



YourPace Student Handbook

2025-2026

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Welcome to the University of Maine at Presque Isle YourPace Program!

We are thrilled that you have chosen this innovative and flexible learning model to pursue your academic goals. YourPace is a self-paced, competency-based education (CBE) program designed to give you a personalized pathway to success. Whether you are returning to school after time away or continuing your educational journey, YourPace allows you to progress through coursework at a pace that aligns with your schedule, prior knowledge, and learning style.

This handbook serves as your central resource for understanding how the YourPace program works. Inside, you'll find essential information on enrollment procedures, academic participation requirements, course progression, support services, and more. It also includes answers to frequently asked questions to help you feel prepared and confident as you begin your coursework.

We strongly encourage you to review this handbook in its entirety before starting your courses. A thorough understanding of the policies and resources outlined here will ensure that you are well-informed and equipped to make the most of your YourPace experience.

Most importantly, know that you are not alone on this journey. Our dedicated faculty, staff, and academic success coaches are here to guide and support you every step of the way. We are committed to your success and look forward to celebrating all that you will accomplish as part of the YourPace community.

What is Competency-Based Education (CBE)?

Competency-Based Education (CBE) is an approach to learning where students progress based on their ability to demonstrate mastery of specific skills or knowledge, rather than time spent in a classroom. In a CBE model, students move through coursework at their own pace, advancing when they demonstrate mastery of the required competencies (or learning outcomes) for each subject. This model emphasizes practical skills and real-world applications, enabling students to learn more efficiently. You can spend extra time on challenging areas and move quickly through material you already understand.

How Does YourPace Work?

YourPace is UMPI's competency-based education program, designed for students to complete their degree at their own pace. Here's how it works:

- 1. Start with a Flexible Schedule**

You can begin YourPace courses every 8 weeks. Each course must be completed within an 8-week session. You have the flexibility to add additional courses during the session if you have the time and are ready to progress further.

- 2. Mastery of Course Competencies**

Instead of following a traditional semester schedule, you progress through course competencies—specific learning outcomes—until you demonstrate mastery. This may involve assessments, projects, or assignments to show your understanding of each topic.

- 3. Course Enrollment**

Graduate - You will typically enroll in 1-2 courses at a time but can add more once you complete a course. After submitting a final assignment, you can request to add another course. The program allows you to move through courses as quickly as you master the material.

Undergraduate - You will typically enroll in 2 courses, but you can request an additional 2 courses for a maximum of 4 active courses at a time. After submitting a final assignment, you can request to add another course. The program allows you to move through courses as quickly as you master the material.

- 4. Support from Coaches and Enrollment Specialists**

Throughout the process, you will have an Academic Success Coach to provide guidance and help you stay on track. The Enrollment Team will assist you in adding courses and adjusting your academic plan as needed.

5. **Online Learning Platform**

YourPace uses an online platform (Brightspace) where you can access course materials, track your progress, and interact with instructors. No books are needed!

Who is My Support Team?

New Student Enrollment Specialists

- Create your degree audit reflecting UMPI credit, transfer credit, and/or credit for prior learning
- Provide guidance about your degree choice and remaining requirements
- Assists with your initial degree progress and completion plan
- Enrolls you in coursework at the start of your program
- Answers any questions you have prior to the first day of your first session

Academic Success Coach

Once you're enrolled, you will be assigned an Academic Success Coach based on your major. Your Academic Success Coach is your primary contact for any questions that arise. They help you navigate your courses, provide time management strategies, and answer any questions during your time at UMPI.

- Offers strategies for academic success
- Provides referral and resource assistance
- Assists with the Learning Platform
- Helps with academic policies and procedures such as adding/dropping courses, withdrawing, taking a leave of absence, and academic integrity
- Establishes cooperative and collaborative relationships with faculty when needed

Your Academic Success Coach's name will be listed on the right-hand side of your MaineStreet Student Center, which will be explained in the next section. After the first day of your first session, you are welcome to reach out to them with any questions.

Getting Started

After your New Student Enrollment Specialist enrolls you in your courses, you will receive an enrollment confirmation email with information on accessing MaineStreet, Brightspace, and other helpful resources. This information is included here as well.

MaineStreet Access

The images below will guide you through navigating MaineStreet and accessing a variety of helpful resources. On this platform, you can view your enrolled classes, check your grades through the side tab, and track your progress with the Degree Progress Report. You'll also find important financial information, including your bill. Most importantly, you can locate the contact details for your Academic Success Coach—an essential resource when you have questions or encounter issues in your courses.

Locating the Classic Student Center can be a straightforward process: You will want to navigate to the “MainStreet” tab. From the dropdown list, select “Classic Student Center.” You will be directed to a page identical to the one shown below, where your ID number is prominently displayed alongside a range of side-panel tabs containing essential information.

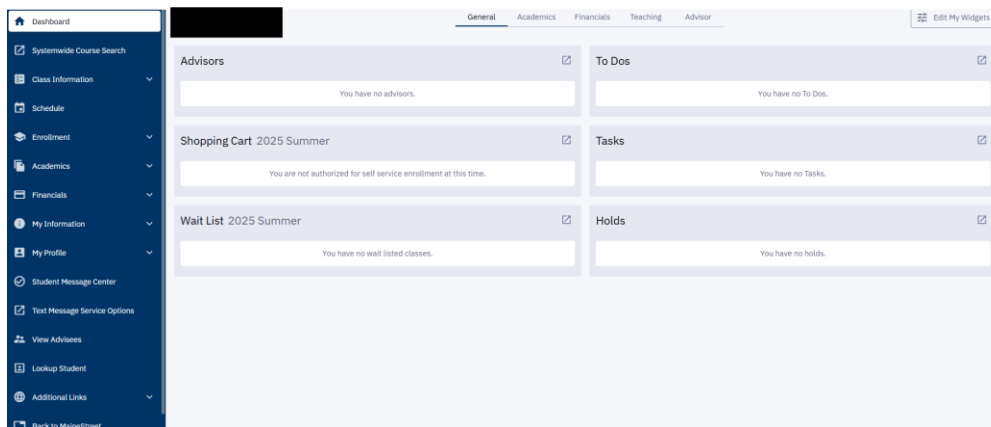
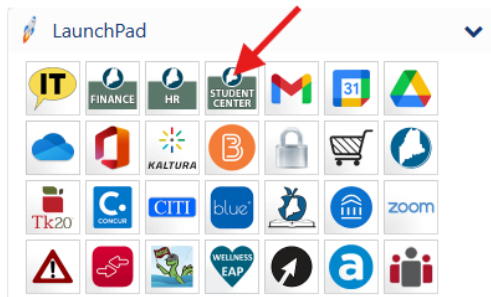
The image consists of three screenshots illustrating the steps to access the Classic Student Center in MaineStreet.

Screenshot 1: Shows the UMPI Home page. A red arrow points to the "MaineStreet" link in the "UMPI Quick Links" section.

Screenshot 2: Shows the MaineStreet dropdown menu. A red arrow points to the "Classic Student Center" link.

Screenshot 3: Shows the Classic Student Center interface. A red arrow points to the "Student ID Number displayed here" field. Another red arrow points to the "Academics" tab, with a note: "Anything needed for Finances, Enrollment, and Academic History". A third red arrow points to the "Account Summary" section under the "Finances" tab, with a note: "Account Charges and Summaries can be found here".

How to view the New Student Center

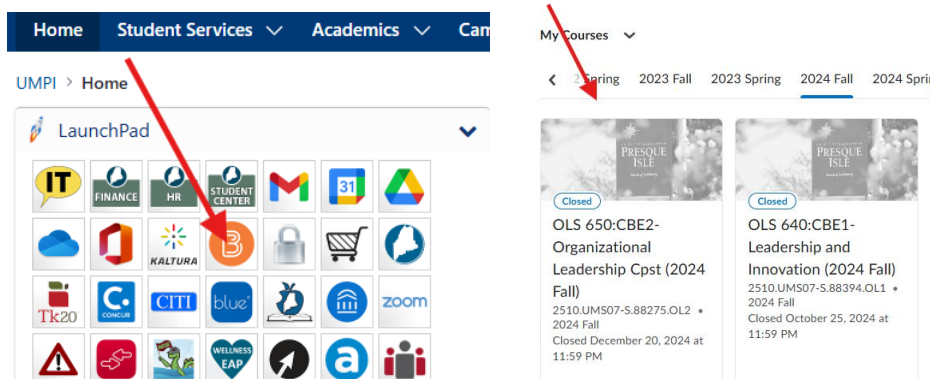


When you first click on the Student Center tab in the New Student Center, you'll see a dashboard view along with blue navigation tabs running down the left side. All essential information related to your student account can be accessed from this central location.

Brightspace Tutorial

For a guide on how to use Brightspace, visit: [Brightspace Tutorial](#).

Accessing Brightspace through your launchpad:



Orientation

Completing the Orientation is essential as it provides vital information to ensure your success in the YourPace program and allows you to practice course functions in Brightspace. Although the orientation is not graded or credit-bearing, it equips you with the tools and knowledge to succeed. It should take no more than a couple of hours to complete and is 100% asynchronous.

To access the Orientation:

1. Log into the UMPI portal.
 2. In the LaunchPad, click on the orange Brightspace icon ("B").
 3. The orientation course will appear in your list of courses on the homepage.
-

Transfer Credits and Credit for Prior Learning

Evaluation Process

An evaluation of transfer credit will be prepared by the Transfer Officers for each student. The results will be available in your MaineStreet Student Center.

After receiving your evaluation, you should meet with your **New Student Enrollment Specialist** to review how your transfer credits apply toward your degree program.

If you have additional transfer credits to submit, please:

- Send **official transcripts** to **edocs@maine.edu**
- Inform your **New Student Enrollment Specialist** and/or your **Academic Success Coach** that you sent new transcripts to edocs@maine.edu

Understanding Your Transfer Credit Report

When you view your report, you will see:

- The name of the university where you earned credit
- The courses you completed
- The UMPI course equivalents

Please note:

- Not all courses transfer as direct equivalencies.
- Some may come in as general electives (with or without GLOs).
- Some transfer credits may not apply to your degree program.

Helpful Information About Transfer Credits

- Credits earned with a **C- or higher** at accredited colleges/universities will be considered for transfer.
- Courses with a **Pass (P), S, or CR** grade must be defined as **C- or higher** to transfer.
- **Developmental courses** and English as a Second Language (ESL) courses (preparatory to college-level work) will **not** be considered for transfer.
- If going for an **Undergraduate Degree Program Master's Level** course will not apply.
- Students may transfer in **any number of credits**, but up to **90 credits** will apply toward a UMPI degree.
- Transfer credits cannot be applied **after you graduate** from a degree program (unless you pursue another degree).

Credit for Prior Learning

Our CPL process evaluates your prior learning through several methods, allowing you to receive credit for your hard-earned knowledge.

- **ACE [American Council on Education]** – Courses recognized by the American Council on Education, though taught by non-accredited training organizations, can receive UMPI credit.
- **Challenge Exams** – This involves faculty developing examinations that may be administered to students wishing to demonstrate mastery of course subject material to earn equivalent credit.
- **CLEP and AP** – The University supports nationally accredited and recognized examination options such as the College Level Examination Program [CLEP] and the Advanced Placement Examination Program (AP), both offered by the College Board
- **DANTES** – Referred to as military CLEP and guided by ACE.
- **Non-regionally Accredited Institutions** – The University may assess the transfer of credit from non-regionally accredited institutions on a case-by-case basis.
- **Portfolio Assessment** – Students compile a body of evidence to demonstrate their learning and/or mastery of a particular subject. UMPI charges \$50 per credit hour for assessment and processing costs.

Turning your Credit for Prior Learning into college credits ensures that you can start your college career with us focused on the classes you're ready to tackle and complete your degree as quickly and affordably as possible. Please peruse our PLA webspace for more details about how this process works. And if you have questions, please contact our Office of Student Records Office at (207) 768-9581 or email umpireg@maine.edu.

How the Credit for Prior Learning Process Works

The University of Maine at Presque Isle offers several options through which a student's previously acquired information and skills could be incorporated into their overall college program. Pertinent documentation is assembled for review by college officials and will be evaluated as quickly as possible but may take up to several weeks.

- 1) Students must be matriculated into an Associate or Bachelor's degree program to be eligible for Credit for Prior Learning. Non-degree students and students enrolled in certificate programs of fewer than 30 credits must receive permission from the Registrar to be eligible for Credit for Prior Learning.
- 2) Students in Associate degree programs may earn a maximum of 15 credits through Credit for Prior Learning. Students in Bachelor's degree programs may earn a maximum of 30 credits. In other words, the combination of all forms of Credit for Prior Learning cannot exceed a total of 15 credits of an Associate's degree and 30 credits of a Bachelor's degree.

Students must utilize test options such as CLEP, DANTES or Challenge Exams when available. When no test option is available, students may request PORTFOLIO ASSESSMENT of their Credit for Prior Learning. Portfolio Assessment may also allow students to provide evidence of successfully completing a MOOC program.

