

The Communications Center is located in the Campus Center next to the Bookstore. It houses mailboxes for all faculty, staff, and student organizations. Campus resident mailboxes are located in their residence hall. The campus switchboard is located in this department also. Other responsibilities include receiving mail and processing shipments to and from the United States Postal Service, UPS and FedEx.

The Communications Center hours of operation are 8 a.m. to 4:30 p.m. Monday through Friday, year round. They are closed Saturday, Sunday and all holidays observed by the University.

Mail being dispatched from the University must be at the Mailroom no later than 2:45 pm, to allow for processing for the 3:00 pm pickup by the U.S. Postal Service.

For more information please call 768-9570 or 768-9500.

C3 EXPRESS CONVENIENCE STORE AT FOLSOM/PULLEN

The C3 Express offers you many delectable choices. You can purchase bakery items, grab-and-go sandwiches, soup and chili, hot and cold beverages, and other convenience items. Cash and dining dollars may be used to purchase items.

The C3 Express is open Monday through Thursday from 7:30 a.m. to 5:00 p.m. and Fridays from 7:30 a.m. to 1:00 p.m. There are no Saturday or Sunday hours.

NATIONAL STUDENT EXCHANGE

The University of Maine at Presque Isle offers students an opportunity to study through the National Student Exchange or study abroad through the College Consortium for International Studies. Both programs widen your horizons academically, personally and socially. You get a chance to study at another campus for a specified period of time and return to your home campus greatly enriched by the opportunities and experiences you enjoyed elsewhere. The major difference between the two programs is that Study Abroad takes you outside the United States and the National Student Exchange keeps you in the United States and her territories of Guam, Puerto Rico and the U.S. Virgin Islands. We also offer information about the ME/France/Quebec Program, and how to apply for the George Mitchell Peace Scholarship to study in Ireland. For more information go to 103 South Hall or call 768-9615.

PRESQUE ISLE STUDENT MINISTRIES (PRISM)

PrISM is an interdenominational, campus ministry organized to meet the spiritual needs of the University of Maine at Presque Isle community. PrISM employs a campus minister who is on campus one day a week. The campus minister is available for pastoral counseling and as a resource to faculty, staff and students. Please feel free to leave your name and number on the answering service at 768-9479 and your call will be returned.

PROJECT COMPASS

Project Compass is committed to the advancement of native education, student retention, and degree attainment. The program supports innovative institutional programs and strategies with the intent to eliminate education achievement gaps for undergraduate students of color, low-income students, and those who are first in their family to go to college. Our holistic approach to education focuses not only on academic success, but also on personal and community development. The combination of respect, excellence, integrity, advising, and support strengthen the most basic mission of the program.

Project Compass supports three native initiatives/programs:

Native American Waiver Educational & Scholarship Program (NAWE&SP) covers college tuition and fees, and application deposit. Fall and spring board costs and room at the double room rate for state, federal, and provincially recognized (Wabanaki) tribal members enrolled in 12 or more credit hours. Eligible students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov, complete and submit the waiver application to the campus Waiver Coordinator, and provide proof of residency for all applicants who are Wabanaki tribal members of the Aroostook Band of Micmacs, Houlton Band of Maliseet Indians, Passamaquoddy Tribes at Pleasant Point and Indian Township, Penobscot Nation, and Canadian Wabanaki. The Project Compass office is located in 311 South Hall."

Native Education Center: supports native student persistence and graduation. The Center provides personalized academic advising, native tuition and fee waiver assistance, a study lounge and computer

lab. The Center provides a space to socialize, work, and support success. The Center is located in 311 South Hall.

Native Voices Student Organization: promotes native awareness within and outside the institution and provides native students the support to facilitate personal, traditional, and academic success. South 311

For more information, please contact us:

Retention Activities Coordinator: South Hall 311, (207) 768-9677

Administrative Assistant: South Hall 302, (207) 768-9792

STUDENT SUPPORT SERVICES

The Student Support Services Program (SSS) at the University of Maine at Presque Isle is one of approximately 900 U.S. Department of Education (USDOE) Student Support Services Projects in the country. This Project is a federally funded educational opportunity program which has been housed on our campus since 1978 and is designed to assist part-time or full-time degree-seeking traditional and non-traditional students, low income students and students with disabilities. Student Support Services establishes a close personal relationship between students and staff. The Program provides professional instruction and peer tutoring in math, science, language arts as well as other subjects; personal, academic, career and financial counseling; and liaison and accommodations for students with disabilities. All services are free.

Enrollment for participation in the program can occur for any eligible student as soon as one has been accepted and has confirmed his or her enrollment as a degree-seeking student at our university. Students with disabilities who require accommodations are encouraged to apply early to the Program in order to acquire the best support to meet their specific needs. Anyone wishing to contact the Program can stop by the Reception Desk on the First Floor of South Hall, or call 768-9615.

Our professional staff includes:

- Director of Student Support Service
- Assistant Director of Student Support Services
- Math Specialist
- Language Arts Specialist
- Science Specialist

To determine whether a student is eligible for our Student Support Services Program, he or she may call (207) 768-9614 or stop by room 120 South Hall. Staff is available from 8:00am - 4:30pm from Monday through Friday, throughout the year, to answer any questions or concerns anyone might have about the program and the services it provides to students. See the [Student Support Services](#) Home Page and check out the [Disability Services](#) link if you have a disability and require academic accommodations.

TESTING SERVICES

PROMETRIC TEST CENTER

The university provides standardized testing services for the university and the community. The office serves as an agent for the companies providing testing services and adheres to standards set by each individual company. We offer testing services as an adjunct service to our students to assist in meeting educational and professional goals.

Each testing company establishes its own policies and procedures for administering tests. Fees and associated costs are also set by the company. In some instances, the office establishes an administrative fee to cover the cost of staffing and administration. We will do our best to answer your questions about the tests we offer and may be able to help with questions about other tests we may not administer locally.

It is the responsibility of the candidate to communicate directly with the testing company on matters regarding policy and procedure. ***Please read carefully the test registration booklet*** for information about deadlines, accommodations, refunds and scores. Do not discard your registration booklet after testing, save it should you have questions after you have tested.

The University of Maine at Presque Isle has partnered with Prometric (TM), a global provider of comprehensive testing and assessment services, to offer a Prometric (TM) computer-testing center on campus. Located in the basement of South Hall, Room 16, it provides testing by appointment for professional, academic and licensing exams.

For scheduling and a complete listing of testing available at the Prometric Test Center visit www.prometric.com

VEHICLE REGISTRATION ON CAMPUS

UMPI Parking policies are available at <http://www.umpi.edu/security/parking-policy>

All vehicles parked on campus, must have a parking permit or decal. These may be obtained at the office of the Coordinator of Security and Safety, Emerson Annex (768- 9580). Decals are TEN dollars (\$10.00) each for the first vehicle and TWO dollars (\$2.00) for each additional vehicle registered in the same person's name. Temporary permits are free. Legal parking areas are designated in the brochure that accompanies the permit. All vehicles used on campus must be operated in accordance with University policies.

A Motor Vehicle Registration Form may be downloaded, filled out and printed here: <http://www.umpi.edu/security/vehicle-registration>

A towing company is on call to assist in towing vehicles that habitually violate parking policies, or park in fire lanes or handicapped parking. (minimum cost of towing fee is \$35.00)

LIBRARY

Please see the website:

www.umpi.edu/library

COMPUTER SERVICES

Please see the website: www.umpi.edu/it-services

ATHLETIC PROGRAMS, RECREATIONAL SPORTS AND FITNESS CENTER SERVICES:

These programs are designed to promote healthful physical activity for all members of the Campus Community. All programs are either located in or coordinated from Wieden Hall. Scheduled events are posted throughout Wieden Hall. Please note that a University ID card must be presented for participation in all athletic, recreational sports, and fitness center events and programs.

VARSITY ATHLETIC PROGRAMS

The University is an independent member of the NCAA Division III and the USCAA. UMPI fields teams in men's and women's cross country running, men's and women's cross country skiing, men's and women's soccer, women's volleyball, men's golf, men's and women's basketball, women's softball, and men's baseball. Matches and games are scheduled throughout Maine, Vermont, New Hampshire, Maryland, Boston, Massachusetts, Virginia, Connecticut, Rhode Island, New York, New Jersey, Quebec, New Brunswick, and Nova Scotia. Tryouts are open to all students. Contact the athletic office at 768-9506 for more information.

RECREATIONAL SPORTS INTRAMURALS

Recreational Sports is a division of Athletics comprised of Intramural Sports, Community Recreation, and Club Sports. For more information call 768-9472.

Archery	Pickleball
Australian Rules Football	Power Lifting
Badminton	Snow Football
3 on 3 Basketball	Snow Softball
3 Pt./Free Throw Competition	Soccer Skills Competition
5 on 5 Basketball	Softball
Bowling	Spring Fling Competition
Coed Floor Hockey	Team Handball
Flag Football	Tennis (Single/Doubles)
Floor Hockey	Track and Field Pentathlon
Golf	Ultimate Frisbee
Horseshoes	Volleyball

Indoor Soccer

Whiffle Ball

COMMUNITY RECREATION

SWIMMING is located in Gentile Hall. Our indoor swimming facility features a 25 yard pool ranging from 3.5 feet to 10 feet in depth, with a constant 84 degrees for water and 84 degrees for air. Both a handicapped accessible chair with lift and a friendly entrance of graduated stairs into the pool provides ease of access for both children and older adults. A lifeguard is always on duty when the pool is open. Students with a student ID card validated for Gentile Hall can use all facilities in Gentile Hall as part of your tuition benefits. Guests to Gentile Hall may purchase a day pass or become a facility member.

ICE SKATING is available in season at the Presque Isle Forum. Skates may be rented for a nominal fee. Your student ID card will gain you free admission.

DOWN HILL SKIING may be enjoyed at Big Rock in Mars Hill during ski season. Lift tickets are available at half price if you present a valid student ID card. Ski rentals are also available.

CROSS COUNTRY SKIING: Numerous venues with many kilometers of groomed trails are available within twenty (20) minute drive from campus. These facilities are available either free or for a nominal fee.

CLUB SPORTS: Club sport competition involves competition against clubs from other institutions of higher learning but at a level between that of intramurals and varsity athletics. Depending on interest, past clubs have included volleyball, ice hockey, floor hockey, men's and women's indoor soccer, and track and field. Other clubs may be formed if enough interest is shown. Most recently, active clubs have been:

ICE HOCKEY CLUB: Open to any male or female who is interested in playing this sport. We play in the local "House League" at the Presque Isle Forum and have played other university club teams in the past. Purpose: to provide opportunities for increased participation in the game of hockey and a social outlet for the club members.

SOCCER CLUB: Sponsored are women's and men's clubs for those interested in continuing or exploring the sport above the intramurals level. Teams travel to other institutions to compete and at times sponsor tournaments in Gentile Hall.

TRACK AND FIELD CLUB: Open to any male or female who is interested in participating in this sport. Teams travel to other institutions to compete against other collegiate teams as well as in USATF sanctioned meets.

GENTILE HALL

The University Fitness Center serves students, faculty, staff, and members of surrounding communities. The facility located in Wieden Hall, features two rooms with state of the art equipment including free weights (Wieden South Classroom) Eagle Systems machines, and a variety of aerobic trainers (north side of Wieden Hall). Members of the greater Presque Isle community may use the Fitness Center once required paperwork is completed in the Fitness Center office (Wieden Annex).

AEROBIC DANCE: Noontime classes are offered in aerobic dance and group exercise programs. These programs are funded almost entirely through the Recreational Sports program.

ACTIVITIES AND ORGANIZATIONS

To be considered a part of the University of Maine at Presque Isle, each student organization must register annually with the Coordinator of Student Activities and Leadership Development, Ms. Vanessa Pearson, Campus Center, Tele. 768.9582, e-mail vanessa.pearson@umpi.edu, and the Student Senate, Campus Center, 768.9561, to be considered a part of the University of Maine at Presque Isle.

Registration includes a list of current officers, advisor, a copy of the current constitution, signature sheet for fund requests, and a list of active members. Organizations that fail to register will not be allowed to reserve University facilities and will not be eligible for Student Senate funding support.

These organizations are presently active:

ALPHA PHI SIGMA (CRIMINAL JUSTICE NATIONAL HONORARY)

Alpha Phi Sigma is a philanthropic honorary which recognizes outstanding criminal justice students.

ART CLUB (STUDIO 923)

The Art Club (Studio 923) promotes, educates, and pursues the arts within the UMPI and local community.

ATHLETIC TRAINING STUDENTS CLUB

The Athletic Training Students Club introduces students to the competitive field of Athletic Training and promotes education and professionalism.

BIO-MEDICAL CLUB

The Bio-Medical Club provides an opportunity for students to explore the biomedical field by hosting speakers and participating in community service activities.

BUSINESS PROFESSIONALS CLUB

The Business Professionals Club provides students with the opportunity to learn more about local and national businesses by meeting and speaking with local business members, participating in community outreach projects, and expanding upon their learning experiences while attending UMPI.

CAMPUS ACTIVITIES BOARD (CAB)

CAB is a student run organization that brainstorms, plans, and implements social, educational, and cultural activities for the campus community. Programs include dances, comedians, hypnotists, casino nights, off campus trips, and more.

CAMPUS CRUSADE FOR CHRIST

Campus Crusade for Christ is an interdenominational Christian student organization seeking to provide an environment that gives students spiritual support and motivation for Christian living.

COLLEGE DEMOCRATS OF AMERICA

The College Democrats of America support the philosophy and candidates of the Democratic Party, educate students about the Democratic Party, and assist in the election of local, state, and national Democratic candidates.

COLLEGIATE FUTURE FARMERS OF AMERICA (FFA)

FFA strives to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success.

COMMUNITY BAND

The Community Band consists of students, faculty, staff, and community members who enjoy playing music. They perform several concerts throughout the academic year and practice regularly.

CRIMINAL JUSTICE CLUB

The Criminal Justice Club provides networking opportunities within the criminal justice field and enhances learning through speakers, workshops, and field trips.

DANCE TEAM

The Dance Team performs at sporting events, halftime shows, and competes at local and regional competitions.

DISC SPORTS CLUB

The Disc Sports Club educates, organizes, and promotes activities focused around disc golf and dodge ball.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA is an interdenominational Christian organization that focuses on student athletes and coaches and encourages their personal and spiritual development.

GAMES CLUB

The Games Club provides a friendly, non-competitive atmosphere for students interesting in playing all types of games including board games, video games, etc.

GAY-STRAIGHT ALLIANCE (GSA)

GSA serves the UMPI community by encouraging inclusive and safe spaces, increasing awareness, and supporting students.

GEO-ECOLOGY CLUB

The Geo-Ecology Club provides opportunities for students to enhance their knowledge and experiences in geology, ecology, and environmental sciences through workshops and field experiences.

ICE HOCKEY CLUB

The Ice Hockey Club provides opportunities for participation in the game of hockey and plays in the Presque Isle Gentlemen's League.

INTERNATIONAL STUDENTS CLUB

The International Students Club serves as a support group for international students and promotes learning and understanding through cultural exchange.

INTRAMURALS

The Intramurals program provides healthy recreational outlets for students. Fall leagues include softball, flag football, golf, tennis, and basketball. The spring offerings include bowling, basketball, floor hockey, indoor soccer, archery, and weight lifting. Other opportunities include swimming, ice skating, downhill skiing, and a run/walk program.