Enrolling in Courses

Once your first session begins, the UMPI Enrollment Team will assist you with all future enrollments. Please note: As a YourPace student, you will not enroll in courses yourself, and you do not have access to view YourPace course sections in MaineStreet Course Search.

Key Points to Remember

- Enrollment is not done by the student (**meaning you cannot enroll yourself**); you will work with the Enrollment Team to select and add courses.
- All courses required for your degree are offered every session.
- You will take major-specific courses in sequence, with general education or elective courses added as needed.
- Prerequisites for certain courses must be completed before enrolling in higher-level courses.
- Undergraduate: You will take your courses in sequence, starting with 100-level, then 200-level, followed by 300-level, and finally 400-level courses. Graduate: You will take the courses in the order they are listed in your degree progress report.

- If you fail to complete a course in the session, you will receive an "F" grade unless you officially withdraw before the session ends. Be sure to check the academic calendar for withdrawal deadlines.
- **Before enrolling in another session**, your account balance must be paid, or you must have an approved plan in place with the Bursar.
- All enrollment requests must come from your @maine.edu email account.

YourPace courses are 100% asynchronous with no daily or weekly deadlines. All coursework must be completed by the end of the session. You will receive an email at the start of each session outlining important dates such as add/drop/withdrawal deadlines. ***Students may not add a course after the published add date listed in the academic calendar. This deadline is firm, so please make sure to review and keep track of the add date for each session.***

Full-Time Status in YourPace Undergraduate Programs

Full-time status is defined as enrollment in 12 or more credits for financial aid purposes. Students can meet this by enrolling in 12 or more credits within a single session or by combining credits from two sessions within the same semester.

Full-Time Status in YourPace Graduate Programs

Full-time status is defined as enrollment in 6 or more credits for financial aid purposes. Students can meet this by enrolling in 6 or more credits within a single session or by combining credits from two sessions within the same semester.

Enrollment During the Session

The complete policy and process for adding courses during the session will be shared by the Enrollment team at the start of each session. Please keep an eye out for that email.

Policy for Adding a Course During the Session

- Undergraduate: Students may be enrolled in a maximum of four active courses at any given time. (this limit is non-negotiable). Graduate students: Students may be enrolled in a maximum of two active courses at any given time. **(this limit is non-negotiable).**
- A course is considered active until you submit your final assessment.
- After submitting the final assessment for a course, you can request to add another course.
- All courses must be completed within the session to avoid receiving a failing grade.
- **Courses DO NOT roll over to the next session.** All courses you are enrolled in must be completed by the end of the session or you will receive an "F" grade.

Enrollment in Upcoming Sessions

Enrollment is NOT automatic. To enroll in an upcoming session, please email umpi-addcompetency@maine.edu from your @maine.edu email account. Include your student ID number and the courses you wish to enroll in.

- Students will be contacted by email 4-6 weeks prior to the next session start date. You will be asked if you wish to enroll in Session 1, Session 2, or both.
 - Students receiving full-time financial aid must be enrolled in a minimum of two courses per session.
-

Successfully Completing Your First Course in BrightSpace

In the YourPace program, courses are designed to be self-paced and self-directed, meaning you take the lead in your learning. While faculty are available to support and assess your progress, there are no scheduled lectures or required class meetings.

You'll be expected to work independently through the course materials, complete activities and assessments, and reach out when you need help or clarification. Think of it as a "teach yourself with support" model:

- You have access to the first module when you start a course, and subsequent modules will open as you complete each milestone activity.
- You move through each competency at your own speed.
- You can reach out to faculty if you're stuck or have questions, but the learning is led by you.

This format is ideal for motivated, independent learners who want the flexibility to control their schedule and progress.

Course Layout

Each course is structured around specific learning objectives. To complete each objective, you may engage in activities such as knowledge checks, quizzes, or other milestone tasks. These tasks will need to be finished one by one to unlock the next milestone. You cannot move onto the next module until the first milestone is completed. After achieving a proficient score on all required items, you will unlock the final assessment for the course.

Milestones:

In YourPace, a milestone is a key checkpoint or task that students must complete as part of their course progression. These milestones often involve completing assignments, quizzes, or other activities that demonstrate understanding of the course material. While they are not directly graded as part of the final course grade, they must be deemed proficient to unlock the final assessment. Successfully completing these milestones ensures that students are on track to complete the course and are prepared for the final assessment, which is the basis for their final grade. (Below is a picture showing a description on what is expected on each milestone).

Milestone Activity

You have reached a Milestone Activity! Please be sure you complete the lessons above before continuing.

Milestone Activities are important stops along your educational journey to check your progress towards mastering the competency and to get feedback and guidance from your tutorial faculty. Please note: You must complete this Milestone Activity before moving on in this competency.

Milestones ask questions that touch upon concepts covered in previous Learning Activities and provide you with the opportunity to see concepts from the perspective of experts in the field, your faculty. This Milestone Activity is not graded and will not impact your score on your Final Assessment; however, your response must score a "Proficient" or "Exemplary" on each criterion, listed in the Assignment Rubric, in order to access and submit your Final Assessment.

To complete this Milestone Activity, read the question below and then provide your response in the comment box. In order to score a "Proficient" or "Exemplary", your response must be thoughtful and substantive, and you must reference or cite content from this competency. Your tutorial faculty will use the rubric to determine if your post shows the depth of thought required to successfully complete this Milestone. Let's get started!

Final Assessment:

At the end of each course, you'll complete a final assessment to show how well you've mastered the material. This assessment is extremely important—it determines your grade and whether you've met the Course Learning Outcomes (CLOs).

You'll first have the opportunity to complete a practice attempt, also called a draft. While not required, it's strongly recommended. It doesn't count toward your grade, but it gives you helpful feedback, so you know what to improve.

After that, you'll complete your final attempt. To pass the course, you must score at least at the Proficient level. If you don't meet that threshold, you'll need to retake the course.

You can find more information in the Final Assessment Guide, located on the Overview page of your course.

Books:

There are no physical textbooks required for YourPace courses. All necessary materials will be provided in the learning platform or through external links.

Grade Scale in YourPace:

YOURPACE GRADE SCALE

(version For Fall 1 2025)
as of: September 2, 2025

Competency Mastery Score	General Description	Numerical Grade	Letter Grade	Grade Description Detail
3.8-4.0	Advanced Course Proficiency: Student has submitted evidence of advanced performance exceeding expectations of basic course outcomes.	95-100	A	Student has submitted evidence of consistently advanced performance exceeding expectations of course learning outcomes.
3.60-3.79		90-94	A-	Student has submitted evidence of advanced performance of meeting expectations, as well as critical knowledge and skills identified in course learning outcomes.
3.40-3.59	Course Proficiency: Student has submitted evidence of meeting expectations of critical knowledge and skills identified in course learning outcomes.	87-89	B+	Student has submitted evidence of above average expectations of critical knowledge and skills identified in course learning outcomes.
3.20-3.39		83-86	B	Student has submitted evidence of meeting expectations of critical knowledge and skills identified in course learning outcomes.
3.0-3.19		80-82	B-	Student has submitted evidence of meeting minimum expectations of critical knowledge and skills identified in course learning outcomes.
<3.0	Failed to meet minimum proficiency within the course.	<80	F	Student failed to meet minimum proficiencies within the course regarding the course learning outcomes.
Not Proficient	An "NP" is given by an Instructor to a student who has submitted evidence but has not reached a required level of proficiency related to one or more learning outcomes.		NP	Instructors of record may decide to assign an NP if students are close to achieving a passing grade at the end of the session; The instructor and student must identify an agreed work plan and due date for the resubmission of work. It is recommended that the due date should not exceed two weeks after the end of the session.
Incomplete	An "Incomplete" is intended to be issued only in cases where a student is not able to submit learning evidence due to extenuating circumstances.		I	Incompletes are intended for students who have not been able to complete the competency under extenuating circumstances (e.g., illness, bereavement, natural disasters); Students must have demonstrated a significant amount of progress towards the completion of the competency; Students may request an incomplete until the last day of the session; Instructor of record must approve requests for an "Incomplete" and identify work remaining and due date with the student; It is recommended that the due date should not exceed two weeks after the end of the session. If incompletes are not satisfied by the agreed upon time frame, instructors must submit a 'change the grade' to an "F" in MaineStreet.
Passed	Student met minimal expectations of course outcomes		P	Within the first two weeks of the session, students may choose to take courses as P/F for competencies that are electives. Students may only take one competency as "P/F" per semester (i.e., Fall I and Fall II).

Left	Stopped attending, recorded as an F		L	Without notifying YourPace, students stopped submitting work and/or logging into LMS between one and six weeks of the session.
Withdraw	Course Withdrawal		W	Students may request a "W" during the published amount of time without approval from the instructor of record; Between the "W" deadline and the session end date, students must ask for approval from the instructor of record. Students who have submitted a final assessment draft may not withdraw from the competency. Students who have uploaded a final assessment may not withdraw from the competency. All course withdrawal requests must be received in writing.

Academic Standing:

To remain in good standing, students (full and part-time) are required to maintain the cumulative Grade Point Average (GPA) in the following table. GPA hours may be read from an official transcript or approximated by dividing total quality points by GPA hours.

Four Year Program

GPA hours Minimum CGPA

0 – 15 -----	1.500
15.5 – 30 -----	1.600
30.5 – 45 -----	1.700
45.5 – 60 -----	1.800
60.5 – 75 -----	1.900
Over 75 -----	2.000

Two Year Program

GPA hours Minimum CGPA

0 – 15 -----	1.500
15.5 – 30 -----	1.600
30.5 – 45 -----	1.800
Over 45 -----	2.000

Degree Progress Report

The Degree Progress Report (DPR) is a helpful online tool that shows how your completed and in-progress courses line up with your graduation requirements. It automatically tracks your progress toward General Education, College, Major, and Minor requirements as you add or drop courses.

You can access your DPR through MaineStreet by going to:

Main Menu > Self Service > Student Center > Academics and selecting the **“Degree Progress Report”** link.

The DPR includes interactive features—such as clickable links that show which courses can fulfill a requirement—but please note: **not all listed courses are available in the YourPace format**. If you're unsure which options are offered through YourPace, reach out to your **New Student Enrollment Counselor** or **Academic Success Coach**. With new courses available every session, there are always flexible options to keep you moving forward.

You can also use the **What-If Report** in MaineStreet to explore how your completed courses would apply if you were to change your major, minor, or concentration. It's a great way to preview alternative academic paths before making any official changes.

Important Reminder: While the DPR is a useful planning tool, **the official degree requirements are outlined in the UMPI Academic Catalog** for the academic year in which you were admitted. If there's ever a discrepancy between the DPR and the catalog, the **catalog takes precedence**. When in doubt, your Academic Success Coach can help you interpret your requirements correctly.

Adding or Dropping Courses and Program Changes

At times, a course may not fully align with your academic goals, timeline, or interests, and that is a normal part of the learning experience. This section provides guidance on the processes and deadlines for making changes to your schedule, whether you are considering dropping a course, adding a new one, or adjusting your academic path. Understanding these steps will help you make informed decisions and keep you on track toward successful degree completion.

When can I add a new course?

Undergraduates:

- Default enrollment: 2 courses/session.
- You may request up to **2 additional courses**, for a maximum of **4 active courses** at a time (non-negotiable).
- A course is active until you submit its **final assessment** (not just a draft).
- After submitting a final assessment, you can request to add another course.
- Complete all courses within the session to avoid failing grades.
- Additional courses must be requested during the session; they are **not added automatically**.

Graduate Students:

- Default enrollment: 1 course/session.
- You may request **1 additional course**, with a max of **2 active courses** at a time (non-negotiable).
- The same rules about active courses, final assessments, and timely completion apply.

Important: If you receive financial aid, review the **Satisfactory Academic Progress** policy to maintain eligibility:

- [Undergraduate SAP Policy](#)
- [Graduate SAP Policy](#)

How to Add a Course During the Session:

Undergraduates (adding courses 1–4):

1. Email from your @maine.edu account to **umpi-addcompetency@maine.edu**
2. Subject: "**Please add another course.**"
3. Include your student ID and course name/number. If you plan to transfer in a course please let us know. This helps us avoid enrolling you in a course you've already completed or plan to transfer, which could delay your progress.
4. Your request will be processed within 1 business day. Avoid duplicate emails.

Undergraduates & Graduates (adding courses 5+, or 3+ for MAOL):

1. Submit your final assessment in Brightspace.
2. When you receive the confirmation email, forward it (from your @maine.edu account) to **umpi-addcompetency@maine.edu**.
3. Use the same subject and include your student ID and course info as above.

Additional Notes:

- Plan transfers carefully to avoid enrolling in a course you are planning to transfer to UMPI.
- Requests for weekend course additions must be sent by **Friday, 3:30 PM EST**. Later requests will be processed the next business day, which would be the following Monday.
- For questions unrelated to course additions, contact your academic success coach.
- Do **not** send questions related to matters other than course additions to **umpi-addcompetency@maine.edu**

How Do I Drop a Course?