KAPPA DELTA PHI FRATERNITY

Kappa Delta Phi brings together males of good character to promote a spirit of good citizenship and brotherhood.

KAPPA DELTA PHI NAS SORORITY

Kappa Delta Phi NAS brings together ladies of good character to promote a spirit of good citizenship and sisterhood.

MATH CLUB

The Math Club provides students with opportunities to enhance their knowledge, meet informally, and participate in lectures, discussions, and conferences.

NATIVE VOICES

Native Voices serves to support Native American students and promotes Native American awareness within UMPI and the local community. Native Voices is open to all students interested in the Native American culture.

NEWMAN CLUB

The Newman Club supports Catholic students on campus, assists them in sustaining their Catholic identity, and encourages personal and spiritual growth of all through discussions and activities.

ORGANIZATION OF PSYCHOLOGY STUDENTS (OOPS)

OoPS provides an opportunity for students to explore their interest in the field of psychology and stay informed on current issues.

OUTDOOR ADVENTURE PROGRAM INTERNATIONAL (OAPI)

OAPI is committed to providing safe, challenging, and enjoyable outdoor activities designed to enhance the quality of life and broaden the learning experiences of the campus and surrounding community.

PHI ETA SIGMA NATIONAL HONOR SOCIETY

Phi Eta Sigma encourages high scholastic attainment among first year students and provides academic services and programming for UMPI and the local community.

PHYSICAL EDUCATION MAJORS CLUB

The Physical Education Majors Club strives to develop professionalism in members and provides opportunities for students to enhance their knowledge by attending conferences and hosting speakers.

RECREATIONAL SPORTS

Recreational Sports provides students the opportunity to compete against non-varsity teams outside the university. Sports will be determined by student interest. Current sports include men's and women's indoor soccer. Recreation Sports also provides free ice skating at The Forum and free lift tickets at Big Rock Ski Area.

RESIDENCE ADVISORY COUNCIL (RAC)

RAC provides residential students with the opportunity to have a stronger voice in their living experience and serves as an outlet for opinions and programming opportunities.

STUDENT EDUCATION ASSOCIATION OF MAINE (SEAM)

SEAM provides future educators with opportunities to explore the field of education, network, and develop personal and professional competencies.

STUDENT ORGANIZATION OF SOCIAL WORKERS (SOSW)

SOSW promotes greater understanding of the Social Work profession by hosting speakers and various events.

STUDENT SENATE

The Student Senate is the official governing body of the students at UMPI. It advocates for students' rights and manages the student activity fund for student groups.

SWIM CLUB

The Swim Club provides an aquatics club for both UMPI students and community members and promotes fitness and aquatic activities.

TRACK AND FIELD CLUB

The Track and Field Club competes in local, state, and national meets.

UNIVERSITY TIMES

The student newspaper serves to inform the campus community through bimonthly publications.

WUPI RADIO 92.1 FM

WUPI is a student run, volunteer radio station with an open format that broadcasts the latest music and talk radio to students and the local community.

SECTION TWO UNIVERSITY POLICIES

1. RESIDENCE HALLS

The privilege of living on campus in University residence halls is reserved for those students who are in good standing, enrolled in a minimum of twelve (12) hours, and are enrolled in a degree-seeking status. Housing for all other categories of students is available only on a case-by-case basis approved by the Assistant Dean of Students/Director of Residence Life.

Residence halls open and close for occupancy at specific times. Athletic teams, student teachers, and other special groups must make specific arrangements with the Assistant Dean of Students/Director of Residence Life before assuming they can remain on campus when the residence halls are closed. Other students may stay if approved by the Assistant Dean of Students/Director of Residence Life. A per diem room rate fee will be charged to cover the cost of heat, electricity, water usage, and staffing.

Summer housing: One residence hall is available for student housing during the summer academic term. Preference is given to students who must complete courses for graduation, then to students enrolled on a full time basis and who are pre-registered for the next academic term. The office is located in Emerson Annex, telephone 768-9560.

GENDER NEUTRAL HOUSING STATEMENT

The University of Maine at Presque Isle recognizes that not all students identify their gender according to the male/female binary. Some students may identify themselves as transgendered or prefer another gender identifier. Because of this, the Residence Life Office offers gender neutral housing in Emerson Hall and Skyway.

Gender neutral housing supports the University's non-discrimination policy of social justice with respect to sexual orientation, sex, gender, and gender identity. Gender neutral housing provides housing options for students who may identify as transgender or may be questioning their gender identity or do not wish to prescribe to gender classifications. Gender neutral housing also decreases heteronormative assumptions regarding housing assignments. Students who are uncomfortable with a same-sex roommate or do not wish to have a same-sex roommate also have more housing options to choose from.

Gender-neutral rooming allows students to figure out how gender might factor into their rooming preferences. UMPI recognizes that some students, regardless of sexual orientation, are more

comfortable rooming with others of the same gender. The gender-neutral rooming option also ensures that students who are transgender, intersex, or otherwise do not identify within the gender binary, do not need to “out” in order to be comfortable in their rooming situations.

Due to building design, only students living in Emerson Hall will have the option to room with people of any gender. Current students who choose to room together are not restricted by gender. Incoming students will have this option available to them if space permits them to live in Emerson Hall.

Gender neutral housing is not available for first-year students and new transfers, unless there is space available in Emerson Hall or Skyway to accommodate this option. In general, new students under 21 years of age, will only have this option available to them if space is available in Emerson Hall or Skyway. First-year students or new transfers who want a gender neutral space should contact the Residence Life Office, and an appropriate housing assignment will be made if possible.

As a practice, students living in gender neutral housing who have roommate disputes, may both be asked to move from their current room into any available space.

LIMITED TOBACCO-USE POLICY

The University of Maine at Presque Isle (UMPI) joins with the Aroostook Healthy Maine Partnerships in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. UMPI further recognizes that secondhand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency. UMPI acknowledges the Centers for Disease Control and Prevention (CDC) statistics that indicate 70% of all smokers report that they want to quit using tobacco completely and 88% of ages 18-24 strongly or somewhat believe that they should be protected from secondhand smoke. The implementation of the Limited Tobacco-Use Policy will have an immediate effect on individuals who use tobacco. Therefore, UMPI has included education, tobacco-use prevention and cessation initiatives for our students and employees in this policy.

In order to protect the health, safety, and comfort of university students, employees, and visitors, and consistent with state law (22 M.R.S. sec. 1542, 22 M.R.S. sec. 1580-A), it is UMPI’s intent to institute a policy that respects the rights of tobacco and non-tobacco users while accomplishing the following on property owned or leased from the University: protecting the health of our students and employees, reducing exposure to secondhand smoke and discarded chewing tobacco, providing an environment supportive of tobacco-free lifestyles, lowering the risk of accidental fire, and decreasing the impact of tobacco litter on the environment. Where the needs of tobacco users and non-tobacco users conflict, smoke-free air and a clean environment shall have priority.

EDUCATION

- The University of Maine at Presque Isle community and its visitors shall be made aware of the limited tobacco-use policy through every appropriate means. Organizers of public events using UMPI facilities are responsible for communicating this policy.
- UMPI encourages employees and students not to use tobacco products by offering educational information and providing tobacco-use cessation classes offered through University offices, health care providers, nonprofit organizations or other groups.
- UMPI Health Services and Counseling Services will provide prevention information, referrals, and cessation program information to students.
- UMPI office of Human Resources will provide prevention information, referrals, and cessation program information to employees, retirees, and their dependents.

TOBACCO-FREE AREAS

- Inside all facilities owned, leased, or rented by UMPI, including residence halls.
- All UMPI-owned vehicles, vehicles leased or rented by the University, and any vehicle with multiple occupants on University business.
- All campus grounds, except in designated smoking areas and private vehicles.