(If you receive financial aid, please review the Satisfactory Academic Progress policy to maintain eligibility:)

- [Undergraduate SAP Policy](#)
- [Graduate SAP Policy](#)

Steps to Drop a Course:

1. **Contact Your Academic Success Coach Directly** - Request to drop the course as soon as possible.
2. **Timing is Crucial** - Drop requests must be made within the **first 6 days of the session**.
3. **Eligibility for Dropping** - You **cannot** drop a course if you have submitted any draft or final assessments.
4. **Complete the Process** - Your Academic Success Coach will guide you through and finalize the drop.

Changing Your Major or Courses:

Changing Your Major:

1. **Reflect on your goals:** Make sure the new major aligns better with your interests and career plans.
2. **Contact your Academic Success Coach:** Discuss your reasons for changing majors; get guidance on requirements and how the change affects your progress.
3. **Submit a Major Change Request:** Email your academic success and request a major change.
4. **Review your new plan:** Understand new course requirements, transfer credits, and timeline.
5. **Update your course registration:** Work with your (new or current) coach to adjust upcoming courses to align with your new major.

[UMPI Academic Calendar – Academics](#)

Course Catalog

The Course Catalog is **the rulebook for your degree path** at UMPI. It spells out what you must complete for your major and graduation, tracks the curriculum for your entry year, and supports you with planning tools like academic maps. Following it—alongside advisor guidance—ensures you stay on track toward your diploma. [Course Catalog – Academics](#)

Links to Undergraduate and Graduate Programs

[YourPace Course Offerings - University of Maine at Presque Isle - Modern Campus Catalog™](#)

Changing Your Courses (Within Your Current Major)

1. **Check session deadlines:** Be aware of add/drop deadlines for the current session.
2. **Consult your Academic Success Coach:**
 - a. Discuss why you want to change courses (e.g., workload, interest, scheduling).
 - b. Get advice on alternatives that fit your academic plan.
3. **Submit your course change request:**
 - a. Follow the official process for adding or dropping courses as described above.
 - b. Email umpi-addcompetency@maine.edu (for adding courses) or follow drop procedures as described above.
4. **Confirm changes:** Make sure your registration reflects the updates.

Important Tips:

- Always check financial aid impact before making changes.
- Changes may affect your graduation timeline.
- Keep in close touch with your Academic Success Coach to stay on track.

Academic Appeals

The Academic Appeals Board handles the following processes and procedures for academic appeals. It consists of three faculty members elected by the Faculty Assembly for three-year terms. The Dean of Students, or designee, and a Professional Academic Advisor will be additional non-voting members of the Appeals Board. The faculty members on the Board will select the Chair. The Registrar serves as convener of the Board and as a non-voting member.

Probation

A student will be placed on academic probation if his or her cumulative Grade Point Average (GPA) at the end of a semester is lower than the minimum required to remain in good standing according to the Scholastic Standards guidelines. Being placed on academic probation in and of itself is not subject to appeal.

A student placed on academic probation must meet with his or her academic advisor to make needed revisions to his or her course schedule. 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 who enroll in more than the allowed number of credit hours may be required 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. Students should also inquire if the restriction of probation will have any financial aid consequences for their particular case.

A student will also be placed on probation upon achieving a semester GPA of less than 1.00 provided the student's cumulative GPA is in good standing. Students placed on probation for a semester GPA of less than 1.00 will be required to meet with their assigned professional advisor in order to verify their enrollment in the upcoming semester and discuss a plan for degree progress. Failure to meet with a professional advisor or the Director of Advising by the end of the add period may result in suspension.

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.

A student will also be placed on academic suspension upon achieving a semester grade point average of less than 1.00 with a cumulative GPA that is not in good standing according to the Scholastic Standards guidelines.

Once suspended, a student must raise his or her cumulative GPA to the minimum required for good standing to be eligible to apply for readmission to the University. Raising the GPA average may be achieved by enrolling as a non-degree student at UMPI. 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.

International Students studying at UMPI on a VISA MUST meet with the Primary Designated School Official to discuss options that might be available for readmission to the University.

A student may appeal a suspension based on extenuating circumstances by following the Academic Appeals procedure below.

Academic Appeal of a Course Grade:

Purpose:

To provide a fair and structured process for students to appeal final grades or report instances of perceived unfair treatment that may have adversely affected their final grade. These provisions are designed to ensure due process without infringing on the faculty's authority to assess and determine the quality of a student's academic performance. Pursuant to the [UMS Student Appeals Policy for Academic Affairs](#), this process "provides each student an objective review of an academic grievance."

When to Appeal a Grade:

A student may appeal only the *final* grade for a course. A grade may be appealed when a student believes that an inaccurate final grade has been assigned through an unfair or inequitable grade issuance, inconsistent grading practice, or calculation error. In all cases, the burden of proof is on the student to demonstrate that a grade has been unfairly or incorrectly assigned. An appeal must be made in writing, submitted either through email or post mail, to be considered. Issues of academic dishonesty are adjudicated separately from an Academic Appeal under the terms set forth by the [UMS Academic Integrity policy](#).

Procedure:

A student may appeal a final grade by following these steps:

- 1) The student must discuss the concern directly with the instructor involved within 14 calendar days of the last published date of the semester/ session. This can occur in person or through distance technology, including email. If the instructor does not respond to the outreach within 5 business days, the student may proceed directly to step 2.
- 2) Should a student feel the matter insufficiently resolved following a discussion with the instructor, the student may appeal to the Academic Appeals Board. The student should email the Registrar at umpireg@maine.edu. The student will be provided an [ACADEMIC APPEALS FORM](#) to complete the appeal; the Office of Student Records can provide the necessary guidance in the completion of the form and any required materials . This appeal must be made within 14 calendar days following the discussion with the instructor and include: instructor; course/section/session; semester/year; and request to change grade from ___ to ___. The student is encouraged to consult with their faculty or professional advisor for assistance. The Appeals Board will provide a written decision to both parties and the Provost within two weeks of receiving the student's appeal.
- 3) If either party disagrees with the decision of the Board, the party may request that the Provost review the decision, by emailing umpi-provost@maine.edu. This request must be received in writing no later than 14 calendar days after the date of the Academic Appeals Board's written decision in Step 3. The Provost may request all relevant documentation and

may meet with the parties concerned. The Provost's decision is final and not subject to further review

Academic Appeal - Appeal of Academic Policy Decision:

Purpose:

To establish an appeals procedure for a student with a grievance concerning the rules of the University relating to academic policy including but not limited to leaves of absence and withdrawals after the deadline and academic forgiveness. To be considered, an appeal of academic policy must be initiated within two weeks of the date of the official notification of the decision.

Procedure:

A student may appeal an academic policy decision by following these steps:

- 1) To guarantee fair and equitable consideration, a student must first prepare an appeal in writing and meet and discuss it with the University employee whose actions gave rise to the grievance in a good faith attempt to resolve any misunderstanding. If, after such a meeting, the student is not satisfied with the result, the student may appeal to the Academic Appeals Board. The student should email the Registrar at umpireg@maine.edu.
- 2) The student will be provided an [ACADEMIC APPEALS FORM](#), which must be completed and submitted no more than 2 weeks after the date of notification. The Academic Appeals Board will provide a decision in writing within two weeks of the date of the appeals hearing.
- 3) If not satisfied with the decision of the Academic Appeals Board, either party may request that the Provost review the decision, by emailing umpi-provost@maine.edu. This request must be received in writing no later than two weeks after the date of the Appeals Board's written decision in Step 2. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost's decision shall be final and not subject to further review.

Appeal of Suspension or Dismissal

Procedure:

A student may appeal an academic suspension or dismissal by following these steps:

- 1) The student must fill out the [ACADEMIC APPEALS FORM](#), which will be emailed to them upon notification of suspension or dismissal. This email will come from the Registrar in the Office of Student Records.
- 2) Upon receiving the student's submission, the Registrar shall notify the Academic Appeals Board that an appeal has been submitted. The Board shall review the submission(s) of appeal and other relevant documents, schedule meetings as appropriate, and/or other direct communication with the student. The Academic Appeals Board will inform the

student of its decision via email with a formal notification letter attached within two weeks of reviewing the student's appeal.

- 3) If the student disagrees with the decision of the Academic Appeals Board, the student may request that the Provost review the decision, by emailing umpi-provost@maine.edu. The Provost may request all relevant documentation and may meet with the parties concerned. The Provost's decision shall be final and not subject to further review.

[Link to the Academic Appeals page](#)

Financial Aid & Billing Guide

Paying Your Bill & Other Financial Info

You can pay your UMPI bill through your MaineStreet Student Center using cash, check, money order, bank draft, or credit/debit card (MasterCard, Visa, Discover – note that fees may apply). Payment plans are also available. Keep in mind: unpaid balances will prevent registration for future courses.

Books & Supplies

No need to budget extra—your course materials are included or require only basic household supplies.

Employer-Paid Tuition

If your employer or another third party is covering your tuition, contact Student Financial Services at umpi-sfs@maine.edu or 207.768.9510.

Student Health Insurance

Online students aren't required to have health insurance. If it appears on your bill in error, contact Student Financial Services. Optional plans are available for Maine residents through [Gallagher Health](#).

Tuition and Fees

- YourPace Undergraduate per 8 week session \$1,800.00
- YourPace Graduate per 8 week session \$2,450.00
- [Tuition and Fees – Student Financial Services](#)

Financial Aid Basics

How to Apply

Just complete the **FAFSA** at studentaid.gov — it's the only application UMPI requires. Need help? Contact Student Financial Services at umpi-sfs@maine.edu or 207.768.9510.

When to Apply

The FAFSA opens every year on **October 1**. For the 2025–2026 academic year, apply as early as possible to maximize your aid.

Enrollment & Aid Changes

Your financial aid is based on being enrolled in **at least 12 credits across 2 sessions per semester**. If you drop below that, your aid may be reduced and you might owe money—especially if you've already received a refund.

Refunds

If your aid is more than your charges, you'll get a refund **about 2 weeks after the session begins**, once the add/drop period ends.

SAP Links:

[SAP Policy for YourPace undergraduates – Student Financial Services](#)

[SAP Policy for UMPI YourPace Graduate Students](#)

Accommodations

Student Support Services can help you with formal accommodations to alleviate barriers for learning, psychological, physical diagnoses or medical issues, as well as connect you with tutoring, e-counseling, and/or resources for time management. ***Students seeking academic accommodations are responsible for requesting them for each session.***

To request a meeting to discuss course accommodations, please:

Mary Kate Barbosa
Director of Student Support Services and Disability Services
(207) 768-9613
Fax: (207) 768-9617
mary.barbosa@maine.edu

Melissa Ivey
Student Support and Accommodations Coach
(207) 768-9706
Fax: (207) 768-9617
melissa.ivey@maine.edu

Ericka Weatherbee
Administrative Specialist
(207) 768-9732
Fax: (207) 768-9617
ericka.weatherbee@maine.edu

Need tutoring?

Tutoring is a free service offered to students taking courses that originate at UMPI and takes several forms.

Tutor.com

Tutor.com is available online 24/7, 365 days a year and is easily accessed through your courses in Brightspace under the tab: 'Click Here to Get Started' and then: 'Helpful Program Resources.' Tutor.com tutors are all bachelors- and masters-level experts who can answer questions and guide learning. Simply click on the link to schedule your session(s).

Do you need assistance with writing?

In addition to Tutor.com, the UMPI Learning Commons offers Writing Center tutoring both in-person in the Center for Innovative Learning (CIL/Library) and online for those unable to visit campus. Let's look at how to sign up with WC Online to book an appointment:

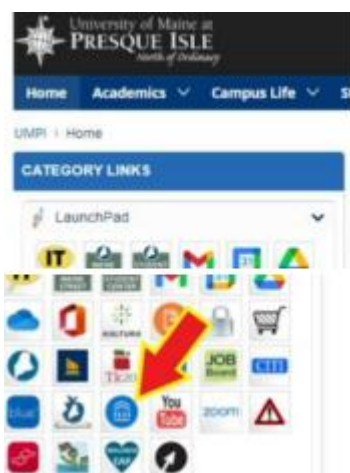


****Please note that during Summer Sessions 1 and 2 and breaks on the UMPI campus, you may not find a tutoring session available in WC Online. Please follow the advice posted once you log into the program.**

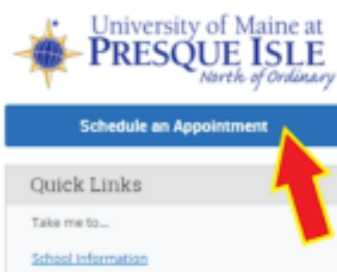
Subject Area Tutoring

During the fall and spring semesters, live and online subject-area, Brightspace, a study skills tutoring is available for many UMPI courses.

You can easily schedule an appointment through the Navigate app or through EAB on the myUMPI portal. If you need assistance with this process, view these instructions:



1. EAB Navigate is available on the UMPI Portal at <http://my.umpi.edu/>



2. On your Student Home page, click "Schedule Appointment"

New Appointment

What can we help you find?

Below, you will find available options for scheduling an appointment. If you cannot find something that you are looking for try the other appointment options to see available options for dropping in or requesting an appointment.

What type of appointment would you like to schedule?

Tutoring

Service

Tutoring

Pick a Date

Monday, September 19, 2023

3. Under "New Appointment", you will be asked to select the type of appointment and service you are looking to schedule. Select tutoring for each. Then click "Find Available Time".

CIL/Library

Tutoring is offered on the main floor of the Center for Innovative Learning. Student meet and check in with their tutors. Please contact Student Support Services if you do not see an available appointment for your subject. 768-6615.



3 People

Please select one of the courses below to see available times at this location:

Calculus I/II (MATH 112)

University's Experience (U-EXP 100)

General Studies (G.S. 100, 112)

Zoom/Virtual

Please select one of the courses below to see available times at this location:

Calculus I/II (MATH 112)

4. Click on the course you are looking for tutoring in. Note that Zoom/Virtual appointments are offered by some tutors for some courses.

If you are having trouble finding a tutor or have questions regarding the various types of tutoring, please contact the Tutoring Coordinator for help.

Shawn Haskell
Academic Specialist/Tutor Coordinator
Phone: (207) 768- 9605
Fax: (207) 768-9617
shawn.haskell@maine.edu

5. You will then be shown dates/times that tutoring is available. Select/click an appointment time that works for you. Review the details and click "schedule" to confirm your appointment.

Office of Career Readiness

Career Readiness & Planning

Build Your Future While You're Here

The **Office of Career Readiness** helps students define goals, plan for employment or grad school, and gain valuable work experience through internships and career-building programs.

Resume & Cover Letter Help

Craft professional documents that stand out in a competitive market. Personalized reviews available.

Interview Preparation

Learn how to make a great first impression, answer tough questions, and impress employers.

Graduate School Prep

Thinking about further education? Learn how to:

- Research graduate programs
- Write statements of purpose
- Prepare application materials

Applying for Federal Jobs

Tips for completing Federal Job applications.

Real-World Experience = Real Results

UMPI's **Experiential Career Learning Program** includes:

- Internships
- Practicums
- Volunteer Opportunities
- Resume-Building Work

Goal: Every UMPI student should complete **at least one** experiential learning opportunity before graduating.

These experiences act as a bridge between classroom knowledge and professional goals.

Explore Majors & Careers

Not sure where you're headed? We'll help you explore:

- UMPI majors
- Career paths tied to your interests
- Regional and national job openings

Come visit the office or explore tools online to start your job search!

Online Job Tools & Resources

UMPI CareerLink

Your all-in-one job board for internships, part-time jobs, and post-graduation opportunities. Access it through the [Career Readiness webpage](#).

Opportunities Aroostook

A regional job hub focused on helping students find local jobs — ideal for students who love Aroostook County and want to stay after graduation! Visit: opportunitiesaroostook.com

Maine CareerCenter

Offers:

- Job search workshops
- Résumé clinics
- Career counseling
- Free job training programs

Website: www.mainecareercenter.gov

21st Century Skills Micro-Credential

Stand out to employers with the **Career Readiness Micro-Credential** from the University of Maine System.

- Adds credibility to your resume
- Proves your mastery of career-building skills

View flyer and info at: [UMPI Career Readiness](#)

Flexible Appointments

Meet with us via:

- In-person
- Zoom
- Phone

Contact Career Readiness Office

Roger Getz

Director of Career Readiness

Email: roger.getz@maine.edu

Phone: (207) 768-9568

[Career Readiness Webpage](#)

Graduate Student-Athlete Academic Eligibility Standards

Full-Time Enrollment (Set by Institution)

Full-time enrollment for UMPI graduate students is six credits per semester (Sessions I + II).

Definitions Regarding the YourPace Degree Program

- Sessions are eight weeks in length (e.g., Fall 1 and Fall 2).
- A term consists of two sessions, aligned with a traditional semester timeframe (e.g., Fall 1 + Fall 2 = Fall Semester).

Good Academic Standing (Set by Institution)

Graduate students must maintain a cumulative GPA of 3.0.

Satisfactory Progress (Set by Institution)

Graduate students must earn a minimum GPA of 3.0 and complete six credits per semester.

14.2 Seasons of Participation: 10-Semester/15-Quarter Rule

A student-athlete may not engage in more than four seasons of intercollegiate participation in any one sport.

Dan Kane
Executive Director of Athletics and Recreation
Head Men's Basketball Coach
(207) 768-9506
daniel.c.kane@maine.edu

Residence Life

YourPace students who are enrolled full-time are eligible to live in on-campus housing. Please note the following requirements:

- Students must be enrolled full time. This means 12 credits minimum per semester (one semester means fall sessions 1 and 2 combined or spring sessions 1 and 2 combined), with 6 credits minimum per session in that semester.
- YourPace students are exempt from various student fees, however, when choosing to live on campus those fees will be applied to your student account since you will be accessing on-campus services. (ex: student activity fee, athletic fee, etc).
- All on-campus students must comply with Maine state immunization requirements.

[Immunization Requirements – Health Services](#)

To learn more, or to apply for on-campus housing visit: [University of Maine at Presque Isle](#)

Heather Mazorow
Assistant Dean of Conduct and Residence Life/PDSO
(207) 768-9560
heather.mazorow@maine.edu

Academic Policies

Academic Course Load:

Undergraduates:

- **Students will be enrolled in two courses per session by default but may request to enroll in up to two additional courses.**
- We **strongly recommend completing your initial courses** before adding any additional courses to the session.
- You are allowed to have up to four active courses at a time; this limit is **non-negotiable**.
- A course is considered active until you submit your final assessment.
- Once you submit the final assessment (not the final draft) for one course, you can request to add another. This policy is designed to help ensure you have enough time to complete your courses within the session, but ultimately, you are responsible for determining how many courses you can manage in a single session.
- **All courses must be completed within the session to avoid receiving failing grades.**
- You must request any additional courses within the session; they will not be added automatically. Please refer to the steps below.

Graduates:

- **Students will be enrolled in one course per session but may request to enroll in one additional course.**
- We **strongly recommend completing your initial courses** before adding any additional ones to the session.
- You are allowed to have up to two active courses at a time; this limit is **non-negotiable**.
- A course is considered active until you submit your final assessment.
- Once you submit the final assessment (not the final draft) for one course, you can request to add another. This policy is designed to help ensure you have enough time to complete your courses within the session, but ultimately, you are responsible for determining how many courses you can manage in a single session.
- **All courses must be completed within the session to avoid receiving failing grades.**
- You must request any additional courses within the session; they will not be added automatically.

Withdrawal Policy:

Students may request a "W" during the published amount of time without approval from the instructor of record; Between the "W" deadline and the session end date, students must ask for approval from the instructor of record. Students who have submitted a final assessment draft may not withdraw from the course. Students who have uploaded a final assessment may not

withdraw from the course. Requests to withdraw must be in writing from your @maine.edu email account.

Not Proficient Grades:

Instructors of record may decide to assign an NP if students are close to achieving a passing grade at the end of the session; The instructor and student must identify an agreed work plan and due date for the resubmission of work. It is recommended that the due date should not exceed two weeks after the end of the session.

Incomplete Grade:

Incompletes are intended for students who have not been able to complete the course under extenuating circumstances (e.g., illness, bereavement, natural disasters); Students must have demonstrated a significant amount of progress towards the completion of the course; Students may request an incomplete until the last day of the session; Instructor of record must approve requests for an "Incomplete" and identify work remaining and due date with the student; It is recommended that the due date should not exceed two weeks after the end of the session. Requests must be sent directly to the instructor of record from your @maine.edu email account.

If incompletes are not satisfied by the agreed upon time frame, instructors must submit a 'change the grade' to an "F" in MaineStreet.

Repeating a Course:

A student may repeat a course for the purpose of replacing a grade only once. Requests for further repetitions of a course will be at the discretion of a student's Professional Academic Advisor. When a course is repeated, only the highest grade will stand and be calculated in the grade point average. Failure in a required course necessitates repeating the course at the campus where it was taken in order to replace the failure with a letter grade. The grades for all attempts of a course taken for credit appear on a student's transcript. Exception to this policy is made for topics courses and similar courses where the subject material of the course changes from offering to offering.

Coursework completed at an institution other than UMPI may also count as a repeat of an UMPI course, provided that the course is sufficiently similar in content as to transfer in as the exact equivalent of the UMPI course being replaced. Both Courses will be displayed on the transcript as repeated. In this case, the grade being replaced will be removed from the student's GPA calculation, without being replaced by a different grade. Neither grade will be counted when determining term or cumulative GPA. Students who wish to repeat a course by taking an equivalent course at a different institution should request this option through their Academic Success Coach.

Grievance Policy:

Unresponsive Instructors

If an Instructor of Record does not respond to a student communication—including a milestone submission, draft, final assessment, email, or other outreach—within 72 hours, the following procedure shall apply:

- 1. Initial Follow-Up (After 72 Hours)**

The student shall email the Instructor of Record and copy their Academic Success Coach.

- 2. Escalation (If No Response Within 1 Business Day)**

If no response is received from the Instructor of Record within one business day of the follow-up email, the student shall email their Academic Success Coach directly to request assistance.

- 3. Academic Success Coach Action**

Upon receipt of the student's request, the Academic Success Coach will:

- Contact the Instructor of Record on the student's behalf.
- Provide the student with an update within one business day (defined as Monday through Friday, 8:00 a.m.–4:30 p.m. EST).

Students are encouraged to communicate directly with their Academic Success Coach at any point should they require clarification or additional support.

Dual Degree and Double Major Policy

Dual Baccalaureate Degrees

A student may earn multiple degrees provided they are appropriately differentiated. In order to receive additional degrees, the following conditions must be met:

(1) The first degree must have been awarded.

(2) The student must apply through Admissions for subsequent degrees.

(3) A minimum number of credits must be earned in residency beyond the total hours earned for the previous degree: 15 for each additional Associate, 30 for each additional Baccalaureate.

(4) Additional degrees cannot be awarded whose content serves as a subset of required program courses to the first degree (i.e., a student may not earn a second degree in the form of a Bachelor of Liberal Studies (BLS) or Bachelor of Applied Science (BAS) that uses the “minor” of the major program of the first degree).

(5) As is the requirement for the initial degree, transfer credits may not be used toward the attainment of minimum credit hour requirements (15 for Associate, 30 for Baccalaureate) for additional degrees.

(6) Students pursuing a Bachelor of Liberal Studies (BLS) or a Bachelor of Applied Science (BAS) may not declare the other as a dual degree.

In accordance with Federal Financial Aid guidelines, students are eligible to receive full financial aid only for their first bachelor's degree. While the University permits students to pursue a dual degree, students who choose this path will only have access to student loans, if eligible, for the second degree.

We advise students to consult with the Financial Aid Office to fully understand how pursuing a dual degree may impact their financial aid eligibility and loan options.

Double Major

Double majors are possible within a single baccalaureate degree providing they are appropriately differentiated. Both majors may be within the same college, or they may be in different colleges. Students may complete two different majors simultaneously with no prescribed increase in total credits beyond those required to satisfy both majors. Majors may not duplicate the same discipline; thus, a second major may not be awarded if it is defined by a subset of required programmatic coursework within the first major. Students pursuing a double major must complete a minimum of 15 credits that are unique to each major, not including the General Education coursework. As a reminder, candidates must complete at least 30 residency credit hours through UMPI to receive a baccalaureate degree. At least 12 of these credits must be in the major and at least 9 of these 12 must be at the upper level (300-level or above). Thus, a double-major (or triple-major) would need to have a minimum of 12 hours of residency credit in each individual major, 9 hours of which need to be at 300-level or above. A student must complete a minimum of 30 UMPI residency credit hours. The University does not guarantee that any double major combination will be possible to complete within four years.

Students pursuing a Bachelor of Liberal Studies (BLS) or a Bachelor of Applied Science (BAS) may not declare the other as a second major.

While the University allows students to pursue a double major, it is important to note that Federal Financial Aid regulations do not allow funding for a double major program. Students who are pursuing a double major are not eligible for additional financial aid beyond what is available for a single major, as determined by federal guidelines.

We encourage students to carefully review their financial aid options and consult with the Financial Aid Office to understand how pursuing a double major may impact their eligibility for funding.

Withdraw/Leave of Absence from University

The University requires that all degree-seeking students enroll in course work every fall and spring semester during their academic career. Summer sessions are optional.

If a student's academic plans must be discontinued, the student must choose one of two options: a Leave of Absence or Student Withdrawal from the University. The Advising Center

can help students decide the more appropriate course of action for their situation. Failure to formally request a leave or withdrawal will result in the automatic removal from the official roll, and the student must re-apply through the Admissions Office for reinstatement of degree status.

A Leave of Absence releases the student from degree study for one academic semester (not including summer sessions), after which the student may resume study according to regular registration procedures, or the student may request an extension of the leave of absence for one additional semester, or may withdraw from the University

A Student Withdrawal from the University (as opposed to a course withdrawal) is appropriate if the student wishes to discontinue study at UMPI for the foreseeable future. This officially closes the student's file and serves as notice that the student-initiated separation from the University. Failure to withdraw officially can seriously complicate any effort later to resume study at this or another university.