DESIGNATED TOBACCO-USE AREAS

- There are tobacco-use gazebos provided in different locations on the campus, and these areas are the only areas where tobacco use is allowed. The current locations are east of the Campus Center, between Emerson Hall and Park Hall, and south of Folsom-Pullen. (These locations may be changed.)
- Smoking is permitted in private vehicles.

SALES AND MARKETING

- The sale and distribution of tobacco products on any UMPI property is prohibited.
- Campus organizations are prohibited from accepting money or gifts from companies who have a primary purpose to sell and promote tobacco products. Any exceptions shall be reviewed by the administration.
- Tobacco advertisements are prohibited in all University-run publications.
- All contracts with off-campus vendors shall provide that the University's logo and names will not be used in connection with, or as part of, any tobacco promotions.

ADHERENCE AND RESPONSIBILITY

- This policy relies on the cooperation of both tobacco and non-tobacco users. It will, therefore, be the individual responsibility of all campus community members (including students, employees, and visitors) to adhere to and endorse this tobacco-use policy.
- The President, Vice-Presidents, and Chairs will ensure that this policy is communicated to everyone within their particular areas of responsibility.
- The Student Conduct Code Officers will be responsible for student violations.
- Supervisors will be responsible for employee violations.

- Repeat violators of this policy should be identified if possible and reported to the appropriate personnel, including, but not limited to, administrators, directors, and chairs.
- Questions and concerns about this policy should be directed to the office of the Vice President of Student Affairs and Dean of Students or to the Director of Human Services.

2. MEAL PLAN FOR RESIDENT STUDENTS

The meal plan is required for all resident students except for those living at Skyway or the Northern Road Family Houses. Students living in Skyway and the Northern Road Family Housing may purchase a commuter meal card at the door of the cafeteria. These cards will provide you with a discounted rate for a 10-meal block of meals.

Currently, the cafeteria is scheduled to be open during the following hours:

Monday - Friday

Breakfast: 7:00 a.m. - 9:00 a.m.
Lunch: 11:00 a.m. - 12:45 p.m.
Dinner: 5:00 p.m. - 6:30 p.m.

Saturday

Lunch: 10:30 a.m. - 1:00 p.m.
Dinner: 5:00 p.m. - 6:30 p.m.

Sunday

Brunch: 10:30 a.m. - 1:00 p.m.
Dinner: 5:00 p.m. - 6:30 p.m.

Late Night in the Owl's Nest – Sunday through Thursday 7:30 p.m. – 10:30 p.m.

Students may choose from one of the six meal plans with various available meals per week and various amounts of Declining Bonus Dollars (DBDs). Declining Bonus Dollars may be used like cash in the cafeteria, the Owl's Nest or at the C3 Express Convenience Store located in Folsom/Pullen.

The six meal plans are:

1. 10 meals per week and 150 DBDs
2. 10 meals per week and 250 DBDs
3. 14 meals per week and 150 DBDs
4. 14 meals per week and 250 DBDs
5. 19 meals per week and 100 DBDs
6. 19 meals per week and 200 DBD

The University offers six meal plans. These meal plans are designed to help students pick the meal plan that best fits their schedule.

19 meal plan – The 19 meal plan offers our students the opportunity to partake of all of the meals the cafeteria offers. This meal plan provides for three meal a day Monday through Friday and two meals a day on Saturday and Sunday. This meal plan is best for students who plan on staying on campus during the weekends. This plan is also the best plan for students who never miss a meal.

14 meal plan – The 14 meal plan permits students to pick any 14 of the 19 meals offered throughout the week. This meal plan works best for students who go home most weekends or those students who skip a meal each day.

10 meal plan – The 10 meal plan permits students to pick any 10 of the 19 meals offered throughout the week. This plan works best for students who are in season athletes, students who are student teaching or completing internships, and students who miss meals and go home over the weekends.

Only students who are on the meal plan may eat in the cafeteria without paying the casual meal rate. Resident students, who believe that they are not able to eat in the cafeteria, must contact the Director of Dining Services. The Dining Services Office is located in the cafeteria.

Extracurricular conflicts - Conflicts with meal hours resulting from extracurricular classes such as aerobics, student meetings, or any other non-academic endeavor are the responsibility of the student. The University will not take responsibility for such conflicts and, therefore, will not offer alternative meal scheduling.

MEAL PLAN CANCELLATION / WAIVER

Health related issues - Students with dietary problems or other health related problems, which may cause them to be unable to eat the cafeteria meals, must report their situation to the Director of Dining Services within the first week of the semester. All possible accommodations will be made to address the student's nutritional needs.

To receive a meal plan waiver, you must bring a detailed diet plan to the cafeteria. This meal plan must be provided through a dietitian or other medical professional. If dining services cannot provide for your dietary needs, your meal plan will be waived. Dining Services reserves the right to deny a dietary request if the request is seen to be exorbitant in its demands.

If a waiver is denied, the student may appeal the waiver denial to the Assistant Dean of Students/Director of Residence Life. Such an appeal must be submitted within one week of notification of the denial of the waiver.

Non-medical related issues should be brought to the attention of the Assistant Dean of Students/Director of Residence Life in the Emerson Hall Annex.

3. FINANCIAL APPEAL PROCESS

The University of Maine at Presque Isle provides a process by which any student may dispute or appeal financial claims by the University; i.e., tuition, fees, room and board, etc.

GUIDELINES

1. Students should submit a written statement to the Director of Business Systems stating the amount and nature of the disagreement and why he or she feels the charge is incorrect.
2. Students should submit their written appeal within thirty (30) days of the initial billing of a disputed charge. The Director of Business Systems should respond in writing to the student's complaint within thirty (30) days of the receipt of the appeal.
3. If the Director of Business Systems decision is considered incorrect by the student, the student may appeal that decision (within 30 days) in the following order:
 - To the Vice President for Finance and Administration
 - To the President of the campus
 - To the Treasurer of the University System, whose decision shall be final.

4. CAMPUS SECURITY

You may view UMPI's Campus Crime Report at the following page:

www.umpi.edu/security/crime-report

The Coordinator of Safety and Security has the duty of overseeing the Campus Security program. There is no uniformed police coverage of the campus other than that periodically provided by local law enforcement motorized patrols. Campus security is maintained primarily by a group of students who have been selected and trained for this purpose. They will provide quick response to requests for assistance and are able to contact local police immediately for assistance. The Safety and Security Office is located in the Emerson Hall Annex. The phone number is 768-9580.

5. TRAFFIC AND PARKING

All vehicles operated on campus, unless operated by visitors who are not part of the campus community, must be registered with the Office of Security and Safety located in Emerson Annex. Parking space is at a premium and all vehicle operators are required to comply with parking regulations.

A violation of parking regulations will result in a ticket. Issued tickets result in a fine. All fines are paid through the Business Office in Preble Hall. Students who accumulate an abundance of tickets and/or who fail to pay their parking fines will be subject to losing the privilege of parking their vehicle on campus.

Students with three or more parking tickets will have their vehicles towed. The minimum cost for towing is \$35.00. All towed vehicles are brought to Jerry's Towing at 78 Houlton Road, Presque Isle, ME 04769. Their phone number is 764-4121.

Some unauthorized parking, such as parking in a handicap-designated space, will result in towing. The University is NOT liable for damage to a vehicle being towed under these circumstances.

6. STORM POLICY AND CLASS CANCELLATIONS

General Philosophy

The University of Maine at Presque Isle campus generally does not close due to adverse weather conditions, therefore, school is presumed to be in session unless an announcement is made to the contrary. However, in the case of unusually severe weather conditions, the announcement to cancel classes will be made on the following radio and television stations by or before 6:30 a.m.: WAGM TV Channel 8 or 4; WUPI 92.1 FM; WQHR 96.1 FM; WBPW 96.9 FM; WCXU 97.7 FM; WHOU 101.1 FM & 1340 AM; OLDIES 101.9 FM; WCXX 102.3 FM; and W276AY (WCXX translator in Fort Kent) 103.1 FM.