Students may request leaves or withdrawals during a semester if circumstances are such that the student is no longer able to continue with coursework. When a request is submitted prior to the last date for withdrawal without academic penalty (as determined by the Provost/Vice President for Academic and Student Affairs and published in the academic calendar) a grade of W is recorded for all courses in which the student is currently enrolled.

If the request is submitted after the deadline for withdrawal only extenuating circumstances, as determined by the Academic Appeals Board, justify the granting of W grades. Requests for leaves of absence and student withdrawals are processed through the Advising Center and the Registrar's Office.

Readmission after Withdrawal

Degree students who have withdrawn from UMPI and who have not attended any post-secondary school since withdrawing may return to degree study by applying through the Admissions Office using an online adult/transfer application.

Students seeking readmission to the University must be in good academic standing and not have any holds on their account at the time of application. Students who have taken a course or courses from another post-secondary school following withdrawal must apply for regular admission through the Admissions Office.

Academic Forgiveness Policy

This policy allows one complete semester of attendance at UMPI to be removed from a student's cumulative Grade Point Average (GPA). Academic forgiveness would result in the removal of all coursework 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 Students Records. The credits will not accumulate toward graduation, and the grades will not affect the cumulative GPA.

This policy is intended for students who have experienced a semester with low grades, been separated from UMPI for at least 24 months, and been readmitted to UMPI. Students may not apply for Academic Forgiveness until they've successfully completed at least 24 credit hours after readmission.

Academic Forgiveness will not be granted for a semester average higher than 1.2 or for students with cumulative GPAs higher than 1.8 during the period of study to which Forgiveness is to be applied. Academic Forgiveness can only be awarded once and can only apply to grades earned at the University of Maine at Presque Isle. The details of this policy are available in the Advising Center, South Hall, and the Registrar's Office, 235 Preble Hall.

Institutional Policies

Student Code of Conduct: Section 501

[\(Policy Manual - Student Conduct Code - University of Maine System\)](#)

The purpose of this University of Maine System Student Conduct Policy (this “Policy”) is to promote the intellectual, ethical, and physical development of people within the University of Maine System. This Policy shall be implemented through procedures set forth in the University of Maine System Student Conduct Code (the “Code”). The Code will articulate the expectation that students conduct themselves with proper regard for their rights and responsibilities, and the rights and responsibilities of others including the University. All members of the University community share accountability for maintaining an environment where actions are guided by mutual respect, integrity, and reason. The procedures outlined in the Code seek to promote the safety of persons engaging in those pursuits, the free and peaceful expression of ideas, and the integrity of academic processes. The procedures in the Code will reflect the basic concept of procedural fairness and will make certain that no student is subject to disciplinary action for any misconduct without first being given adequate notice of the charge(s) and the opportunity for a hearing before an impartial body or officer.

In the implementation of this Policy, the University seeks to harmonize its administrative functions in a manner consistent with and grounded in its educational mission with an emphasis on fundamental fairness, due process, personal responsibility, and community relationships.

Academic Integrity Policy: Section 314

[\(Policy Manual - Academic Integrity - University of Maine System\)](#)

As a member of the UMPI academic community, students are expected to uphold standards of integrity, honesty, and respect. Violations of the Student Code of Conduct may lead to disciplinary action and include-but are not limited to the following:

- **Plagiarism:** Submitting someone else’s work, including AI-generated content, without permission or proper citation.
- **Cheating:** Attempting to deceive or misrepresent academic mastery.
- **Fabrication:** Falsifying research, data, or other academic work.
- **Harassment, Discrimination, or Intimidation:** Includes stalking, lewd behavior, and conduct based on race, gender, religion, sexual orientation, disability, or veteran status.
- **Privacy Violations:** Recording or sharing others without consent; misuse of university computers or networks.

- **False Information:** Knowingly providing or helping others provide false or misleading information to university staff or during disciplinary proceedings.
- **Misrepresentation or Forgery:** Including tampering with official documents or falsely representing the university.
- **Failure to Follow Sanctions or Interfere with Investigations:** Includes attempts to bypass disciplinary actions or obstruct inquiries.
- **Criminal Activity:** Any conduct that endangers the university community or disrupts educational processes.

These rules apply to all students, including those in eLearning environments. Academic misconduct is handled separately from grade disputes and is governed by this code. Violations may occur in courses, university housing, online interactions, or any activity tied to UMPI.

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

A student who is found to be in violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the Procedures for Student Violations of Academic Integrity. A copy of the complete policy and procedures may be obtained from the Dean of Students office or accessed online at the following URL:

<https://www.maine.edu/board-of-trustees/policy-manual/section-314/>.

Residency Requirements

All four-year degree candidates must complete at least 30 credit hours of study through UMPI to receive a baccalaureate degree. At least 12 of these credits must be in the major and at least 9 of these 12 must be at the upper level (300-level or above).

All two-year degree programs require 15 credits completed at UMPI.

Family Educational Rights and Privacy Act (FERPA):

Education records are kept by University offices to facilitate the educational development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students.

A federal law, the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), also known as the Buckley Amendment, affords students certain rights concerning their education records. Students have the right to have some control over the disclosure of information from their records. Educational institutions have the responsibility to prevent improper disclosure of personally identifiable information from the records. For more information, please visit the [Office of Student Records](#) website.

Title IX: Sexual Harassment and Sex Discrimination Policy:

The University of Maine System maintains a policy on Sex Discrimination, Sexual Harassment, Sexual Assault, Relationship Violence, Stalking and Retaliation and Title IX Sexual Harassment. To review the policy, please visit this [link](#).

Title IX also covers accommodations related to pregnancy and parenting concerns. For assistance, please contact our office.

Contact Information:

Sarah Coyer

Vice President of Student Affairs - Deputy Title IX Coordinator
Office: Emerson Annex 176A at UMPI
(207) 768-9518
sarah.coyer@maine.edu

Liz Lavoie

UMS Title IX Coordinator
15 Estabrooke Dr, Orono, ME 04469
(207) 581-5866
titleix@maine.edu

UMPI Confidential Resources Advisor Contact Information:

Keely LeBlanc Confidential Resource Advisor (CRA)
(207) 768-9570
keely.leblanc@maine.edu

The University of Maine system is an equal opportunity institution committed to nondiscrimination.

Consenting Relationships

Consenting relationships may constitute sexual harassment. When a professional power differential exists between members of the University of Maine System and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent. Faculty and staff members are strongly advised not to engage in such relationships and must report any such relationship to Human Resources, without exception.

The Consenting Relationship Guidelines can be found at: <https://www.maine.edu/human-resources/human-resources/guidelines-regarding-consenting-relationships/>. Further, the University System prohibits the abuse of power in romantic or sexual relationships.

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

Disability Accommodations and Accessibility Policy:

It is the policy of The University of Maine System to provide reasonable accommodations for all qualified individuals with disabilities. Federal law, the Rehabilitation Act of 1993, the Americans with Disabilities Act of 1990, and the Maine Human Rights Act established the rights of individuals with disabilities. These laws provide that the recipients of federal funds, employers and places of public access, shall make reasonable accommodations to the known physical, psychological and learning limitations of an otherwise qualified person with a disability.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Services assists students with physical, psychological, and learning disabilities in fulfilling the fundamental requirements of the curriculum by accessing reasonable accommodations to ensure that they have equal access to educational opportunities at the University. Students wishing to request accommodations should meet with the Director of Student Support Services at the beginning of each semester to review their documentation and discuss their courses. The University requires that a copy of a recent assessment, completed by an appropriate service provider, be on file with Disability Services. The assessment should include recommendations made by the service provider. All information related to disabilities will remain confidential.

If you are a student with a disability and need an accommodation, please [visit the Disability Services website](#) or contact [Mary Kate Barbosa, Director of Student Support Services/Disability Services](#).

Name Usage Policy

Media Release Summary

By signing this release, individuals grant the University of Maine at Presque Isle (UMPI) full rights to use their image, voice, and biographical information for informational, promotional, or commercial purposes in any media format—now or in the future. UMPI retains ownership of all materials and may reproduce, distribute, or modify them without limitation. Participants agree to release and hold harmless UMPI and its representatives from any claims related to the use of these materials, except in cases of UMPI's direct negligence. This release is governed by the laws of the State of Maine and remains fully effective even if any part is deemed invalid.

Link Below to see the form: [Layout 1](#)

Student Military Mobilization and Activation Policy

Student Military Mobilization and Activation Policy Effective: 1 November 2019 PURPOSE The University of Maine System recognizes that many students serve our country in the U.S. Armed Forces, including the National Guard and Reserves. Students serving in the military are subject to unforeseen mobilization or activation in response to local, regional, national, or international emergency situations. The unexpected mobilization and activation may seriously disrupt these students' academic careers. As these students are legally obligated to report to duty when so ordered, it is the policy of the University of Maine System to minimize the effects of this disruption of their education as much as possible. The following policies are written in accordance with 20 U.S.C. §1091c(c)(2), 34 CFR §668.18, and 37-B M.R.S.A. §388.

Eligibility

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

Definitions

Activation - Order to Service in the Uniformed Services on active duty, active duty for training, or full-time National Guard duty in response to federal or state orders, and as defined below.

Armed Forces - A term used to denote collectively all components of the Army, Marine Corps, Navy, Air Force, and Coast Guard.

Service member - a student who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in the Uniformed Services.

Service in the Uniformed Services - service, whether voluntary or involuntary, in the Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under State order or Federal authority.

Military Order - 1. An instruction, including an individual command by an armed forces officer to a person under their command. 2. A published directive originated by a commander of a military organization.

Mobilization - 1. The process of assembling and organizing national resources to support national objectives in time of war or other emergencies. 2. The process by which the Uniformed Services, or part of them, are brought to a state of readiness for war or other state or national emergency.

Academic Grades

All Service members will be provided an excused absence and not penalized when legally obligated to report for duty. Service members are responsible for missed coursework and faculty will offer accommodations when necessary, ie. testing and presentations.

Mobilization or activation during a regular semester or during summer sessions may result in the complete voluntary withdrawal of the Service member from the university and without penalty or a punitive grade. Course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a prorated basis.

In the event of mobilization or activation during the semester and/or after the term drop period, Service members are provided the following academic options:

1. **Withdraw for Military Activation** -- A student may choose to withdraw from one or more courses in which they are officially enrolled. In this case, course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. NOTE: Please consult with your School Certifying Official (SCO) as this option may impact VA benefits; or, Students may pursue one of the following in consultation with their instructors:
2. **Incomplete (I)** -- A student may request to take an incomplete grade in some or all of these courses. Students shall be allowed to complete specific work that remains unfinished as a result of activation or mobilization. See section 34 CFR §668.18(e) for the time allowed for a cumulative length of absence; or,

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

Time Limit for an Incomplete Grade

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

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

Student Financial Aid

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

Graduation Information

Graduation is a very important time in your academic career. When it's time to apply for graduation, remember that MaineStreet is term-driven, not session-driven, which means it may not recognize completion dates within a session. For example, if you finish during Summer Session 1 and cannot select that summer term, choose either the following Fall term or, if available, the preceding Spring term—then contact the Registrar's Office to clarify your actual completion date. If you run into issues selecting the correct Commencement Participation Date, reach out to the Registrar's Office for help. Keep in mind that degrees are not automatically

conferred when coursework ends; they are conferred only after all final grades are posted. This is a manual process, which typically takes six to eight weeks.

Once your degree is officially conferred, your information will be sent in batches to Parchment, an outside vendor that handles diplomas. You'll receive an email from Parchment with a digital copy of your diploma, along with information about when your printed diploma will be mailed. Make sure to check your email regularly during this period for updates.

To stay on course, make a habit of reviewing your **degree audit** in MaineStreet. Meet with your academic advisor to go over any **course substitutions** or special circumstances. If the audit seems to be using the wrong **catalog year**, or if it's not recognizing a requirement, you've already fulfilled, don't wait—**contact the Registrar's Office** so they can correct the issue and help you avoid delays in your graduation timeline. And remember, if you ever need additional support or have questions about the process, we're here to help.

Commencement Ceremony Participation

Graduating students are encouraged to participate in the Commencement ceremonies to celebrate their academic achievements with family, friends, faculty, and peers.

Eligibility:

All students who have completed degree requirements by the end of the current academic term are eligible to participate in the ceremonies.

Special Circumstances:

- Students earning multiple degrees or double majors should contact the Office of Student Records to designate their preferred ceremony.
- Students receiving both undergraduate and graduate degrees will participate with their graduate cohort.

Attendance Confirmation:

While participation is encouraged, students should confirm their intention to attend by the designated deadline (check your official communications for dates).

Additional Information:

Details about regalia, arrival times, and rehearsal (if applicable) will be provided closer to Commencement Day. Additional Information can be found in this link : [Graduation – Offices and Services](#)

Virtual Commencement Ceremony Participation

In addition to our in-person celebration, a **virtual graduation ceremony** will be available on our official YouTube page in June. This ceremony is designed to recognize graduates who are unable to attend in person.

The virtual event will include a commemorative slideshow featuring each participant's **name, degree, and any commendations**—all of which will be read aloud during the presentation. Graduates may also submit a **photo** and **personal quote** to be included alongside their listing.

To ensure accurate recognition, we kindly request that you also provide guidance on the **pronunciation of your full name**.

Final Reminders

We are excited to have you as part of the University of Maine at Presque Isle YourPace program! As you move forward, be sure to regularly check your email for updates, reminders, and important information related to your courses. Remember, you have a dedicated support team here to assist you every step of the way.

If you have any questions or need assistance, don't hesitate to reach out to your Academic Success Coach or the appropriate department listed in the contact section of this document.

Best of luck as you begin your journey with YourPace! We are here to help you succeed.

Appendix A

Sound Professional, Be Professional: YourPace Etiquette

Clear, respectful, and professional communication is a key part of your success in the YourPace program. Just like in the workplace, how you interact with university staff and faculty reflects your commitment to your education- and helps us support you more effectively.

Use Your @maine.edu Email Account:

All communication related to your courses, enrollment, and academic progress must be sent from your @maine.edu email account.

- Messages from personal email accounts (e.g., Gmail, Yahoo) may be missed or delayed.
- Your university email helps ensure secure, documented communication.
- Be sure to check your email daily- important announcements and deadlines are sent there.

Start with Your Academic Success Coach:

Your Academic Success Coach is your **primary point of contact** for nearly all questions related to your YourPace experience. Always contact your coach first for:

- Course access or Brightspace navigation
- Degree planning and graduation timelines
- Registration, drops, withdrawals, or session changes
- Understanding policies or deadlines
- Time management, pacing, or motivation concerns
- A course module that appears to be locked – remember, knowledge checks, milestones, etc., must be proficient for course content to unlock correctly.

Your coach will loop in other departments (e.g., financial aid, registrar, billing) when needed.

Contacting multiple offices or individuals at the same time causes delays and confusion- please avoid doing so.

Allow One Business Day for a Response:

We understand that some questions feel urgent. However, please allow **one full business day (Monday–Friday)** for a response before following up.

Do **not** email multiple people or call around trying to get a faster reply. This can slow **down** resolution of your concern.

Example: If you email your coach on a Thursday afternoon, a reply by Friday afternoon or Monday morning is considered a timely response because this falls within one full business day.

We care about your success and are committed to helping you as quickly as possible—thank you for your patience and professionalism.

When to Contact Your Instructor Directly:

Your Academic Success Coach should always be your **first contact**, but there are certain times when it's appropriate to reach out to your Instructor of Record directly.

Contact your instructor if:

- You have a question about milestone feedback or grading
- You need clarification on assignment instructions
- You're looking for guidance on how to improve a specific submission
- You are experiencing an **extenuating circumstance** (such as a medical emergency, family crisis, or other documented hardship) and need to request an Incomplete grade

Your instructor will evaluate incomplete requests on a case-by-case basis. Keep in mind that an Incomplete is only granted when a **substantial portion of the coursework has already been completed** and you are in good academic standing in the course.

Note: Instructors **cannot** assist with course access issues, enrollment, drops, or withdrawals. Those must go through your Academic Success Coach.

Emailing Your Instructor Professionally:

- Use your @maine.edu account
- Include the course name, milestone number, and competency title
- Keep your message clear and respectful
- Include your full name and student ID
- Allow up to **three business days** for a reply

Example Email:

Subject: Clarification on Milestone 2 Feedback – BUS 141

Hello Professor Johnson,

I hope you're well. I received your feedback on Milestone 2 in BUS 141. I appreciate the comments and would like clarification on the SWOT analysis section. Could you let me know what I need to revise before I resubmit?

Thank you, Jordan Ellis

Student ID: 00345678

Professional Communication Best Practices:

- Begin emails with a proper greeting (e.g., "Hello," or "Good morning")
- Use a clear subject line and describe your concern concisely

- Avoid slang, excessive punctuation, or overly casual tone
- Always include your name and student ID
- Be respectful and patient—your communication style matters

What *Not* to Do:

Just like in a professional work environment, your communication should reflect courtesy, clarity, and patience. Below are a few common missteps to avoid:

- **Don't send messages from your personal email account.**
- **Don't email multiple departments or staff about the same issue.**
- **Don't expect immediate responses—allow one full business day.**
- **Don't use informal, demanding, or disrespectful language.**
- **Don't omit your name, student ID, or course information.**

Inappropriate Email Example:

From: jj@kmail.net

To: scoach@maine.edu; financialaid@maine.edu; admissions@maine.edu; registrar@maine.edu

Subject: URGENT!!! WHY IS MY COURSE STILL LOCKED??

Hey,

I've emailed 3 people and NO ONE is answering me. I need this fixed NOW! I can't do anything and it's super annoying. I'm trying to finish fast and this is just holding me back. Fix it ASAP.

Thanks,

J

What's Wrong Here?

- Sent from a personal or unidentified email address
- Uses **all caps**, excessive punctuation, and a **demanding tone**
- Lacks key details like course name, student ID, or milestone reference
- Vague and unclear about the actual problem
- Contacted multiple staff, which causes delays

A Better Version:

From: jordanellis@maine.edu

To: scoach@maine.edu

Subject: Request for Help Unlocking Course Module – BUS 321

Hello,

I'm currently working on BUS 321 and can't access Module 3. I believe I've passed the required knowledge checks, so I'm not sure what's causing the issue.

Could someone take a look when possible?

Thank you,

Jordan Ellis

Student ID: 00345678

Summary Checklist

- Use your @maine.edu account
- Contact your Academic Success Coach first
- Allow 1 business day for replies
- Email your instructor directly only when appropriate
- Use a clear, professional tone
- Include your name and student ID in every message
- Do not contact multiple departments for the same issue

Appendix B

Frequently Asked Questions (FAQs)

Can I email from my personal email account?

- No, due to FERPA Laws, all emails must be sent from your @maine.edu account. University faculty and staff will only correspond with you through your @maine.edu account. If you need assistance activating your account please contact [IT Support](#) for assistance.
-

Are there weekly deadlines?

- No! You can complete your coursework at your own pace, but be sure to finish all enrolled courses by the end of the 8-week session.
 - **Important:** During the first week of the session, you must either register progress in at least one course (other than orientation) or communicate your session plans with your Academic Success Coach. Progress is defined as viewing any content, syllabus, or course topic.
-

How many courses can I complete each session?

- As many as you can in 8 weeks! On average, students complete 2-3 courses per session, but some have completed as many as 10.
 - **Note:** If you receive financial aid, there is a minimum credit requirement each term. See the Enrollment Policy for more details.
-

What about holidays, deadlines, etc.?

- You will receive an Academic Calendar via email each session. If you can't find it, contact your Academic Success Coach for assistance.
-

Do I need books?

- No, all required course materials are provided in the platform.
-

Is there a draft option?

- Yes. We strongly encourage you to use the draft option to get feedback from your instructor before submitting your final assessment.
-

Are my milestones graded?

- Your milestones are not factored into your final grade. However, they must be deemed proficient to unlock the final assessment, which means you must achieve a score of at least a 3 (80%). Your final grade for the course is based solely on your performance in the final assessment.
-

When do my milestones need to be completed?

- It is strongly recommended that all knowledge checks, quizzes, and milestones be finished by **11:59 PM EST on Tuesday of the final week** of the session. Completing milestones after this deadline may not allow enough time for Instructors of Record to provide feedback within 72 hours, which could prevent you from successfully finishing the course.
-

Is there an instructor for my course?

- Yes! Every course has an instructor who will assist you with content and answer your questions. You can find their contact information in the course syllabus.
 - If you don't receive a response within 3 business days (72 hours), contact your Academic Success Coach for assistance.
-

Are other students enrolled in my course?

- Yes, other students may be enrolled, but you'll work independently at your own pace. This allows you to complete courses faster than in traditional settings.
-

How do I know what the course is about?

- Each course has a syllabus available in the platform, which includes the course description and learning outcomes.
-

When will my grades be posted in MaineStreet?

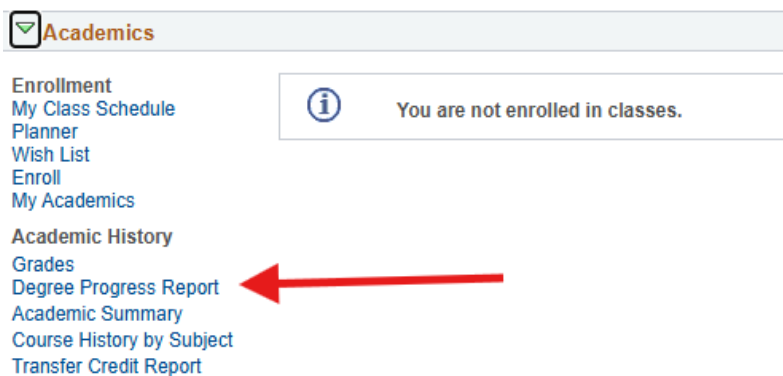
- Grades will be posted in MaineStreet within one week after the session ends.
 - If your grade hasn't been posted, reach out to your Academic Success Coach for help.
-

What is my final grade based on?

- Your final grade is based solely on the final assessment.
 - Other elements, such as discussion board knowledge checks, knowledge check quizzes, and milestone activities, may be required but do not factor into your final grade.
-

Where can I track my degree requirements?

- The Degree Progress Report (DPR) is an online self-service tool for matriculated degree-seeking undergraduates. The report is interactive, changing as courses are added and dropped. Active links within the report provide additional details. Degree Progress Reports are available in MaineStreet. Students access the report by navigating to **Main Menu > Self Service > Student Center > "Academics" section**. The report is generated by selecting the "Degree Progress Report" link.



Do I need to start working on a course the first week?

- **Yes.** You must register progress in at least one course or communicate your plans with your Academic Success Coach to avoid being dropped for non-attendance.
 - Progress is defined as viewing any content, syllabus, or topic.
-

Do I have to inform my Academic Success Coach if I'm going on vacation?

- Yes, communication is key! If you're taking a prolonged break during the session, inform your coach so they know why you aren't making progress in the platform.
-

Will my academic success coach reach out to me directly?

- Success coaches may reach out to students directly in certain situations. However, if you have any questions or need assistance, it's recommended that you reach out to your success coach. Please don't wait for them to contact you.
-

What Are My Options If Something Comes Up and I Cannot Attend?

If something comes up and you are unable to attend prior to the start of the session, you have a couple of options:

1. **Defer Your Start:** If your classes have not yet begun and you need to delay your enrollment, you may request to defer your start to a later term. This allows you to reschedule without having to reapply. Contact your New Student Enrollment Specialist to discuss the deferral process.
2. **Drop and Reapply:** If deferring is not the best option for you, you can drop from the current term and reapply for a future term.

Contact your New Student Enrollment Specialist for guidance on how to formally drop and reapply.

The Session has already started, but I can no longer attend. What do I do?

1. **Contact Your Academic Success Coach:** Reach out to your academic success coach to initiate the cancellation process.
 2. **Timing is Important:** Be sure to request cancellation during the appropriate timeframe. Check the academic calendar for specific dates.
 3. **Eligibility:** If you've already submitted a draft or final assessment, you may not be eligible to cancel.
 4. **Complete the Process:** Your academic success coach will guide you through the cancellation process.
-

How do I drop a course?

(If you are receiving financial aid, please make sure you understand how to maintain eligibility by reviewing the Satisfactory Academic Progress policy. For undergraduates, click [here](#). For graduate students, click [here](#)).

1. **Contact Your Academic Success Coach:** Request to drop the course.
 2. **Timing is Crucial:** Drop requests must be made during the designated drop timeframe.
 3. **Eligibility for Dropping:** You cannot drop if you've submitted a draft or final assessment.
 4. **Complete the Process:** Your coach will assist you in finalizing the drop.
-

How do I withdraw from a course?

(If you are receiving financial aid, please make sure you understand how to maintain eligibility by reviewing the Satisfactory Academic Progress policy. For undergraduates, click [here](#). For graduate students, click [here](#)).

1. **Contact Your Academic Success Coach:** Reach out to begin the withdrawal process.
 2. **Timing is Important:** Request the withdrawal during the designated withdrawal timeframe.
 3. **Eligibility for Withdrawal:** You cannot withdraw after submitting a draft or final assessment.
 4. **Complete the Process:** Your coach will assist in completing the withdrawal process.
-

What if I cannot finish my course?

(If you are receiving financial aid, please make sure you understand how to maintain eligibility by reviewing the Satisfactory Academic Progress policy. For undergraduates, click [here](#). For graduate students, click [here](#)).

If you believe you will not be able to complete your competencies on time, it may be best to withdraw from the course. Withdrawing will result in a "W" on your transcript, which does not impact your GPA, unlike an "F."

- Failing to withdraw and not finishing your competencies by the deadline will result in an "F" grade.
 - You cannot withdraw from a course once you have submitted either a draft or a final assessment.
-

How do I request an extension?