Cancellation of evening classes - The decision to cancel evening classes due to extreme weather conditions will normally be made by 2:30 p.m. The above listed radio stations will be notified to announce that all University of Maine at Presque Isle classes will be cancelled that evening with the exception of WAGM TV as they do not announce evening cancellations. The campus faculty and staff will be notified by voice mail/electronic mail of the announcement.

For class cancellations, please dial (207) 768-9400. The automated voice mail will direct you to press the number 3 to give you any class cancellations.

7. STUDENT ORGANIZATIONS REGISTRATION AND RENEWAL

Each student organization must register annually with the Coordinator of Student Activities and Leadership Development and the Student Senate to be considered a part of the University of Maine at Presque Isle. Registration includes filling out the current registration form, which lists current officers and name of advisor, a copy of the current constitution, signature sheet, and member list.

Organizations that fail to register will not be allowed to reserve University facilities for their meetings and will not be eligible for Student Senate funding support.

NOTE: The Coordinator of Student Activities and Leadership Development must approve your room request(s) for your meetings and events. You can request a room on-line at www.umpi.edu/faculty-staff/conferences/reservation-forms, however, the room is not reserved UNTIL Coordinator of Student Activities and Leadership Development signs the facility request form AND Conferences and Special Programs sends you an email confirming you have the room. Conferences requests you submit your room request at least 10 days before you need the room.

Contact: Coordinator of Student Activities and Leadership Development in the Campus Center or call 768-9582.

8. SOLICITATION ON CAMPUS

In order to ensure, as far as possible and reasonable, that the integrity of the campus as an academic community and the privacy of students is preserved, individuals and/or organizations may not advertise, sell or solicit a service or product or take orders for articles or services on campus unless authorized by the Vice President of Student Affairs and Dean of Students, or designee. The University of Maine Presque Isle reserves the right to regulate the time, place and manner of the solicitation, when authorized. Please contact the Office of Student Activities or the Vice President of Student Affairs and Dean of Students for specific details for conducting any fundraising and/or solicitation event.

The Assistant Dean of Students/Director of Residence Life must approve solicitation requests in the residence halls. 768-9560

9. EQUAL OPPORTUNITY

The University of Maine at Presque Isle does not discriminate on the grounds of race, color, religion, gender (including discrimination based on marital status, pregnancy, or parental status), sexual orientation, national origin or citizenship status, age, disability or veterans' status in employment, education, and all other areas of the University.

The University is committed to maintaining a respectful and fair educational and work environment, free from discrimination or harassment. Any student with a concern about discrimination or harassment may contact any one of the following three:

- Director of AA/EEO, Room 205 South Hall, 768-9750.
- Vice President of Student Affairs and Dean of Students, Room 100 South Hall, 768-9601.

A copy of the Equal Opportunity Complaint Procedure is available from the AA/EEO office, Room 205, South Hall. This procedure explains the process for resolving complaints. It also states that where a formal complaint of discrimination or harassment is made against a student, investigation will be conducted under the Student Conduct Code.

10. STUDENTS WITH DISABILITIES

The University of Maine at Presque Isle provides reasonable accommodations, upon request, to qualified individuals with documented disabilities. The term disability includes physical and mental impairments and specific learning disabilities.

Students with documented disabilities have a right to ask for accommodations and are encouraged to talk directly with the responsible faculty member, supervisor or other staff person to explore possible accommodations.

For assistance with accommodations or academic support services, contact the Director of Student Support Services, South Hall, at 768-9613. Concerns or complaints about discrimination based on a disability should be made to the Director of AA/EEO, 205 South Hall, at 768-9750.

For a copy of the complete Procedure for Accommodating Individuals with Disabilities, contact the Director of Student Support Services at 768-9613.

11. SEXUAL HARASSMENT AND CONSENTING RELATIONSHIPS

Sexual harassment includes any unwelcome sexual attention. It can be a repeated behavior or could be one serious incident. It may take the form of sexual jokes or teasing, sexually demeaning remarks, pressure for dates or sex, deliberate touching, pinching, cornering, attempts to fondle or kiss, and requests for sex in exchange for grades, salary raises, or promotions.

If you think you are being sexually harassed, seek help -- the sooner the better. Contact the Vice President of Student Affairs and Dean of Students 768-9601, the Equal Opportunity Officer 768-9750, the Director of Student Support Services 768-9613, or the Assistant Dean of Students/Director of Residence Life 768-9560.

You may also choose to talk to any faculty member, administrator, or staff person with whom you feel most comfortable (i.e. your RA).

Retaliation against anyone making a complaint is illegal and is a separate basis for a complaint.

"Consenting" relationships is a term used to designate those consenting romantic or sexual relationships between members of the University community when one person has power or authority over the other. Because faculty and staff (including RAs and Area Coordinators) have the power to give or withhold rewards such as praise, grades, recommendations, it may mean that a romantic or sexual relationship with a student may not be truly consensual.

The University of Maine at Presque Isle strongly discourages such consenting relationships. A faculty or staff member who become romantically or sexually involved with a subordinate student or employee should remove him/herself from any decisions affecting the other person as soon as possible.

If you have questions or concerns about these policies, please consult the Vice President of Student Affairs and Dean of Students, South Hall; the Director of AA/EEO, South Hall; or the Director of the Counseling Center, South Hall. Brochures about sexual harassment are also available at these locations.

12. SEXUAL ASSAULT AND FORCED SEXUAL CONTACT

Sexual assault includes any forced or unwanted sexual contact in which a sex act occurs or is attempted but not completed. Sexual assault occurs whenever the victim HAS NOT GIVEN OBVIOUS AND CLEAR CONSENT.

Forced sexual contact occurs when the victim experiences unwanted touching, directly or through clothing, of an intimate part of his or her person, such as a sexual organ, the buttocks, or the breast. Forced sexual contact is also considered to occur whenever the victim has experienced unwanted touching at other parts of the body and has warned the perpetrator to stop such touching, and the perpetrator continues the touching. Such unwanted sexual contact is prohibited.

Sexual assault or forced sexual contact violate University policies and must be reported. When a victim fails to report such contact, the perpetrator perceives this as encouragement to continue such behavior against the victim and other victims.

Getting help: A victim should seek help or report a violation immediately even if only through a friend. If reported to a campus authority, the rights of the victim will always be predominant UNLESS there is a clear danger to other members of the campus community. In reporting sexual assault or forced sexual contact, students living in the residence halls should report such situations to the Resident Assistant or Residence Hall Director of their building. Report of unwanted sexual contact may also be made to the Nurse in Emerson Annex (768-9586), the Director of Counseling, located on First Floor, South Hall (768-9791); the Director of Affirmative Action/EEO, Second Floor, South Hall (768-9750); or to the Director of Student Support Services, 123 South Hall (768-9613); the Assistant Dean of Students/Director of Residence Life, Emerson Hall Annex (768-9560), or to the Presque Isle Police Department (764-4476).

When a sexual assault is reported to an official of the University, that person will attempt to take care of several matters related to the incident. It will be determined whether medical assistance is needed, and such assistance will be obtained through appropriate medical facilities. It will be determined whether counseling should be recommended, and arrangements will be made at the discretion of the victim. It will be determined whether an official report should be made through the Conduct Code System, and again the wishes of the victim will be followed. Throughout, the victim will be provided with complete support and with as much confidentiality as requested and feasible.

If there are any questions regarding this issue, please contact your Residence Life staff member or any of the people noted in the previous paragraph.

13. ALCOHOL AND SUBSTANCE ABUSE

Alcohol abuse is any use of alcoholic beverages, which results in any noticeable level of intoxication on the part of the user. Alcohol abuse results in many problems, not the least of which is reduced clarity and ability to make discriminating decisions. Alcohol abuse is not tolerated under any circumstances on campus; students who abuse alcohol are subject to disciplinary action.

The University supports and enforces Maine law that prohibits the consumption or possession of alcohol by anyone under the age of 21. Therefore, alcohol consumption in the residence halls is closely monitored and regulated.

Park and Merriman Halls are "dry" halls and no alcohol is permitted in the building by anyone, regardless of age. Legal consumption of alcoholic beverages is permitted in Emerson Hall and Skyway

only in private rooms where the residents are of age. "Open parties" are not allowed when alcohol is being consumed. Possession, consumption, and transportation of alcohol is prohibited, regardless of age, in Park and Merriman Halls.

In order to promote responsible drinking, items that promote the excessive consumption of alcohol are prohibited. These items include, but are not limited to pool tables, beer pong tables and any other games that promote increased alcohol consumption. In addition to these items, quantities of alcohol in excess of a 30 pack of beer or 2 bottles of liquor are prohibited. If quantities greater than these amounts are found in a room, they are subject to confiscation regardless of the age of the residents.

Substance abuse is the illegal use of any controlled substance. Violations of this policy will be investigated and dealt with under the auspices of the Student Conduct Code and/or the local police.

Visitors who fail to comply with these policies will be barred from the residence halls. Residents who violate these policies may be subject to termination of their housing contract.

14. REGISTRATION OF EVENTS INVOLVING ALCOHOL

The U/Maine Board of Trustees Policy 502 prohibits the sale of alcoholic beverages on a System campus except by an authorized and licensed vendor operating under prior agreement with the University. In accordance with the spirit of that policy, all student-sponsored parties or social events at which alcohol is to be provided must use the services of an authorized and licensed caterer to provide the alcoholic beverages.

Any student organization which violates Maine law or campus policies while hosting an event involving the use of alcoholic beverages shall be subject to complete social probation for one year and a possible conduct code hearing.

15. STUDENT COMPLAINTS OR GRIEVANCES

Complaints regarding academic matters such as grades should be made in accordance with the procedures found in the University catalog. Normally a complaint will follow this chain of authority: the professor concerned, the academic chair of the department, the Academic Appeals Board and finally the Vice President for Academic Affairs. The student should take the complaint to the first level, then proceed through each level until receiving a final answer or until the problem is solved.

Each student has the right to make his or her complaint - whether the complaint involves academic or any other matter pertaining to campus and University life - to the Vice President of Student Affairs and Dean of Students in South Hall.

All such complaints will be acted upon with high priority. The Vice President of Student Affairs and Dean of Students will learn the circumstances involved and will share that information with the student. If the complaint deserves a specific kind of action, the Vice President of Student Affairs and

Dean of Students will see that such action is recommended to the appropriate authority. In all cases, the student's right to privacy will be observed.

Any student who feels that his or her complaint has not been properly addressed in a timely manner has the right to take the matter directly to the University President.

16. HUMAN SUBJECTS RESEARCH ACTIVITIES

Any research involving human subjects conducted by faculty, staff or students on this campus must be reviewed by the Institutional Review Board for Protection of Human Subjects in Research (IRB) before the research is conducted. This policy is required because some research has the potential for causing harm to human subjects if conducted without the proper safeguards. As a student, if you are asked to participate in a research project being conducted by a University professor, Administrator, or another student, you have the right to refuse to be involved in the project unless you are satisfied that the research has been cleared through the IRB on this campus. Also, if for part of a course or an extracurricular activity, you are doing research or conducting a survey which involves human subjects, this project should be approved by the IRB both for your protection and the protection of the human subjects.

The IRB defines "research" as any systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Any activity that meets this definition is considered "research" and is subject to this policy. For further clarification please contact the Vice President of Student Affairs and Dean of Students or any member of the IRB.

17. FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS POLICY

[Click here to view the Satisfactory Academic Progress Policy](#)

18. STUDENT ACADEMIC INTEGRITY POLICY

The academic community of the University of Maine at Presque Isle 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. All academic work should be performed in a manner, which will provide an honest reflection of the knowledge and abilities of each student. All members of the academic community should regard any breach of academic honesty as a serious offense.

The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, 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.

VIOLATIONS OF STUDENT ACADEMIC INTEGRITY

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following is a listing of some, but not necessarily all, actions that are violations of academic integrity:

1. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules.
2. Plagiarizing the words, ideas, or data of others by not giving proper acknowledgment of sources. Plagiarism includes failing to identify verbatim statements as quotations and failing to give appropriate credit and citations of sources used. Plagiarism is academic theft and consists of such practices as:
 - a. Taking the words of another and presenting them as one's own without proper acknowledgement (footnotes or other attribution).
 - b. Presenting as one's own a succession of ideas, a plot, a list or an outline of another without proper acknowledgement.
 - c. Presenting as one's own work, work prepared in collaboration with another to the point it is no longer one's own (group assignments notwithstanding).
 - d. Arranging for another individual to complete an assignment or a part of an assignment or to take an exam or a course on one's behalf.
 - e. Presenting as one's own essays, term papers, or assignments purchased from a commercial firm or other source.
 - f. Taking materials from the internet without appropriate attribution.

Study, preparation, and presentation of University assignments except in those instances where special rules are made by the instructor, should involve at all times the student's own work. Any work that the student borrows from others must be suitably identified with appropriate citations because conscientious acknowledgment of sources is always required by the principles of academic integrity.

It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentation, unless it has been clearly specified that the work is a team effort.

3. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the source indicated, falsely claiming sources not used, and making statements that are known to be false, misleading, or not supported by evidence. Conclusions or opinions that are presented must be drawn from genuine research results or data or from well known information unless they are clearly identified as being speculation or supposition.
4. Submitting any academic accomplishment in whole or part for credit more than once whether in the same course or in different courses without consulting the instructors.
5. Obtaining or attempting to obtain or attempting to distribute an examination, or any part of it, before the examination has been given without permission of the instructor.
6. Obtaining or attempting to obtain an examination, or any part of it, after the examination has been given when specifically prohibited.
7. Intentionally attempting to interfere with or prevent others from having fair and equal access to the resources of the University library or the University's computers including the intentional damaging or destroying of any materials or computer files.
8. Copying, editing, or deleting computer files without permission.
9. Altering, changing, or forging University academic records or forging the signature of any member of the University community.
10. Completing an assignment, taking a test, or attending a class in the name of someone else.

SANCTIONS FOR STUDENT VIOLATIONS OF ACADEMIC INTEGRITY

A student who admits being guilty or who is found to be guilty of a 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. The exact penalty will depend on the particular circumstances of each individual case.

Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not affect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating.

The following is a list of possible sanctions that may be imposed upon students for serious violations of academic integrity, as stipulated in the syllabus, or for any number of non-course related violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these sanctions may be imposed when justified by the type of violation.

1. Dismissal from the University. Severance of the student's relationship with the University of Maine at Presque Isle for a minimum of three years with readmission possible only in accordance with the appeal process of the Student Judicial Procedures of the University of Maine at Presque Isle.
2. Probated dismissal from the University. Notification that further violations of academic integrity may result in dismissal from the University. The period of probation to be specified for the particular situation; normally for no more than one academic year.
3. Suspension from the University for a stated period of time up to one academic year during which time the student will not be allowed to take any courses at the University of Maine at Presque Isle. The University of Maine at Presque Isle will not accept nor give credit for any course taken at another institution during suspension.
4. Probated suspension from the University. Notification that further violations of academic integrity may result in suspension from the University. The period of probation to be specified for the particular situation; normally for no more than one academic year.
5. Appropriate grade penalties up to and including F grades in one or more courses. Course instructors may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and thereby receive a grade representing demonstrated knowledge of the course.
6. Loss of some or all of the benefits of programs, university-related scholarships, and other opportunities normally afforded students as support and recognition for superior academic achievement. This would not include any need-based financial aid programs.
7. Academic conduct probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe sanctions.
Probation may include loss of one or more privileges such as representing the University in an intercollegiate event or contest, participation in extracurricular activities, or appointment to any University committee.
8. Restitution for damages done to any library materials or computer files. (Damaging library materials or computer files may also subject the student to civil or criminal penalties.)
9. Completion of an assignment to work a specified number of hours as a designated community service activity.
10. Such other action as may be appropriate.