(If you are receiving financial aid, please make sure you understand how to maintain eligibility by reviewing the Satisfactory Academic Progress policy. For undergraduates, click [here](#). For graduate students, click [here](#)).

- To request an incomplete grade, you must meet specific criteria (extenuating circumstances, substantial progress).
 - Contact your instructor directly to discuss your situation and the formal process for requesting an incomplete grade.
-

I attended one session but need to take a break for the rest of the year, will my degree requirements change?

- As long as you complete at least one session per academic year, your degree requirements will remain the same. Since you attended one session, taking a break for the remainder of the year will not affect your degree requirements. However, if you plan to take a longer break or not attend any sessions in a future academic year, it's a good idea to check with your academic success coach to ensure you stay on track with your program.
-

My Instructor hasn't responded to me in more than 72 hours?

- Instructors are expected to respond within 72 hours, including weekends and holidays. If they do not, follow the process that will be shared in the first week of the session to seek assistance. If you do not receive this information in the first week please contact your academic success coach and they will send it to you. (More Information can be found in the Grievance Policy above).
-

How many sessions are there in a year?

- There are six sessions each year, each lasting 8 weeks.
-

Am I required to provide immunization records?

- No, online students at UMPI are not required to provide immunization records.
-

What is a term/semester/session?

A term or semester consists of two 8-week sessions.

- **Fall Term:** Fall Session 1 & 2
- **Spring Term:** Spring Session 1 & 2
- **Summer Term:** Summer Session 1 & 2

Academic Calendar <https://www.umpi.edu/academics/wp-content/uploads/sites/19/2025/06/2025-2026-Academic-YourPace-Calendar.pdf>

How do I transfer courses after I am enrolled?

- To transfer courses after you are enrolled at UMPI, you will need to send your official transcripts to the Transfer Office for evaluation. Email your transcripts to edocs@maine.edu. After submitting your transcripts, it typically takes up to 10 business days for the course(s) to appear on your transfer credit report. If you don't see your course(s) listed within that time frame, please reach out to the Transfer Office at umpi-transfercredit@maine.edu for assistance.
-

How do I get credit for prior work experience?

- Credit for Prior Learning (CPL) allows students to earn academic credit for work experience, military training, certifications, volunteer work, and more.
 - Contact [Jessica Winslow](#), Director of YourPace Student Success, for more information on how to apply for CPL.
-

What are the technical requirements for YourPace courses?

- You need internet access and Microsoft Office (available for free).
 - For the best experience, use Mac, Windows, or Linux.
 - Chromebooks are not recommended.
 - Mobile learning is not recommended.
 - Contact your Academic Success Coach for software assistance.
-

How do I apply for my degree?

- Instructions on how to apply for your degree will be sent to you via email by the Office of Student Records. If you do not have an email from the Office of Student Records with instructions, you can request them from your academic success coach.

When will my degree be conferred?

- Your degree will be conferred once all grades have been posted. The process is manual and can take 6-8 weeks after the session ends and all grades are posted.
- You will receive a Degree Analysis at your maine.edu email once your degree is conferred.

Can I attend Graduation?

- To participate in Commencement (in person or virtually), you must have an application on file in MaineStreet.
- The Office of Student Records will send instructions via email.

Tips for Success:

Stay Organized and Manage Your Time

- Create a study schedule
- Break down tasks
- Set weekly goals

Master Self-Motivation and Discipline

- Stay motivated
- Build a routine
- Reward yourself

Communicate Regularly with Your Advisors

- Stay in touch with your academic coach
- Use resources for support

Utilize Available Resources

- Online tutorials
- Library and writing services
- Tutoring services

Track Your Progress

- Monitor competencies
- Reflect on your learning

Focus on Mastery, Not Just Grades

- Aim for understanding
- Ask for feedback

Take Care of Yourself

- Maintain balance
- Stay healthy

Embrace Flexibility

- Work at your own pace
- Adapt to your learning style

Appendix C

Communication

Always read all emails received from YourPace Communications, the YourPace Enrollment Team, your Academic Success Coach, and the Office of Student Records.

As a student, your first point of contact should be your Academic Success Coach—they're here to support you throughout your academic journey.

If you have additional questions related to course pacing, program requirements, registration, or general support, feel free to reach out to the YourPace office at the number below. We're here to help!

Payton Jones
Administrative Specialist
YourPace Office: (207) 768-9683
Umpi-yourpaceacademics@maine.edu

Other Campus Offices:

Office of Student Records

The Office of Student Records provides assistance with transcripts, enrollment verification, course registration, and maintaining accurate academic records throughout your time at UMPI.

Transfer Information:
Barbara Lambert
Transfer Officer
(207) 768-9549
umpi-transfercredit@maine.edu

All Other Information:
Lisa Smith
Registrar
(207) 768-9581
umpireg@maine.edu

Student Financial Services

Student Financial Services helps students navigate financial aid, manage tuition payments, understand billing statements, and explore scholarship opportunities to support their education at UMPI.

Kathy Chandler
Student Financial Services Specialist CL2
(207) 768-9510
kathryn.chandler@maine.edu

Career Readiness Office

Career Readiness Office helps students prepare for success after graduation by offering support with résumé writing, internship opportunities, and job interview skills. We work with students, faculty, and employers to ensure UMPI graduates are ready for a wide range of career opportunities.

Roger Getz
Director of Career Readiness
(207) 768-9568
roger.getz@maine.edu

Student Support Services

Student Support Services offers personalized guidance and resources—including academic assistance, tutoring, and mentoring—to help students succeed both inside and outside the classroom at UMPI.

Student Support Services:

Ericka Weatherbee
(207) 768-9732
ericka.weatherbee@maine.edu

Counseling Services:

Mary Kate Barbosa
Director of Student Support Services/Disability Services
(207) 768-9613
mary.barbosa@maine.edu

Shawn Haskell
Science Spec & Tutor Coordinator
207.768.9461
shawn.haskell@maine.edu

MENTAL HEALTH RESOURCES

Individual counseling helps students address issues causing emotional distress and those which may be interfering with their personal goals and/or academic success.

UMPI students are able to meet with a professional counselor to address issues such as stress and anxiety, relationship concerns, adjustment difficulties, depression, self-esteem, eating and body image concerns, and a variety of other emotional and developmental issues.

We are pleased to announce a partnership with Uwill, a leading student mental health and wellness platform. Uwill offers students free immediate access to teletherapy, a direct crisis connection, and wellness programming through its easy to use online platform.

To schedule teletherapy:

- [Register](#) with Uwill
- Choose a therapist based on your preferences including *availability, issue, gender, language, ethnicity*.
- Choose a time that fits your schedule with *day, night and weekend availability*.

Uwill is ***Private. Secure. Confidential.***

Uwill also offers students a direct crisis hotline. If a student is experiencing a mental health crisis, help is available 24/7/365 by calling (833) 646-1526 (*If you are experiencing a medical emergency, please call 911 immediately.*)

Students also have free access to on-demand wellness programming through Uwill's easy to use online platform. Select *wellness* from the left navigation and relax and recharge your mind and body with a wide range of wellness such as yoga, meditation, mindfulness, and more! Allow Uwill to help you discover greater focus and balance as you navigate the semester.

If you need any assistance, you can refer to the Uwill FAQ, Student User Guide, or reach out directly to Uwill at support@uwill.com.

Non-clinical services are offered in the Student Support Services office located in the basement of the CIL. If students choose, they may also access clinical counseling from community providers.

Student Support Services can be reached at (207) 768-9732 or mary.barbosa@maine.edu.

The following 24/7 resources are available for students as well:

- Crisis and Counseling Centers Crisis Line (local): 1-888-568-1112
- National Suicide Prevention Lifeline: 1-800-273-8255
- Maine Sexual Assault Crisis & Support Line: 1-800-871-7741

Library Services

Library Services can assist students in navigating scholarly databases and locating credible sources for their research. For help with technology-related issues, support is also available by calling the designated help number.

Angelita Hernandez
Library Specialist
(207) 768-9593
angelita.hernandez@maine.edu

Campus Safety and Security

Campus Safety and Security works year-round to protect the UMPI community on the Presque Isle campus and at the Houlton Center. Staffed by a full-time Director and trained student personnel, the office provides services such as campus patrols, safety escorts, building security, parking enforcement, event support, emergency response, and safety education. The Director is a certified officer with full arrest powers and collaborates with local law enforcement and Student Life to promote crime prevention and awareness. Students are encouraged to report any safety concerns to the Campus Safety and Security Office, located on the first floor of the Campus Center.

Joey D. Seeley
University of Maine at Presque Isle's Chief of Police
(207) 768-9580
joey.seeley@maine.edu

Health Services

Located in the Emerson Hall Annex, the Student Health Center offers professional medical services to students. A registered nurse practitioner is available by appointment, with walk-ins also welcome. Appointments can be scheduled using the QR code or link provided under "Make an Appointment," and accommodations are available upon request. In a medical emergency, call 911 or seek immediate care at the nearest hospital emergency room.

Student Health Insurance is something that is provided and can be found in the link below.

Information on Immunizations - YourPace students are exempt from immunization requirements **UNLESS** they are coming to campus physically. If you are wanting to participate in athletics, activities, housing on campus then you would need to provide immunization verification.

Judith Pimental

Director of Health Services

(207) 768-9586

judith.pimental@maine.edu

Kylie MacDougal

Administrative Specialist Health Center

(207) 768-9585

kylie.macdougal@maine.edu

Amy Joy Berube

Student Life Operations Manager

(207) 768-9587

amy.berube@maine.edu

Link to UMPI Health Services: [University of Maine at Presque Isle](#)

Appendix D

Degree Progress Report and What If?

How to Read Your Degree Progress Report (DPR) Your Personalized Graduation Progress Tool

The Degree Progress Report (DPR) is an interactive, online tool available in MaineStreet for all matriculated, degree-seeking students. It helps you track your academic progress by comparing your completed and in-progress coursework against your degree requirements—just like a checklist toward graduation.

What the DPR Includes

Your DPR outlines your academic progress toward your degree by showing completion status for the following:

- General Education Curriculum (GEC)
- College/Program-specific requirements
- Major requirements
- Concentration and/or Minor requirements (if applicable)

It automatically updates as you enroll in new courses, drop courses, or complete credits. Think of it as a living document that changes with your academic activity.

What the DPR Does Not Do Automatically

While the DPR is a great planning tool, it's not a perfect live audit. Here are a few things to keep in mind:

- **It does not always remove duplicate credits** from repeated courses. If you retake a course, both attempts may show in your total credit count until the Repeat to Replace process is officially run.
 - *Example: A student repeated BUS 335. Both attempts were counted, which made it look like they had 121 credits. In reality, only 118 counted once Repeat to Replace was applied—putting them short of the 120 credits required to graduate.*
- **It may show courses that aren't offered through YourPace**, even if they appear under "View Course List."
 - *All YourPace courses are available every session, regardless of the schedule shown in the DPR. If a course shows "Fall Only" or "Spring Only," this does not apply to YourPace students.*

- **It doesn't verify final degree clearance.** Your official degree requirements are determined by the [UMPI Academic Catalog](#) for the year you were admitted. If your DPR and the catalog ever seem to disagree, the catalog always takes precedence.
-

Using the DPR Effectively

You can access your DPR by going to: **Main Menu > Self Service > Student Center > Academics > Degree Progress Report**

Key Features:

- **Clickable Links:** Many sections allow you to explore course options that meet specific requirements.
 - **View Course List:** Click this to see what classes can fulfill a requirement.
Reminder: Some listed courses may not be available in YourPace—check the blue header or the top of the requirement box for YourPace-eligible options. Also: The course offering details ("Fall Only," etc.) do not apply to YourPace students. All YourPace Courses are offered every session.
-

Tips for Staying on Track

- **120 Credits Minimum:** Even if your DPR shows all requirements as complete, you must earn at least **120 total credits** to graduate. Be sure to include elective credits in your plan—electives are not listed as a single requirement lines in the DPR.
 - **Degree Requirements May Exceed 120 Credits:** While 120 credits is the minimum for graduation, you must complete **all** program requirements. Depending on your major, minor, or concentration, this may mean earning **more than 120 credits**.
 - **Overlapping General Education Requirements:** Some general education courses (e.g., PHI 152) may fulfill **multiple learning objectives**. One course may count in more than one GEC area, but the **credit only counts once** toward your 120-credit total.
 - **Elective Required Credit vs. Required Credit:** Courses applied to specific major requirements **cannot also count** as general upper-level electives for the concentration of that same major. Each course may only fulfill one section.
 - **Repeated Courses:** If you've repeated a course, confirm with your coach that your DPR reflects only the appropriate credit count.
 - **Final Terms:** If you're nearing your final semester, check your DPR against your catalog and speak with your Academic Success Coach to ensure you're on track for graduation.
-

Frequently Asked Questions (FAQ)

Q: I've reached 120 credits. Does this mean I can apply for graduation?

A: *Maybe! While 120 credits is required, you also need to complete all courses listed in your degree program—including major, GEC, and residency requirements. Connect with your New Student Enrollment Specialist or success coach to review any remaining pieces.*

Q: I see that PHI 152 is listed under multiple learning objectives. Do I need to take additional courses to meet all of those areas?

A: *Nope! PHI 152 will satisfy each learning objective it's listed under. One course can meet multiple GEC areas—even though the credits only count once.*

Q: I took HTY 301, but it's not showing up in my upper-level electives. Why not?

A: *If a course applies to a specific degree requirement, it cannot also count as a required elective for the concentration.*

Q: The DPR says a course is only offered in the fall, but I'm in YourPace. What does that mean?

A: *That scheduling note applies only to students in traditional campus-based programs. YourPace students can take eligible courses during **any session**, regardless of the semester listed in the DPR.*

Still Have Questions?

If you haven't started your courses yet, contact your New Student Enrollment Specialist. If you're a current student, your Academic Success Coach is the best resource for reviewing your DPR and confirming what you still need to graduate. Reach out if:

- You've repeated a course
- You're unsure which electives to take
- You're seeing a course listed that isn't available in YourPace
- You have questions about catalog requirements vs. your DPR

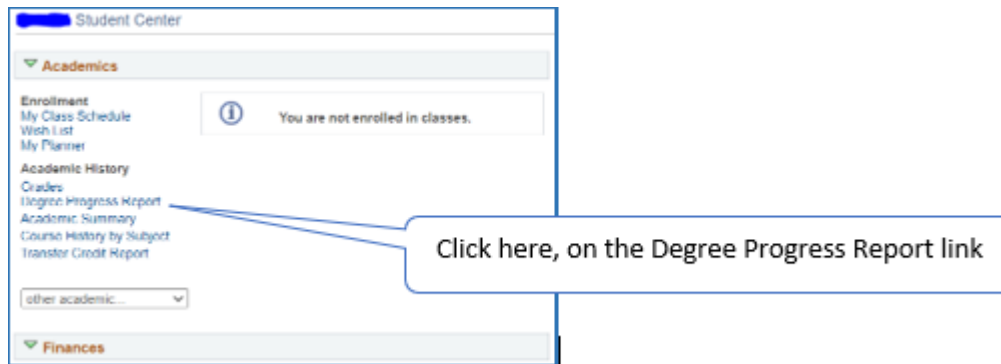
For more instructions:

PLEASE SEE PAGES BELOW

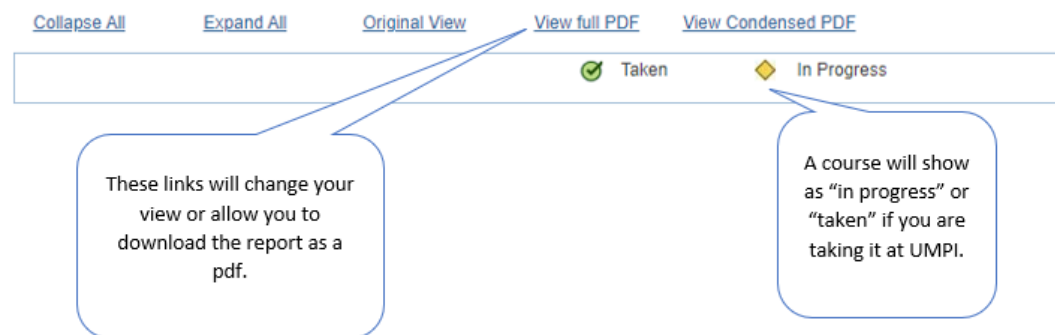
Link to Academic Catalog: <https://www.umpi.edu/academics/course-catalog/>

How to View and Read Your Degree Progress Report

1. Log into your MaineStreet Student Center (If you don't know how go to [How to login to your MaineStreet Student Center.](#))
2. On the front page of your Student Center



3. Your report will look similar to this:



Career/Program/Plan	Degree	Requirement Term
Undergraduate Career		2024 Fall
YourPace Baccalaureate Program		2024 Fall
Accounting Major	Bachelor of Arts	2024 Fall

This box shows the degree program, major and requirement term or catalogue year you are in according to your official records

GRADUATION REQUIREMENTS

Not Satisfied: **OVERALL GRADUATION REQUIREMENTS**

To meet degree requirements at the University of Maine at Presque Isle, students must complete the following:

1. Meet all General Education Curriculum Requirements
2. Meet all major requirements
3. Meet minimum cumulative GPA in major and concentration
4. Meet minimum overall cumulative GPA
5. Meet minimum amount of credits required for your degree (minimum 120 credits for Bachelor's Programs/Minimum 61 credits for Associates Programs (varies by academic program)
6. Meet Residency Requirements: All four-year degree candidates must complete at least 30 credit hours of study through UMPI in order to receive a baccalaureate degree. At least 12 of these credits must be in the major and at least 9 of these 12 must be at the upper level (300-level or above). All two-year degree programs require 15 credits completed at UMPI.

To ensure you have met degree requirements, please compare your Degree Progress Report with the requirements listed in the official course catalog. Always review your degree requirements with your Professional Academic Advisor or Academic Success Coach (YourPace).

YourPace Students: All YourPace courses are offered every session

GENERAL EDUCATION CURRICULUM (GEC) GLO REQUIREMENTS (YOURPACE)

Not Satisfied: To complete the GEC, select at least one course for each objective. Note that several courses meet more than one objective. If you do not have transfer credit, you will be placed in a YourPace course to meet the requirements. (RG13720)

GEC GLO1 - Effective Written and Oral Communication

Not Satisfied: General Education Learning Outcome: Students will demonstrate effective written and oral communication skills in a variety of contexts. (RQ9551)

1A. ENG 101

1B. ENG 121

Not Satisfied: GEC GLO 1B. Students will engage primary and secondary sources effectively and employ appropriate documentation systems. (RQ9551)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status
View Course List	GEC - GLO 1B		

View All | First | 1 of 1 | Last

1C. POS 101, PCJ 219, or COM 219

1D. ENG 101

The boxes close when the requirement is met.

When the requirement has not been met the box is "open" and marked **Not Satisfied**

You can open the box to check how the requirement is met by clicking on the little green triangle.

For Course Options offered through YourPace look in the blue header or the top of the requirement box as opposed to view course list:

1C. POS 101, PCJ 219, or COM 219

Not Satisfied: GEC GLO 1C. Students will be able to speak extemporaneously and deliver effective oral presentations with clarity, accuracy and fluency (RQ9551)

- Units: 3.00 required, 0.00 taken, 3.00 needed

Exceptions

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status
View Course List	GEC- GLO 1C		

View All | First | 1 of 1 | Last

Courses offered through YourPace that meet the GEC requirements.

GENERAL PSYCH ELECTIVES

Not Satisfied: Select 30 credits for the general concentration area. At least ONE elective must be at the 400 level. Please choose 10 courses from the following:

PSY 200, PSY 235, PSY 345, PSY 360, PSY 370, PSY 374, PSY 375, PSY 385, PSY 382, PSY 440, PSY 495

- Units: 30.00 required, 0.00 taken, 21.00 needed

Exceptions

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	GENERAL PSYCH ELECTIVES				
PSY 200	Social Psychology	3.00	2025 Fall		
PSY 235	Abnormal Psychology	3.00	2025 Fall		

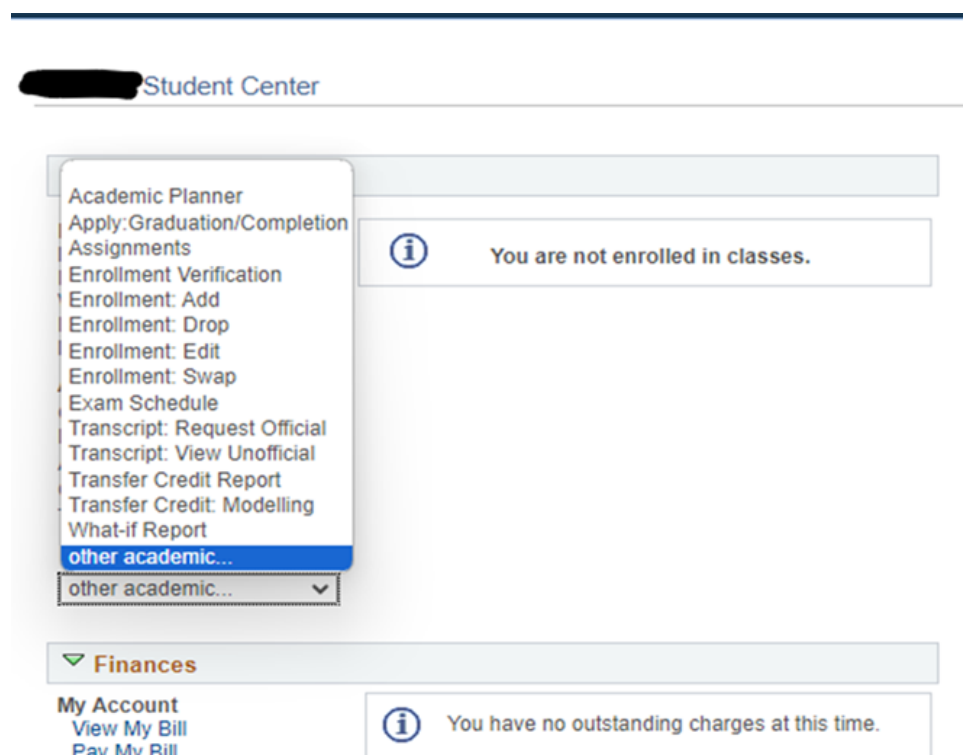
View All | First | 1 of 1 | Last

Courses offered through YourPace that meet the major requirements.

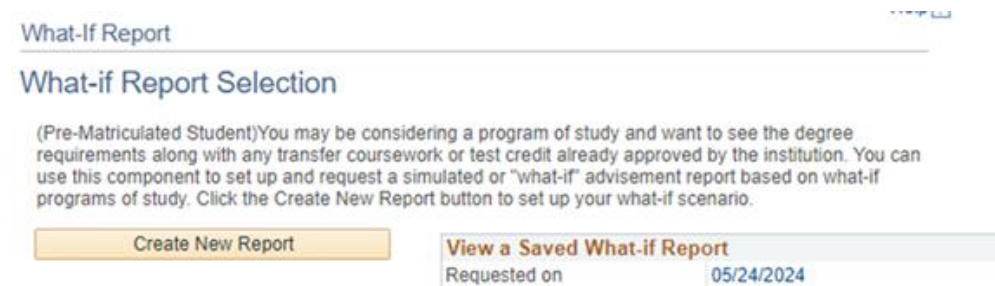
HOW TO VIEW AND READ A WHAT-IF REPORT

The What-if Advisement Report is similar to the Academic Advisement Report (Degree Progress Report), but it incorporates user-selected scenarios to generate an unofficial report to show degree progress if a student were to change a major, minor, concentration, catalog year, etc.

- 1) **Navigate to the What-if Report** from the “**other academic**” drop-down list in the **Academics** section of the Student Center



- 2) **Select the Create New Report**



- 3) **Create the What-if Scenario** - set up a what-if scenario based on different academic programs.
 - a) The Catalog year, on which the requirements for the new Academic Program/Area of Study are based, will default to the current Catalog year.
 - b) Program Scenarios default to the student's current program of study. Program scenario options are based on the programs active as of the start of the student's catalog year and include double majors, minors, and any associated concentrations for majors.
 - c) If you decide you would like to officially change your major, or add a major/minor/concentration, please contact your YourPace academic success coach.

4) View the What-if Report

- a) Select the Submit Request button to generate the report. In the example below, the student is creating a what-if scenario for changing their major to Psychology.

Institution	Career	Catalog Year
University Maine Presque Isle	Undergraduate	2025 Fall

Program Scenario

The information that appears on the page by default is your current academic information. You can use the fields below to set up a what-if scenario based on one or more programs of study. You can define up to three scenarios.

Academic Program	Area of Study	Concentration
Associate Degrees	Physical Therapist Assistant Major	n/a
Baccalaureate Degrees	Psychology Major	General
None	None	None

- b) The What-if Report then displays the requirements for the Psychology Major:

✓ Taken ◆ In Progress ★ Planned ? What-if		
Career/Program/Plan	Degree	Requirement Term
Undergraduate Career		2025 Fall
Associate Degrees Program		2025 Fall
Baccalaureate Degrees Program		2025 Fall
Physical Therapist Assistant Major	Associate of Science	2025 Fall
Psychology Major	Bachelor of Arts	2025 Fall
General Concentration		2025 Fall

▶ RESIDENCY
▶ PHYSICAL THERAPIST ASSISTANT GRADUATION REQUIREMENTS (RG7864)
▶ PTA-AS REQUIREMENTS - PHYSICAL THERAPIST ASSISTANT
▶ OVERALL GRADUATION REQUIREMENTS
▶ GENERAL EDUCATION CURRICULUM (GEC) GLO REQUIREMENTS (RG1859)
▶ PSYCHOLOGY BA - MAJOR REQUIREMENTS
▶ PSYCH - GENERAL CONCENTRATION