PROCEDURES FOR STUDENT VIOLATIONS OF ACADEMIC INTEGRITY

When, in the opinion of a faculty member or an administrative officer, a violation of student academic integrity has occurred, these procedures shall be followed in a reasonable and timely fashion:

CHARGE BY A FACULTY MEMBER

1. If the faculty member finds evidence of a violation of academic integrity during an academic term the faculty member will inform the student in private (either in person or in writing) of the specific charge and the aspect of academic integrity that is alleged to have been violated.

The student may explain the circumstances and attempt to justify the action if the student so chooses. The charge may be dropped if an explanation by the student is accepted as being adequate.

2. If the faculty member chooses to continue the complaint, with or without an explanation by the student, the faculty member will impose a penalty up to and including a grade of F in the course. The faculty member will notify the student in writing of the charge and the penalty to be imposed. The letter (which may be sent via email to the student's maine.edu account) from the faculty member to the student will include a notice that the student has the right to contest the action by appealing to the Vice President of Student Services/Dean of Students in writing within seven calendar days of receiving the letter of notification. If the faculty member finds evidence of a violation of academic integrity when grading final work or exams after the completion of the term the faculty member may submit a final grade that reflects the penalty for the violation in order to meet the deadline for grade submission. The student may choose to appeal the charge and any grade penalty assigned.
3. The faculty member will send a copy of the charge letter to the Vice President of Student Services/Dean of Students Office for placement in the student's file. A first offense is defined as a report registered by the faculty member with the Vice President of Student Services/Dean of Students. Unreported violations will not be construed as formal evidence of multiple violations.
4. If the student wishes to contest the charge, the student will have seven calendar days from receipt of the letter of notification in which to present a letter of appeal to the Vice President of Student Services/Dean of Students. The Vice President of Student Services/Dean of Students will initiate the appeal process and inform the Chair of the Student Conduct Code Committee as soon as it is feasible. If the student wishes to contest the grade penalty of the faculty member the student will follow the procedure for Academic Appeal – Appeal of Grade as detailed in the Course Catalogue.
5. If the Vice President of Student Services/Dean of Students finds that there is evidence of repeated violations of academic integrity by the student, the complaint will be referred to the Student Conduct Code Committee for appropriate action. In this case, the faculty member will not take any punitive action against the student. Any sanctions to be imposed will be determined by the Student Conduct Code Committee through procedures of due process. Hearings will be conducted according to established University of Maine system guidelines.
 - a. The Conduct Officer will investigate the alleged violation and the Student Conduct Committee will adjudicate the case. The student will be notified in writing of the alleged charges and asked to meet with the Student Conduct Committee to present his or her side of case.
 - b. The student will be notified in writing of the outcome of the hearing.
 - c. If the student accepts the charge and the penalty imposed by the Student Conduct Committee, the case is closed. The student may elect to appeal the charge and/or the penalty imposed by the Student Conduct Committee. Students have seven calendar

days to submit a letter of appeal to the President of the University or to the President's designee.

- d. The decision of the President of the University or the President's designee shall be final.

RETENTION OF JUDICIAL RECORDS

Any sanction for violation of the University of Maine System Student Conduct Code will be noted in the student's file in the Office of the Vice President of Student Services/Dean of Students and noted as appropriate on the student's electronic record.

The Office of the Vice President of Student Services/Dean of Students serves as the repository of all records of violations of student conduct code. Such records are normally destroyed three years after a student's separation from the institution, except records pertaining to cases resulting in suspension or dismissal, which are held indefinitely.

FACULTY RIGHTS IN ALLEGED VIOLATIONS OF STUDENT ACADEMIC INTEGRITY

Members of the faculty have the right to establish appropriate standards of academic performance and expectations for students under their instruction and to assign grades accordingly.

The instructor in charge of an academic course in which an alleged violation of student academic integrity has occurred must be informed of the decision of the Academic Integrity Board and the results of appeals.

Sources

The authors of this document on student academic integrity gratefully acknowledge that they have used the policies of the University of Southern Maine and the University of Maine at Machias as a model. Authors of the previous document prior to the present revision also freely borrowed, adapted, modified, and used words, phrases, ideas, and concepts found in similar publications of the following educational institutions, listed in alphabetical order: Auburn University, Clemson University, Norwich University, Texas A & M, University of Delaware, University of Georgia, University of Tennessee – Knoxville, University of Wyoming, and Vermont College.

19. CONDUCT CODE - UNIVERSITY OF MAINE SYSTEM

Please refer to the [University of Maine System Conduct Code](#) site.

SECTION THREE

ACADEMIC ADVISING SUPPLEMENT

INTRODUCTION

The University of Maine at Presque is committed to providing the student with the best possible advice and guidance with regard to the achievement of the student's goals as a student at the University. The process of advisement is the single most important factor in student success. While it is true that many students achieve their goals with little or no formal advising, a far greater number fail in college because of poor, insufficient, or no advising, and a significant number of students fail because they choose to disregard the opportunity to obtain advisement. The best advising system in the world is of no benefit to the student who refuses to use it.

The University of Maine at Presque Isle subscribes to the philosophy of advising found in *Advising Skills, Techniques and Resources* by Crockett (American College Testing Program):

"Academic advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of those goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences, through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary."

PROCEDURE

New students meet with faculty, staff and peer advisors during the Student Orientation, Advising, and Registration (SOAR) Program. This program includes placement testing, orientation, advisement, and registration.

All new students are assigned to a faculty advisor during the SOAR Program. New students should make appointments to meet with their advisors as often as necessary, but never less than twice each semester. The student should feel free to confide with the advisor regarding any kind of problem which threatens to interfere with the student's program of study. The advisor will act as a referral agent, if necessary, to ensure that the student receives the most appropriate and professional guidance.

THE ROLE OF THE ADVISOR AND ADVISEE

The faculty advisor should be the student's closest professional contact on the campus. The student should ensure that the advisor is kept informed of the student's goals and objectives as well as any problems that might interfere with the student's progress.

Students should be able to expect that their advisor will be available for consultation within a

reasonable time, will listen attentively to all issues brought by the student, will offer options for the student's consideration, and will act on behalf of the student when necessary.

Students should also realize their own responsibility to the advising relationship. Advisors expect that students will take the initiative to consult with them when necessary, make appointments during office hours whenever possible, be prepared for advising appointments, discuss academic goals and concerns openly, and act upon their advisor's advice.

Students with concerns about the advising process or their advising relationship should see the Director of Advising.

PROGRAM OF BASIC STUDIES:

For students needing preliminary preparation prior to enrolling in certain college level courses, a Program of Basic Studies is available. The program consists of refresher courses in reading, writing, mathematics, and science. Students may test into one or more of these courses as a result of Placement Testing. Students testing into a developmental course will be required to successfully complete the course before enrolling in the subsequent college level class or classes.

Developmental courses are not counted toward the credit hours required for graduation. However, developmental courses count toward the student's overall grade point average and count toward full time status for financial aid, and residency considerations.

GENERAL EDUCATION CORE:

The philosophy of the general education core at the University of Maine at Presque Isle states that "there exists a certain body of knowledge and skills that every University graduate must have regardless of the chosen path in life." Hence, all students seeking a bachelor's degree at the University must complete 45 hours in a core curriculum designed as a common learning experience that will distinguish them among their peers and prepare them for an uncertain future in a changing society. Credits taken in the core curriculum are generally transferable within the University of Maine System.

TIME MANAGEMENT

One of the most important skills for each student to have is the ability to manage (or budget) one's time in order to complete all academic requirements in the most efficient manner with the most productive results. Your advisor is equipped with an abundance of tried and true techniques that can be applied in your individual situation. There are also workshops available throughout the year that will provide you with an in-depth understanding of your own study habits and how they can be improved to increase your over-all scholastic abilities and results.

If you have ever wondered how some students can be heavily involved in extracurricular activities and still achieve high grades, or if you have wondered why you can't seem to develop a productive study pattern no matter how hard you try, it will be worth your while to inquire into the time-management skill development programs offered by the Student Support Services office. For most successful students, proper budgeting and management of time was the key difference in making better grades.

CAREER ADVISING

The Career Advising Center, located in South Hall, is the home of several career development services. To clarify career goals, choose a major or discover possible job opportunities within a major, then stop by 205 South Hall to talk with Ms. Bonnie DeVaney.

TRANSFER STUDENTS

Transfer students should make it a point to clarify the transfer of credits on their transcript. Check with the Office of Student Records (768-9581) or your faculty advisor. Although we are all part of the same State System, each campus is an autonomous institution of higher education responsible for devising its own academic programs. The faculty of one campus cannot dictate course or credit requirements to the faculty of another campus. For that reason, some credits will not transfer from one UMS program to another UMS program; thus, even though all credits may transfer as electives, they may not always count toward your academic major requirements or your core curriculum requirements. For more information please consult with your faculty advisor.

OFFICE OF STUDENT RECORDS

For students, the Office of Student Records is one of the most important offices on campus. All matters involving official records of credit and grades will be handled through this office. Students, who have questions about their course registration, transcripts, credit hour load, grade point average, etc., should take those questions to the Office of Student Records (768-9581) if the Faculty Advisor cannot provide the information.

All student information handled by the Office of Student Records is confidential information and will not be released to anyone except the student without the student's express consent. For further information consult the University Catalog.

PASS/FAIL OPTION

Students may elect to take one course per semester on a pass/fail basis. Courses in the General Education Core and courses required in the student's major field are excluded from this option.

Students who are receiving Veterans Benefits should note that when taking the pass/fail option, a pass grade is required in order to receive Veterans Benefits. Should you receive a fail, you will be responsible to the Veterans Administration for an overpayment.

The pass/fail option must be requested during the first two weeks of the semester. Upon satisfactory completion of course requirements, an entry of P with number of credit hours will be made on the student's official record. In all other cases, an F entry will be made. Credit hours earned with P grade will be counted toward degree credit. Courses taken under pass/fail option will not be used in computing the grade point average.

ACADEMIC PROBATION

A student will be placed on academic probation if his or her cumulative grade point average at the end of a semester is lower than the minimum required to remain in good standing according to the Scholastic Standards guidelines. A student on probation may only take twelve credit hours of course work a semester, unless a four-credit course or a required one-credit laboratory course raises the total to thirteen credits. Students should inquire if this will have any financial aid consequences for their particular case. [Students who enroll in more than the allowed number of credit hours will have to withdraw from the extra course or courses. This may have financial consequences for the student in terms of lost tuition and fees and costs for books and supplies.]

Being placed on academic probation in and of itself is not subject to appeal.

A student will be removed from probation upon raising his or her cumulative grade point average to good standing according to the Scholastic Standards guidelines.

ACADEMIC SUSPENSION

A student will be placed on Academic Suspension if after one semester on academic probation he or she fails to achieve good standing according to the Scholastic Standards guidelines.

Once suspended, a student must raise his or her cumulative grade point average to the minimum required for good standing in order to be automatically eligible for readmission to the University. Raising the cumulative grade point average may be achieved by enrolling as a non-degree student at the University of Maine at Presque Isle. No student who has been suspended may take more than nine credit hours of course work per semester as a non-degree student (unless a four-credit course or a required one-credit laboratory course raises the total to ten credits). Students taking courses as non-degree students are not eligible for financial aid and normally may not live in a residence hall.

ACADEMIC DISMISSAL

A student who is on suspension will be dismissed from the University if a semester GPA falls below a 1.0. A student may appeal a dismissal because of particular circumstances. This written appeal is sent to the Vice President of Academic Affairs by the date specified in the letter of dismissal. A student who has been dismissed may not take classes at the University of Maine at Presque Isle even as a non-degree student, for a period of two years. In most cases, a student who has been dismissed from the University of Maine at Presque Isle may not take any courses at any of the campuses in the University of Maine system.

To be readmitted to the University after two years, a student must submit a written appeal to the Vice President of Academic Affairs. The appeal process for a student who has been dismissed is then the same as for a student who is appealing a suspension.

EARLY WARNING SYSTEM

The Academic Standards Committee recognizes that early intervention has the consequence of contributing to a successful educational experience for many students, particularly those who are having initial difficulties adjusting to the demands of their university experience.

Accordingly the Academic Standards Committee herein instituted that an early warning system be undertaken during the fourth week of class for all 100-level and 200-level courses.

The fourth-week warning system will complement the existing mid-term warning system which is undertaken during the eighth week for all courses.

ACADEMIC FORGIVENESS POLICY

This policy allows one complete semester of attendance at the University of Maine at Presque Isle to be removed from a student's cumulative Grade Point Average (GPA). Academic forgiveness would result in the removal of all course work completed during the semester specified by the applicant. The grades and credits for the forgiven semester will remain on the transcript and be given a special designation by the Office of Student Records. The credits will not accumulate toward graduation and the grades will not affect the cumulative Grade Point Average. This policy is intended for students who have experienced a semester with low grades, been separated from the University of Maine at Presque Isle for at least 24 months, and been readmitted. The details of this policy are available in the Office of Student Records and the Office of Academic Advising.

LEAVE OF ABSENCE, WITHDRAWAL FROM UNIVERSITY, EMERGENCIES

A Leave of Absence allows the student to discontinue study for one semester without losing matriculated status. At the end of the leave, the student either resumes study, requests an extension of the leave, or files a notice of withdrawal from the University.

The Withdrawal Form serves as official notice to the University that the student is terminating or suspending all academic course work for an indefinite period of time. When submitted during an academic term prior to mid-term, the notice removes the student from coursework in progress and grades of W are awarded. Failure to file notice of withdrawal during an academic term or filing after mid-term may result in failing grades being assigned to all courses. Leaves and Withdrawals are requested in the Advising Center, 217 South Hall.

Occasionally, circumstances may require short-term absence from classes. It is the student's responsibility to notify instructors in advance of such absence. Failure to do so or notice after the fact can seriously affect the student's grades. In an emergency, the student may contact his or her advisor or the Office of Student Records to ask that notice of absence be shared with instructors. This notice does not authorize the absence or excuse the student from class obligations; it is simply a service offered as an aid to students confronted with an emergency.

There is no University policy for planned absences from classes on a temporary basis. All arrangements for absence, other than Leave of Absence or Withdrawal, must be worked out in advance between the student and each instructor.

In all cases, the student should work closely with the academic advisor.

IN CONCLUSION

The advisement process developed by this University was designed to assist the student in achieving his or her academic goals. This program is of no value, however, if the student does not take advantage of its benefits. The years you spend at college are the most important years of your life and, therefore, represent a very significant investment. As is the case with any investment, you should seek sound advice and counsel before making a major decision.

Your academic advisor is the one person with whom you should be sharing your most important decisions. Others who can help you make decisions include the Director of Advising, the Vice President of Student Affairs and Dean of Students, the Director of Student Support Services, and the coordinator of your academic department. Use the resources that are available to you.